GRADUATE PROGRAM ADMINISTRATION MANUAL

FACULTY OF AGRICULTURAL, LIFE AND ENVIRONMENTAL SCIENCES

4 January 2019

Table Of Contents

Graduate Program Administration Team Mission Statement

The Faculty of ALES graduate program administration team facilitates the masters and doctoral programs in the departments of the Faculty of ALES, supporting students from admission through convocation. The team designs and upholds quality procedures for awards, examinations and admission, provides a broad knowledge of U of A policy to students and department graduate student coordinators, and engages in thoughtful collaboration with faculty and staff to build a valuable student experience.

Document Acronyms

ADRGA: Associate Dean Research and Graduate Studies
AFNS: Department of Agricultural, Food and Nutritional Science
AGPA: Admission GPA
ALES: Faculty of Agricultural, Life and Environmental Sciences
APO: Administrative Professional Officer
CAEL: Canadian Academic English Language Assessment
CIHR: Canadian Institutes of Health Research
ESL: English as a Second Language
EPAF: Electronic Pay Action Form
FGSR: Faculty of Graduate Studies and Research
GA: Graduate Program Administrator
GC: Graduate Coordinator; Associate Chair Graduate Programs in AFNS and RR and GC in HE and REES
GPC: Graduate Program Committee
GRA: Graduate Research Assistant
GRAF: Graduate Research Assistantship Fund
GSA: Graduate Student Association
GTA: Graduate Teaching Assistant
GSMS: Graduate Studies Management Solution
HE: Department of Human Ecology
HR: Human Resources
IELTS: International English Language Testing System
MA: Master of Arts
MAg: Master of Agriculture
MBS: Master in Business Administration
MELAB: Michigan English Language Assessment Battery
MF: Master of Forestry
MSc: Master of Science
NSERC: Natural Sciences and Engineering Research Council
PR: Permanent Residence
PhD: Doctor of Philosophy
PTE: Pearson Test of English Academic
RA: Research Assistant
REES: Department of Resource Economics and Environmental Sociology
RR: Department of Renewable Resources
SSHRC: Social Science and Humanities Research Council
TA: Teaching Assistant
TOEFL: Test of English as a Foreign Language
UAI: University of Alberta International
UofA: University of Alberta
UAHIP: University of Alberta Health Insurance Plan
WAC: Writing Across the Curriculum

1.0 Communications

GA Team Contacts

GA team can be contacted via the following methods
- By email: grad.ales@ualberta.ca
- By phone (listed on the Graduate Programs Contact Us page)
- In person during business hours on Tuesdays, Wednesdays, Thursdays
- By appointment, scheduled via one of the above methods

Communications made outside of these methods will not be considered
- Emails to personal inboxes, non-university addresses and cell phone calls and texts regarding program questions, documents or updates will not be answered

Normal response time for email messages is 2 business days
- Response time during peak periods may increase to 4 business days
- Emails received at grad.ales@ualberta.ca will be acknowledged immediately by an automatic response; if you do not receive an acknowledgement please re-send your request.

GAs are responsible for answering emails in five inboxes
- Current students, faculty members, FGSR, HR Team, Finance Team, Development Office, Central Payroll (tuition remissions): grad.ales@ualberta.ca
- Prospective students for AFNS: afnsgrad@ualberta.ca
- Prospective students for HE research areas: hecgrad@ualberta.ca
- Prospective students for REES research areas: reesgrad@ualberta.ca
- Prospective students for RR research areas: rrgrads@ualberta.ca
- Prospective students send emails through their GSMS application: GSMS Messages

Internal Email Protocol
- GSMS emails are checked twice per week
  - Kelly: Monday
  - Tonia: Thursday
  - Robin: Monday
- AFNS, RR admission emails are checked twice per week
  - Kelly: AFNS Monday, Thursday
  - Robin: AFNS Monday, RR Thursday
  - Tonia: RR Monday
- HE admission emails are checked once per week
  - Tonia: Thursday
- REES admission emails are checked once per week
  - Tonia: Monday
- GSMS New Application folder checked once per week
  - Kelly: Monday check all 4 departments New Application folder for completed applications
  - Tonia: Wednesday check all 4 departments New Application folder for completed applications
  - Robin: Friday check all 4 departments New Application folder for completed applications
- Response time for emails is normally 2-3 working days and up to 5 working days during busy periods
- Incoming emails are sorted automatically into department labels to assist GAs in responding to questions related to their assigned groups

2.0 Admission Process Overview

Admission Requirements	AFNS	HE	REES	RR
Programs Offered	MAg, MSc course based; MBA, Mag, MSc thesis based; PhD	MA, MSc course based; MA, MSc thesis based; PhD	MAg course based; MBA, Mag, MSc thesis based; PhD	MAg, MF course based; MBA, MAg; MBA, MF, MSc thesis based; PhD; Transfor-M
Specializations	Animal science; bioresource and food engineering; bioresource technology; food science and technology; nutrition and metabolism; plant science; rangeland and wildlife resources	Aging; children, youth and families; family ecology and practice; material culture; textiles and clothing	Agricultural and resource economics; rural sociology; risk and communication resilience	Conservation biology; wildlife ecology and management; protected areas and wildlands management; forest biology and management; water and land resources; agroforestry; land reclamation and remediation; soil science
Admit Terms	Thesis based all terms; course based fall	Fall	Fall	Thesis based all terms; course based fall
Admission Deadlines	May 15 fall; July 31 winter: December 1 spring; March 15 summer	February 1	Department funding consideration February 15; Hard May 1	MAg, MF March 15 fall; MSc, PhD May 15 fall; July 31 winter; December 1 spring; March 15 summer
Admission GPA	3.3/4.0	3.0/4.0	3.0/4.0	3.0/4.0
Admit Below Department AGPA	3.0-3.2 admit with conditions (section 2.2.1); below 3.0 deny	Below 3.0 admit with GC approval	Below 3.0 admit with GC approval	Below 3.0 admit with GC approval
English Language	FGSR minimums	FGSR minimums	FGSR minimums	FGSR minimums
GRE	No	No	Yes PhD applicants	No
Supervisor	Yes	Strongly recommended	No	Yes except MF, MAg
Research Statement Form	Yes	Yes	Yes	Yes
Writing Sample	No	Yes PhD applicants	No	No
Funding Source	Supervisor, scholarship, self funded	Scholarship, self funded	Supervisor, scholarship, self funded	Supervisor, scholarship, self funded
Department Funding	Emergency GRAF only requested by supervisor; TA	TA, RA	Yes, first 8 months for new admits; TA	Emergency GRAF only requested by supervisor or student; TA

Review of applications for all departments: Kelly last names A-G; Tonia H-P; Robin Q-Z

2.1 Admission Process Flow Chart

```
┌─────────────────────────┐
│ New Applications folder  │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐                    ┌─────────────────────────┐
│ Application complete     │      ( No )───────▶│ Leave in New Applications│
│ (minimum 2/3 references) │                    │ folder; follow up with   │
│ and meets department     │                    │ student                  │
│ minimums for admission   │                    └─────────────────────────┘
└─────────────────────────┘
             │
          ( Yes )
             │
             ▼
┌─────────────────────────┐
│ Move to In Progress      │
│ folder; calculate GPA    │
│ using WAC                │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐                    ┌─────────────────────────┐
│ AGPA meets               │      ( No )───────▶│ Discuss with prospective │
│ department minimum       │                    │ supervisor or GC; deny or│
└─────────────────────────┘                    │ move to Review in        │
             │                                  │ Progress folder depending│
          ( Yes )                               │ on decision              │
             │                                  └─────────────────────────┘
             ▼                                               │
┌─────────────────────────┐                                 ▼
│ Move to Review In Progress│    ( Accept - No )───────▶┌──────────────┐
│ folder; send to potential │                           │    Deny      │
│ supervisor for review     │                           └──────────────┘
└─────────────────────────┘
             │
      ( Accept - Yes )
             │
             ▼
┌─────────────────────────┐
│ Move to Review           │
│ Complete folder          │
└─────────────────────────┘
             │
             ▼
┌─────────────────────────┐        ┌──────────────────┐
│ Move to Ready For        │───────▶│ Do not approve - │
│ Decision folder; send for│        │ Deny             │
│ department approval      │        └──────────────────┘
└─────────────────────────┘
             │
             └───────────────────▶┌──────────────────┐
                                  │ Approved - Admit │
                                  └──────────────────┘
```

2.2 AFNS Applications Review

GA completes the following steps to process the applications.

New Application Folder Check
- English language requirement met
- Prospective supervisor listed (if no, message student for information)
- 2 or more reference letters received
  - If Yes, move to In Progress folder
  - If No, keep in New Application folder; check when email request for reference letter was sent to referee, and if more than one month prior, resend request for reference letter
- January, February, March check Master's applications for UofA Master's recruitment scholarship
  - Thesis based scholarships have late January, early March, mid April deadlines
  - Course based have mid to late March deadline
  - See FGSR website to confirm deadlines

In Progress Folder Check
- Transcripts must be scans of official transcripts in original language plus English translation
  - If Yes, calculate AGPA and add pdf of WAC to application through Documents tab
  - If No, contact student to upload correct documents
- If application is complete save PDF of application to S drive under Admissions
  - If Yes, move to Review in Progress folder and send for review
  - If No, leave in In Progress folder until all required documents have been received

In Progress Folder Review
- AFNS all programs application and cover sheet is sent to potential supervisor for confirmation of acceptance
- When decision received by prospective supervisor move to Review Complete folder

Review Complete Folder
- Move to Ready For Decision folder

Ready For Decision Folder
- AFNS all programs
- If Yes, admit, email application to GC and Assistant Chair for department approval; email includes the following
  - Student name, program, term start date, AGPA, English language score
  - Number of students (by program, eg 5 students, 3 MSc, 2 PhD) currently supervised by the prospective supervisor
  - Number of current students funded by the prospective supervisor (by program, eg 3 students paid, 2 MSc, 1 PhD)
- If Yes, department approves admission, complete admission steps to accept applicant.
- If Yes, admit and nominate for UofA Master's course based or thesis based recruitment scholarship
  - Follow FGSR scholarship procedures and complete admission steps to accept applicant
- If No, complete admission steps to deny applicant; application is automatically placed in Rejected Apps folder

FGSR Approval
- If yes, approved, application is placed into Waiting For Response folder
- If no, more information required, application is returned to the In Progress folder
- GAs are required to check the In Progress folder on a weekly basis for any returned applications

Waiting For Response Folder
- Student is required to accept offer to activate their program and Campus Solutions

- If Yes, student accepts offer, application is moved to Offer Accepted folder
- If No, student declines offer, application is moved to Offer Declined folder

Do Not Move Student Applications From These Folders
- Waiting For Response folder
- Offer Accepted folder
- Offer Declined folder
- Rejected Apps folder
- Withdrawn folder
- Contact FGSR for assistance if an application must be moved from any of these folders

Department Admission Letters
- Prepare department decision and program letter using merge function (instructions below), sign and saves as PDF
- Prepare MOU, save as PDF and send to supervisor to sign
- Email both letters to student, copy supervisor

To Merge
- Click on Mailings and Edit Recipient List
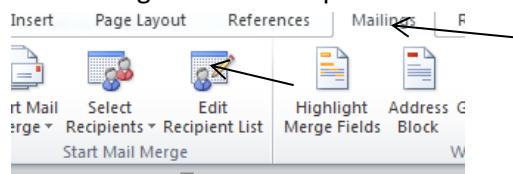
- Clear the check marks by clicking on the box beside Data Source
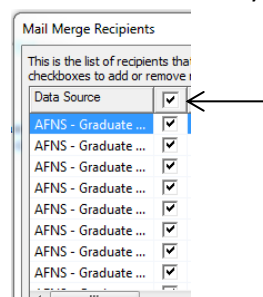
- Check box by the student's name, click Finish and Merge, Edit Individual Documents
- When Merge to New Document box appears, click okay and the merged letter will appear for review or editing
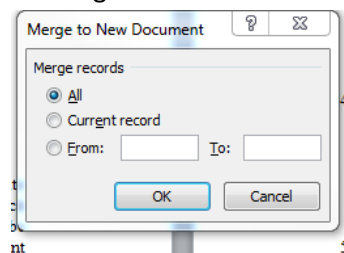
- Save student's letter to correct folder in S drive
- Save original letter before closing when asked

2.2.1 AFNS Flow Chart
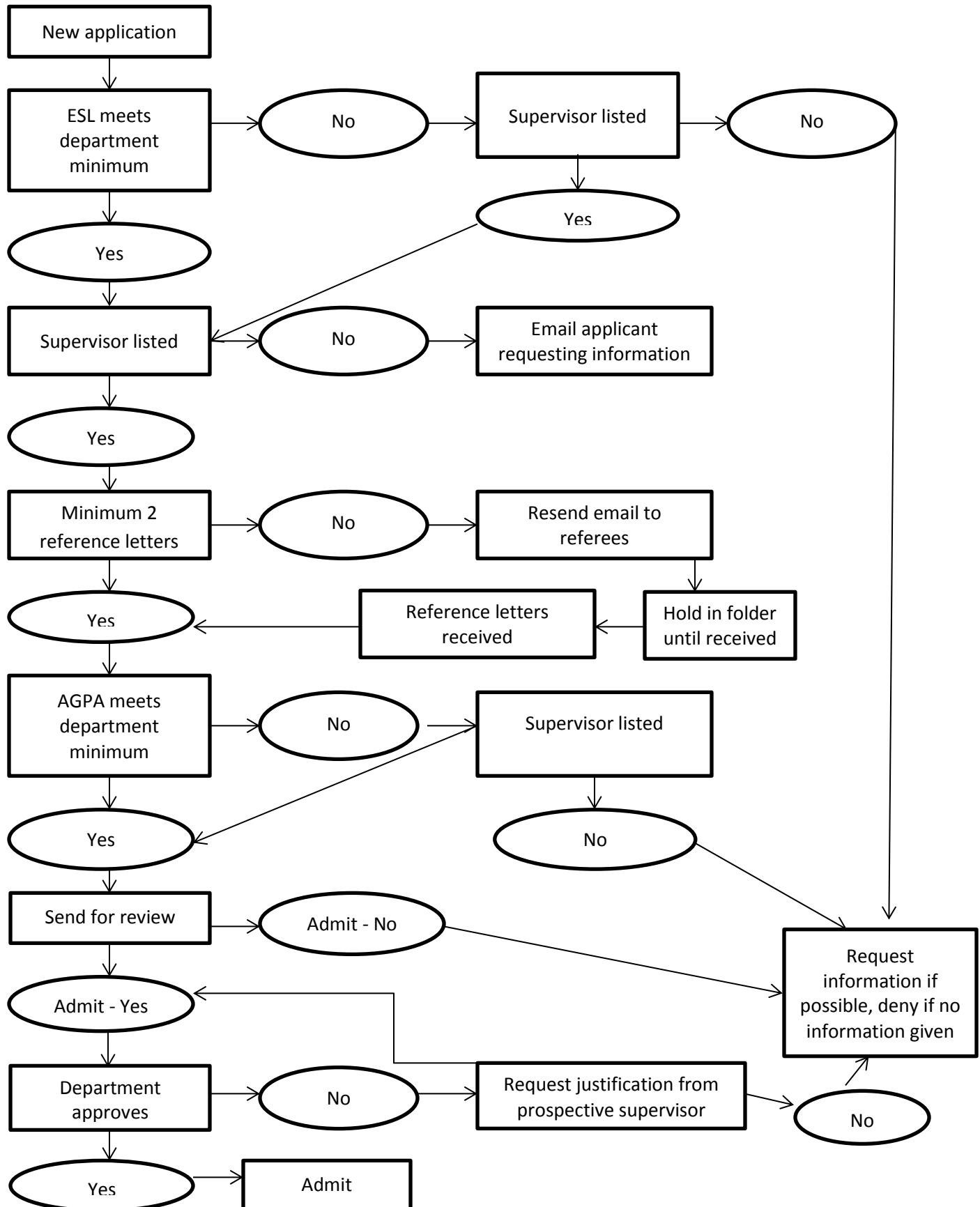
2.3 HE Applications Review

GA completes the following steps to process the applications.

