

## **Purpose**

The Ontario Graduate Scholarship (OGS) program encourages excellence in graduate studies at the master's and doctoral levels. It is a merit-based scholarship. Awards are available to students in all disciplines of academic study. An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms.

The OGS program is jointly funded by the Province of Ontario and the postsecondary institution. The Province of Ontario contributes two-thirds of the value of the award and the university provides one-third. For 2012-2013, the Province of Ontario will provide about \$30 million towards these scholarships and eligible institutions will provide \$15 million.

## **Amount of Aid**

An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. One-term awards are not granted. The value of the OGS is \$5,000 per term. Thus, you may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms.

### **Number of Scholarships Awarded**

A total of 3,000 scholarships will be awarded annually. Of these, 90 scholarships will be awarded to visa students.

## **Who Can Get This Aid**

You may be considered for an OGS if you meet the criteria in each of the following areas.

### **Eligible Institution**

You must be enrolled in an eligible postsecondary institution in Ontario

### **Eligible Program**

You must be taking an eligible program. An eligible program is defined as a full-time program of study of two or three terms at an eligible institution leading to a graduate degree. Each of the components that determine an eligible program is outlined below.

### **Course Load**

You must be enrolled as a full-time student, as defined by the institution. To be considered a full-time student, you must meet the following conditions:

- be pursuing studies as a full-time occupation;

- not be employed, for more than an average of 10 hours per week for any term during registration as a full-time graduate student. Note: If you are employed as a teaching fellow or demonstrator, the ten hours per week should represent the total time spent by you in connection with the appointment, including preparation and marking examinations, etc.
- who are unable to study full-time due to a permanent disability may still be considered for an award provided all other eligibility requirements are met.

### **Level of Study**

You must be enrolled in a graduate level program. You may apply for an OGS prior to admission to a graduate program provided you will be enrolled in graduate studies for the duration of the award.

### **Study Period Start Date**

For the 2012-2013 academic year, you must be starting your program on:

- May 2012 (spring term),
- September 2012 (fall term), or
- January 2013 (winter term).

### **Terms of Study – Attention MLIS Students**

You must be taking two or three consecutive terms of study. You are not eligible if your program length is one term (this includes any change to the program length that results in a one term period of study for the current application).

Term of study is a period of study, including examinations, of approximately 15 to 17 weeks in duration (but not less than 12 weeks in duration). The terms are deemed to be:

- The period from May to August is the spring term.
- The period from September to December is the fall term.
- The period from January to April is the winter term.

Generally non-consecutive terms of study are not eligible. Contact your Graduate Studies Office to discuss your situation if you are in a co-op program, are on maternity or paternity leave, or have extenuating personal circumstances.

### **Academic Requirements**

You must meet the following OGS academic requirements:

- If entering the first or second year of graduate studies at the time of application you must have an overall average of at least A-, or the

equivalent, on the last 20 one-term/semester courses, or the equivalent, completed.

- If you are entering the third year of graduate studies at the time of application you must have an overall average of at least A-, or the equivalent, on all graduate courses completed.

If master's or doctoral degree 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 ministry or universities Graduate Studies Office will use the most recently available undergraduate or graduate marks to calculate an student's GPA.

## **Age**

You must be at least 16 years of age.

## **Citizenship**

If you are a Canadian citizen you are eligible to be considered for an OGS award. If you are in any of the following citizenship categories, statuses, you must have obtained that status no later than the OGS [application deadline date](#) in order to be considered for an OGS award:

- Permanent Resident
- Protected Person [under subsection 95(2) of the Immigration and Refugee Protections Act (Canada)]
- Temporary resident visa - student study permit, under the Immigration and Refugee Protection Act (Canada)

## **Restrictions**

If you are restricted from receiving OSAP assistance, have defaulted on student loans or have an OGS overpayment you must have all your restrictions cleared prior to applying for the 2012-2013 OGS scholarship.

