SGS Award Announcement

To: Graduate Coordinators; Graduate Administrators
From: Tara Lock, Graduate Awards Officer (Internal), Graduate Awards Office
CC: Joshua Barker, Dean, Graduate Studies and Vice-Provost, Graduate Research and Education; Luc De Nil, Vice-Dean, Students; Laura Stathopoulos, Director, Graduate Awards and Financial Aid
Date: November 2, 2017
Re: 2018-2019 Mackenzie King Scholarships

This announcement is for internal purposes only and should not be posted on websites external to the University.

Award Overview

Student Deadline to SGS: January 15, 2018, 4:30pm
Value/Duration: Traveling Scholarship - $10,500 for one year
Open Scholarship - $8,500 for one year
Level of study: Master's or Doctoral
Required Legal Status: Domestic or International
Results: July 2018 by agency

Purpose

Two types of Mackenzie King Scholarships were established to support graduates of Canadian universities who are pursuing graduate studies. U of T is permitted to nominate two (2) candidates from each category to the national competition.

The Travelling Scholarship is awarded to applicants who have a degree from a Canadian university and are pursuing graduate studies in the areas of international or industrial relations within the United States or the United Kingdom. The Mackenzie King Board receives about 35 nominations annually for four scholarships, each of approximately $10,500 (number of recipients and value are subject to change).

The Open Scholarship is awarded to an applicant who has a degree from a Canadian university and is pursuing graduate studies in any discipline, within Canada or elsewhere. The Mackenzie King Board receives approximately 80 nominations annually from all universities to award one scholarship of approximately $8,500 (value is subject to change).

Eligibility to Apply

Due to the competitive nature of these awards and the number of potentially eligible University of Toronto students/alumni, individuals who apply through U of T must meet all of the following criteria at the time of application (no exceptions):

- Have applied for admission to a graduate program and will be commencing (or continuing in the 2nd or 3rd year of) full-time graduate studies in the upcoming 2018-2019 academic-year;
- Will have obtained a degree from a Canadian university (e.g., bachelor's degree, master's degree) when tenure of the scholarship begins (i.e. September 2018);
• Demonstrate a minimum grade of "A-" (80%, 3.7/4.0) in almost every undergraduate and graduate course completed to date. Applicants with a B+ or lower in any individual course are typically not considered (Travelling Scholarship applicants excepted); and

• Are at an early stage of their graduate program (Years 1-3).

Application Process

Each applicant must ensure that a complete application package is submitted to the Graduate Awards Office (63 St. George Street, 2nd floor reception) in hardcopy by 4:30pm on Monday, January 15, 2018. U of T alumni may submit their applications by February 1, 2018 (4:30pm).

Applications that are incomplete, ineligible or are submitted after the deadline will not be considered. Applications or documentation sent directly to the Board administering the national competition will not be considered.

Application Package

A completed application will include all of the following items (no other supporting documentation will be accepted):

1. Completed and signed application form;

2. Supplementary Information on Academic Achievements and Experience ("Sheet A");
   • May be more than one page
   • List all undergraduate and graduate awards received (including name, year(s) of tenure and annual value)
   • List all work experience related to your field of study (professional or business)
   • List all publications to date relevant to your field of study

3. Personal Statement ("Sheet B");
   • 600 words maximum (no exceptions)
   • Must be readily understandable to individuals outside your discipline
   • Describe:
     o Academic interests
     o Extracurricular activities
     o Program of study you intend to pursue
     o Your plans for your career

4. Original or certified copies of official transcripts from all universities attended (ROSI print-outs not accepted); and
   • Certification/validation may be performed by the graduate unit. If the graduate unit is not able to certify/validate a transcript, it is each applicant’s responsibility to obtain and provide within their application package an original official transcript that was issued by the appropriate institution
   • Grading legends must be provided with every transcript. Copies of unofficial transcripts will not be accepted. Transcripts should not be separately mailed or emailed to the Graduate Awards Office

5. Three (3) confidential letters of reference in signed and sealed envelopes. Referees (particularly those overseas) may email their letter as a PDF attachment directly to graduate.awards@utoronto.ca by the application deadline.
   • Each letter must clearly state the referee’s name and contact information, and display the referee’s signature
   • Two of the letters must be from individuals who ascribe to either or both of the following descriptions:
• A person under whom the applicant has performed major work within a university and is able to provide a critical evaluation of the applicant’s plans for graduate study
• A senior colleague with whom the applicant has been associated in academic teaching / research and is able to provide a critical evaluation of the applicant’s plans for graduate study

• The third letter must be from an individual who:
  o Also ascribes to one of the descriptions above, or;
  o At least has intimate knowledge of the applicant’s record and ability, and is able to provide a critical evaluation of the applicant’s plans for graduate study

• Method of Delivery
  o If submitted by the applicant within the application package:
    ▪ Each letter must be sealed in an envelope and display the referee’s signature across the envelope seal
  o If submitted by the referee via email:
    ▪ Each email must come directly from the referee, state the name of the applicant, the name of the award, and be sent to graduate.awards@utoronto.ca by the deadline

To avoid loss or misplacement of documents in the mail or otherwise, all applicants are strongly advised to collect and assemble all of the required application materials, including reference letters and official transcripts, and deliver their complete hardcopy package to the Graduate Awards Office by the deadline.

Results

SGS will notify all U of T applicants regarding the status of their application and whether they are being nominated to the national competition in March.

Decisions regarding the national competition will be announced directly to successful nominees by the Mackenzie King Scholarship Selection Committee in July. Awardees will be asked to disclose any new award information upon accepting the offer. Candidates are generally not able to accept the scholarship if they have secured other funding that exceeds the “cap” of expected tuition plus $17,000. In some instances, a reduced amount may be offered.

Safety Abroad

All U of T students receiving credit, funding, or sanctioning from the University for an activity conducted outside of Canada must complete the following steps before the travel occurs:

• Complete the online registration request form. This should occur at least one month before departure. The Safety Abroad Office will register the student and send a confirmation email
• Sign on to the Safety Abroad Database and complete a profile, including emergency contact and passport and travel health insurance information
• Attend the appropriate Safety Abroad Workshop (valid for 1.5 years)
• Sign and submit waivers to the Safety Abroad Office
• Submit a Safety Planning Record (if applicable)
• Obtain supplementary health insurance (if not already covered)

For travel to a region designated by Global Affairs Canada as “Avoid Non-Essential Travel” or “Avoid All Travel,” students must contact the Safety Abroad Office at safety.abroad@utoronto.ca as soon as possible to request special approval for the trip.

Travel conducted without completing all Safety Abroad requirements may cause automatic forfeiture of the award.

Please contact the Safety Abroad Office at safety.abroad@utoronto.ca for further information on this process and/or the requirements.
Contacts & Resources

For more information on the Mackenzie King Scholarships, visit the SGS website.

Please direct questions regarding this competition to:
Graduate Awards Office
416-946-0808
graduate.awards@utoronto.ca