New Application Folder Check
- Start Google doc with applicant full name, country, program, AGPA, BSc and MSc institutions, English language score
- English Language requirement met
  - If Yes, check transcripts
  - If No, make a note in the Google doc and check transcripts
- Transcripts must be scans of official transcripts in original language plus English translation
  - If Yes, calculate AGPA and add pdf of WAC to application through Documents tab
  - If No, contact student to upload correct documents
- If 2 or more reference letters received
  - If Yes, move to In Progress folder
  - If No, make a note in Google doc and move to In Progress folder
  - Check when email request for reference letter was sent to referee, and if more than one month prior, resend request for reference letter
- January, February, March check all Master's applications for UofA Master's recruitment scholarship
  - Thesis based scholarships have late January, early March, mid April deadlines
  - Course based scholarships have mid to late March deadline
  - See FGSR website to confirm deadlines

In Progress Folder
- Create and save PDF of application to S drive under Admissions

Review in Progress Folder
- HE applications to be prepared two weeks prior to the February GPC meeting
- Share Google doc and PDF of applications to GPC
- Attend GPC meeting, take notes, follow up with admission decision for all applicants
- Circulate application to prospective supervisor as per GPC notes
- Move to Review Complete folder

Review Complete Folder
- Move to Ready For Decision folder

Ready For Decision Folder
- Send PDF of applications to prospective supervisor for admission approval
- If Yes, admit, complete admission steps to accept applicant
- If Yes, admit and nominate for UofA Master's course based or thesis based recruitment scholarship, follow FGSR scholarship procedures
- If No, deny; discuss with GC about possible alternative supervisor; if no alternative, complete admission steps to deny applicant; application is placed in Rejected Apps folder

FGSR Approval
- If Yes, approved, application is placed into Waiting For Response folder
- If No, more information required, application is returned to In Progress folder; GAs are required to check In Progress folder on a weekly basis for any returned applications

Waiting For Response Folder
- Student is required to accept offer in order to activate their program and Campus Solutions

- If yes, student accepts offer, application is automatically moved to Offer Accepted Folder
- If no, student declines offer, application is automatically moved to Offer Declined Folder

Do Not Move Student Applications From These Folders
- Waiting For Response folder
- Offer Accepted folder
- Offer Declined folder
- Rejected Apps folder
- Withdrawn folder
- Contact FGSR for assistance if an application must be moved from any of these folders

Department Admission Letters
- Prepare department decision and funding letter, signed by GA; save as PDF and send to supervisor for review
- Email letter to student, copy supervisor

2.3.1 HE Flow Chart

```
        ┌─────────────────┐
        │ New Application │
        └────────┬────────┘
                 │
                 ▼
   ┌──────────────────────┐          ┌──────┐          ┌──────────────────────┐
   │ ESL meets department │─────────▶│  No  │─────────▶│  Make a note in the  │
   │       minimum        │          └──────┘          │ shared drive and     │
   └──────────┬───────────┘                            │      continue        │
              │                                        └──────────────────────┘
              ▼
          ┌───────┐
          │  Yes  │
          └───┬───┘
              │
              ▼
   ┌──────────────────────┐          ┌──────┐          ┌──────────────────────┐
   │     AGPA meets       │─────────▶│  No  │─────────▶│  Make a note in the  │
   │ department minimum   │          └──────┘          │  shared drive and    │
   └──────────┬───────────┘                            │      continue        │
              │                                        └──────────────────────┘
              ▼
          ┌───────┐
          │  Yes  │
          └───┬───┘
              │
              ▼
   ┌──────────────────────┐
   │ Move to In Progress  │
   │       folder         │
   └──────────┬───────────┘
              │
              ▼
   ┌──────────────────────┐          ┌──────┐          ┌──────────────────────┐
   │ Minimum two reference│─────────▶│  No  │─────────▶│ Resend email to      │
   │   letters received   │          └──────┘          │      referees        │
   └──────────┬───────────┘                            └──────────────────────┘
              │
              ▼
          ┌───────┐
          │  Yes  │
          └───┬───┘
              │
              ▼
   ┌──────────────────────┐          ┌──────┐          ┌──────────────────────┐
   │    GPC decision      │─────────▶│  No  │─────────▶│        Deny          │
   └──────────┬───────────┘          └──────┘          └──────────────────────┘
              │
              ▼
          ┌───────┐
          │  Yes  │
          └───┬───┘
              │
              ▼
   ┌──────────────────────┐          ┌──────┐          ┌──────────────────────┐
   │ Send to supervisor   │─────────▶│  Yes │─────────▶│        Admit         │
   │   for approval       │          └──────┘          └──────────────────────┘
   └──────────────────────┘
```

2.4 REES Applications Review

GA completes the following steps to process the applications.

New Application Folder Check
- Initial work by GCs before GA check
  - GCs screen applications for required courses and move potential applicant's files to Review In Progress folder
  - GCs create a shared drive listing potential applicant's names that have been moved to the Research In Progress folder under either RSOC or AREC
- Checks English language requirement is met
  - If Yes, update shared drive and calculate AGPA
  - If No, update shared drive to flag GCs; do not complete AGPA
- Transcripts must be scans of official transcripts in original language plus English translation
  - If Yes, calculate AGPA, add pdf of WAC to application through Documents tab; save a PDF of the application in S drive and save a copy to the shared drive
  - If No, contact student requesting correct documents be scanned; update shared drive indicating missing documents; when correct documents received calculate AGPA, add pdf of WAC, save a PDF of the application in S drive and save a copy to the shared drive
- Check if 2 or more reference letters
  - If Yes, indicate complete in shared drive
  - If No, check when email request for reference letter was sent to referee; if more than one month prior, resend request for reference letter
- January, February, March check all Master's applications for UofA Master's recruitment scholarship
  - Thesis based scholarships have late January, early March, mid April deadlines
  - Course based Master's scholarships have mid to late March deadline
  - See FGSR website to confirm deadline dates

Review in Progress Folder:
- Application deadline dates are February 15 for funding support and May 1 for all applications
- Move to Review Complete folder when admission decision received from GCs

Review Complete Folder
- Move to Ready For Decision folder

Ready For Decision Folder
- If Yes, admit, complete admission steps to accept applicant
- If Yes, admit and nominate for UofA Master's course based or thesis based recruitment scholarship, follow FGSR scholarship procedures
- If No, deny, complete admission steps to deny applicant; application is placed in Rejected Apps Folder

FGSR Approval
- If Yes, approved, application is placed into Waiting For Response folder
- If No, more information required, application is returned to In Progress folder
- GAs are required to check In Progress folder on a weekly basis for any returned applications

Waiting for Response Folder
- Student is required to accept offer to activate their program and Campus Solutions
- If Yes, student accepts offer, application is automatically moved to Offer Accepted Folder
- If No, student declines offer, application is automatically moved to Offer Declined Folder
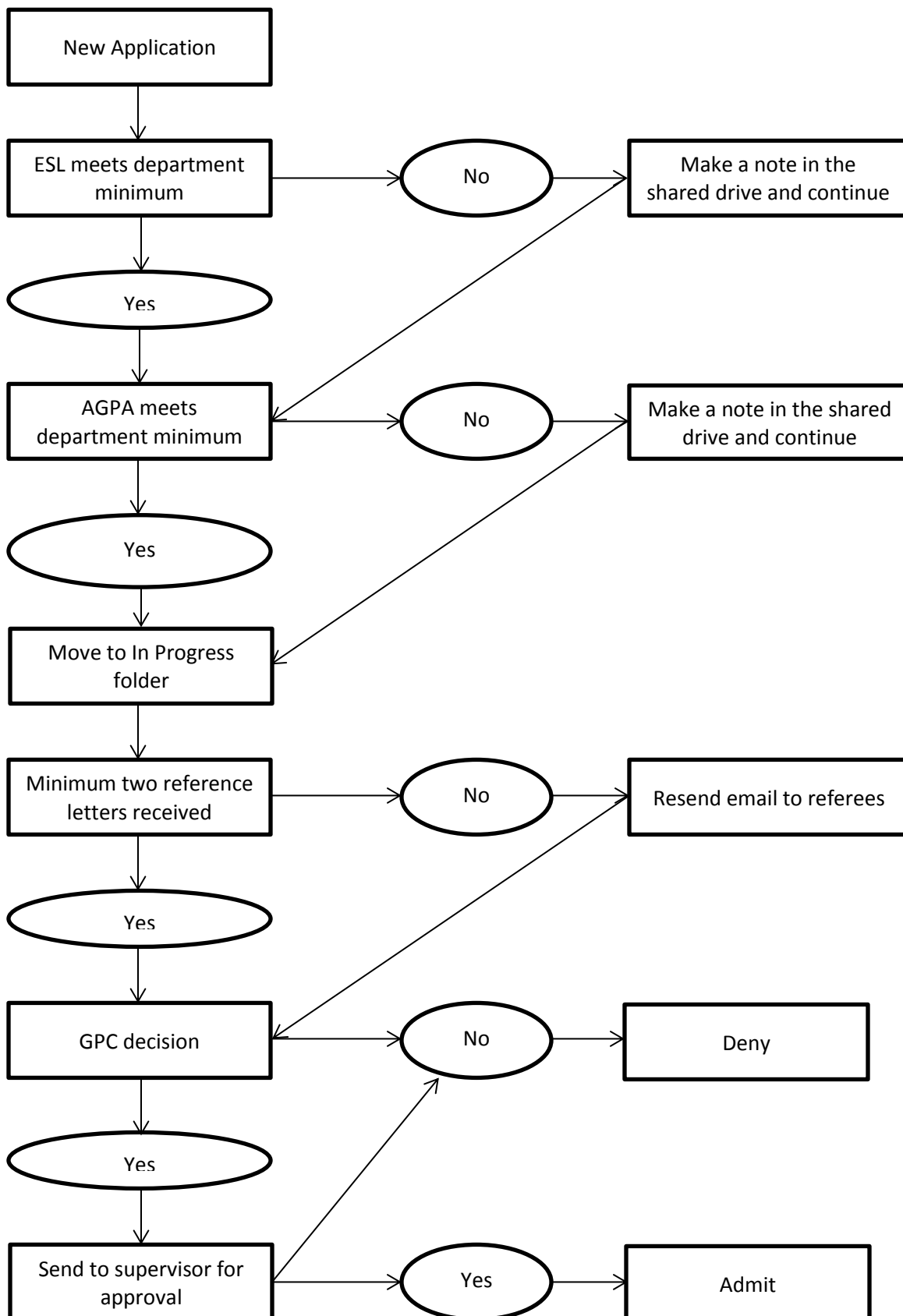
Do Not Move Student Applications From These Folders
- Waiting For Response folder
- Offer Accepted folder
- Offer Declined folder
- Rejected Apps folder
- Withdrawn folder
- Contact FGSR for assistance if an application must be moved from any of these folders

Department Admission Letters
- Prepare department super letter and funding letter; save as PDF and send to Chair or GCs for review and signature
- Email letter to student, copy Gs

2.4.1 REES Flow Chart

New application

GCs move to Review In Progress folder

No - leave application in New Application folder

Yes

ESL meets department minimum

No - make a note in the shared drive, continue

Yes

AGPA meets department minimum

No - make a note in the shared drive

Yes

Minimum 2 reference letters

No - make a note in the shared drive

Resend email to referees

Yes

GC decision

No

Deny

Yes

Admit

2.5 RR Applications Review

GA completes the following steps to process the applications.

Thesis Based Programs

New Application Folder Check
- English Language requirement met
  - If Yes, check for supervisor
  - If No, check for supervisor
  - If Yes, supervisor listed, continue with application process
  - If No, supervisor not listed, deny admission
- Prospective supervisor listed
  - If Yes, create PDF of application
  - If No, email student requesting information; leave application in New Application folder
- If 2 or more reference letters received
  - If Yes, move to In Progress Folder
  - If No, keep in New Application Folder; check when email request for reference letter was sent to referee, and if more than one month prior, resend request for reference letter
- January, February, March check all Master's applications for UofA Master's recruitment scholarship
  - Thesis based scholarships have late January, early March and mid April deadlines
  - Course based scholarships have mid to late March deadline
  - See FGSR website to confirm deadline dates

In Progress Folder
- Transcripts must be scans of official transcripts in original language plus English translation
  - If Yes, calculate AGPA and add pdf of WAC to application through Documents tab
  - If No, contact student to upload correct documents
- Check if Application is complete and save PDF of application to S drive under Admissions
  - If Yes, send to Review
  - If No, leave in In Progress Folder until all required documents have been received

Review in Progress Folder
- Send application and prospective supervisor check list to potential supervisor for confirmation of acceptance
  - If Yes, move to Review Complete folder
  - If No, deny application

Review Complete Folder
- Move to Ready for Decision folder

Ready For Decision Folder
- If Yes, admit
- Send application, completed prospective supervisor check list and department letter to GC for signature and department approval
- If department decision is Yes, admit, complete admission steps to accept applicant
- If Yes, admit and nominate for UofA Master's thesis based scholarship, follow FGSR scholarship procedures
- If No, deny, complete admission steps to deny applicant. Application is placed in Rejected Apps Folder.

Continue Steps Starting From FGSR Approval

Course Based Programs

New Application Folder Check
- English Language requirement is met
  - If Yes, update Google doc and calculate AGPA
  - If No, deny application
- Transcripts must be scans of official transcripts in original language plus English translation
  - If Yes, calculate AGPA, add WAC pdf to application through Documents tab, move application to In Progress folder
  - If No, contact student requesting correct documents be scanned; leave application in New Application folder; when correct documents received calculate AGPA, add pdf of WAC, check for reference letters
  - Focus on MSc thesis based first, followed by PhD and then course based
- Check if 2 or more reference letters have been submitted
  - If Yes, move to In Progress folder
  - If No, check when email request for reference letter was sent to referee and, if more than one month prior, resend request for reference letter
- Check all Master's applications for UofA Master's Recruitment Scholarship
  - Thesis based scholarships have late January, early March and mid April deadlines
  - Course based scholarships have mid to late March deadline
  - See FGSR website to confirm deadline dates

In Progress Folder
- Check if application is complete and save PDF of application to S drive under Admissions
  - If Yes, create PDF of application and move to Review in Progress folder
  - If No, deny admission

Review in Progress Folder
Send applications to GC, for review and approval:
- Send PDF of application and prospective supervisor check list form to GC
- A supervisor will be appointed and application approved for top students as quickly as possible
  - Decision for all applications to the MF course based program will be made within 1-2 weeks after March 15
- Move to Review Complete folder when admission decision received
- RR thesis based only application and prospective supervisor check list is sent to potential supervisor for confirmation of acceptance
- When decision received by prospective supervisor, move to Review Complete folder

Ready For Decision Folder
- RR course based
  - If Yes, admit, complete admission steps to accept applicant
  - If Yes, admit and nominate for UofA Master's course based recruitment scholarship, follow FGSR scholarship procedures
  - If No, deny, complete admission steps to deny applicant. Application is placed in Rejected Apps Folder
- RR thesis based
  - If Yes, admit, send application, completed prospective supervisor check list and department letter to GC for department approval
  - If department decision is Yes, admit, complete admission steps to accept applicant
  - If Yes, admit; nominate for UofA Master's thesis based recruitment scholarship, follow FGSR procedures
  - If No, deny, complete admission steps to deny applicant; application is placed in Rejected Apps Folder

FGSR Approval
- If Yes, approved, application is placed into Waiting for Response folder
- If No, more information required, application is returned to In Progress folder. GA is required to check In Progress folder on a weekly basis for any returned applications

Waiting For Response Folder
- Student is required to accept offer to activate their program and Campus Solutions
- If Yes, student accepts offer, application is automatically moved to Offer Accepted Folder
- If No, student declines offer, application is automatically moved to Offer Declined Folder

Do Not Move Student Applications from These Folders
- Waiting for Response folder
- Offer Accepted folder
- Offer Declined folder
- Rejected Apps folder
- Withdrawn folder
- Contact FGSR for assistance if an application must be moved from any of these folders

Department Admission Letters
- GC reviews and signs department letter at time of admission approval
- Email letter to student, cc supervisor

To Merge
- Click on Mailings and Edit Recipient List
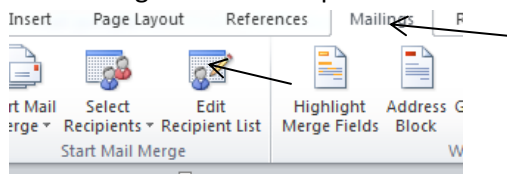
- Clear the check marks by clicking on the box beside Data Source
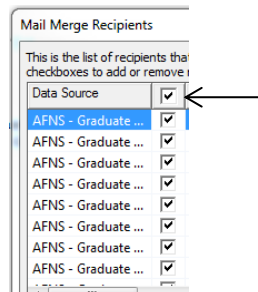
- Check the box by the student's name, click Finish & Merge, Edit Individual Documents; when Merge to New Document box appears, click okay and the merged letter will appear for review or editing
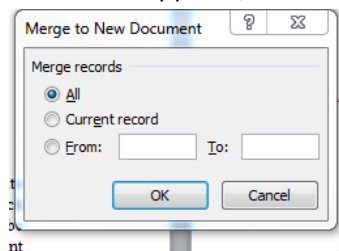
- Save student's letter to correct folder in S drive, save original letter before closing when asked

