To: Graduate Assistants and Graduate Coordinators, all Graduate Departments/Programs

From: Monica Corbett

Date: January 12, 2022

RE: **Ontario Graduate Scholarship Allocations, Application and Adjudication Processes, 2022-23**

**Background**

The Ontario Graduate Scholarship (OGS) program is designed to encourage excellence in graduate studies at the master’s and doctoral levels. The OGS program was a long- standing funding opportunity for graduate students in Ontario universities, formerly centrally administered by the OGS program at the Ministry of Colleges and Universities (MCU). In early September 2012 following lengthy consultation between the Ontario Council of Graduate Studies (OCGS) and the Ministry, universities were granted the authority to manage OGS at the university level, as of the 2013-14 scholarship year. The Ministry divided the OGS funding for 3000 awards so that each eligible Ontario institution receives an allocation. Universities have developed internal processes for application, review, adjudication and awarding OGS, subject to the regulations still enforced by the Ministry.

**Queen’s University OGS Allocation, 2022-23**

The OGS allocation to Queen’s for 2022-23 is 204 scholarships. 196 scholarships must be awarded to domestic students (students who are Canadian citizens or Permanent Residents of Canada), 2 scholarships may be awarded to Indigenous students and 6 may be awarded to International students.

In 2022-23, the 2 OGS awards for Indigenous[[1]](#footnote-1) students and the 6 OGS awards for International students will be selected through the adjudication processes of the annual internal fellowship competition in May-June 2022. Departments/programs will be given full details of how to nominate students for the International Student OGS competition, and the Indigenous Student OGS competition, with all the other materials for the internal fellowship competition.

The remaining 196 domestic OGS awards have been distributed proportionally to all eligible academic units with eligible graduate programs. See *Appendix A* for a table showing the distribution of the 196 OGS awards.

**2022-23 Queen’s SGS OGS website**The website for applicants with all the details and procedures, and a link to the online application for OGS for 2022-23 is here:

<https://www.queensu.ca/sgs/prospective-students/applying-scholarships/ontario-graduate-scholarship>

Departments/programs should direct all eligible applicants to the Queen’s SGS OGS website. Note that this application opened in November 2021, and most programs have received OGS applications already.

**2022-23 Queen’s SGS OGS application:** Students must apply for OGS at EACH Ontario University that they want to be considered by. The universities all have different processes and different deadlines. Awards are not transferable between universities.

All students who want to be considered for a Queen’s University OGS for 2022-23 must complete and submit the 2022-23 SGS OGS online application by March 1, 2022 or by the department/program OGS deadline, whichever is earlier. The SGS OGS online application consists of the following sections:

* 1. Personal Information
  2. Previous Awards (this required section identifies if the applicant has ever received awards from SSHRC, NSERC or CIHR, or previous OGS, QE II GGST or OTS award. We need this information as part of the OGS eligibility check we do).
  3. Awards and Prizes (optional)
  4. Research Proposal
  5. Publications
  6. Significant Accomplishments (optional)
  7. Submission Checklist (this is done online prior to submission; no checklist page appears in the OGS application)

**Letters of Reference:** In addition to the complete OGS application listed above, **continuing graduate students** (i.e. those already enrolled in a graduate degree here and who will be in the same graduate degree program, in the same department, in 2022-23) are responsible for designating 2 referees who have agreed to submit online letters of reference by the deadline March 1, 2022 or the department/program OGS deadline, whichever is earlier. Referees will be sent an email with a link to their OGS reference form. The referee will submit the reference online.

OGS letters of reference for **new students** are NOT required: departments/programs and the SGS will use the letters of reference included with the application to graduate studies, instead.

VERY IMPORTANT NOTE: New students are students who are applying to start a new graduate degree program at Queen’s as of September 2022. *This includes students who are Master’s students at Queen’s University now and who will be applying to start the PhD here in 2022-23.*

**Transcripts:** Copies of all university level transcripts must be included with the OGS nomination packages sent forward to SGS (see below). Photocopies of any and all final transcripts from student applications and student files are acceptable, as is the internal transcript from PeopleSoft, for Queen’s students.

**Annotation of transcripts for average calculations: If possible, m**ark on the transcripts(s) **(do not use a highlighter)** to indicate which courses you have used in the calculation of the overall average. Show which marks were used and the calculations for the final average, on the transcript(s). If that calculation results in an average of less than A-, DO NOT submit the application (see **Minimum Academic Requirements** below).