## **Duration of Support**

### **Lifetime Maximum**

You must not have exceeded the lifetime maximum of 4 years of government-funded student awards. Awards received under the following programs are counted toward this lifetime maximum:

- the Ontario Graduate Scholarship Program (OGS)
- the Social Sciences and Humanities Research Council of Canada (SSHRC)
- the Natural Sciences and Engineering Research Council (NSERC)

- the Canadian Institute of Health Research (CIHR)

In addition, you must not have exceeded the maximum number of awards for your level of study. You may receive up to two OGS awards for a program at the master's level. The scholarship can be awarded for one or both of the first two academic years, but not after the second year. You may receive up to four OGS awards for a program at the doctoral level. The Scholarship can be awarded in any of the first five academic years but not after the fifth year.

## **Funding From Other Programs**

### **Funding over \$10,000**

You are not eligible for OGS if you will be in receipt of any other awards in the same academic year as OGS where the total value of all awards (excluding OGS) is in excess of \$10,000.

### **Other Awards**

You cannot hold an OGS scholarship and any of the following scholarships in the same academic year:

- The Social Sciences and Humanities Research Council Program (SSHRC)
- The Natural Sciences and Engineering Research Council Program (NSERC)
- The Canadian Institute of Health Research (CIHR)
- Queen Elizabeth II Graduate Scholarship in Science and Technology (QEIIOGSST)

## **Deadlines**

To be eligible for an OGS award, students must meet the [application deadline date](#) and [Confirmation of Acceptance deadlines](#).

# **How to Apply**

## **Complete an OGS Application Form**

*The 2012-2013 OGS application deadline for the Faculty of Information and Media Studies is Tuesday October 11, 2011 before noon.*

The first step in applying for OGS is to fill out an OGS application form. The best way to do so is to fill out an online application. Once completed, you must print it and include it in your OGS Application Package. Simply click on Log In on the top navigation bar and

follow the log in procedures to get to the secure application. You are strongly urged to apply online for the following reasons:

- The online application on the OSAP website is available 24 hours a day, 7 days a week.
- It is quick and easy to use.
- Your information is secure.
- It has built-in smarts to help you to avoid making entry errors.
- You must print your personalized application, and included it in your OGS Application Package.
- You must also include all your supporting documentation in your OGS Application Package for it to be considered complete.

A paper application is also available for you to print and fill out. You will have to use the paper application form if you do not have a Social Insurance Number (SIN).

### **OGS Divisions and Disciplines (2012-2013)**

Check the OGS website in the A-Z List of Programs . There is a table that lists the Divisions, Discipline Code, and the Discipline Name. You are to choose your proposed, current and previous studies. If your discipline is not on the list, use the code and name of the discipline that most closely corresponds to it.

For FIMS Media Studies students it is 110 – Discipline Name Cultural Studies.

For FIMS Library Science students it is 205 – Library and Information Science

### **Get References**

You must have two [Academic Assessment Reports](#) completed by professors most familiar with your academic studies. The completed reports may be returned back to you in signed and sealed envelopes to be included in your [OGS Application Package](#) **or** your referee can send your report directly to UWO, FIMS Graduate Program, Attention Louise Jackman, NCB Room 240. If your referee is a Western professor they may send it in campus mail to Louise Jackman FIMS Grad Program, NCB 240. If you are submitting through the Faculty of Information and Media Studies.

### **Official Academic Transcripts**

One set of Official Academic Transcripts from each university you have attended, must be sent in a signed and sealed envelope returned to you and included in your OGS package, **or** sent directly to UWO, FIMS Graduate Program, Attention Louise Jackman, NCB Room 240. . If you are submitting through the Faculty of Information and Media Studies.

## **Submit Your OGS Application Package**

To Louise Jackman, FIMS, North Campus Building, Room 240. Once you have completed your OGS application (either online or paper) you must follow the applicable procedures for assembling your OGS Application Package and send/bring it any time before, but no later than the FIMS Internal Deadline date of **October 11, 2011 before noon, if applying through the Faculty of Information and Media Studies (FIMS).**

## **Where to submit your OGS Application Package**

### **Students who are enrolled at an Ontario university**

- Send your application package to your current school.

### **Students NOT currently enrolled at an Ontario university but who graduated from an Ontario school between November 16, 2010 and November 16, 2011**

- Send your application package to the school you most recently attended (where you graduated between November 16, 2010 and November 16, 2011 before October 11, 2011 internal FIMS deadline date.

