

COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES
NEWSLETTER

CGPS Operational Bulletin - Issue 35

Graduate and Postdoctoral Studies <cgps.comms@usask.ca>



Scholarships, Awards and Bursaries

- **NEW! Kalagnanam Graduate Student Award**
(<https://students.usask.ca/money/awards/graduate-awards.php?award=303015GB01#myScholarships>)
 - Deadline: **November 27, 2023**
- **Tri-Agency Master's National Competition**
(<https://students.usask.ca/money/awards/graduate-awards.php?award=EX5168G#myScholarships>)
 - Deadline: **December 1, 2023 at 4:30 pm**
- **ESL Bursary - Winter 2024**
(<https://students.usask.ca/money/awards/graduate-awards.php?award=ND5021G#myScholarships>)
 - Deadline: **December 4, 2023 at 4:30 pm**

- **Misiwêskamik** (<https://cgps.usask.ca/postdocs/postdoc-funding/misiweskamik-international.php>) **International Fellowship** for Postdoctoral Scholars
 - Deadline February 1, 2024

If you would like the CGPS Graduate Scholarships and Awards Services team to come and provide an overview of graduate funding/scholarship opportunities to your students (either as part of a 990 seminar or specific workshop), please reach out to jody.lepp@usask.ca (<mailto:jody.lepp@usask.ca>).

The Kelly Clement Memorial Employee Services 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 2025 aspirational areas of the College. **Submit a nomination.** (<https://cgps.usask.ca/grad-life/events/staff-award.php>)

Revised Defence Policy - implementation reminder

Effective May 1, 2024, the **University Examiner** (<https://cgps.usask.ca/policy-and-procedure//Academics/defence.php#821APPOINTMENTOFTHEUNIVERSITY>) **required for all doctoral defences.**

We are asking Graduate Chairs to work with faculty in their respective programs/units to ensure that everyone is aware of this and that the role is understood. To assist you with this work and to refresh your memories on this

policy change, we will hold two Q&A drop-in sessions online using *Zoom* open to both Graduate Chairs and Graduate Program Administrators on the following dates/links:

- November 29, 9:30-10:30 AM <https://usask-ca.zoom.us/j/94179449899?pwd=L24rSCtVK2pzQVVCWktHSIFUeXIUUT09> (<https://usask-ca.zoom.us/j/94179449899?pwd=L24rSCtVK2pzQVVCWktHSIFUeXIUUT09>)
- December 7, 9:30-10:30 AM <https://usask-ca.zoom.us/j/94593832197?pwd=SEJUT0tWbUNqUE9KeDFTck1FcVpsUT09> (<https://usask-ca.zoom.us/j/94593832197?pwd=SEJUT0tWbUNqUE9KeDFTck1FcVpsUT09>)

Our goal is to help you with any questions you may have. If neither of the two dates/times works for you, but you have questions you would like to talk through, please contact Ryan Walker at ryan.walker@usask.ca (<mailto:ryan.walker@usask.ca>).

Western Deans' Agreement and Canadian Universities Graduate Agreement

Students who wish to take a course through either the WDA or CUGA at USask must have their **completed paperwork** (<https://cgps.usask.ca/operational-info/resources/forms.php#GraduateStudents>) submitted to CGPS at least two weeks prior to the start of the term in which they plan to take the course. This allows our office and the department offering the course the necessary time to get everything set up in the system to ensure the student is able to begin the course on time.

Postdoctoral Applications

When recommending Postdoc appointment packages to CGPS, and to allow for faster turnaround times, please keep the following in mind:

- Use the most up-to-date Postdoc Registration form and Offer Letter template available on the website. **These include adjustments that result from the recent ratification of the new PSAC agreement.**
- List the job duties specific to the appointment in the offer letter.
- Ensure all required signatures are included on the Postdoc Registration form and offer letter.
- Applicants who completed a PhD program in Canada and applied for a Post Graduate Work Permit must submit additional documentation such as: copy of study permit (cannot have expired before applying to the Post-Graduate Work Permit); copy of page 3 of their work permit application, which confirms the type of permit they have applied for; copy of confirmation of work permit application and letter of completion (or equivalent).
- Submit the postdoc documentation extension for international postdocs well in advance of their current appointment/work permit end date. Extensions for international PDFs can be processed no earlier than 6 months in advance of the current work permit expiry date.

Work permits/PR cards of admitted postdocs must be submitted as soon as they become available to [**postdoctoral.studies@usask.ca**](mailto:postdoctoral.studies@usask.ca) ([**mailto:postdoctoral.studies@usask.ca**](mailto:postdoctoral.studies@usask.ca)).

The standard turnaround time for completed postdoc appointment packages is 5 business days.

Communicating with your CGPS Graduate Program Service Officers (GPSO)

To ensure we can continue to support units in as effective and efficient a manner as possible, please remember to use the **CGPS Service Desk** ([**https://jira.usask.ca/servicedesk/customer/portal/7/group/60**](https://jira.usask.ca/servicedesk/customer/portal/7/group/60)) in Jira to communicate with your GPSO. **Please do not send questions or requests to GPSOs through MS Teams chat.** Keeping all of your inquiries in the Service

Desk not only helps us to prioritize issues but also helps to ensure your requests are answered in a timely fashion even if your assigned program advisor is away. While we are trying to keep all student and/or program-related inquiries in the Service Desk, we do recognize that there are situations where this might not be appropriate. A couple of guidelines to follow:

- If the communication involves you, CGPS, and a member of another unit on campus, email is best.
- If your request/inquiry is urgent, **give us a call** (<https://cgps.usask.ca/contact-us/staff/staff.php>).
- For all other communications related to students and/or programs, the **CGPS Service Desk** (<https://jira.usask.ca/servicedesk/customer/portal/7/group/6>) is best.

Distinguished Graduate Mentor - Call for Nominations

Outstanding mentors not only inspire their graduate students to be creative in their thinking but also encourage their students to reach in new directions and to positively impact and influence the future. **Consider making a nomination!** (<https://cgps.usask.ca/grad-life/events/dgm.php>)

The CGPS Operational Bulletin is delivered monthly to Graduate Administrators, Graduate Chairs, and Associate Deans Grad.