**Research Proposal:** this is a required section. Applicants will provide an outline of the proposed research they intend to pursue. If the proposed graduate program is not research based, applicants can provide a Statement of Interest, which outlines their specific area of academic interest, and what they hope to achieve in the graduate program. These instructions are provided to the applicant on the screen. Applicants can paste text from any other document into this section. This section is limited to 7,900 characters (app. 2 pages) (with spaces). If references are required, they must be include in the character limit.

**Applicant Deadline:** All applicants must have a completed SGS OGS application submitted by the deadline of March 1, 2022, **or** the departmental/program OGS deadline, whichever is earlier. New students applying for admission to SGS graduate programs who submit their application for admission after March 1, 2022 or after the departmental/program OGS deadline could be considered by the department/program as an OGS recipient if the department/program has not allocated all 2022-23 OGS awards. The SGS OGS online application remains available until the SGS closes the competition (mid June 2022).

**Department/Program nomination package:** A complete nomination package for each student nominated for a 2022-23 OGS must be submitted to the School of Graduate Studies, and will contain in the order given:

1. The 2022-23 OGS application which includes # 1 through # 6 listed above
2. Two (2) Academic Assessment Reports (either from the application to graduate studies [new students] or from the OGS application [continuing students])
3. Copies of all university level transcripts (undergraduate and graduate)

### A memo must be included that clearly lists the students nominated in alphabetical order.

### SUBMISSION METHOD, 2022-23 OGS competition: Either the hard copy application sent by campus mail, OR a single PDF of the complete application sent via email to the SGS Awards Officer, will be acceptable.

Adjudication, 2022-23:

1. Departments/programs will decide which students will be their 2022-23 OGS recipients, according to how and when funding decisions are made in their unit.
2. Once departmental selection has been completed, departments will forward their nominees’ complete OGS application packages to the School of Graduate Studies. Submission to SGS should be done whenever the decisions are made, but must be done no later than May 9, 2022.
3. OGS awards are to be granted to students in their funding eligible period in 2022-23 (Year 1 of the one year Master’s, year 1 or year 2 of the 2 year Master’s, years 1-4 of Ph.D.). Only in extenuating circumstances will consideration be given to awarding an OGS to a PhD 5 student and only with the approval from their SGS Associate Dean.
4. Staff at the SGS will review the applications for completeness and candidate eligibility, will follow up with departments on any applications or issues requiring correction or clarification, and will contact all 2022-23 OGS recipients with details of payment.
5. Before paying the OGS award to the recipient, staff at the SGS must confirm that the nominee is not on the Ontario Student Assistance Program (OSAP) restricted list. Students on OSAP’s restricted list will NOT receive the OGS. This is a strict regulation of the Ministry. There is no appeal of this decision.

## Minimum tenure of awards: OGS awards must be held for at least two consecutive academic terms. If a student cannot hold his or her OGS for at least two consecutive terms, repayment in full will be required. Departments/programs *should NOT nominate a student who cannot hold the OGS for at least two consecutive academic terms (e.g., a student who is one term away from completion, should not be nominated for OGS)*. OGS awards cannot be reallocated or reassigned if they have been partially disbursed to a student who cannot hold the award for the required minimum tenure.

**Reversion List/Applications**: Departments/programs must maintain a reversion list to reallocate their 2022-23 OGS, should their nominees decline the award (e.g. receive a tri-agency award) or be ineligible (#4 and #5 above). The SGS will require the complete application package of any student nominated as a result of reversion. Nominees that result from reversion must meet all eligibility requirements, and will be adjudicated as per Steps 1 through 5 above.

**Notification of Results:** The School of Graduate Studies will contact all successful 2022-23 OGS recipients about their 2022-23 OGS award, usually in June or July. Recipients will be informed that they must return an OGS Acceptance form (available as an e form and accessible from the SGS website), and be clear from any OSAP restriction, in order for SGS to pay out the 2022-23 OGS. *SGS will contact successful OGS recipients only.* The onus is on the department/program to communicate with any OGS applicant not nominated for a 2022- 23 OGS about the outcome of the departmental/program adjudication.

**OGS Program Guidelines, 2022-23:**

Below are the Program Guidelines for OGS for 2022-23, that are mandated by the Ministry.