2.5.1 RR Flow Chart Thesis Based

New application

ESL meets department minimum → No → Supervisor listed → No

Supervisor listed → Yes

Yes

Supervisor listed → No → Email applicant requesting information

Yes

Minimum 2 reference letters → No → Resend email to referees

Yes ← Reference letters received ← Hold in folder until received

AGPA meets department minimum → No → Supervisor listed → No →

Yes

Send for review → No

Yes ←

Department approves → No → Request justification from prospective supervisor → No

Yes → Send department letter, supervisor checklist and application to GC for approval

Deny

Admit

2.5.2 RR Flow Chart Course Based

```
New application
        |
        v
ESL meets department          --->  ( No )
minimum                                  \
        |                                  \
      ( Yes )                               v
        |                               Deny
        v                                 ^
AGPA meets department         --->  ( No )
minimum
        |
      ( Yes )
        |
        v
Minimum 2 reference   --->  ( No )  --->  Resend email to
letters                                    referees
        |                                       |
      ( Yes )  <---  Reference letters  <---  Hold in folder
        |             received                until received
        v
Move to In Progress
folder
        |
        v
Send to GC for review
        |
      ( Yes )
        |
        v
Supervisor, GC approves  --->  ( No )  --->  Deny
        |
      ( Yes )  --->  Admit
```
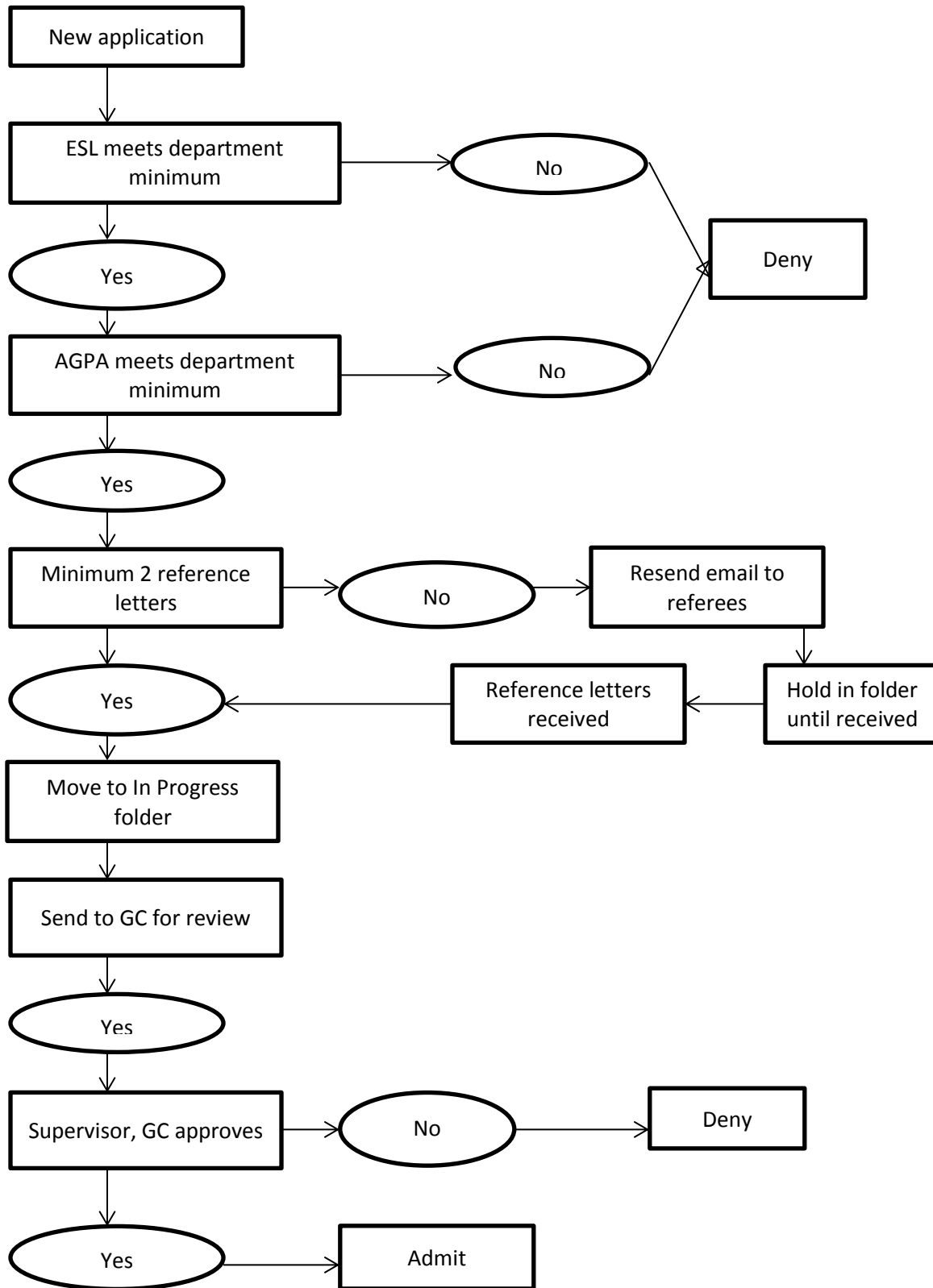
2.6 RR Transfor-M Program

TRANSFOR-M

- International dual degree program completed in two years leading to degrees at a European and a Canadian institution
- Students may choose from a number of thesis based or course based Master's programs of the participating departments and faculties
- Scholarships to supplement living expenses for the year abroad are available on a competitive basis
- Each student will spend one year in Canada and one year in Europe in an English language Master's program
- Students must complete 12 units of course weight and a capping project (usually RENR 912) for the program.

There are two categories for Transfor-M students.
- Incoming Transfor-M: students from foreign university (home department is foreign university)
- Outgoing Transfor-M: students from the University of Alberta (home department is UofA)

Incoming Transfor-M Students (Home Department Foreign University)
- Admission procedure; no application is required; submit the following forms to FGSR
  - Shared credential application form
  - Signed study plan; send the fall-winter 700 course approval form to students to complete and submit when they submit the signed study plan
  - No department admission letter is required
- Incoming students
  - Do not need to register at UofA when attending their home institutions
  - Only register for terms they are physically at UofA (AGRMT registration is only for UofA outgoing students to indicate when they are attending the partner institution
  - Statement on student's transcript will indicate they are participating in a shared credential program with UofA and their home institution which is all that's needed on their UofA record
- Program completion
  - For students who complete the second year at a foreign university, we will receive notice from the institution that they have completed their degree; upon confirmation the student has met UofA program requirements (compare UofA transcript with study plan), prepare a Report Of Completion if the student is course based or Thesis Approval Program Completion form if the student is thesis based and submit to FGSR; if the exam is held at the foreign university request a copy of the thesis for record purposes
  - For students completing the first year at a foreign university, RR GC will send their European transcripts to be saved to the student's record; upon confirmation the student has met UofA program requirements (12 units course weight in RENR 912 and 8 or more units course weight in course work), prepare a Report of Completion if student is course based or Thesis Approval Program Completion form if student is thesis based and submit to FGSR
  - When submitting transcripts to FGSR indicate in the email or on the official documents that transcripts are for Transfor-M students, and not for clearing conditional admission requirements; send all Transfor-M transcripts to Joyce Anderson, not gradpgm3

Outgoing Transfor-M Students (Home Department UofA)

- Follow RR admission process for GSMS applications up until application has been approved for admission by the GC
- Submit application to FGSR as a paper application and include the following documents
  - PDF of the GSMS application
  - Signed Department Admission Decision form from FGSR Forms Cabinet

- Signed Shared Credential Participation form; no spring and summer registration is required; make sure no registration is showing for spring and summer term before submitting form to FGSR
- Signed study plan; send the fall winter 700 Course Approval form to students to complete and submit when they submit the signed study plan
- Complete department admission letter, submit to supervisor for review, send pdf of department admission letter to student; FGSR will send an official admission letter to the student and copy department; save a copy of the letter to S drive GraduateStudentsAdmin – Admissions – RENR – RENR Official Admission Letters – choose the term folder
- Program completion
  - For students who complete the second year at a foreign university, we will receive notice from the institution that they have completed their degree; upon receipt of the notice confirm the student has met UofA program requirements (12 units of course weight in RENR 912 + 8 units of course weight or more in course work); if the student is course based submit a Report of Completion; if the student is thesis based an additional final exam will be held at the UofA and the Thesis Approval Program Completion form sent to FGSR once signed by the exam committee
- When submitting transcripts to FGSR indicate in the email or on the official documents that transcripts are for Transfor-M students, and not for clearing conditional admission requirements; send all Transfor-M transcripts to Joyce Anderson, not gradpgm3

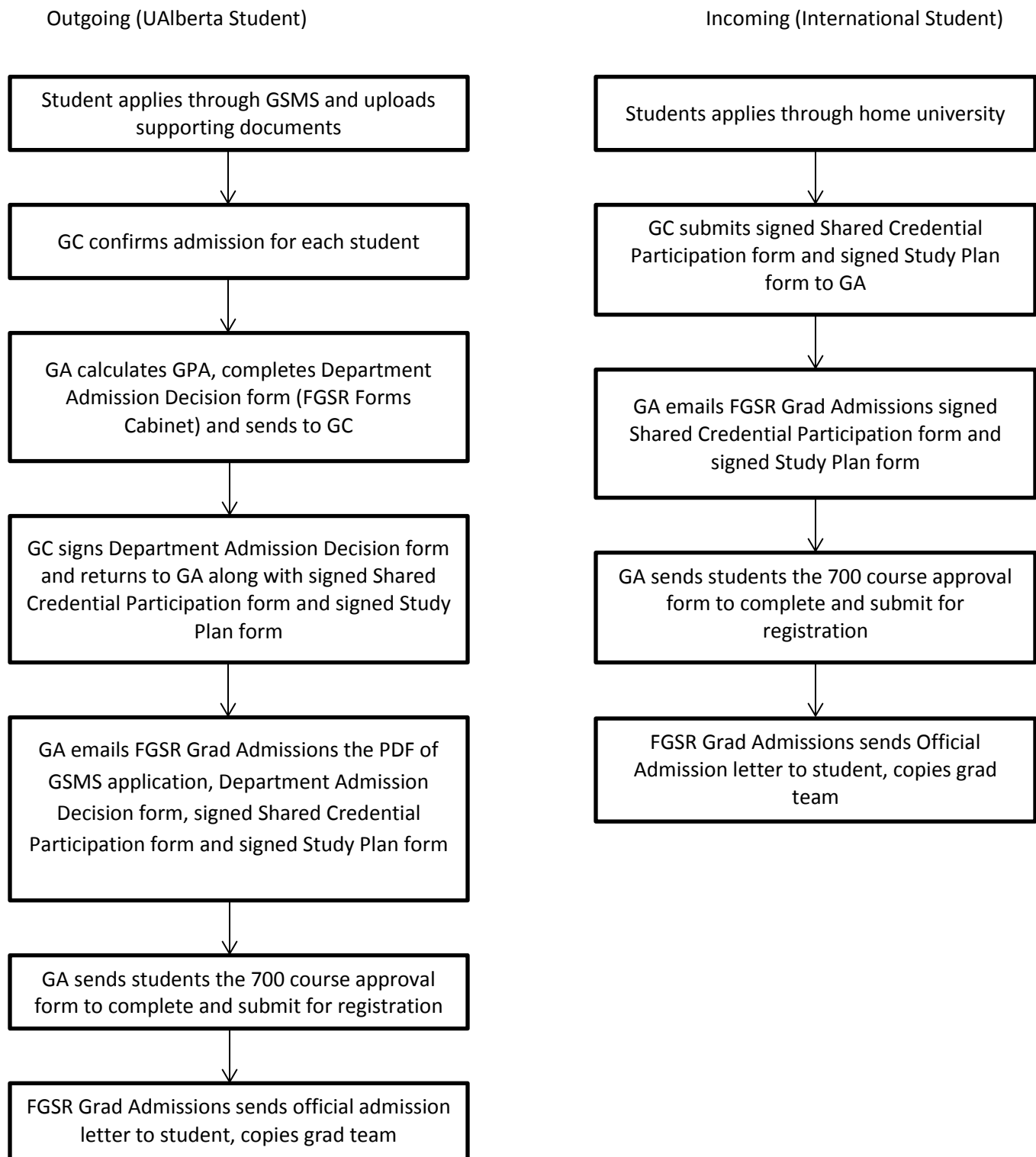**UofA Master's Recruitment Scholarship**
- Outgoing (UofA is home institution) Transfor-M students are eligible to be nominated for a UofA Master's Recruitment Scholarship; send nomination form for UofA Master's course based scholarship with supporting documents to FGSR awards following their scholarship procedures
- Incoming (foreign university is home institution) Transfor-M students are not eligible for University of Alberta scholarships as they do not submit a complete application (reference letters, transcripts) to UofA

Frequently Asked Questions
- FGSR information about health and dental coverage not showing up in the fee assessments for some Transfor-M students is as follows
  - GSA health and dental plan is added when students are enrolled full time; students who are part time can opt into the plan during the change of coverage period
  - Students from other provinces should carry their provincial health insurance cards with them
  - Students who are not eligible for AB health care (such as international students) must be enrolled in the UAHIP; this is for anyone coming to AB for less than 12 months
  - UAHIP is added manually to student accounts for those who require it
  - Students who show proof of alternate coverage do not need to have UAHIP; can opt out of GSA plan
  - Students can always opt in for coverage or seek UAHIP if they need it
  - The GSA plan does not get triggered for incoming students, so if a new student does not have health and dental applied to their fees automatically, they should opt in if they need it
- If a student says does not have health and dental on their fee assessment, send RR name and student ID number to investigate; student can also make inquiries with FGSR to ensure that they have the correct fees assessed to them
- Information about non-instructional fees for students is made available to them by FGSR and UofA International Centre if the student is international; RR does not need to duplicate this information but will refer students to the correct resource once all the details are procured; FGSR page regarding non-instructional fees and the International Student Services page regarding health and wellness can provide additional information
- Spring term at the European Institution = winter term at UofA

2.6.1 RR Transfor-M Flow Chart

Outgoing (UAlberta Student)

Student applies through GSMS and uploads supporting documents

↓

GC confirms admission for each student

↓

GA calculates GPA, completes Department Admission Decision form (FGSR Forms Cabinet) and sends to GC

↓

GC signs Department Admission Decision form and returns to GA along with signed Shared Credential Participation form and signed Study Plan form

↓

GA emails FGSR Grad Admissions the PDF of GSMS application, Department Admission Decision form, signed Shared Credential Participation form and signed Study Plan form

↓

GA sends students the 700 course approval form to complete and submit for registration

↓

FGSR Grad Admissions sends official admission letter to student, copies grad team

Incoming (International Student)

Students applies through home university

↓

GC submits signed Shared Credential Participation form and signed Study Plan form to GA

↓

GA emails FGSR Grad Admissions signed Shared Credential Participation form and signed Study Plan form

↓

GA sends students the 700 course approval form to complete and submit for registration

↓

FGSR Grad Admissions sends Official Admission letter to student, copies grad team

2.7 Combined Degree Programs

Combined degree programs are offered in AFNS, RR, REES

AFNS, REES and RR MAg, MBA
- Jointly offered with the School of Business
- Intended to prepare students for careers that demand specialized knowledge in business management practices and agriculture
- Specialization not applicable

RR MF, MBA
- Jointly offered with the School of Business
- Intended to prepare students for careers that demand specialized knowledge in business management practices and agriculture
- Specialization not applicable

Application Process
- Applicants apply to the School of Business who process all applications for combined degree programs
- School of Business will forward eligible applicants to each department for approval to admit
- Supervisor required for AFNS; follow application approval steps and obtain GC approval
- Supervisor not required for REES or RR; follow application approval steps and obtain GC approval

2.8 Visiting Graduate Students

Visiting Graduate Students
- Attend UofA with no formal exchange
- Are registered in a graduate degree program at another university or institution, who have permission from their home university and UofA department to take one or more graduate courses for transfer credit toward degree
- Admission valid for one calendar year from the student's start date
- Must apply to the department and be admitted each year in which they take courses
- Are not required to pay the $100 application fee

Completing Course Work
- Applicants complete the Application for Visiting Graduate Student form and submit to the department with a letter of permission from the Dean of Graduate Studies of their home university confirming that the applicant is currently registered in a graduate degree program at the home university, and should state the specific UofA courses that will be accepted for credit toward the degree program; the UofA department must indicate on the form the specific course(s) to be taken; this form is available from the Forms Cabinet on the FGSR website
- Documents required: application, letter of permission, list of UofA courses, letter from prospective UofA supervisor indicating the start date, duration of visit, research or courses to be completed, financial arrangement (pay for tuition, pay monthly stipend, indicate dollar per month); if student will receive funding support from the prospective UofA supervisor the duration must be 6+ months
- International students follow department deadlines for admission to department graduate programs (September course deadline is May 15)
- Canadian students register in open courses at least 2 weeks prior to the start of term; may require assistance to register into closed courses

