TOULOUSE GRADUATE SCHOOL
FALL 2012, MASTER’S AND DOCTORAL FELLOW (MDF)
PROGRAM ANNOUNCEMENT

First Round Nomination Deadline: February 1, 2012, 5:00p.m.
Second Round Nomination Deadline: March 1, 2012, 5:00p.m.

PLEASE NOTE: Students must be nominated by their degree program.

Award Description

The Toulouse Graduate School Master’s and Doctoral Fellow (MDF) Program is a highly competitive program that was created to recruit the very best graduate students. Students cannot apply directly for this award, but are nominated by the program coordinator/director, chair and dean.

(a) Funding for master’s students participating in the MDF Program spans a maximum of two years. Master’s students at the thesis stage must submit a department endorsed packet of information detailing their academic progress and timeline of completion for review by senior staff at TGS to be considered for funding in the final year.

(b) Funding for doctoral students participating in the MDF Program spans a maximum of four years. Doctoral students at the dissertation stage must submit a department endorsed packet of information detailing their academic progress and timeline of completion for review by senior staff at TGS to be considered for funding in the final year, which could be within the four years or at the end of the four years of MDF support.

The program is a multi-year funding package and requires department participation and commitment. In the first year, the Graduate School provides a Fellowship that includes a monthly stipend at a level competitive for the student’s discipline and full-time tuition plus mandatory fees (but excluding specific course fees.) In the subsequent year(s), the nominating department must provide a TA/TF/RA/GA in an amount equal to or greater than the first year Fellowship stipend.

Nominations for the MDF award are reviewed by a committee and are evaluated on a competitive basis regarding such factors as academic excellence, potential for research or creative activity, and other criteria (see below). Each program has a responsibility to develop and maintain a plan to recruit high quality graduate students, particularly those who will enrich and promote the diversity of the UNT graduate community.
Eligibility

New students who qualify for nomination

- Only master’s students who are admitted to a program that does not have a doctoral program in the field and that requires a thesis or equivalent may be nominated.
- For programs that offer a master’s and doctoral degree in the same field, only doctoral students may be nominated.
- Only doctoral applicants who are admitted to a program that requires a dissertation may be nominated.
- Master’s and doctoral applicants and current UNT graduate students who have not completed more than 12 graduate hours toward their degree program may be nominated. If they have completed more than 12 hours that will count toward their degree by Fall 2012, they will not be eligible for the MDF Program.

Criteria for judging nominations

1. Nominees should have a record of superior academic achievement and show exceptional promise for scholarly success. This might be evidenced by GPA, academic honors or other scholarly designations, scholarly publications or presentations, performances, exhibitions, participation in preeminent competitions, performance on standardized tests.

2. Nominees should demonstrate the potential for conducting important research or creative activity appropriate to the discipline. This might be shown by funding for previous accomplishments (e.g., NSF research experience; NIH or NSF internship; support for performances; potential to win national and international competitions; previous commissions; museum, gallery, or institute internships).

3. Nominees show the potential for contributions to the academic discipline and wider professional community. This might be shown through interdisciplinary research or creative activities, involvement in professional associations beyond holding membership, participation in programs related to but outside of one’s primary discipline, engagement in journal operations or reviewing activities, judging competitions appropriate to the nominee’s level of qualification, student involvement in academic program management, and so forth.

4. Nominees’ recommendation letters provide reasons for the potential for success in the MDF program.

5. Nominating departments and/or programs should have an established record of effective mentoring of students that demonstrates students complete their master’s or doctoral degree work in a timely fashion. Departments and/or programs promulgating expectations for students to become immersed in full-time pursuit of completion of
degree requirements and to engage in relevant scholarly or creative activities foster timely completion of their degree program(s).

Responsibilities of the Nominating Departments

After the first year, graduate academic programs must provide the following for students in the MDF Program:

**Financial Support** – Nominating departments must commit to provide MDF awardees with support equivalent to or greater than the first year’s award during the middle year(s) of the Fellow's academic program. MDF awardees must be supported as a .5 FTE by a TA/TF/RA/GA or may be supported by an individual investigator’s grants (as long as such grant support is at .5 FTE and includes health benefits.)

