


COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES
NEWSLETTER

CGPS Operational Bulletin - Issue 28

Graduate and Postdoctoral Studies

The word "IMAGINE" is written in large, bold, yellow capital letters. The background of the logo features a faint, grayscale image of a globe and a graduation cap.

COLLEGE OF GRADUATE & POSTDOCTORAL STUDIES 

Operational Bulletin April 2023 Issue 28

Important graduate studies information for programs and units

POLICY CHANGES

CGPS Council approved changes to *Policy 13.1. – Leaves of Absence* at its March 23 meeting. They will be **effective May 1, 2023**, and will apply to all graduate students.

Key features of the approved changes include:

- Changed 'Compassionate and Medical Leaves' category to 'Personal or Health Leaves' and enabling a broader range of rationales under this category more relevant to shifting standards of student accommodation, life courses and health.
- Adjusted 'Maternity/Parental Leaves' language and explanation for clarity.
- Changed 'Co-op Program Leaves and Graduate Studies in Industry' category to 'Professional Leaves', taking a broader view of when, in what ways, and for how long students may benefit from integrating professional experiences into their graduate programs of study.
- Changed 'Leaves to Pursue Undergraduate Studies' category to 'Leaves to Pursue an Additional Program of Study', taking a broader view of the ways in which students may benefit from integrating the pursuit of more than one program of study over a reasonable period of time.

- Instead of requiring approval by programs and CGPS for all leave of absence categories, in most cases in the revised policy (except for leaves to pursue an additional program of study) the program would be the sole approver for leaves up to one-year in duration. Beyond a year, CGPS would continue to play an oversight/approval role.
- Added a statement on 'short term absences'.
- Added more advisory content to the General Considerations section, regarding financial, student services and facilities, maintenance of status, and immigration.

The new/revised **Leaves of Absence policy**

([https://cgps.usask.ca/policy-and-procedure/leaves-](https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#131LEAVESOFABSENCE)

[accommodations/Accommodations-and-Supports.php?](https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#131LEAVESOFABSENCE)

[utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_s](https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#131LEAVESOFABSENCE)

[bulletin#131LEAVESOFABSENCE](https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#131LEAVESOFABSENCE)) in its approved form is in the CGPS

policy and procedures manual now if you'd like to see the full version.

The procedure for applying for a Leave of Absence remains unchanged, using the JIRA ticket system, though some of the language and fields in the JIRA ticket will be updated to reflect the policy changes as of May 1, 2023.

IMPORTANT INFO

Spring 2023 Convocation Timelines

Please note the following convocation-related dates and deadlines for the Spring 2023 convocation cycle:

- **March 31** – deadline for students to apply to graduate
- **April 10** – college and program staff will gain access to Banner convocation screens
- **May 3** – last day to add graduates to the convocation list in advance of the CGPS Council Meeting on May 11
- **May 16 at 4:30pm** –college staff lose access to Banner convocation screens
- **May 17 and 18** – colleges will receive lists of graduates to confirm all information is correct
- **May 19** – colleges submit final lists back to the Convocation Office

A reminder that SIS training materials, including those related to convocation screens are now located **here**

(<https://can01.safelinks.protection.outlook.com/?>

[url=https%3A%2F%2Fusaskca1.sharepoint.com%2Fsites%2Fstudent_information](https%3A%2F%2Fusaskca1.sharepoint.com%2Fsites%2Fstudent_information)

Please note that you will not be able to enter italics in thesis/dissertation titles in Banner 9. If you are working with a thesis/dissertation title that includes italics, please reach out to your CGPS Program Advisor.

Nomination Letter Guidelines (for thesis awards, etc.)

With the reduction in required defence forms for Master's thesis defences and the consolidation of defence forms required for PhD dissertation defences implemented in May 2022, some units and programs have requested guidance as to what pieces of information Arm's Length or External Examiners should include in their letters of support/nomination letters for various thesis or dissertation awards. A guideline document has been developed to assist Arm's Length or External Examiners, and is available within the Resources section of the CGPS PAWS channel.

3MT® Finals

Grad students tell us that while they are developing their 3MT talk it helps them **unpack** research roadblocks, helps to **refocus** their energy, and contributes to finding a revitalized **passion** for their thesis topic! Join us **Tuesday, April 11th** as grad students compete at USask's 3MT communication challenge and explain to us in just 3 minutes the depth and breadth of their research. **Meet the finalists.** ([https://cgps.usask.ca/grad-life/events/3mt/3mt-usask.php?](https://cgps.usask.ca/grad-life/events/3mt/3mt-usask.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#Meetthefinalists)

[utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#Meetthefinalists](https://cgps.usask.ca/grad-life/events/3mt/3mt-usask.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin#Meetthefinalists))

Microsoft Teams for Grad Students

MS Teams, currently available to faculty and staff, will now be available to graduate students through an opt-in process via their PAWS MyProfile starting on May 1, 2023. Teams is considered as an all-in-one collaborative solution for teamwork; from scheduling meetings, starting spontaneous chats, and easy syncing with Outlook and OneDrive. **MS Teams, group collaboration, and messaging info**

([https://servicecatalogue.usask.ca/it/group-collaboration-and-messaging.php?](https://servicecatalogue.usask.ca/it/group-collaboration-and-messaging.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)

[utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin](https://servicecatalogue.usask.ca/it/group-collaboration-and-messaging.php?utm_source=paws&utm_medium=email&utm_campaign=httpscgpsusaskcautm_sbulletin)). Please consider sharing the attached poster.

Grad Professional Skills Certificate Redesign - Invitation to Participate

Graduate Chairs, you are invited to join a redesign focus group so you can contribute your ideas and feedback to rebranding and redesigning the Graduate Professional Skills Certificate. The groups will be small, last 1 hour (May 2 or May10 from 1-2 pm), and include a presentation about draft structure and content, followed by time for all participants to propose their own ideas and provide feedback about the draft redesign.

If you want to contribute to the professional skills training provided to graduate students and postdocs at USask, contact **Wenona Partridge** (<mailto:wenona.partridge@usask.ca>) before April 17th.

The CGPS Operational Bulletin is sent to Graduate Administrators,
Graduate Chairs and Associate Deans Grad

ATTACHMENTS:

 **MSTeams_GS.pdf**

(https://portalapps.usask.ca/announcements/attach/2534507/MSTeams_GS.pdf)