Research 900
- Visiting graduate students in a degree program from another university who wish to study at UofA in a research only capacity, without taking courses, can register in Research 900.
- This research will be conducted at Uof A under the supervision of UofA faculty member
- For more details on Research 900 registration and fees see the FGSR Tuition and Fees page, Research 900
- Research 900 (RSCH 900) is offered as a course registration for visiting graduate students who are registered at another academic institution and who will be conducting research only at the UofA under the supervision of a UofA faculty member, but will not be taking UofA courses
- Research 900 students must be continuously registered for each term they are on campus (each fall, winter, spring, summer) to maintain their student status and campus privileges
- Visiting student researchers are provided with a ONECard and access to resources and services such as athletic and recreation facilities, health services, WCB and liability coverage, U-Pass (fall winter terms only), official UofA transcript certifying attendance, Uof A Health Insurance Plan (UAHIP) international students
- Documents required: application, letter of permission, letter from prospective UofA supervisor indicating start date, duration of visit, research or courses to complete, financial arrangement (eg tuition, stipend dollar per month)
- If student will receive funding support from the prospective UofA supervisor the duration must be 6+ months
- Deadlines: no internal application deadline date.; students are registered by FGSR into RSCH 900 at the start of their visit and much register in RSCH 900 for each term of they are on campus; students can arrive at any time throughout the year but are registered at the start of the term and must pay full tuition fees (~$700 per term) even if they arrive after the start date (arrive February, register in RSCH 900 as of January 1)
- Admission Acceptance Form to be completed by AFNS supervisors only who are required to indicate if they will be providing funding for the visiting graduate student

2.9 Exchange Graduate Students

Formal Exchange
- UofA has ratified formal exchange agreements that either allow UofA graduate students to study abroad, or students from other countries and institutions to attend UofA
- Application procedures for visiting student exchanges vary according to regulations of the exchange agreement; contact the administrator or agency overseeing the exchange for complete details
- Students interested in an exchange program contact UofA International (UAI) centre at goabroad@UAlberta.ca or check the Education Abroad section of UAI's website

Apply For An Exchange Program
- Application procedures may vary according to the exchange agreement; contact the administrator or agency overseeing the exchange for complete details
- If administered by UAI the home Institution completes and sends an application for Visiting Graduate Students form and a Permission to Participate form to UAI for review
- Package is then sent to the applicable UofA department
- If administered by the department the home Institution completes and sends an Application for Visiting Graduate Students form and a Permission to Participate form to the UofA department

Western Deans' Agreement
- Students who wish to participate in the Western Deans' Agreement should contact their home department at their home institution
- General information and the Western Deans' Agreement application form are available on their website
- Each university has its own rules and regulations and fee requirements regarding the Western Deans' Agreement; UofA requires payment of certain non-instructional fees
- Visiting students at UofA: information to assist GAs in admitting students from other institutions who wish to take courses at the UofA is available at Visiting Graduate Students Under the Western Deans' Agreement, Section 5.12 of the Graduate Program Manual
- UofA students at other WDA institutions: GAs assisting UofA students who wish to take courses at other institutions should direct the student to Section 6.8 of the Graduate Program Manual Section 6: Program Planning and Registration
- Deadline: UofA students must submit an application at least 2 months prior to starting the course to allow for processing by the department, FGSR and other institution
- Official transcript: required from the student to receive a credit for the course; student submits the official transcript to the GA who then forwards along with a completed transfer credit form to FGSR

2.10 Low AGPA

Admission Minimums
- AFNS 3.3/4.0 (MSc thesis-based; PhD) or 3.0/4.0 (course-based programs)
- HE, REES, RR 3.0/4.0

AFNS
- Minimum admission requirements to the PhD or MSc programs based on the following grade point (or equivalent)

Degree Held	Admission GPA	Admit To	
		MSc	**PhD**
BSc only	3.5 or higher	Yes	Yes
BSc only	Between 3.3 and 3.5	Yes	No
MSc	3.3 or higher	Yes	Yes
BSc completed less than 5 years ago	Between 3.0 and 3.2	Yes, with conditions	No, admit to MSc only
MSc completed less than 5 years ago	Between 3.0 and 3.2	Yes, with conditions*	No, admit to MSc only
BSc only completed 5+ years ago	Between 2.5 and 3.2	Yes, with conditions*	No, admit to MSc only
MSc completed 5+ years ago	Between 2.5 and 3.2	Yes, with conditions*	No, admit to MSc only
BSc only	Below 3.0	No supervisor listed, deny	No supervisor listed, deny
MSc	Below 3.0	No supervisor listed, deny	No supervisor listed, deny
BSc only	Below 3.0	Supervisor listed, hold till applicant improves AGPA	Supervisor listed, hold till applicant improves AGPA
MSc	Below 3.0	Supervisor listed, hold till applicant improves AGPA	Supervisor listed, hold till applicant improves AGPA

*Conditions for Admission
- Students required to complete 3 and up to 5 senior undergraduate or graduate level courses (specified by supervisor) plus the ethics requirement normally (dependent on when courses are offered) in the first term of the qualifying period and obtain a minimum AGPA of 3.3 with no grade less than B in any one course
- Undergraduate courses completed for the conditional admission are not eligible for course credit towards a subsequent graduate program (as per FGSR Program Manual)
- Graduate level courses are eligible for course credit towards a subsequent graduate program (must be noted in memo to FGSR at time of admission)
- Students must focus 100% on course work during the qualifying period; no lab or research work is allowed; normally there is no supervisor or department funding support while the student is completing the qualifying period
- Faculty member must submit justification for the decision to admit along with courses required for conditional admission before application is sent to the GC for admission approval
- If a faculty member is requesting admission with no conditions for low GPA student, justification is required for this request before the application is submitted to the GC for admission approval

HE
- GPC reviews all applications to deny or accept

REES
- Possible admission with AGPA below 3.0/4.0 with or without conditions; GCs review applications to deny or accept

RR
- Course based, GC reviews all applications to deny or accept
- Thesis based, if no prospective supervisor listed deny; if supervisor listed send for review and deny or accept as per supervisor decision; if accept with low AGPA, justification is required from supervisor before send to GC for decision

2.11 Life Experience

Prospective students are eligible for admission based on life experience if they
- Completed their previous degree more than 5 years ago
- Were employed in the area they plan to complete a program in (eg applying to the MSc Forest Biology and Management and currently or previously employed with Alberta Forestry Services)
- AGPA drops every 5 years (eg completed MSc 10 years ago; eligible AGPA would be 2.3-2.7; completed MSc 5 years ago; eligible AGPA would be 2.7-3.0)
- See Section 5.11 of the FGSR Graduate Program Manual for additional information

Department specifics
- HE reviewed on a case by case basis by the GCs
- REES reviewed on a case by case basis by the GCs
- RR reviewed on a case by case basis by the GCs
- AFNS based on life experience student will normally be admitted to the MSc thesis based program with conditions
  - Student required to complete 3 graduate level courses (specified by supervisor) plus the ethics requirement in
  - See admission process for low GPA for conditional admission guidelines

2.12 Low English Language

Departments follow the English language requirement set out by FGSR (FGSR website provides guidelines)
- TOEFL total score of 88 with a score of at least 20 on each of the individual skill areas (internet based)
- MELAB minimum score of 85
- IELTS minimum overall band can be found on the FGSR website
- CAEL minimum overall score of 60 with at least 60 on each subtest
- PTE Academic minimum overall score of 59

Students with low English language scores can be admitted with a department memo requesting either
- Admit with low English language test score
  - Applicant must have uploaded an English language test score and the prospective supervisor (AFNS, RR) or department (HE, REES) must justify admission and address the areas with the low score
  - Memo must be signed by the department and uploaded to the application before student is admitted
- Waive English language requirement
  - Applicant does not have an English language test score but can show sufficient command of the English language as assessed and justified by the prospective supervisor (AFNS, RR) or department (HE, REES)
  - Memo must be signed by the department and uploaded to the application before student is admitted

Email Instructions for when a student advises the language of instruction is English however the institution is not on the exemption list

Thank you for your interest in the University of Alberta. Your University is not on the exemption list.

Here is the alternative process: ask a senior official at your University such as a Registrar to provide an original letter with an original signature to you which confirms that the medium of instruction and examinations in your program were conducted only in English. You can then provide this letter to the department to which you are applying. It is at the discretion of the Department to accept the letter but could still decide to ask you to write an English Language Proficiency test if they have any concerns about your English language skills.

English for academic purposes EAP 550
- Students can be admitted with completion of EAP 550 as a condition; student would complete the ESL 550 course in fall, winter, spring
- Fall term, starting their graduate program in winter term.
- Winter term, starting their graduate program in spring, summer or fall term
- Spring summer term (4 month course), starting their graduate program in fall term

2.13 Readmission

Readmission
- Students who fail to register appropriately each year will be considered to have withdrawn from their program
- If they wish to resume work on the program, they must have their program and circumstances reassessed by the department according to the regulations at the time of reapplication
- Students whose research involves ethics approval need to be aware that their Research Ethics Board approval to conduct their research ceases when they are not a currently registered student
- There is no guarantee of readmission
- If a student is readmitted, a readmission fee may be assessed in addition to the fees assessed according to the student's registration
- A waiver of the readmission fee has to be recommended by the department to FGSR)
- The decision to waive the readmission fee rests with the Dean, FGSR

Departments consider the following details before readmitting a student
- Why the applicant abandoned the program
- Whether the applicant has been active in the same field
- If the applicant's knowledge of the field can be considered to be current
- Whether the thesis or project is completed
- If more research work is required, whether the project require ethics approval
- Whether all courses previously completed are relevant at present
- Whether the applicant will be required to complete additional course work
- If the applicant has passed the candidacy examination, whether the department thinks the examination is still relevant, or if it will be necessary for the applicant to re-take the candidacy or some substitute examination
- When the applicant is expected to convocate
- Whether the applicant requires an extension to the original admission date
  - If so, the department should deal with this matter at the time of readmission
  - Time limits for completion of program requirements for graduate degrees and postgraduate diplomas are calculated from the time the student first registers in that program

Graduate Administrator Instructions
- Student or supervisor emails requesting information on readmission policy
- GA sends email to supervisor with the questions listed above (only questions relevant to student's program)
- If supervisor confirms courses previously completed are relevant and the thesis is complete and ready for final exam (MSc) or ready for review by supervisory committee (PhD), the student is asked to apply for admission, checking off readmission in the application
- AFNS, RR thesis based: student applies to the next open term; GA changes admission term when admitting
- AFNS, RR course based and HE, REES all programs: GA follows steps for post deadline application link and student submits an application
- It is expected the student will defend in the term they are re-admitted
- GA checks if student requires program extension; follow instructions in Section 3.11

2.14 Denying An Application

AFNS
- Admission GPA falls below minimum admission GPA required by department and no prospective supervisor listed
- English language test score falls below minimum required by FGSR and no prospective supervisor listed
- No prospective supervisor listed and student has not responded to email requesting name of prospective supervisor by FGSR's admission deadline date after one year (eg requested admission for Fall 2018 term but student has not responded by FGSR's admission deadline date for Fall 2019 term, July 1, 2019)

HE
- GPC has reviewed and recommended deny admission

REES
- GCs have reviewed and recommended deny admission.

RR
- Thesis based programs
  - Admission GPA falls below minimum admission GPA required by FGSR and no prospective supervisor listed
  - English language test score falls below minimum required by FGSR and no prospective supervisor listed
  - No prospective supervisor listed and student has not responded to email requesting name of prospective supervisor by FGSR's admission deadline date after one year (eg requested admission for Fall 2018 term but student has not responded by FGSR's admission deadline date for Fall 2019 term, July 1, 2019)
- Course based programs
  - GC has reviewed and recommended deny admission

2.15 Program Deferral

General UofA
- Students admitted to a graduate program at UofA are normally permitted 1 deferral per program

Defer Prior To Term Registration Deadline
- Student sends email requesting a deferral to a future term and the reason for the request
- GA confirms the student has accepted the initial offer; if not email student to request they accept the initial offer as deferrals can only be completed by FGSR after the student has accepted an offer
- AFNS, HE, RR thesis based programs: GA forwards email to prospective supervisor requesting their approval for student to defer
- REES, RR course based only programs: GA forwards email to GC requesting their approval for student to defer
- If yes, forward student's email to FGSR Admissions requesting they defer the student's program to a future term

Defer Admission After Term Registration Deadline
- Student sends email requesting a deferral to a future term and the reason for the request
- GA confirms the student has accepted the initial offer; if not email student to request they accept the initial offer as deferrals can only be completed by FGSR after the student has accepted an offer
- GA contacts the prospective supervisor (AFNS, HE all programs and RR thesis based programs) requesting their approval for the student to defer
- GA contacts the prospective GC (REES all programs and RR course based programs) requesting their approval for the student to defer
- If yes, GA must complete a memo outlining the student's reasons for the deferral, obtain department signature and submit to FGSR Admissions requesting approval for a late defer of the student's program to a future term

Second Deferral Request
- Student sends email requesting a second deferral to a future term and the reason for the request
- GA confirms the student has accepted the initial offer; if not email student to request they accept the initial offer as deferrals can only be completed by FGSR after the student has accepted an offer
- GA contacts the prospective supervisor (AFNS, HE all programs and RR thesis based only programs) requesting their permission for the student to defer
- GA contacts the prospective GC (REES all programs and RR course based programs) requesting their permission for the student to defer
- If yes, GPA must complete a memo outlining student's reasons for deferral, obtain department approval and signature and submit to FGSR Admissions requesting approval for a late defer to student's program to a future term

Third Deferral Request
- Student must reapply for admission

Late Admission Deferral Request
- If a supervisor supports late admission of an international student (after FGSR deadline dates)
- Even though the GA has indicated the student will have a problem obtaining a study permit because of the late date, no deferral is approved if the student is unable to obtain a study permit
- Student will need to reapply for admission

2.16 Late Application Submission

Department Application Deadlines
- AFNS
  - Fall term May 15
  - Winter term September 15
  - Spring term January 15
  - Summer term March 15
- HE
  - Fall term February 1
- REES
  - Fall term February 15 (to be considered for department funding) and May 1 (hard deadline)
- RENR
  - Fall term March 15 (MAg, MF course based) and May 15 (thesis based)
  - Winter term September 15
  - Spring term January 15
  - Summer term March 15

Late Applications
- Students can be given permission to submit applications after the deadline dates
- Canadian and/or PR students can apply up until the start date of the admission term requested
- International student application must be complete and approved for admission by the department on or before FGSR's internal admission deadline date
  - Fall term July 1
  - Winter term November 1
  - Spring term March 1
  - Summer term May 1
- International student with proof of current study permit can apply up until start date of admission term requested

Late Application Submission Process
- AFNS
  - Thesis based applicants directed to submit application choosing next term available; applicant emails GA once application is complete, confirming application submitted and requesting admission to the earlier term (eg winter 2018 term chosen but requires admission for fall 2017 term); GA follows the admission process steps for AFNS
  - Course based applicant, GA follows instructions from the send post-deadline application link available on the GSMS site; applicant emails GA confirming application submitted; GA follows admission process steps for AFNS
- HE, REES
  - GA follows instructions from the send post-deadline application link available on the GSMS site; applicant emails GA confirming application has been submitted; GA follows the admission process steps for HE or REES
- RR
  - Thesis based applicants directed to submit an application choosing the next term available; applicant emails GA once application is complete, confirming application submitted and requests admission to earlier term (eg winter 2018 term chosen but require admission for fall 2017); GA follows the admission process steps for RR
  - Course based applicant, GA follows instructions from the send post-deadline application link on GSMS site; applicant emails GA confirming application has been submitted; GA follows admission process steps for RR

2.17 Application Fee Payment

Application Fee Payment
- Applicants are responsible for paying the application fee
- The prospective supervisor or department can agree to pay an application fee
- Applicant indicates 3rd Party Pay on the application and name and email of the supervisor
- Supervisor pays application fee using a credit card and is reimbursed by submitting an expense claim

2.18 Frequently Asked Questions

Calculating Admission GPA Before Application Submitted
- Email from supervisor requesting an AGPA calculation on a prospective student
  - Yes, to be completed by team member and saved under Non App AGPA Calculations for the specific department.
  - Email the supervisor requesting the student's CV, official transcripts and grading scale; Indicate preliminary GPA assessments are unofficial; FGSR's GPA calculation at time of admission approval will be the official admission GPA
- Email from prospective student requesting an AGPA calculation to confirm if he/she is eligible to apply
  - No, request student review Step 1 on Admission Process page or apply