**Mentoring** - Prior to the initial enrollment of the first award year, a faculty mentor must be assigned to each Fellow. To fully involve the Fellow, mentoring should provide guidance in such critical areas as the Fellow’s choice of first year courses, provision of first year research opportunities, understanding of and inclusion in the academic and social life of the program, and participation in other relevant research programs and summer institutes

**Annual Evaluations** - The Fellow’s assigned mentor must submit an annual written evaluation of the Fellow’s progress to the Graduate School. The evaluation will include a review of the Fellow’s academic plan, timetable for completion of the degree sought, other information that will highlight the Fellow’s progress, and conclude with attestation/verification that the Fellow is achieving satisfactory progress toward the degree. The evaluations must be reviewed with the MDF Program student.

MDF Program Sequence

During the **first year** of the MDF Program award:

The Graduate School will provide Fellows a stipend at a level competitive for the student’s major area (up to $25,000). The award will be made as a Fellowship stipend. The Graduate School will also provide tuition plus mandatory fees (but excluding course specific fees) for full-time enrollment in Fall and Spring semesters and any graduate credit hours taken in the Summer. Summer enrollment is not required by the Graduate School. If the competitive level for the major area exceeds $25,000, the department may supplement the award above the Graduate School's ceiling amount. In nominating a student for an award, departments must commit to sustaining the student’s stipend during the year(s) following the first year of the award.
During the following year(s):

The department will provide a .5 FTE graduate appointment at a level equivalent to or greater than the first year Graduate School stipend. MDF Program students may be supported as a .5 FTE by a TA/TF/RA/GA or may be supported by an individual investigator’s grants (as long as such grant support is at .5 FTE and includes health benefits.)

The Graduate School will continue to provide tuition plus mandatory fees (but excluding course specific fees) for full-time enrollment in Fall and Spring semesters and any graduate credit hours in Summer.

During the last year of the student’s degree program:

Dependent upon the student’s academic progress, curriculum vita and detailed timeline of thesis/dissertation completion, the student is eligible for automatic final year support from the graduate school.

A packet of information for each MDF nominee entering their final year of award will need to be submitted by the department, with endorsement of the department chair and the respective dean, to the Toulouse Graduate School for approval.

Toulouse Graduate School will provide the following for one academic year (Fall, Spring and Summer) tuition and mandatory fees scholarship for three thesis/dissertation credit hours, a competitive stipend at the Level 3 rate, and health insurance benefits for the fellow.
## Doctoral Sequence

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Support</th>
<th>Type of Support</th>
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<tbody>
<tr>
<td>1</td>
<td>Pre-Candidacy</td>
<td>Stipend from TGS &amp; tuition for full-time enrollment in graduate courses (9-12 hours in Fall and Spring; up to 6 hours in Summer)</td>
</tr>
<tr>
<td>2</td>
<td>Pre-Candidacy</td>
<td>Stipend from TGS for full-time enrollment in graduate courses (9-12 hours in Fall and Spring; up to 6 hours in Summer)</td>
</tr>
<tr>
<td>3</td>
<td>Pre-Candidacy or Candidate</td>
<td>Stipend from TGS for full-time enrollment in graduate courses (9-12 hours in Fall and Spring; up to 6 hours in Summer)</td>
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<tr>
<td>4</td>
<td>Candidate or possible final year</td>
<td>Stipend from TGS for full-time enrollment in graduate courses (9-12 hours in Fall and Spring; up to 6 hours in Summer)</td>
</tr>
<tr>
<td>5</td>
<td>Candidate Final year</td>
<td>Stipend &amp; 3 hours of tuition each semester from TGS</td>
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</tbody>
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* Funding for the last year of the student’s study during dissertation is dependent upon review. Doctoral students must be admitted to candidacy to qualify for the final year of funding. If candidacy has not been achieved by the beginning of the award year, the award will be forfeited.

## Master’s Sequence

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<td>2</td>
<td>Pre-Candidacy or possible final year</td>
<td>Stipend from department &amp; tuition from TGS for full-time enrollment in graduate courses (9-12 hours in Fall and Spring; up to 6 hours in Summer)</td>
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<td>Candidate Final year</td>
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</tr>
</tbody>
</table>

* Funding for the last year of the student’s study during thesis is dependent upon review. Masters students must have completed all coursework to be eligible for final year of funding. If candidacy has not been achieved by the beginning of the award year, the award will be forfeited.
Award Conditions

Satisfactory Academic Progress

MDF Program students are expected to meet the satisfactory academic progress standards established by the University of North Texas, their graduate degree programs, and the Graduate School throughout the time they are in the MDF Program. All MDF Program participants are encouraged to routinely seek direction and counsel from their advisor, chair, and faculty mentor(s) during each term.

