

The Regis Duffy Graduate Scholarships in Science – Detailed Application Instructions and Information

Eligibility: This scholarship is open to incoming and current, Canadian or international graduate students in the Master of Science, PhD or Master of Veterinary Science programs in the Faculties of Science or Veterinary Medicine at UPEI. Undergraduate students who are planning to enroll in one of these programs within the next year must be in their fourth year of their current undergraduate program. Successful incoming graduate students must begin their graduate program by September 30th, 2015. Current Masters students must be in the first year or no more than three months into their second year of their program by the application date of Nov. 18, 2014. Current PhD students must be in the first or second year or no more than three months into their third year of their program by the application date of Nov. 14, 2013. Candidates may hold this scholarship in conjunction with other funding. Students who have received this scholarship at a Masters level may reapply on the condition that they successfully complete their Masters program and enter a PhD program at UPEI no later than September 30th, 2015.

Selection Criteria: There are three selection criteria: academic records, professional and scholarly contributions, and demonstrated or potential ability in the area of study. Academic records includes transcripts and academic awards, prizes and scholarships. Professional and scholarly contribution includes (but is not limited to) conference presentations, publications, conference organization, professional committee involvement, participation and/or judging for science fairs, leadership roles in professional or student organizations, and other related activities or accomplishments. Demonstrated or potential ability in the area of study can be addressed in terms of previous or current success in undergraduate or graduate research projects, publications and conference presentations, research or professional awards or honours, and other relevant evidence.

Application Package: The complete application consists of a letter of interest, exactly three letters of reference, a *curriculum vitae* and transcripts from relevant previous undergraduate and graduate programs from other universities, previous undergraduate and graduate programs at UPEI, and the current program at UPEI.

Letter of Interest: This letter, not to exceed 3 pages, is to be written by the applicant, and should indicate why the applicant is a strong candidate for this scholarship, by addressing the three areas outlined in the selection criteria described above, as well as other information which would be useful to the adjudication committee. The letter of interest must include a brief description of the Masters or PhD research project work to be carried out under this scholarship.

Letters of Reference: Three letters of reference (signed, letterhead) should come from Faculty, staff, or other individuals who are well familiar with the applicant's research abilities, leadership, and contributions (usually including the applicant's supervisor(s) for current graduate students). The letters should indicate why the applicant is a strong candidate for this scholarship, by addressing the three areas outlined in the selection criteria described above, as well as other information which would be useful to the adjudication committee. Any letters of reference received beyond three will not be included in the application, and applications with less than three letters of reference will not be considered. Reference letters should be submitted as hard copies to the Office of Graduate Studies, either directly by the referee, or in a sealed signed

envelope by the applicant. If necessary, letters of reference may be e-mailed by the referee as pdf files (cgallant@upei.ca) or faxed (902-620-5092) to the Office of Graduate Studies, but in such cases must still be signed on letterhead.

Curriculum Vitae: This should include the applicant's education history, work and research experience, conference presentations, publications, and any other evidence or information addressing the three selection criteria.

Transcripts: Official copies of transcripts from **all** undergraduate and graduate programs, previous and current, UPEI and other Universities, must be submitted. If it is not possible for an applicant to obtain transcripts from a previous University, then this must be explained and justified in the letter of interest. If necessary, a transcript can be faxed **directly** from another university to Colleen Gallant in the Office of Graduate Studies, UPEI (fax # 902-620-5092).

Note that the transcript from the current UPEI graduate program must be included by all current graduate student applicants, even if there are no course grades on the transcript yet at the time of application submission, (these transcripts are the responsibility of the student to acquire). Applications missing any transcripts not explained in the letter of interest will be considered incomplete, and will not be considered.

Adjudication: Adjudication will occur within three weeks of the application deadline, by an Office of Graduate Studies adjudication committee consisting of the Vice-President, Research and Graduate Studies, the AVC Associate Dean, Graduate Studies and Research, the Faculty of Science Graduate Studies Coordinator, and one additional faculty member from each of the Faculties of Science and Veterinary Medicine; the selections will be approved by the UPEI Awards and Scholarships Committee. The successful applicants will be notified by the Vice-President of Research and Graduate Studies.

Application Submission: Other than the exception for reference letters or transcripts as described above, electronic applications are not acceptable. Applications as hard copies are to be submitted to:

**Colleen Gallant
Office of Graduate Studies
201 Kelley Memorial Building, UPEI,
Charlottetown, PE C1A 4P3**

It is the student's responsibility to ensure that a complete application is received in the Office of Graduate Studies by the application deadline. **Again, note that incomplete applications will not be considered.**

Application deadline: November 18, 2014.

Questions about this application and scholarship should be directed to Colleen Gallant at the Office of Graduate Studies, 201 Kelley Memorial Building, 620-5120 or email cgallant@upei.ca.