Low AGPA
- From Student with low AGPA requesting how to improve AGPA, whether Open Studies courses count
  - AGPA can be improved with additional courses in Open Studies, as a special student, a second Bachelor degree
  - AGPA calculated using the last 60 credits (Canada/USA) or 4 terms (International) of course work
  - If student submitted an application and was denied based on low AGPA, assist the student by calculating how many courses the student would need to complete to be eligible for admission
  - If student has not submitted application, do not calculate AGPA, send information on how they can improve AGPA
- From supervising faculty member; justification to admit and listing conditions or justification to admit without conditions must be submitted by faculty member before application is sent for department approval

Meeting Administrator
- AFNS, HE, RR students requesting to meet with an administrator must contact the faculty member whose research area is of interest to them to set up a meeting
- REES students requesting to meet with an administrator must contact GCs to set up a meeting

Post Graduate Diploma Program
- Not available in any of the four departments

Waiving English Language Requirement
- Only the faculty member who agrees to supervise a prospective student can request approval for the English language requirement to be waived; see 2.2.3 Admission Process Low English Language

3 Year Bachelor Degree
- All four departments require student to have a 4 year Bachelor degree or equivalent
- Some international institutions offer 3 year Bachelor degrees which can be considered equivalent
- Students with a 3 year Bachelor degree + 2 year Master's degree are considered equivalent to a 4 year Bachelor degree and eligible for admission consideration
- Department's decision to accept or deny a 3 year degree; FGSR will accept as long as there is a Bachelor degree certificate provided and a note regarding the 3 year degree placed in the application prior to admitting the student

Changing Admit Term
- Application will move to next year if changing admission term from one year to next
- Example, applied fall 2017, application in Admission Desk 2017-2018, admitted fall 2018, application and offer letter will move to the appropriate folders in Admission Desk 2018-2019

Required Action Items
- Applicants click on Show Details to view details, required action(s) related to outstanding items in their application
- If student has not uploaded department check, it will show up as incomplete, requiring action from the applicant

CSC Scholarship Application Instructions
- See Appendix 2 of this document

3.0 Graduate Programs Overview

Program Requirements	AFNS	HE	REES	RR
Programs Offered	MAg course based, MSc course based, MBA, MAg, MSc thesis based, PhD, Visiting	MA course based, MSc course based, MA thesis based, MSc thesis based, PhD, Visiting	MAg course based, MBA, Mag, MSc thesis based, PhD, Visiting	MAg course based, MF course based, MBA, Mag, MBA, MF, Transfor-M, MSc thesis based, PhD, Visiting
Specializations	Animal science; bioresource and food engineering, bioresource technology; food science and technology; nutrition and metabolism; plant science; rangeland and wildlife resources	Aging; children, youth and families; family ecology and practice; material culture; textiles and clothing	Agricultural and resource economics; rural and environmental sociology	Conservation biology; wildlife ecology and management; protected areas and wildlands management; forest biology and management; water and land resources; agroforestry; land reclamation and remediation; soil science
Master's Course Based Program Requirements	24 units course weight graduate courses, 3 units applied research project, ethics, professional development, AFNS 601, Lab Skills 101 if working in AFNS lab	20 units course weight graduate courses, 6 units applied research project or graduate practicum, ethics, professional development	30 units course weight of graduate courses plus 3 units project course, ethics, professional development, department seminar series	24 units course weight of graduate courses plus 3 units applied research project, ethics and professional development
Supervisory Committee	Supervisor only required	Supervisor only required	Supervisor only required	Supervisor only required
Public, Department Seminar	Yes, public seminar	Yes, department seminar	No	No
Oral Exam	Yes, supervisor plus on 1 faculty member	No	No	MAg in soils research only; supervisor plus 1 RR faculty member, 1 non RR faculty member
Master's Thesis Based Program Requirements	9 units course weight graduate courses, ethics, professional development, AFNS 601 x 1, Lab Skills 101 if working in AFNS lab, written thesis, final oral exam, public seminar	20 units course weight graduate courses (3 research methods, 3 statistics), 2 professional presentations, ethics, professional development, written thesis, final oral exam, no public seminar	18 units course weight graduate courses, ethics, professional development, department seminar series, written thesis, final oral exam, no public seminar	6 units course weight graduate courses, ethics, professional development, written thesis, final oral exam, public seminar
Supervisory Committee	Supervisor + 1, appointed by end of first term	Supervisor + 1, appointed by end of first year	Supervisor + 1, appointed by end of first year	Supervisor + 1, appointed within 6 months from start
MSc Final Exam	Yes with public seminar	Yes, no public seminar	Yes, no public seminar	Yes with public seminar

3.0 Graduate Programs Overview, Cont'd

Program Requirements	AFNS	HE	REES	RR
Master's Thesis Based Program Requirements	9 units course weight graduate courses, ethics, professional development, AFNS 601, Lab Skills 101 if working in AFNS lab, written thesis, final oral exam, public seminar	20 units course weight graduate courses (3 units research methods, 3 statistics), 2 professional presentations, ethics, professional development, written thesis, final oral exam, no public seminar	18 units course weight graduate courses, ethics, professional development, department seminar series, written thesis, final oral exam, no public seminar	6 units course weight graduate courses, ethics, professional development, written thesis, final oral exam, public seminar
Supervisory Committee	Supervisor + 1, appointed by end of first term	Supervisor + 1, appointed by end of first year	Supervisor + 1, appointed by end of first year	Supervisor + 1, appointed within 6 months from program start
MSc Final Exam	Yes with public seminar	Yes, no public seminar	Yes, no public seminar	Yes with public seminar
PhD Program Requirements	9 units course weight graduate courses, ethics, professional development, AFNS 601 x 2, Lab Skills 101 if working in AFNS lab, candidacy exam, written thesis, final oral exam, public seminar	34 units course weight graduate courses, 2 professional presentations, ethics, professional development, written comprehensive exam, oral candidacy exam, written thesis, final oral exam, no public seminar	Minimum 18 units course weight graduate courses, ethics, professional development, preliminary examination, candidacy exam, written thesis, final oral exam, no public seminar	No graduate courses, ethics, professional development, candidacy exam, written thesis, final oral exam, public seminar
Supervisory Committee	Supervisor + 2, appointed by end of first term	Supervisor + 2, appointed in advance of comprehensive exam	Supervisor + 2, appointed by end of first year	Supervisor + 2, appointed within 6 months from program start
Written Comprehensive	No	Yes	Yes	No
Final Exam	Yes, with public seminar	Yes, no public seminar	Yes, no public seminar	Yes, with public seminar
Ethics	GET + CORE	GET + HE 692	Department specific, see REES Grad Handbook	GET + CORE
Professional Development	FGSR minimum		Department specific, see REES Grad Handbook	RENR 603
Registration	FT or PT	FT or PT	FT or PT	FT or PT
Residency	FGSR Minimum	2 year PhD only, MSc FGSR Minimum	FGSR Minimum	FGSR Minimum

3.1 Graduate Programs Flow Chart

New Incoming Graduate Students
- Review conditions listed in official admission letter
- Confirm correct registration
- Scan and save copy of study permit and SIN to student's grad HR file

Master's Course Based
- Complete graduate level courses
- Complete ethics and professional development Complete seminar requirement
- Complete research project or practicum course

Master's Thesis Based
- Complete graduate level courses
- Complete ethics and professional development Complete seminar requirement
- Research, write and defend a thesis

Doctoral
- Complete graduate level courses (if required)
- Complete written comprehensive (if required) and/or candidacy exam (required)
- Complete ethics and professional development Complete seminar requirement
- Research, write and defend a thesis

3.2 New Graduate Students Upon Arrival

When new graduate students first arrive GA reviews the following information with the student
- Official admission letter documents required to clear conditional admission
- Course work and full time registration
- AFNS, RR students directed to their program requirement letter
- REES students will meet with the GCs at the start of their program
- HE students will review contract with supervisor at the start of their program
- Inform student when orientation will be held for that particular term

3.3 Registration

Registration

- Full time equal to a minimum of 9 units course weight to a maximum of 18 units of course weight
  - Fall and winter terms minimum of 9 units course weight to a maximum of 18 units of course weight
  - Spring and summer terms minimum 6 units course weight
- Part time minimum 3 to a maximum of 6 units course weight for all four terms
  - Spring and summer terms show units course weight but FGSR recalculates tuition assessment to part time fees

Course Based

- Canadian or PR course based students register in a minimum of one term per calendar year (eg register in course fall 2017 term, not required to register in winter 2018, spring 2018 or summer 2018 term); can register as full time (9 units course weight) or part time (minimum 3 to a maximum of 6 units course weight)
- International course based students must register as full time (minimum of 9 units course weight) for every fall and winter term throughout their program; not required to register in spring or summer terms but are still considered full time students as per the study permit requirement during those two terms
- International course based students may register part time in the last term only of their program
- RENR students in the MF or MAg programs take RENR 906 (6 units course weight) as their capping project at the end of their program; it can be taken in one term, or over two terms (A and B portions, worth 3 units each)

Thesis Based

- Thesis based students must register in all four terms throughout their program; students register in fall and winter terms and FGSR registers students in spring and summer terms
- Fall and winter terms minimum 9 up to a maximum of 18 units of course weight per term for full time students or minimum of 3 up to a maximum of 6 units for part time students
- Spring and summer terms 6 units course weight; registration in more units results in higher tuition assessment; part time registration shows 6 units course weight but FGSR recalculates tuition assessment to part time fees
- Students whose program starts in spring or summer term register themselves in those two terms at the start of their program and FGSR will register these students in subsequent spring and summer terms
- Canadian or PR students admitted as full time must register in a minimum 9 up to a maximum of 18 units course weight for fall and winter terms
- Canadian or PR students admitted as part time must register in a minimum 3 to a maximum of 6 units course weight
- International students must be admitted as full time and register in a minimum of 9 to a maximum of 18 units of course weight for the duration of their program
- Students who start a program part time are allowed to switch back and forth between full time and part time status
- Students who start a program full time must remain full time throughout their program

  Off-Campus Registration
- Students eligible to register off campus if address showing on Bear Tracks is greater than 80 km outside Edmonton
- If the request is received prior to the registration deadline, student is instructed to contact FGSR for off campus registration (indicate student must include full name, id number and department name in email to FGSR gradpgm3@UAlberta.ca)
- If the request is received after the registration deadline, a course Add/Delete form and memo must be completed
  - Check Campus Solutions to ensure student isn't registered in the same on-campus course (if they are, this course will need to be deleted on the same form)
- GC signs Add/Delete form and memo, GA scans the signed documents, saves to students folder in S drive and emails to FGSR

Registration Individual Study Courses

- Students eligible to register off campus if address showing on Bear Tracks is greater than 80 km outside Edmonton
- If the request is received prior to the registration deadline, student completes Individual study form for their department, submits to GA for review or GC approval; GA sends approved form to Course Management for registration
- If the request is received after the registration deadline, a course Add/Delete form and memo must be completed
    - GC approves Individual Study course, signs Add/Delete form and memo; GA scans the signed documents, saves to student's folder in S drive and emails the memo and course Add/Delete form to FGSR; GA emails Individual Study form to Course Management for their records

3.4 Ethics Requirement

All graduate students admitted in fall 2011 or later must complete the ethics requirement
- AFNS complete Graduate Ethics Training (GET) course plus Tri-Council CORE course (revised May 2016
- To be completed by all graduate students who have not completed ethics no matter the start date)
  - Students submit the certificate of completion from both courses to the GA via email
  - GA checks off ethics completed in student database on S drive and saves certificates
- HE complete Graduate Ethics Training (GET) course plus HE 692
  - Students submit the certificate of completion to the GA via email
  - GA checks transcript
  - GA checks off ethics completed in student database on S drive and saves certificates
- REES complete items from pink sheet obtained at Department Orientation
  - Students submit the signed pink sheet and GET certificate of completion to the GA
  - GA checks off ethics completed in student database on S drive and saves certificates
- RR complete Graduate Ethics Training (GET) course plus Tri-Council CORE course (revised May 2016 for all students who started fall 2016 or later; student who started prior to fall 2016 complete RENR 603 and GET course)
  - Students submit the certificate of completion from both courses to the GA via email
  - GA checks off ethics completed in student database on S drive and saves certificates

3.5 Lab Skills 101

Required by AFNS students only
- Lab Skills 101 is offered in fall (normally last 2 weeks of September) and winter (normally last 2 weeks of January) each year
- Course is organized by Dr Urmila Basu

Graduate Administrator Instructions
- Dr. Basu informs GA of date, time, place for Lab Skills 101
- GA creates a sign up sheet in Google docs and sends the link to all AFNS graduate students, new graduate students for that term and their supervisors
- Include the following instructions

> Lab Skills 101 for Fall 2017 is scheduled on two different dates: Monday, September 18, 2017 OR Tuesday, September 19, 2017. The course will be held in Room 3-18J AgFor Centre from 8:30 a.m. to 12:00 Noon on both dates. Students are required to sign up for one date only. Choose the date - either Monday or Tuesday - that fits best with your schedule.
>
> The sign-up sheet for Monday, September 18, 2017 can be found on Page 1 and 2; the sign-up sheet for Tuesday, September 19, 2017 can be found on Page 3 and 4. You will be required to sign the form at the course to confirm your attendance.
>
> Completion of Lab Skills 101 is a requirement of all graduate programs. If you do not need to complete this course your supervisor must send an email to grad.ales@ualberta.ca confirming your exemption from completing Lab Skills 101.

- Upon completion of the course Dr Basu will send the signed forms to the GA who will then check off Lab Skills on the database for each graduate student

3.6 Professional Development

Professional Development is an FGSR requirement for all graduate students admitted fall 2016 onwards. Information is available on the FGSR website. As per FGSR policy, the IDP must be completed within the first 12-18 months of a student's program. Professional development hours must be completed by defense (Master's and by year three (PhD). If a PhD student met this requirement in the Master's program he/she does not have to repeat the PD requirement for the PhD program.

- AFNS follows minimum FGSR Professional Development
  - Supervisor and student are responsible for determining activities the student will complete to meet this requirement, completing the Individual Development Plan (IDP) and Professional Development Completion Form and submitting to the GA
  - GA checks off IDP requirement in database upon receipt of the form
- HE follows the FGSR Professional Development plus additional department specific activities
  - HECOL 690 seminar topics may be relevant for some students and can be counted
  - If supervisors and students have questions about whether a specific session or experience will count as PD hours, they touch base with the GC
  - Students need to provide evidence that they have participated in PD activities
  - If using HECOL 690 seminar the department will have a record of their attendance; for other sessions, students should use the declaration of attendance form, which is available on the FGSR professional development website
  - Student and supervisor complete the Individual Development Plan (IDP) in the student's first year of the program for Master's students or in the first 18 months for PhD students, with assistance from the supervisor
  - Student and supervisor sign the Professional Development Completion form and student submits form to the GA
  - GA checks off IDP requirement in database upon receipt of the form, scans and saves to student's electronic file
- REES students complete the activities listed on the pink sheet received at orientation and submit the signed pink sheet, the Individual Development Plan (IDP) and Professional Development Completion form, with supervisor's signature, to the GA
- GA check off IDP requirement in database upon receipt of this form
- RR students complete REN R 603, the Individual Development Plan (IDP) and Professional Development Completion Form, obtain supervisor's signature and submit to the GA
- GA checks off IDP requirement in database upon receipt of the form

3.7 Seminar Requirements

AFNS
- Students are required to complete AFNS 601
- MSc students register for the course once in their program, attend 75% of the classes and present one seminar
- PhD students register for the course twice in their program, attend 75% of the classes and present two seminars (one per class)
- Fall term
  - Animal Science section A1, Food Science section A2, Human Nutrition section A3, Plant Biosystems section A4
  - Off campus
- Winter term
  - Animal Science not offered in winter term, Plant Biosystems not offered in winter term
  - Food Science section B1, Human Nutrition section B2
  - Off campus

Off Campus Instructions for Graduate Administrators
- Student submits a request to complete AFNS 601 Off Campus to be approved by the Associate Chair, Graduate Programs; normally the student attends a seminar series and gives one presentation
- Email instructions to send to student

> As this is a separate seminar series you are required to attend a minimum of 10 seminars (601 is held over 13 weeks; 75% attendance equals 10 seminars) plus present one (MSc) or two (PhD) seminars. Create a list with dates, times, seminar name and presenter name (including your seminar presentation information) and submit to grad.ales@UAlberta.ca for approval from the Associate Chair, Graduate Programs. At the end of the seminar series, obtain a signature from someone of authority or your supervisor confirming you attended the seminars and gave one (or two) presentations. Send the signed list to grad.ales@UAlberta.ca.