### **Students NOT currently enrolled at an Ontario university and who did NOT graduate between November 16, 2010 and November 16, 2011.**

- Send your application package to the school you plan to attend graduate school.

## **Application Deadline**

**The application deadline is Tuesday, October 11, 2011 before noon for all Faculty of Information and Media Studies submissions. Send to the attention of UWO, FIMS, Louise Jackman in North Campus Building Room 240.**

## **Documents You Need to Provide**

For OGS, you must assemble and submit an [OGS Application Package](#) that contains the following:

- Completed OGS Application (all pages) – Completed online applications must be printed and included.

- Application Checklist
- Two Academic Assessment Reports
- Statement of Interest (for Master's Students) or Plan of Study (for Doctorate students)
- List of Significant Academic Accomplishments
- List of Scholarships or Awards
- Official/original University transcripts for undergraduate studies
- Official/original University transcripts graduate studies (if applicable)
- Temporary resident visa student – student study permit (if applicable)

## **What Happens After You Apply**

All OGS Application Packages are reviewed by your Graduate Studies Office to ensure that they are complete. If they are complete and they have been received by the application deadline date and meet all the eligibility requirements, they are entered into the competition. Each OGS Application Package is adjudicated by three OGS Panel Members. The results of the adjudication process are assembled to determine which students are successful, unsuccessful or on the wait list. If you are successful, you will be sent a [Confirmation of Acceptance](#) form and asked to indicate your acceptance or refusal of the award.

### **Changes to Your Submitted OGS Application Package**

Once your OGS Application Package has been submitted, you may make a limited number of changes to your personal information or to your studies and awards information.

## **How to Check the Status of Your Application**

The best way to check the status of your application is to use this website.

After you log in, select Ontario Graduate Scholarship Program (OGS) and you will be presented with your OGS Main Page. On this page your OGS application will be listed along with all the functions that are available. For example, you will be able to view a copy of the data that you provided on your online application, print a copy so that you can put it in your OGS Application Package, get a complete list of all the documents you have to provide, and cancel an un-submitted application and start over.

## **How to Find Out if You Were Successful in the Competition**

Early May 2012, notifications about the results of the competition will be released.

Check this website to find out if you are successful, on the wait list or unsuccessful. Remember to have your OAN ready to log into the Website to check your status. This information will also be provided in a letter that the ministry will mail to you.

# **What Needs To Be Done Before You Can Get Your Scholarship**

If you are successful, you will receive a letter of notification and be asked to indicate your acceptance or refusal of the award by completing a Confirmation of Acceptance.

## **Confirmation of Acceptance**

The deadline for submitting this form is no later than 5:00 pm on June 30, 2012. If not received by this date the award will be withdrawn. The ministry is not obligated to follow up with a student if the Confirmation of Acceptance form is incomplete.

Students who apply for an OGS scholarship are strongly advised to discuss the start date of an award with the graduate department for which they apply and reach a consensus on this matter BEFORE submitting their confirmation of acceptance. Departments often prefer the start of the award to coincide with the academic year for administrative and other purposes. If students want to have a different option, they need to make sure this is acceptable to the department.

## **Deferrals**

An OGS award may be deferred for medical reasons, maternity/paternity leave or on compassionate grounds. A deferral based on compassionate grounds would be considered exceptional and at the discretion of the OGS Selection Board. The maximum length of time an OGS may be deferred will be 16 months and any requests for an extension will be brought to the Board with appropriate documentation and decided upon by the Board on an individual basis. For example, an OGS received for the program year 2012-2013 could potentially begin in May 2012, and the starting date could be deferred to September 2013. If you plan to defer an OGS, please contact your Graduate Studies Office.

## **How and When You Get Your Scholarship**

The scholarship will be paid out by the university at which the award is tenable. The payments will be made according to the university's standard procedures for paying graduate awards. Contact your graduate studies office for information on payment procedures.

## **How a Change To Your Situation Affects Your Scholarship**

It is important to remember that during your studies you must remain eligible for OGS. You should review the complete list of all [eligibility requirements](#). If your personal or study status changes it may affect your aid and you may be required to repay the OGS.

## **After Your Current Study Period Ends**

OGS awards are not automatically renewed. You must submit a new application each academic year.