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## Purpose and Funding of the OGS Program: OGS awards are merit-based scholarships available to graduate students in all disciplines of graduate level study. The OGS program is jointly funded by the Province of Ontario and each university, with the Province contributing two-thirds of the value of the award and the university providing one-third.

## Value: The OGS value is $5,000 per term to a maximum of $15,000 for the academic year 2022-23.

## Awards must be held for at least two consecutive academic terms. Eligible Students: In order to be considered eligible to be nominated for and to hold an OGS, a student must be:

* A Canadian citizen, Permanent Resident or Protected Person (under subsection 95(2) of *the Immigration and Refugee Protections Act [Canada])* at the time of the 2022-23 OGS application deadline date.
* Enrolled in an eligible postsecondary institution in Ontario (one offering graduate programs).
* Enrolled full time in an eligible full time graduate program.

*Note re. International students studying remotely*: International students who are studying in Ontario with a student study permit under *the Immigration and Refugee Protections Act (Canada)* are eligible for the allotted OGS International student awards. Due to COVID 19, some international graduate students are participating in their program remotely, and so may or may not has a student study permit. In the event that graduate programs continue to be offered online only due to the pandemic the Ministry will allow the university discretion to decide if 2022-23 International OGS applicant or recipients are required to have student study permits. For Queen’s international students will also have to have a Canadian bank account established in order to be granted a 2022-23 International OGS. More information will be provided with the other materials for the 2022-23 International OGS competition.

International OGS applicants must complete the 2022-23 online OGS application.

**Minimum Academic Requirements**: ***There are 2 and only 2, acceptable methods*** to determine if an applicant meets the minimum academic requirements:

a. Applicants entering the first or second year of graduate studies at the time of application must have achieved a first-class average, (A- at Queen’s) **in each of the last two completed years of study** (full time equivalent). ***The academic year of the courses used in this calculation must be completed by the OGS deadline.*** Example: For the academic year 2021-22, Winter 2022 term grades will not be on transcripts, normally, at the time of the OGS deadline, so grades for 2021-22 are not to be included in this calculation. At the SGS level of review, we will only consider grades for completed years of study.

OR

b. Applicants entering the third year or beyond of graduate studies at the time of application must have an overall average of at least A- or the equivalent on all graduate courses completed. At the SGS level of review, any graduate course with a grade showing on the transcript at the time of the OGS deadline, will be included in this calculation.

Note: When master’s or doctoral degree marks would typically be used for calculating an applicant’s academic eligibility but are not available, for example, because the master’s degree courses were graded on a pass-fail basis, the average will be calculated using the most recent, available, undergraduate or graduate marks.

There are no other acceptable methods of calculating the average to see if minimum academic requirements have been met. Students who do not meet the requirements using these parameters, are simply not eligible. There will be no exceptions made. DO NOT SUBMIT applications if the overall average is less than A- . Any such applications must be automatically disqualified by SGS.

**Eligibility Conditions**:

1. OGS recipients must remain enrolled as full-time students in the department/program that nominates them for the OGS. OGS recipients who withdraw, transfer to part-time studies, or fail to complete the term in which an OGS installment has been issued, are required to repay the award. 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.
2. Master’s students can receive OGS for a maximum of two years (one year in 1 year programs) and doctoral students for a maximum of four years, subject to a lifetime maximum of six years of OGS funding per student.
3. A university may opt to not provide an award to a master’s student who has been enrolled for more than two academic years or a doctoral student who has been enrolled for more than four academic years.
4. In addition to #2 above, 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’s Elizabeth II Graduate Scholarship in Sciences and Technology (QEII -GGST)
     + Ontario Trillium Scholarship (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)
5. Students cannot hold an OGS award and an award from any of the following programs, concurrently:

* Queen’s Elizabeth II Graduate Scholarship in Sciences and Technology (QE II GGST)
* Ontario Trillium Scholarship (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)
* Ontario Women’s Health Scholars Awards/Autism Scholars Awards

1. Other than the restrictions listed above, OGS recipients can hold a graduate award or awards at the same time (in the same academic year) as OGS, provided this is permitted under the terms and conditions of the other graduate award or awards.