- Graduate Program Administrator requests Course Management to create an AFNS 601 Off Campus section, list the Associate Chair, Graduate Programs, as the instructor and the GA as the person who will enter the grade; GA requests Course Management to register the student; after the supervisor has confirmed the student has completed the course requirements, a grade of CR is assigned

HE
- Students are required to complete HECOL 691 and HECOL 692 (MSc) and HECOL 691, 692, 693 and 694 for PhD
- HECOL 691 is normally completed in the first term of the student's program, HECOL 692 completed in the second term of the student's program, HECOL 693 completed in the third semester of a doctoral program and HECOL 694 completed in the fourth term of a doctoral program

REES
- Students are expected to participate in the department seminar series through attendance and presentation of the results of their research
- Information is available on the pink sheet students receive at fall orientation

RR
- Students are required to complete RenR 604 normally in the second year or later of their program and present a research seminar

3.8 Transfer Of Program

AFNS

- Transfer requests from Master's course based to Master's thesis based are dealt with on a case by case basis by the GC
- Transfer requests from the Master's thesis based to the PhD program requires the student to
  - Submit a cover letter requesting the transfer, 5 page research report similar to the report required for a candidacy exam and letter of support from supervisory committee members
  - Give a 15 minute power point presentation at the December or May Graduate Program Committee Meeting and answer questions from the members
  - Detailed information is available on the Faculty website under Program Information

HE

- Transfer requests from Master's course based to Master's thesis based or Master's thesis based to PhD program are reviewed by the Graduate Program Committee
- Letter from student, letter from supervisor supporting the transfer, and unofficial transcript is required

REES

- Transfer requests from Master's course based to Master's thesis based or Master's thesis based to PhD program are dealt with on a case by case basis by the GC

RR

- Transfer requests from Master's course based to Master's thesis based or Master's thesis based to PhD program are dealt with on a case by case basis by the GC
- Documents required are updated supervisor checklist (same form used for new admits), unofficial UofA transcript, memo from supervisor (outlining where the student is at in their program and the funding situation) and completed FGSR Change of Category form

3.9 FGSR Progress Reports And Academic Probation

Academic Progress Reports are sent to each department by FGSR at the end of fall and winter terms for students who have either failed a course or have a program GPA below the 2.7 required to convocate

Graduate Administrator Instructions
- Failed course
  - Contact the supervisor outlining the issue, indicate the options (repeat or replace) and request supervisor confirm the option, copy GC
  - GA completes the form, obtains GC's signature and submits to FGSR
- Low program GPA
  - Contact the GC to discuss options to allow the student to move forward successfully (eg place on Academic Probation, outline probation conditions); the student's previous completed courses and financial status should be considered
  - The GC or GA will then email the student's supervisor outlining the option and request feedback from the supervisor
  - Once option is determined, GA completes the form, obtain GC's signature and submit to FGSR

Academic Probation
- A student can be placed on Academic Probation at the request of the supervisor only with GC approval
- GA completes the Recommendation for Change of Category or Academic Probation form found in the FGSR Forms Cabinet, obtains student and GC signatures and submits to FGSR
- GA tracks students placed on Academic Probation by placing a comment in the database and adding a reminder to their calendar in the month the probation is to end
- Upon successful completion of the Academic Probation period the form must be submitted again to clear the academic probation

3.10 Change Of Category

Change Of Category
- Students will request a change of category if transferring from a Master's course based to Master's thesis based or, more commonly, from a Master's thesis based to a PhD
- Students may also change their category from a PhD to Master's thesis based or Master's course based

Graduate Administrator Instructions
- Change of Category is completed at the request of the student or when a student is approved a program transfer
- If the request is to change to a lower program (eg PhD to MSc thesis based), GA arranges a meeting for the student with the GC to discuss reasons
- GA completes the Recommendation for Change of Category or Academic probation form found in the FGSR Forms Cabinet, obtains student and GC signatures and submits to FGSR

3.11 Program Extension

Program Extensions Requirement
- Program extensions are required when a student reaches the program limit as determined by FGSR
- Master's course   based maximum 6 years of full or part-time attendance
- Master's thesis based maximum 4 years of full or part-time attendance
- PhD maximum 6 years of full or part-time attendance
- FGSR notifies the student by email if they require a program extension and blocks registration for the term after the fourth or sixth year is completed
- FGSR approves program extensions of up to one year at a time

Graduate Administrator Instructions
- Complete Program Extension form found on the FGSR Forms Cabinet
- First Extension: complete Program Extension form, obtain required signatures and submit to FGSR
- Second+ Extension: in addition to the Program Extension form, request the following information from the supervisor or student
  - Summary of the student's progress to date
  - Timetable for completion, preferably approved by the supervisor and/or supervisory committee
  - Explanation letter for the delay from the student with the expected date of completion
  - Explanation letter for the delay from the supervisor, confirming the expected date of completion

Other Options To Extensions
- Students can abandoned their program and seek readmission (see Section 2.2.4) to undergo final examination and convocation
- Students whose research involves ethics approval need to be aware that their Research Ethics Board approval to conduct their research ceases when they are no longer a currently registered student
- Students should be aware that there are no guarantees that they will be readmitted

3.12 Leave Of Absence

Types Of Leaves
- FGSR allows four types of leaves
- Parental leave requires proof of pregnancy birth or adoption or physician's report
- Medical leave requires physician, specialist or nurse practitioner report that meets requirements of FGSR Graduate Program Manual, Section 7
- Compassionate leave requires written explanation of circumstances; requires approval of Dean, FGSR
- Professional leave requires document from employer or agency; requires approval of Dean, FGSR

Details
- Application for Leave of Absence form is available in the FGSR Forms Cabinet
- Pay during leaves is governed by the GSA Collective Agreement, Article 15 and 16. See Section 10.10 of this manual for GA/HR collaboration and instructions.

Graduate Administrator Instructions
- Student submits LOA form with supporting documents to GA
- GA obtains signatures and submits to FGSR
- For parental or medical leave only GA sends LOA approval email to student and supervisor, copies HR team member

3.13 Termination Of Program

Responsibility
- FGSR is responsible for the final decision in all withdrawal cases
- Departments make recommendations only
- Students can either voluntarily withdraw or be required to withdraw

Voluntary Withdrawal
- When FGSR receives a voluntary withdrawal an email is sent to the student giving an option to discuss the withdrawal with an Associate Dean, FGSR
- GA Procedure
  - Discuss the withdrawal with the student and give the option of meeting with the GC
  - Give the student alternative options, compassionate leave for personal reasons or finding a new supervisor for student-supervisor conflict
  - Discuss each case with GC

Required Withdrawal
- If a student fails the final exam, candidacy exam or shows lack of progress the supervisor can recommend withdrawal to the department
- Student fails the final or candidacy exam
  - Examination chair prepares a memo confirming the decision of the examination committee is fail, required to withdraw, provides details of the examination procedures, reasons for the decision, and submits to the GC (or to the GA who then forwards to the GC)
  - The GC reviews the memo and submits to FGSR
  - FGSR will request a meeting with the student to discuss the withdrawal and appeal process; the GSA Ombudsperson accompanies the student to all meetings
- Supervisor recommends withdrawal
  - Arrange a meeting with the GC and the student to discuss the supervisor's recommendation; include the reason for the meeting and indicate a GSA Ombudsperson can accompany the student to the meeting
  - GC Informs student of the right to appeal the decision and encourages the student to meet with the GSA Ombudsperson, if not already done so, who will help represent the student in the appeal process
  - If the GC supports the supervisor's recommendation, a memo is prepared with the department's recommendation, outlining the reasons for the withdrawal, and sent to FGSR
  - FGSR will request a meeting with the student to discuss the withdrawal and appeal process; the GSA Ombudsperson accompanies the student
- AFNS Only
  - Faculty members in AFNS must follow the department's Guidelines for Reporting Student Progress when submitting a recommendation for a student to withdraw or to end student's pay prior to the completion of the student's program (page 54)
- Always recommend student meets with a GSA Ombudsperson

4.0 Supervisory Committees And Meetings

Supervisory Committee Composition
- Master's course based programs minimum supervisor only
- Master's thesis based programs minimum supervisor plus 1 faculty member or 2 supervisors
- PhD programs minimum supervisor plus 2 faculty members or 2 supervisors plus 1 faculty member or 3 supervisors

Supervisory Committee Formation
- AFNS within the first 4 months from the start of the student's program
- HE by the end of the first year (or upon completion of all course work) of a student's program
- REES students will normally have found a supervisor by the end of the second term of their program and the supervisory committee is set at that time
- RR within the first 6 months from the start of the student's program

Graduate Administrator Instructions
- Supervisor informs GA of committee members
- GA completes a supervisory committee form (FGSR Forms section)
- Sends the PhD and MSc supervisory form to FGSR (MSc form will only contain supervisor's name and not the other committee member)
- Update the corresponding department's database
- Save form in S drive
- A person can be dropped from the supervisory committee of an MSc student for their final exam, however, if a supervisory committee member needs to be dropped for a PhD student's exam, a new supervisory committee form will need to be completed and re-submitted to FGSR
- March to April each year GA runs a database query to find which students do not have supervisory committee information in the database
  - Check if student had a committee meeting first as the supervisory committee information is listed on that form
  - If no committee meeting form, email supervisor for information and follow the steps above when information is received from the supervisor
- If faculty members are spouses, both must serve in equal roles (eg both as supervisors or both as supervisory committee members)

HE Supervisory Committee Meetings
- Supervisor and student meet once per year to review the student's progress and update the student's contract
- Contracts are available on shared drive
- Graduate ddministrator instructions
  - Supervisors and new students complete contract at the start of the student's program
  - June to August each year, the supervisor and student review contract and complete progress report
  - Supervisor submits completed progress report directly to GC or GA
  - GC and GA review contract to ensure student's progress is satisfactory, scan and save to student's file on S drive
  - If progress is unsatisfactory, GC will determine if a meeting with the student and/or supervisor is needed. If yes, book meeting, attend and take notes
  - Contact supervisor if progress report is not received once per year

REES Supervisory Committee Meetings
- Graduate Student Progress Form completed annually following winter semester by the supervisor for each student
- Progress Report form found in Forms folder

- Graduate administrator instructions
  - New students meet with GCs at the start of their program to review program requirements
  - Progress report is completed when a supervisor has been assigned
  - June of each year GA emails a blank progress report form to faculty members and student with the wording

> Good afternoon REES Graduate Students,
>
> This is a friendly reminder that graduate student progress reports are to be submitted by June 23rd. Please make arrangements to meet with your supervisor and committee to discuss your progress during the 2016–17 year and to complete the attached progress report.
>
> This is also a good time to update the tracking form you received at the beginning of your program to update your file.
>
> Please submit completed forms to me in 6-07 GSB or scan and email to grad.ales@ualberta.ca.
>
> Deadline to submit is progress report forms is June 23rd.
>
> In addition, students who have not completed their Supervisory Committee forms need to do so asap. Masters students require a supervisor and at least one committee member. Doctoral students require at least 3 members in your supervisory committee, with at least one supervisor. These forms do not need to be signed. I will complete the official copy for FGSR and obtain the required signature.
>
> Please let me know if you have any questions.

  - Review progress report form to ensure student's progress is satisfactory
  - If progress is unsatisfactory scan and send form to GC who will determine if a meeting with the student and/or supervisor is needed. If yes, book meeting, attend and take notes
  - Contact supervisor if form is not received once per year

RR Supervisory Committee Meetings
- Supervisory committee meetings must be held at least once per year.
- Graduate administrator instructions
  - Review submitted forms to ensure student's progress is satisfactory, add meeting date to database
  - Check if supervisory committee listed in database and update if required
  - If progress is unsatisfactory scan and send form to GC who will determine if a meeting with the student is needed
  - March to April each year GA runs a database query to find out which students have not had a committee meeting and email supervisor informing them a meeting must be held once per year

AFNS Supervisory Committee Meetings
- Supervisory committee meetings must be held at least once per year.
- Graduate Administrator Instructions
  - Review submitted forms to ensure student's progress is satisfactory and all supporting documents have been submitted, add meeting date to database
  - Check if supervisory committee listed in database and update if required
  - If progress is unsatisfactory scan and send form to GC (one reviews Plant Science and Animal Science; another reviews Human Nutrition and Food Science).
  - GC will decide if a meeting with the student is needed; i yes, book meeting, attend, take notes
  - March to April each year GA runs a database query to find out which students have not had a committee meeting and email supervisor informing them a meeting must be held once per year
- Guidelines for reporting student progress
  - Department policy regarding committee meetings is for a supervisory committee meeting to be held a minimum of once per year
  - If problems arise more frequent supervisory committee meetings should be held
  - Committee meeting forms are considered official documentation and must clearly outline the issues

- If the problems and the committee's decision on how to deal with the problems are not clearly indicated, the Associate Chair, Graduate Programs and FGSR will rule in favour of the student
- Guidelines for reporting issues
  - Progress and performance must be clearly indicated in the form
  - If milestones have not been met at the first committee meeting the supervisor and supervisory committee must set timelines to complete the milestones
  - Specific goals and short term deadlines must be established and a future committee meeting set to evaluate the student's progress
  - Goals must be reasonable and documentation using the AFNS Committee Meeting Report must be thorough
  - First meeting set goals, tasks and timelines
  - Second meeting review progress and revise timelines if needed
  - If no progress has been made between the second and upcoming third meetings, the supervisor must indicate to the student, before the third meeting, that the purpose of the meeting is to review progress and will include a decision by the supervisory committee to either allow the student to continue in the program or recommend withdrawal
  - Associate Chair, Graduate Programs or Vice-Associate Chair, Graduate Programs, must attend the third meeting
  - If the supervisory committee recommends withdrawal at the third meeting the supervisor must submit a letter to the Associate Chair, Graduate Programs, outlining the student's progress from the start of the program and indicate what steps were taken to rectify the issues and the outcomes of each step
  - Associate Chair, Graduate Programs, then submits a letter to FGSR recommending the student be required to withdraw from the program
  - FGSR will then review the decision, meet with the student, and make a final ruling
  - Recommendation to withdraw can be appealed by the student
  - If the recommendation is for the student to withdraw, funding support from the supervisor must continue until the appeal period has ended
  - If the recommendation is to end the student's pay, the supervisor must inform the Graduate Program Coordinator that funding support for the student is ending and indicate the reasons for terminating the stipend; student's stipend cannot be ended unless approved by the Graduate Program Coordinator
  - Emergency GRAF is available for supervisor's experiencing financial difficulties; contact the GA for the emergency GRAF application form

5.0 Graduate Courses

GA Team Contact
- Course Management Email: questions.ales@UAlberta.ca

Graduate Administrator Responsibilities
- Obtain department approval for individual study courses and forward form to course management for registration
- Forward student emails requesting registration in closed to web courses to course management for registration
- Forward late grade approval requests or direct instructors to contact course management

Course Management Responsibilities
- Register students in courses closed to web registration
- Register students in individual study courses
- Obtain faculty approval for late grades requests, submit change grade form to FGSR and memo if required by FGSR

Department Graduate Courses

	AFNS	HE	REES	RR
500 level courses	AFNS 500, 501, 502, 503, 504, 506, 507, 508, 510, 511, 514, 516, 520, 521, 522, 524, 527, 528, 530, 532, 542, 543, 552, 554, 561, 562, 563, 565, 566, 568, 569, 570, 571, 572, 574, 575, 576, 577, 578, 579, 580, 581, 582, 585, 595, 599	HECOL 501, 522, 532, 550, 562, 565, 569, 570, 571, 573, 576	AREC 500, 502, 513, 530, 533, 560, 565, 569, 573, 575, 582, 584, 585 R SOC 500, 515, 516, 543, 555, 558, 559, 560	RENR 501, 535, 550, 580, 595
600 level courses	AFNS 601, 602, 603, 660, 670, 675	HECOL 601, 604, 610, 611, 612, 613, 613 A/B, 615, 617, 619, 640, 651, 562, 654, 654 A/B, 661, 662, 664, 668, 673, 682, 691, 692, 693, 694	AREC 600, R SOC 600	RENR 603, 604, 690
700 level courses	No	No	No	RENR 710, 711, 712, 720,, 721, 722, 723, 724, 725, 726, 727, 728, 730, 731, 740, 741, 742, 743, 744, 745, 746, 747, 749, 750, 751, 752, 761, 764, 765, 766, 767, 768, 770, 771, 772, 782, 783, 795, 796
900 level courses	AFNS 900, Directed Research Project (course based only)	HECOL 900, Directed Research Project (course based)	AREC 900, R SOC 900, Directed Research Project (course based)	RENR 900/906/912, Research Project (course based)
Courses closed to web registration	AFNS 500, 566, 570, 575, 602, 603, 900	HECOL 501, 562, 573, 613, 613 A/B, 651, 652, 654, 654 A/B, 900	AREC 500, 565, 600, 900 R SOC 600, 900	RENR 501,710, 712, 720, 721, 722, 723, 724, 725, 726, 727, 728, 730, 731, 740, 741, 742, 743, 744, 745, 746, 747, 749, 750, 751, 752, 761, 764, 765, 766, 767, 768, 770, 771, 772, 782, 783, 795, 796, 900, 906, 912

