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**Sent:** Monday, December 16, 2024 4:05 PM  
**Subject:** CGPS Operational Bulletin #47



## Upcoming Deadlines

### [Clement Employee Service Award - Nomination Deadline](#)

Deadline: **December 20, 2024**

### [Dean's International Doctoral Scholarship](#)

Deadline: **January 6, 2025**

### [Barbara Carlton Graduate Scholarship](#)

Deadline: **January 13, 2025**

### [Gem & Mineral Foundation of Canada Scholarship](#)

Deadline: **January 13, 2025**

### [Heather Lukey Graduate Student Bursary](#)

Deadline: **January 13, 2025**

### [Hope Hunt Scholarship](#)

Deadline: **January 13, 2025**

### [Saskatchewan Innovation & Opportunity Scholarships \(SIOS\) Signature Areas Scholarship](#)

Deadline: **January 13, 2025**

### [Saskatchewan Innovation & Opportunity Scholarships \(SIOS\) Opportunity Fund Bursaries](#)

Deadline: **January 13, 2025**

### [Dr. Rui Feng Graduate Scholarship](#)

Deadline: January 20, 2025

### [Harvey Graduate Scholarship](#)

Deadline: January 20, 2025

### [Canadian Federation of University Women Scholarship](#)

Deadline: January 31, 2025

### [Distinguished Graduate Mentorship Award - Nomination Deadline](#)

Deadline: January 31, 2025

## Upcoming Events

Jan. 8: [Soup & Bannock](#)

Jan. 8: [Stitching Stories](#)

Jan. 23: [Graduate Faculty Council](#)

Jan. 30: [Refine your 3MT Narrative](#)

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## Updates

### PAL Implementation Updates

Remember to visit CGPS' PAWS channel for the most up-to-date information on PAL implementation for grad. As of today, no additional information has been received, with the exception of a clarification on designation learning institutions (DLIs). Starting November 8, 2024, all international students must be enrolled in the designated learning institution (DLI) named on their study permit. [Visit the CGPS PAWS channel.](#)

### Student Supervisor Agreement Templates

The template for the Student Supervisor Agreement (SSA) [Policy 3.4](#) was updated to align with the student vacation policy ([Policy 13.3](#)) that was approved by council on January 19, 2024. Please ensure that you are using the correct template to ensure that *graduate students are entitled to a minimum of 15 days of vacation per year, in addition to time off for weekends, statutory holidays and regularly scheduled university closures.*

[Get a PDF or Word version of the SSA template here.](#)

### Closed Tickets in Jira

As a reminder, GPSOs are no longer monitoring Jira. If a Jira ticket is reopened or commented on, it is likely that it won't be seen in a timely manner.

If you require assistance with an issue that was previously resolved in Jira, please submit a new request through the TDX Service Desk. Please include the STU number from the old Jira ticket in your new TDX ticket. This allows GPSOs to view the old ticket in Jira and even upload a copy if needed.

This process ensures your request is handled as quickly and efficiently as possible. Thanks for your understanding!

### **Application fees and adding a decision code**

If an application fee payment was made through Flywire, it may take Flywire up to 14 days to process the payment. To avoid any system errors, here are some tips:

- Only applications with successful payments will appear on the Grad Admin dashboard.
- If you search for an applicant who is not on your dashboard, confirm that the payment was successful before recommending the application. Adding a decision without confirmed payment may result in system errors.
- Applications without successful payments should not be recommended. If unsure, please consult your GPSO.

### **Registered courses and deferral**

At the start of the term, we encourage Grad Admins to keep a close eye on new admissions. If a student is unable to start their program and require a deferral:

- New graduate students should not register in classes until they know they will be able to attend.
- Ensure they are not registered in any classes. Work with the student to drop courses promptly to avoid tuition assessment.
- If the student is already enrolled, contact your GPSO before requesting a deferral. System errors will prevent deferral until all course registrations are removed.

### **The Kelly Clement Memorial Employee Service Award**

Created in memory of Kelly Clement (1979-2021), this award recognizes USask staff members who have made outstanding contributions to USask's graduate student community. Nominees will typically demonstrate their commitment to supporting graduate

students by pursuing goals and objectives that align with at least one of the three aspirational areas of CGPS.

**Submit a nomination** by December 20, 2024.

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*This bulletin was delivered to CGPS staff, Graduate Administrators, Graduate Chairs and Graduate Associate Deans.*