Enrollment

MDF Program students are expected to be enrolled on the Denton campus or have prior approval for taking coursework for the degree at another institution, except for graduate programs in which UNT students are required to enroll in courses at a cooperating institution. MDF participants will not receive tuition support for courses taken at another university, even if these courses are approved for transfer to the UNT degree.

MDF Program students must be registered in a full-time program of study (at least 9 graduate credit hours) each long semester and may be enrolled in any amount of graduate credit hours in the summer term. They are not required to be employed in their graduate assistantship jobs during the summer to receive summer tuition support.

Change of Major / Dual Degrees

MDF Program students who change from the majors to which they were admitted will forfeit the remaining MDF Program benefits. The nominating degree program will be fully responsible for the financial obligations during the middle year(s) for students seeking dual degrees. For students enrolled in Research Cluster or dual degree programs, the departments involved will be fully responsible for the financial obligations during the year(s) following the first year, excluding the TDF year.

External Fellowship Funding

MDF students and their graduate programs are expected to notify the Graduate School, in writing, of any supplemental fellowship awards or other funding received prior to, or after the student accepts the MDF award. This includes awards external to the University (e.g., Ford, NSF, DOD, NASA). MDF students who may be competitively supported by external funding for a competitive stipend and/or tuition at or exceeding the level of the MDF Award will be required to migrate to the external funding support.

Benefits

UNT provides health insurance benefits through the Student Health and Wellness Center during the first year of the MDF Program. After the first year, students must be supported as a .5 FTE by a TA/TF/RA/GA which will allow the student to be eligible for UNT employee based health
insurance. After the first year, if students are supported by an individual investigator’s grants, such grant support must include health benefits.

Because the TA/TF/RA/GA support represents payment for services rendered (employment), it is considered income and subject to income tax. Assistantships can also lead to adjustments to the amount of financial aid Fellows qualify for from student loan programs.

**Nomination Procedures**

Degree programs making multiple nominations must rank order their nominees (on the nomination form). Colleges may rank order their nominees. Doctoral students who qualify for a $1,000 Academic Achievement Scholarship (AAS), but are selected for an MDF Program award, will relinquish the $1,000 AAS for the MDF award.

**One electronic packet of readily legible copies of the nomination documents (see items 1 to 9 below) must be submitted by the deadline to the Graduate School for consideration for the MDF Award.** The selection committee requires and reviews for each nominee the following documents:

1. MASTER AND DOCTORAL FELLOWSHIP (MDF) Nomination Form (enclosed)
2. Nomination form co-signed by the student’s faculty mentor or graduate advisor, the Department Chair, and College/School Dean
3. One (1) letter of recommendation from the program. This letter should include evaluation of how this nominee ranks among all other applicants to the program as well as attend to the “criteria for judging nominations” described earlier in this announcement (p. 2).
4. All transcripts (include the Graduate Admission Evaluation packet (GAB))
5. Admission test scores or results of substitute criteria that have been approved by the Graduate Council.
6. Nominee’s Vita
7. Any other information the Department and Program would consider relevant in assisting the review committee in selecting awardees.
8. Programs making multiple nominations must indicate rank order of their nominations.

Nomination packets should be submitted to:

**Erin Bellotte**
*Erin.Bellotte@unt.edu*
*Toulouse Graduate School*
Nomination Deadline

For Round 1, nominations will not be accepted past the deadline date of February 1, 2012 at 5:00 p.m.

For Round 2, nominations will not be accepted past the deadline date of March 1, 2012 at 5:00 p.m.

Notification Process

For Round 1, notification of awards will take place by February 29, 2012.

For Round 2, notification of awards will take place by March 31, 2012.

Notification of unsuccessful nominees will be the responsibility of the nominating program. If unsuccessful nominees were unaware of their nomination, no notification will be necessary.

Department faculty are encouraged to maintain contact with each MDF recipient after award decisions have been made and distributed to maintain “personal contact” and to enhance the recipient’s commitment to accept the offer and enroll at UNT. In accord with policy of the Council of Graduate Schools, recipients will have until April 15, 2012, to accept or decline the MDF award.