Closed Graduate Courses Processing
- Processing requests for registration into closed courses varies by department.
- For details see ALES website course catalogue (https://catalogue.UAlberta.ca/Course/Faculty?facultyCode=AH)

AFNS
- Individual study courses (AFNS 500, 602, 603, 900)
  - Student and instructor complete the individual study course form (S drive, AFNS folder, Course folder)
  - Sign and submit to the GA for review and AFNS GPC member signature
  - If instructor is the student's supervisor a co-instructor must be appointed; co-instructor assists with grading final report and participates in seminars and oral exams (AFNS 602/603/900) or additional assignments (AFNS 500)
  - If the instructor is from outside UofA, add the supervisor as co-instructor for grading purposes; co-instructor must sign off on the form before submission to the GA; GA then submits the form to Course Management for registration
- Courses closed to web registration (AFNS 566, 570, 575)
  - Student forwards email from instructor approving registration to Course Management for registration

HE
- Individual study courses (HECOL 501, 613, 651, 652, 654, 900)
  - Student and instructor complete individual study course form (on HE graduate program web page)
  - Student, instructor, supervisor, GC sign form
  - Student submits to GA who forwards to Course Management for registration
- Courses closed to web registration (HECOL 562, 573)
  - Student forwards email from instructor approving registration to Course Management for registration

REES
- Individual study courses and courses closed to web registration (AREC 500, 565, 600, 900, R SOC 600, 900)
  - Student forwards email from instructor approving registration to Course Management for registration

RR
- Individual study courses (RENR 501, 900, 906, 912)
  - Student and instructor complete the individual study course form (S drive, RENR folder, Courses folder)
  - Sign and submit to the GA. GA submits form to Course Management for registration.
- Courses closed to web registration (RENR 700)
  - Student emails GA for registration in a closed course
  - GA sends registration approval form (S drive, RENR folder, Course folder) to student with instructions to obtain instructor approval and submit to Course Management (questions.ales@UAlberta.ca) for registration

6.0 Awards Overview

External Awards

	AFNS	HE	REES	RR
Alberta Innovates	Yes	No	No	Yes
Tri-Council CIHR	Yes	Yes	No	No
Tri-Council NSERC	Yes	No	Yes	Yes
Tri-Council SSHRC	No	Yes	Yes	No
Vanier Scholarship	Yes	Yes	Yes	Yes

Internal Awards

	AFNS	HE	REES	RR
Izaak Walton Killam	Yes	Yes	Yes	Yes
Andrew Stewart	Yes	Yes	Yes	Yes
ALES Graduate Student Teaching Award	Yes	Yes	Yes	Yes
Department Graduate Student Teaching Award	Yes	No	No	No
Department Graduate Student Research Award	Yes	No	No	Yes
Department Graduate Student Tuition Award	Yes	No	No	No
Department Graduate Student Travel Award	Yes	No	No	Yes
FGSR Graduate Student Travel Award	Yes	Yes	Yes	Yes
Fall Term Department Graduate Student Awards	Yes	Yes	Yes	Yes
Fall Term ALES Graduate Students Awards	Yes	Yes	Yes	Yes
Fall Term University Wide Graduate Student Awards	Yes	Yes	Yes	Yes
Governor General's Gold Medal Award	Yes	Yes	Yes	Yes

6.1 Awards Flow Chart

External scholarships	Follow agency and FGSR process

Internal scholarships, awards	Update awards application in shared drive
	Email link and deadline date to Graduate Students

Organize applications	Calculate GPA using last 15 credits of course weight from current program or, if less than 15 credits in current program, calculate credits obtained to date in current program plus AGPA
	Merge application to awards documents (word) Add cover sheet (if required)

Prepare excel spreadsheet	List applicants on first sheet and each award on a separate sheet with award description and applicants who applied for that specific award

Send to awards, GPC	2 weeks prior to awards meeting share spreadsheet and applications with committee members; attend meeting, take notes

Prepare nomination forms	AFNS, HE supervisor completes department assessment
	RE, RR GC completes department assessment

ALES awards	GA Awards, submits award information to ALES Associate Dean; prepare excel spreadsheet as above, include student applications, list of all awards approved by departments (from notes)
	Complete letters for awards held within ALES

FGSR controlled awards	Submit nomination forms to FGSR with supporting documents

6.2 External Awards

Alberta Innovates

	AFNS	HE	REES	RR
GA sets deadline	2 weeks prior to January GPC meeting	Research areas not eligible	Research areas not eligible	GA coordinates deadline with GC who sets GPC meeting
Admission Process	Complete application on FGSR website	N/A	N/A	Complete application on FGSR website
Award Adjudication	GPC meeting	N/A	N/A	GPC meeting

Information
- Provincial awards
- Alberta Innovates award information (application procedures, deadlines) available on the FGSR website under Awards and Funding

AFNS Graduate Administrator Instructions
- Application at FGSR Scholarship page
- Set deadline 2 weeks before the January GPC meeting held prior to the FGSR deadline
- Application review
  - Email students with department deadline date at beginning of December
  - Compile applications for GPC review; save applications as PDF, add reference letters and unofficial transcripts; calculate GPA, complete summary page
  - Merge summary page information with Award Adjudication page; add page to student's application as first page
  - Send applications and summary page to GPC members at least 1 week prior to GPC meeting
  - Do not share information with any student reps who have applied and do not invite to GPC meeting
  - Attend meeting, take notes
  - Review minutes with GC
  - Complete nomination and department ranking form as per FGSR process, obtain GC signature, submit to FGSR

HE, REES Graduate Administrator Instructions
- Research areas not eligible

RR Graduate Administrator Instructions
- Application at FGSR Scholarship page
- Set deadline in consultation with GC (normally 2 weeks prior to January GPC meeting held prior to the FGSR deadline)
- Application review
  - Email students with department deadline date at beginning of December
  - Compile applications for GPC review; save applications as PDF, add reference letters and unofficial transcripts; calculate GA, complete summary page
  - Send applications and summary page to GPC members at least 1 week prior to GPC meeting
  - Do not share information with any student reps who have applied and do not invite to GPC meeting
  - Attend meeting, take minutes
  - Review minutes with GC
  - Complete nomination and department ranking form as per FGSR procedures, obtain GC signature, submit to FGSR

Tri-Council Scholarships NSERC, CIHR, SSHRC

	AFNS	HE	REES	RR
Application Process	Follow agency process	June each year GA lists MSc and PhD students who meet agency eligibility and submits to GC who contacts students to encourage to apply	Follow agency process	Follow agency process
Department Deadline	Set by GA; email students with deadlines; MSc follow agency deadline; PhD 2 weeks prior to FGSR deadline	Set by GA consulting with GC; email students deadlines; MSc follow agency deadline; PhD 2 weeks prior to FGSR deadline	Set by GA; email students with deadlines; MSc follow agency deadline; PhD 2 weeks prior to FGSR deadline	Set by GA; email students with deadlines; MSc follow agency deadline; PhD 2 weeks prior to FGSR deadline
Adjudication PhD Applications	Applications organized by GA; reviewed and ranked by GC	Applications organized by GA; reviewed and ranked by GC	Applications organized by GA; reviewed and ranked by GC	Applications organized by GA; reviewed and ranked by GC
Adjudication MSc Applications	Shared on Google drive by FGSR; reviewed and ranked by GC	Shared on Google drive by FGSR; reviewed and ranked by GC	Shared on Google drive by FGSR; reviewed and ranked by GCS	Shared on Google drive by FGSR; reviewed and ranked by GC

Information

- National awards
- Award information (application procedures, deadline dates) on FGSR website under Scholarships and Awards.

AFNS Graduate Administrator Instructions

- Online application
- MSc follow agency deadline; PhD department deadline 2 weeks prior to FGSR deadline
- Email students with agency deadline date (MSc) department deadline date (PhD)
- PhD applications are submitted to GA who compiles the applications for GC to review; save application as PDF, add reference letters and unofficial transcripts; calculate GPA, complete summary page
- Additional information is available on the FGSR Scholarship website
- Adjudication of MSc applications; GC to review and rank MSc applications when FGSR shares on Google drive

HE Graduate Administrator Instructions

- Online application
- Early August GA compiles list of students who meet eligibility (years in program; GPA) and sends to GC GC contacts eligible students to encourage them to apply
- MSc follow agency deadline; PhD department deadline 2 weeks prior to FGSR deadline
- Email students with agency deadline (MSc) or department deadline (PhD)
- Adjudication of PhD applications; compile applications for GPC review; save application as PDF, add reference letters and unofficial transcripts; calculate GPA, complete summary page
- Adjudication of MSc applications; GC to review and rank MSc applications when FGSR shares on Google drive

REES Graduate Administrator Instructions

- Online application
- MSc follow agency deadline; PhD department deadline 2 weeks prior to FGSR deadline

- Email students with agency deadline date (MSc) or department deadline date (PhD)
- Adjudication of PhD applications; compile applications for GCs review; save application as PDF, add reference letters and unofficial transcripts; calculate GPA, complete summary page
- Adjudication of MSc applications; GCs to review and rank MSc applications when FGSR shares on Google drive

RR Graduate Administrator Instructions
- Online application.
- MSc follow agency deadline; PhD department deadline 2 weeks prior to FGSR deadline
- Email students with agency deadline date (MSc) or department deadline date (PhD)
- Adjudication of PhD applications; compile applications for GC review; save application as PDF, add reference letters and unofficial transcripts; calculate GPA, complete summary page
- Adjudication of MSc applications; GC to review and rank MSc applications when FGSR shares on Google drive

Vanier Scholarships

	AFNS	HE	REES	RR
Department Deadline	Set by GA consulting with Research Development Coordinator; supervisor to complete draft department nomination letter; email faculty members with internal deadline	Set by GC	Set by GC	Set by GC
Department Nomination	Chris Kazala completes; GA submits to FGSR	Completed by GC; GA submits to FGSR	Completed by GCs; GA submits to FGSR	Completed by GC; GA submits to FGSR

Information
- National awards
- Vanier scholarship information (application procedures, deadline dates) available on the FGSR website under Awards and Funding

AFNS Graduate Administrator Instructions
- Online application.
- GA sets deadline normally 2-3 weeks prior to FGSR deadline after discussion with Chris Kazala who will complete department nomination letters
- Email faculty members to complete draft department nomination letter by department deadline date
- Give draft department nomination letters to Chris
- Submit final department nomination letters to FGSR

HE Graduate Administrator Instructions
- Online application
- GC coordinates with top students and completes department nomination letter
- GA or GC submits final department nomination letters to FGSR

REES Graduate Administrator Instructions
- Online application
- GCs complete department nomination letters
- GA or GCs submit final department nomination letters to FGSR

RR Graduate Administrator Instructions
- Online application
- Set deadline in consultation with GC

- GC to prepare department nomination letters
- GA submits final department nomination letters to FGSR

Other External Agency Awards
- GA will receive emails from outside agencies advertising their scholarships
- GA emails information to graduate students and supervisors and indicates the student must follow the application procedures listed in the email and submit application directly to the agency by their deadline date

Seed Of The Year Scholarship
- Available to AFNS students only
- GA forwards application to graduate students indicating an internal deadline date
- GC Graduate Program, reviews applications and nominates two students for the scholarship
- GA sends email to Seed of the Year contact indicating who has been nominated and attaching the application and unofficial transcript

6.3 Internal Awards

Izaak Walton Killam Memorial Scholarship, Andrew Stewart Awards Application Process

	AFNS	HE	REES	RR
Internal application form	Yes, FGSR website	Yes, FGSR website	Yes, FGSR website	Yes, FGSR website
Deadline to submit applications	2 weeks prior to January GPC meeting	2 weeks before January award committee meets	Third week January	Third week January
Reference letters	As per FGSR policy	As per FGSR policy	As per FGSR policy	As per FGSR policy
Email award application to students	December 1, remind before Christmas	December 1, remind before Christmas	December 1, remind before Christmas	December 1, remind before Christmas
Reviewed by GPC or awards committee	Yes in January	Yes in January	No	No
Reviewed by GC	No	No	Yes	Yes

Review Process

	AFNS	HE	REES	RR
GA organizes applications	Yes	Yes	Yes	Yes
Submits to GPC awards committee	1-2 weeks prior to meeting	1-2 weeks prior to meeting	1-2 weeks prior to FGSR internal deadline	1-2 weeks prior to FGSR internal deadline
Documents to include	Complete application with reference letters, unofficial transcript	Complete application with reference letters, unofficial transcript	Complete application with reference letters, unofficial transcript	Complete application with reference letters, unofficial transcript
GC gives names of nominees to GA	No	No	Yes	Yes
GA attends GPC Meeting and completes notes; award nominations	Yes	Yes	No	No

Nomination Process

	AFNS	HE	REES	RR
GA submits signed nomination forms to FGSR	Yes	Yes	Yes	Yes

Sample Email for Izaak Killam, Andrew Stewart, Alberta Innovates

Subject: Alberta Innovates MSc and PhD Scholarships and UofA Doctoral Awards.

The Department of NAME is seeking applications for the following awards and scholarships.

Andrew Stewart Awards
- Open to PhD only; no restrictions on citizenship.
- Completed at least 2 years of your PhD program.
- GPA of 3.7 and/or publications from your PhD research.
- Include a short paragraph on the significance of your research when you submit your application via email.

Izaak Walton Killam Memorial Scholarship
- Open to PhD only; no restrictions on citizenship.
- Completed 18 months of your PhD program by May year.

- Completed no more than 48 months of your PhD program by December 31, year.
- GPA of 3.7 and/or publications from your PhD research.

Andrew Steward and Killam Doctoral awards are jointly adjudicated.

Submit your application to grad.ales@ualberta.ca by Department deadline. Your referees should send their forms to the same address by that deadline.

Alberta Innovates Graduate Student Scholarships
- Open to MSc and PhD; no restrictions on citizenship.
- Admitted no earlier than spring year for MSc and spring year for PhD.
- GPA of 3.5 or better.
- Topic restrictions apply. If you work in the field of genetics or genomics in the broadest sense you are eligible.
- When describing your research, emphasize the genetics or genomics components.

Submit your application to grad.ales@UAlberta.ca by Department deadline. Your referees should send their forms to the same address by that deadline.

Fall Scholarships, Awards Application Process

	AFNS	HE	REES	RR
Internal application form	Yes, Google drive	Yes, Google drive	No	Yes, Google drive
Deadline to submit	First Monday April	Last Monday May	No application	First Monday May
Reference letters required	1	0; supervisor submit support letter if student nominated	0, GCs complete department appraisal for nominees	2
Email students application	February 1	March 1	Send reminder email to GCs May 1	February 15
Reviewed by GPC	GPC meeting April or May	GPC Meeting June	No	GPC Meeting May
Reviewed by GC	No	No	Yes	No

Review Process

	AFNS	HE	REES	RR
GA organizes applications	Yes	Yes	No	Yes
Submits to GPC/ Awards committee	1-2 weeks prior to meeting	1-2 weeks prior to meeting	N/A	1-2 weeks prior to meeting
Documents to include	Application, unofficial transcript, reference letter	Application, unofficial transcript	N/A	Application, unofficial transcript, reference letters
GA requests names of nominees from GC	No	No	Yes on June 30	No
GA attends GPC Meeting and completes minutes	Yes	Yes	No	Yes

Nomination Process

	AFNS	HE	REES	RR
ALES Scholarships	GA submits nominee application to Awards GA; application form, transcript, department appraisal; Awards GA compiles information and submits to Associate Dean September 5; Awards GA submits nominations to FGSR			
Department, UofA Scholarships	GA submits to FGSR as per FGSR procedures			
Department Appraisals	Supervisor completes department appraisal	Supervisor completes department appraisal	GCs complete department appraisal	GC completes department appraisal

6.3.1 AFNS Competitive Awards

Application Process
- Students with a GPA of 3.5 or (see GA instructions for calculation of GPA) are eligible to apply
- Deadline date is the first Monday in April each year
- Online application is sent to AFNS graduate students 6-8 weeks prior to the department deadline date

Alberta Wheat Commission Graduate Research Scholarship in Crop Science
- Funded by the Alberta Wheat Commission
- Value $10,000
- Awarded annually to a student with superior academic achievement registered full-time in a graduate degree program who is conducting research in the area of crop science, specific to wheat production
- May be held only once by a student; students a master's program are eligible during first two years of their program
- Students in a doctoral program are eligible to hold this award during years one through four of their program
- Selection based on academic standing and applicability of proposed research to Alberta Wheat Commission research priorities as outlined at http://www.albertawheat.com/our-programs/research/scholarships

Anthony Fellowship in Human Nutrition
- Endowed by Eric Triska
- Value $9,000
- Awarded annually to an outstanding full-time student in, or admissible to, a graduate degree program in the field of human nutrition whose research best demonstrates a commitment to utilize fundamental metabolic nutrition to enhance the prevention of disease and the promotion of health
- Students may apply, in open competition, to hold the fellowship for a second year
- One application from each department submitted to FGSR who makes the final decision
- Competitive between AFNS and Faculty of Medicine
- One nomination from each department is submitted to FGSR who adjudicate and determine nominee

