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CGPS Operational Bulletin - Issue 33



Scholarships, Awards and Bursaries

- [Tri-Agency Doctoral National Competition](#)
 - Deadline: **October 10, 2023 at 4:30 pm**
- [Tri-Agency Master's National Competition](#)
 - Deadline: **December 1, 2023 at 4:30 pm**
- [Vanier Canada Graduate Scholarships](#)
 - Deadline: **September 25, 2023 at 4:30 pm**
- [Canada Graduate Scholarships - Michael Smith Foreign Study Supplements](#)
 - Deadline: **September 29, 2023 at 4:30 pm**

New Process for Departmental Scholarships, Bursaries, and Awards Through Student Finance & Awards (SFA):

Payments of departmental scholarships, bursaries, and awards through Student Finance & Awards (SFA) will no longer flow through CGPS. Payments can be submitted directly to SFA via the following JIRA link: [Department Funding](#). Please contact Shelly Armbruster in SFA with any questions about the process.

Credential Evaluation Updates

Over the summer, CGPS and TLSE worked to renegotiate the credential evaluation service-level agreement (SLA) to ensure the work being done and the processes followed remain

supportive, relevant, accurate, and timely. This new SLA will remain in place through May 30, 2024. Under the terms of the new agreement, TLSE Admission and Transfer credit will:

- Continue to provide units with credential evaluation/admission average calculation of international credentials for the purposes of admission to graduate-level programs. Advice on domestic credentials may be sought.
- Maintain existing calculators and platform, develop and update credential evaluation reference materials, and deliver training to graduate program administrators.
- Create new calculation tools based on observed demand and/or recommendations by credential evaluators, in partnership with CGPS.
- Commit to the following service standards:
 - During peak periods (more than 40 evaluations requested a week) – 10 business days
 - During off-peak periods – 5 business days

This work will remain supported by the 1.0 FTE Admissions Officer position initially transferred to TLSE Admissions as part of the original 2015 agreement. Going forward, this position will have a dotted-line reporting structure to the CGPS Program Services portfolio. This new reporting structure is designed to formalize a closer working relationship between the credential evaluators and CGPS.

Admission Deferrals

When processing admission deferrals, please be sure to check the following before entering the deferral into RMS:

- Ensure the student has withdrawn from any classes they may already be registered in.
- Has the admission been deferred before? Admissions are typically deferred for up to no more than 12 months.
- Will ENPR still be valid given the timelines of the new deferral? If not, is the student aware?

CGPS Program Advisor Title Change

The CGPS Program Services team has thought long and hard over the last few months about a title change to better reflect the work that they do and the emphasis on our role as a service unit. As a result, we're updating the titles of the advisors to **Graduate Program Services Officers** effective immediately.

While their titles will change, the GPSOs will still play the same pivotal role in establishing and maintaining close working relationships with staff and faculty in academic units, and with other service units on campus, to ensure coordination of services and a high level of student experience from admission through to degree completion. These positions will continue to have direct contact with students, faculty, and staff across campus on a daily basis.

Fall ETD Submission Timelines

The deadline for students planning to convocate in the fall to submit final theses/dissertations to the ETD site is September 19th. The fall term add/drop deadline is also September 19th. Please be sure to remind any of your students who are finishing over the next few weeks that if they upload their ETD after September 19th, they will be required to pay tuition and receive the prorated refund following submission (they will be assessed tuition for the month of September). All students defending at any point in the fall term should be registered their respective 994/996 in the fall term (whether they plan to defend and submit prior to the add/drop deadline or not).

All students who are planning to convocate at the Fall 2023 Convocation must have submitted an [application to graduate](#) by August 31, 2023.

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 templates 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 their 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.

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

Special Topics Courses

A reminder to all academic units that Special Topics or Selected Readings courses (898, 899) must be submitted to CGPS prior to the course being offered. To submit the course, please complete a [Special Topics form](#), and attach the course syllabus. **A Special Topic or Selected Reading Course can only be taught twice.** For subsequent offerings, the course must be regularized according to the procedures outlined on the [CGPS website](#).

[Click here](#) for more information about Special Topics courses, including syllabus requirements, and submission deadlines. Any questions can be directed to Chelsea Smith at gradprograms.academicaffairs@usask.ca.

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