

Faculty of Information and Media Studies

- The Faculty has an allocation of **10 awards**
- The Associate Dean, four (4) faculty member coordinators and one (1) graduate staff coordinator will oversee the process for the following seven (7) graduate degree programs:
 - Health Information Science (M.H.I.S. and Ph.D.)
 - Journalism (M.A.)
 - Library and Information Science (M.L.I.S. and Ph.D.)
 - Media Studies (M.A. and Ph.D.)
- The Committee, chaired by the Associate Dean, convenes in March to adjudicate and rank-order one (1) final list of recommended applications which will include those to be awarded plus waitlisted alternates.
- Guidelines and information pertaining to eligibility for the OGS program are here: http://www.grad.uwo.ca/current_students/student_finances/ogs.html

Assessing Eligibility

Once the application closes at Western, the Faculty begins the process of assessment and adjudication of both **Domestic and International** applications. **ALL WORK IS DONE IN [GradNet](#).**

- **Step 1:** Update the status of an incomplete application to Not Eligible.
- **Step 2:** Determine which applicants are beyond their eligibility window by referring to the chart below. Update the status of an application to Not Eligible if it shows an ineligible current term in GradNet (**Cuml Terms in Res**).

Time in Program Eligibility

Degree Program	Terms Eligible (E) for OGS Support																GradNet: Cuml Term in Res
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Possible entries that indicate an eligible window remains
1-year Master's	E	E	E														New Applicant only
4-term Master's	E	E	E	E													New Applicant or 1
5-term Master's	E	E	E	E	E												New Applicant or 1-2
2-year Master's	E	E	E	E	E	E											New Applicant or 1-3
4-year Ph.D.	E	E	E	E	E	E	E	E	E	E	E	E					New Applicant or 1-9
Direct-Entry Ph.D.	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		New Applicant or 1-12
Master's>Doctoral transfer	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		1-12

IMPORTANT NOTES:

1. An OGS is a full year award and therefore can only be offered to an applicant who has at least three (3) full terms of eligibility remaining as of their intended award start date.
2. OGS support for the 5th year of a 4-year Ph.D. is an exception only and requires SGPS approval.
3. Degree Straddling while holding an OGS is allowed if the applicant will be completing the Master's degree and immediately starting the Ph.D. with full-time registration remaining continuous.
4. Current Master's-level applicants who intend to undertake doctoral study while holding the OGS (i.e. a future M>D transfer or a degree straddle) may indicate their intention in the Special Circumstances section.

- **Step 3:** Ensure all current academic records and current and/or final transcripts are on hand. Calculate the eligibility average for each application and **enter them into GradNet (% scale)**. To be eligible for the OGS competition the average must be **80% or greater using grades on the record up to August 31st 2013**.
 - Undergraduate applicants or graduate applicants in Terms 1-6 in Fall 2013: Calculate the weighted average using the most recent 10 full courses or equivalent. This is a chronological count backward from August 31st omitting no courses. Only in the selection of the final course(s) in the next most recent semester can you choose the course with the highest grade. Winter semester courses must be used before Fall semester courses. It is appropriate to choose a full year course and weight it equivalent to a half-course (0.5).
 - Graduate applicants in Term 7 or beyond in Fall 2013: Calculate the weighted average using graduate grades only. All graduate grades must be considered for courses taken over the whole academic history regardless when the courses were taken.
 - Students are not asked to provide transcripts as part of the OGS Application because depending on the type of applicant:
 - Final transcripts have already been provided as a condition of admission, or
 - Current transcripts have been submitted as part of the submitted admission application
 - Update the status an application to Not Eligible if it does not meet the minimum 80%.
- **Step 4:** Assign access to members of the committee to view the applications.
 - Log in to [GradNet](#) and select **2014-2015 OGS Applicant Listing** from the launch menu which will populate a listing of all relevant applications. Some programs such as Modern Languages will have multiple listings (e.g. Comparative Literature and Hispanic Studies) so scrolling may be necessary.
 - At the top of the page, select **Access** and enter the User ID for the committee member (e.g. pmenzies). User IDs are available through the Western [Directory](#).

The Ontario Graduate Scholarships (OGS)

- **Step 5:** Prepare a summary of the application data for the committee. The option to run the data to an Excel file is now available in GradNet. The .xls file, once saved, may be manipulated as suits the needs of the committee, e.g. columns may be added to identify applicants who have applied for admission to your program, accepted the offer of admission, been recommended for a Tri-Council award; to identify major awards won and/or number of publications; to make relevant notes, etc.

Adjudicating Applications

The Committee convenes to review eligible domestic and international applications. They are to be evaluated solely on the basis of their academic merit. General criteria to consider in the overall assessment of an application are:

- Past academic results, demonstrated by transcripts, awards and distinctions. This should be more heavily weighted for those proposing master's-level (M) support.
- The quality of the proposal, and where applicable, its potential contribution to the advancement of knowledge. Reminder: OGS accepts the use of in-text citations with no accompanying reference list/bibliography.
- Relevant professional and academic experience, including research training, as demonstrated by conference presentations and scholarly publications. This should be more heavily weighted for doctoral-level (D) applications.
- Two (2) written evaluations from referees.

Domestic Applications:

- The Committee Chair may perform an initial triage and set aside an application that does not meet the bar of academic excellence for scholarship. The application must not be ranked and the Chair will alert the Graduate Assistant who will update the status in GradNet to Not Recommended.
- Initially review and rank applications in separate program pools, then together in one.
- Produce one (1) final blended list (Master's and Doctoral combined) of rank-ordered applications. **The number of applications in the list will be no less than 2x the Faculty's total award allocation.**
- Update the status of ranked applications to Recommended.
- Communicate the final results to [SGPS via email](#) by Friday, March 14th 2014.

International Applications:

- The Committee Chair may perform an initial triage and set aside an application that does not meet the bar of academic excellence for scholarship. The application must not be ranked and the Chair will alert the Graduate Assistant who will update the status in GradNet to Not Recommended.
- Review applications in one blended pool (M and D combined).
- If the Faculty is recommending more than two (2) applications, then one (1) final rank-ordered list must be produced.

The Ontario Graduate Scholarships (OGS)

- Update the status of ranked applications to Recommended.
- Communicate the final results to [SGPS via email](#) by Friday, March 28th 2014.

SGPS Executive Committee

- In early April, SGPS convenes the SGPS Executive Committee of Associate Deans, co-chaired by the SGPS Associate Vice-Provosts, to determine the recipients of the eight (8) International OGS awards.

Administering the OGS Results

- SGPS coordinates the notification of all results. Prior to running the notification process, SGPS verifies that the OGS award winners and waitlisted alternates are not on the ministry (MTCU) restricted list.