1. Applicants must not have exceeded the maximum number of awards for their level of study. A student can hold one year of OGS funding in a 1 year Master’s program. A student can hold up to two years of OGS funding for a 2 year Master’s program. The OGS can be awarded for one or both of the first two academic years, but not after the second year. A student can hold up to four years of OGS funding for a program at the doctoral level. The OGS can be awarded in any of the first four years of the doctoral program. (see #3 under Adjudication, above).
2. OGS awards are tenable ONLY at the university that grants them. If an OGS holder transfers to another university, during the tenure of their OGS, the unused portion of the award remains with the university, NOT with the student.
3. An OGS recipient may be granted a leave of absence, not to exceed, on any one occasion, more than 18 consecutive months, for an approved maternity or parental leave, or an approved medical leave of absence. Queen’s University School of Graduate Studies’ policy concerning length of allowable leaves of absence from a program shall apply, where the allowable leave is 18 months or less. Queen’s University School of Graduate Studies’ policy concerning how the award is disbursed when the leave ends, shall apply.

SPECIAL NOTE RE LEAVES: For 2022-23, the Ministry will permit OGS holders to be on leave not to exceed 18 months for circumstances related to COVID-19, as long as the university grants an official leave of absence not to exceed 18 consecutive months.

1. Prior to releasing the OGS to the student, the SGS must confirm that the nominee is not on the Ontario Student Assistance Program (OSAP) restricted list. Students on OSAP’s restricted list will NOT receive the OGS.

Thank you for your continued cooperation and assistance with this important process. Please email Erfan Aghdasi (aghdasie@queensu.ca), Tanya Broadfoot (tb120@queensu.ca), Lisa Marzano (marzanol@queensu.ca) or me (corbettm@queensu.ca) if there are problems or questions.

Yours sincerely,

Monica Corbett

Director, Admissions and Student Services  
School of Graduate Studies

# ****Appendix A: 2022-23 OGS Allocation, Queen’s University****

The 196 2022-23 OGS awards for domestic students were allocated to each eligible department/program proportionally, based on the number of Tri-Agency award holders over the past 2 academic years and on enrolment of funding eligible domestic students over the past 3 years, according to each year’s November 1 count. For the enrolment calculation, enrolled students are partitioned into four categories: Doctoral, Research Master’s, Professional Master’s 1 and Professional Master’s 2. Doctoral students received a weight of 2, Research Master’s a weight of 1 and Professional Masters were weighted as either 0.25 or 0.40. Allocations were made using these weighted sums based on their proportion of the total weighted sum of all eligible graduate students.

The table below shows the number of OGS awards allocated to each academic unit for 2022-23, for our total of 196.

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| --- | --- |
| **Department/Program** | **Total OGS Allocation**  **2022-23** |
| Art (Art History + Art Conservation ) | 10 |
| Biology | 7 |
| Biomedical and Molecular Sciences | 10 |
| Chemical Engineering | 4 |
| Chemistry | 7 |
| Civil Engineering | 5 |
| Classics | 1 |
| Computing | 4 |
| Cultural Studies | 11 |
| Economics | 6 |
| Education | 11 |
| Electrical and Computer Engineering | 3 |
| English | 7 |
| Environmental Studies | 3 |
| Gender Studies | 2 |
| Geography and Planning | 10 |
| Geological Sciences and Geological Engineering | 4 |
| Global Development Studies | 2 |
| History | 11 |
| Industrial Relations | 1 |

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| **Department/Program (con’t)** | **Total OGS Allocation**  **2022-23** |
| Kinesiology and Health Studies | 8 |
| Law | 2 |
| Management | 4 |
| Mathematics and Statistics | 2 |
| Mechanical and Materials Engineering | 6 |
| Mining Engineering | 1 |
| Neuroscience | 4 |
| Nursing (includes PhD in Health Quality) | 3 |
| Pathology and Molecular Medicine | 2 |
| Philosophy | 4 |
| Physics, Engineering Physics and Astronomy | 3 |
| Political Studies | 7 |
| Psychology | 13 |
| Public Administration | 1 |
| Public Health Sciences | 4 |
| Rehabilitation Therapy (Rehabilitation Science + Occupational Therapy + Physical Therapy + Aging and Health PhD) | 5 |
| Religious Studies | 1 |
| Screen Cultures and Curatorial Studies | 2 |
| Sociology | 4 |
| Translational Medicine | 1 |
| Total | 196 |

1. 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. [↑](#footnote-ref-1)