Michael R Bevan Graduate Scholarship
- Endowed by Michael Bevan in memory of Sheldon Shoemaker, a former professor of horticulture at Uof A who was a humanitarian committed to supporting graduate students in advancing their careers
- Value $900
- Awarded annually to a student registered in a MSc degree program who is working in the area of horticultural crops
- Preference will be given to students entering the first year of their program
- Part-time students are eligible

SM Blair Scholarship
- Endowed by the SM Blair Family Foundation
- Value $13,000 plus $2,000 Research Allowance
- Awarded to a full-time student of outstanding academic merit in a graduate program who is interested in pursuing work in general northern research that would lead to increased protein production and greater self-reliance for food requirements in the Canadian north
- Granted for two years, subject to review after first year, may be nominated a third year; tenure begins September 1

Fisher Scientific Graduate Scholarship in Agricultural, Food and Nutritional Science
- Awarded annually on the basis of superior academic achievement (equivalent to GPA of 3.5 or greater on UofA grading scale) to Canadian or permanent resident student registered full-time in a graduate program in AFNS
- Preference will be given to a student who has not received a student award for that year
- A student may hold the award more than once but must apply for the award each year

Guelph Food Technology Centre Legacy Fund Graduate Scholarship
- Value $3,000
- Awarded annually on the basis of superior academic achievement to students entering a full-time MSc or PhD program in ALES focusing on either food science and bioresource technology or human nutrition
- Eligible candidates must be involved in or planning to conduct research in the areas of food microbiology, food safety and quality, food processing, carcass and meat science, bioresource engineering or human nutrition with potential applications to food processing and production for human consumption

CIFST Graduate Student Travel Funds
- Value up to a maximum of 5 allocations of $1,000 each per year for 5 years (2018/19/20/21/22)
- Allocated annually to students in specialization of food science and technology, AFNS, to assist with expenses for attending a national or international scientific conference to present a paper or poster related to their research
- MSc graduate students must have completed two terms and the Ethics in their graduate program before applying
- PhD graduate students must have completed the candidacy exam, ethics and all course work before applying
- Expenses for reimbursement must be incurred while student is registered in a graduate program or up to a maximum of six months from completion of program
- Allocation is decided on the basis of academic excellence and demonstrated research ability
- Students normally would be eligible once for the travel fund
- Fund is paid on a claim reimbursement basis

Dr Bruce Jeffery Canola Travel Award
- Funded by the Alberta Canola Producers Commission
- Value $300 master's level; $700 doctoral level
- Awarded annually to 2 students to attend major conference to present paper or poster related to their research
- Candidates must be registered full-time in a MSc or PhD program in a discipline in ALES
- Awarded on the basis of academic excellence, the significance of the research to the canola industry and the caliber of the scientific conference will also be considered

Dr Elizabeth A. Donald MSc Fellowship in Human Nutrition
- Value $8,400
- Awarded annually to student in an MSc program studying human nutrition on the basis of academic excellence
- Recipients may hold other awards to a maximum of $5,000
- The Fellowship is offered for one year and may be held only once by a student

Harry J Hargrave Memorial Graduate Scholarships in Animal Science
- Endowed by the friends and family of the late Harry J Hargrave, a long time beef cattle and sheep research scientist, extensionist and agricultural administrator
- Value $2,700
- Awarded annually to two students registered in graduate degree programs showing superior communication and academic skills, preferably in the area of beef cattle or sheep production
- Practical agricultural experience is required

Elizabeth Russell MacEachran Scholarship
- Endowed by the late Dr JM MacEachran in memory of his wife who was the first dietician of university residences
- Value $7,200
- Awarded annually to two full-time students in graduate degree programs in ALES, preferably in the field of food science and nutrition

Hazel McIntyre Summer Research Award
- Endowed by former students, friends and colleagues of Hazel McIntyre, former School of Home Economics Director
- Value $2,200

- Awarded annually to a student in a graduate degree program in food science and nutrition initiating, conducting or completing thesis research
- Preference will be given to a MSc candidate in clinical nutrition

J Macgregor Smith Graduate Scholarship
- Endowed by the estate of Mrs Ida Baldwin Smith
- Value $9,000
- Awarded annually to a student in a graduate degree program in the field of agricultural engineering

QE II Scholarships
- Provided by the Government of Alberta
- Value $10,800 (MSc); $15,000 (PhD) from September-April each year
- Awarded annually on the basis of superior academic merit to a Canadian or permanent resident student entering a graduate degree program who will be registered full-time
- MSc students must be in their first, second or third year of program as of September 1 the coming year
- PhD students must be in the first, second, third, fourth or fifth year of program as of September 1 the coming year

Ruminant Animal Digestive Physiology and Metabolism Scholarship
- Endowed by corporations and individuals with a specific interest in the field of digestive physiology and metabolism of ruminant animals
- Value $5,400
- Recipients must be graduate students doing research in digestive physiology and metabolism of ruminant animals
- Recipients must have first class standing
- Award Application form is available on the AFNS website; only eligible students will be considered for this award

Ruminant Animal Digestive Physiology and Metabolism Travel Award
- Endowed by corporations and individuals with a specific interest in the field of digestive physiology and metabolism of ruminant animals
- Value maximum $2,000
- Recipients must be graduate students presenting papers at national or international conferences in the area of digestive physiology and metabolism of ruminant animals
- Recipients must have first class standing and present their own research findings
- Award Application form is available on the AFNS website; only eligible students will be considered for this award

Robert Simonet Graduate Scholarships
- Endowed by Lillian and Robert Simonet
- Value $3,200 (PhD), $2,800 (MSc)
- Awarded annually to full-time students in a graduate degree program in AFNS (Horticulture) who have completed one year of cours ework and research toward an MSc or PhD degree
- Applicants must have high academic standing and well defined thesis research

Robert Simonet Graduate Travel Bursary
- Endowed by Lillian and Robert Simonet
- Value $800 (PhD), $400 (MSc)
- Awarded annually to two full-time students to cover expenses incurred in attending major scientific conferences
- Candidates must be presenting a paper in the area of Horticulture
- Awards given will be based on the caliber of the conferences and the estimated costs submitted by the candidates

Dr Terry Swanson Memorial Scholarship
- Endowed by the Plant Pathology Society of Alberta
- Value $500

- Nominees must be graduate students majoring in plant pathology or plant nematology at UofA (Edmonton), British Columbia (Vancouver) or California (Riverside)
- They need not be members of the PPSA nor Canadian citizens, but must be registered as a full-time graduate student at one of the aforementioned institutions during the year in which they are nominated for the award
- Scholarship awarded to UofA every third year (2005, 2008, 2011, 2014, 2017, 2020, 2023, 2026, etc.).

Joint AFNS RR Scholarship, Donald A Shaw Memorial Graduate Scholarship
- Endowed by the Estate of Eva Bernice Heuer
- Value $4,100
- Awarded annually to a student registered full-time in a graduate degree program in the area of bioresource and food engineering or land reclamation and remediation
- Applications jointly considered by AFNS (even years) and Renewable Resources (odd years).

Joint UofA, UofC, UofL, Plant Pathology Society of Alberta (PPSA) Scholarship
- Endowed by the Plant Pathology Society of Alberta
- Value $1,000
- Open to all graduate students conducting research in plant pathology in full-time attendance at an Alberta university
- May not be awarded more than one time to the same graduate student for the same thesis research topic
- Student is eligible for the award if he/she continues at an Alberta university for both Masters and PhD thesis

Graduate Administrator Instructions
- Department application deadline first Monday in April
- November review and update Google drive application
- February 1 email application link to students, include number of reference letters required and department deadline
- Compile applications
  - Create folder on S drive under AFNS-Awards-20?? → Awards-20?? → September Awards
  - Convert Google application information to an excel file and save in Award folder on S drive
  - Merge excel file with application form (word document) for each student; save as PDF in Award folder
  - Attach reference letters and unofficial transcripts to each student's application
  - Prepare spreadsheet for GPC members; include student name, ID, program, start date, supervisor, GPA
  - Calculating GPA for current students; last 15 credits of UofA course work; if total credits below 15 use AGPA for remaining credits (eg 9 credits UofA course work; AGPA equals 6 credits); for new students use AGPA
  - Merge spreadsheet information with Award Adjudication form for each student; attach as first page of pdf
  - Share information with GPC members on Google drive
  - If student rep applied for award, do not share information with them; they will not participate at GPC meeting
- Prepare excel ranking document for GPC meeting
  - Save previous year's document as current year and replace with student names of current year applicants
  - Update each award sheet with the names of students who applied for that particular scholarship and add formula so the student's score from the ranking sheet transfers to each award sheet
  - Review award information on each sheet to ensure information and instructions for each award are up-to-date
  - Add GPC member's scores if possible prior to the meeting
- Attend GPC meeting
  - Book laptop from IT support for meeting
  - Bring ranking document and applications to meeting (use USB in case of internet issues, i.e. slow server)
  - Take notes; indicate which student was nominated on each award sheet of ranking document ; include ranking for a minimum of 3 students (more if required of the award)
  - Complete notes and send to GC for review

- Nominate students
  - Email supervisor for each student nominated for a department appraisal beginning of June
  - Department scholarships to be submitted to FGSR
  - Complete nomination forms as per FGSR instructions; obtain GC signature; submit to FGSR by their deadline (normally beginning of October each year)
  - Department scholarships where funding held in AFNS; complete award approval letter, email student and supervisor; add details to award database; email award letter to HR requesting payment from speed code 00517

AFNS Awards Where Funding Confirmed By ALES Finance APO And HR Completes Award Payment
- Fisher Scientific Graduate Scholarship in AFNS
- AFNS Travel Award (speed code 00517)
- Laird McElroy Awards
- CIFST Graduate Student Travel Funds (speed code GRAFU; check with Christine A. for funding balance)

Frequently Asked Question
- Student requests feedback on award application
- Set a meeting with GPC division rep (eg faculty member representing Animal Science for an Animal Science student)

AFNS Community Leadership
- Value $250 plus certificate
- One award to an AFNS graduate student who has improved the quality of life in AFNS
- Purpose of this award is to recognize a graduate student who helped organize or substantially contributed to an event or idea that improved the quality of life in AFNS
- This is not an academic award
- Submitted for nomination by an individual or group (not the nominee)
- The application should be a one page document listing each volunteer activity or evidence of leadership
- Include details on student's role, audience and how each activity contributed to community life or improved the social environment in AFNS
- Deadline first Monday in December each year
- Graduate administrator instructions
  - Due the first Monday in December each year
  - Notify students of department deadline date and send link to nomination form
  - Add to December GPC agenda
  - Send congratulation email to student (cc supervisor and nominator, if different) for receiving the AFNS Graduate Student Community Leadership Award
  - Indicate student will receive $250 award plus a certificate and recognized at the December AFNS awards function
  - Send letter to HR team contact and request payment of $250 to student using speed code GRAFU
  - Update excel spreadsheet with student/pay information for record keeping

AFNS Graduate Student Mentor
- Value certificate
- Purpose of award is to recognize a member of the Association of Academic Staff: UofA (AAS:UA), whose work with and for graduate students has been of exceptionally high quality
- Award will be adjudicated on the basis of following criteria
- Each criterion will be ranked on a scale of 1-5 (5 being high) then totaled for the nominee
- Award criteria contribution to graduate students learning experience: mentorship research; providing a quality environment conducive to learning and professional growth of graduate students
- Minimum 2 support letters; 1 from current graduate student; others from past graduate students, faculty members

- Nominated by current graduate students
- Deadline last Monday of May each year
- Nomination form on the AFNS website
- Adjudication Committee is AFNS GPC Graduate Student Reps
- Feedback from Graduate Student Administrative Assistant if required
- No nomination for an award will be made if an outstanding candidate cannot be identified

AFNS Graduate Student Teaching Award
- Value $250 plus certificate
- Students must be in good academic standing and making good progress in their degree program, as decided by their supervisory committee or supervisor
- Students teaching outside their home unit can be nominated; reference letter from instructor required
- Students who function as part-time sessionals should also be considered as eligible for the award
- Graduate students must be nominated within one year of completing the term as graduate teaching assistant and must have been registered as a graduate student between January 1 and December 31 of the nominating year (eg December 2017 nominations eligible students registered between January 1, 2017 and December 31, 2017)
- Awarded to 1 MSc student who TA for 1 or 2 terms and 1 PhD student who TA for 2 terms
- Award recipients with minimum 2 terms TA nominated by department for ALES Graduate Teaching Award
- Award criteria
  - Exhibits a consistently superior command of the subject matter being taught and attempts to provide students with a comprehensive, coherent understanding of the subject matter
  - Is prepared, organized and able to explain the subject clearly
  - Is respected and trusted by students. Instills in students interest and enthusiasm for the subject
  - Is willing to spend time with students and is available and approachable outside the classroom or laboratory
  - Presents the subject matter at a level appropriate to students
  - Takes care and is prompt in marking assignments; gives feedback and direction; promotes student self-assessment
- Nominated by supervisor and/or course instructor
- Deadline first Monday in December each year
- Graduate administrator instructions
  - Due the first Monday in December each year
  - Notify faculty members of department deadline date and send link to nomination form
  - Add to December GPC agenda
  - Send congratulation email to student (cc supervisor and nominator, if different) for receiving the AFNS Graduate Student Teaching Award (MSc or PhD)
  - Indicate student will receive $250 award plus a certificate and recognized at the December AFNS awards function
  - Encourage nominator to nominate student for a Faculty of ALES Teaching Award and send link to nomination form
  - Send letter to HR team contact and request payment of $250 to student using speed code GRAFU
  - Update excel spreadsheet with student/pay information for record keeping

AFNS Outstanding Graduate Student Research Award
- Awarded to the top MSc and PhD student at each convocation fall and spring
- Value one award each of $250 plus certificate to the top MSc and PhD student at fall and spring convocations
- PhD student nominated for the Governor General's Gold Medal Award at the fall and spring convocations will be the PhD recipient for the Outstanding Graduate Student Research Award; nomination will be based on the report by the external examiner and letter of support from the supervisor
- MSc student nominee will be determined by GC; MSc students will be asked to submit CV that includes lifetime productivity list of publications (published, accepted, in press; not submitted); conferences presented (separate

poster, oral); evidence of research impact list articles related to media interest, non-peer reviewed publications; list of awards (include only competitive awards from post-secondary scholarly institutions and conference awards); letter of support from supervisor with a general appraisal of the nominee

- No application is required; eligible students will be automatically considered
- Speed Code GRAFU
- Graduate Administrator Instructions PhD Students
  - September and March each year review list of students eligible for the upcoming convocation
  - Prepare summary of students, include student name, ID number, start date, end date, program GPA.
  - Short list based on exam chair nomination letter, program GPA, external examiner report, time to completion
  - Submit list to GC for decision. Include summary, nomination letter from exam chair, external examiner report
  - Contact the chosen student's supervisor for department nomination letter
  - Contact the chosen student for required documents as per FGSR requirements
  - Send congratulation email to student (copy supervisor) of their nomination for the Governor General's Gold Medal and receipt of the AFNS Outstanding Graduate Student Research Award (PhD)
  - Indicate student will receive $250 award, a certificate and recognized at December AFNS awards function
  - Send letter to HR team contact and request payment of $250 to student using speed code GRAFU
  - Update excel spreadsheet with student/pay information for record keeping
- Graduate Administrator Instructions MSc Students
  - Prepare summary of students, include student name, id number, start date, end date, program GPA
  - Short list students based on (1) nomination letter from exam chair, (2) program GPA, (3) time to completion
  - Email students on short list requesting CV
  - Submit list to GC for decision. Include summary, nomination letter from exam chair, student's CV
  - Email congratulations to student (cc supervisor) of receipt of award
  - Indicate student will receive $250 award, a certificate and recognized at the December AFNS awards function
  - Send letter to HR team contact and request payment of $250 to student using speed code GRAFU
  - Update excel spreadsheet with student/pay information for record keeping

AFNS Tuition Awards
- Students with a program GPA of 3.5 or higher in their course work completed during their current program at the UofA are eligible for a department tuition award in the fall term after completion of all course requirements (3 graduate level courses for MSc thesis-based/PhD, 8 graduate level courses for MSc course-based)
- Department allocation of $112,000 per year
- Students holding scholarships that pay the tuition are not eligible
- Graduate Administrator Instructions
  - April of each year calculate program GPA for students admitted in previous year (eg for upcoming fall 2018 tuition, review program GPA of students admitted winter 2017, spring 2017, summer 2017, fall 2017), update the excel spreadsheet and database with current program GPA
  - Review excel spread sheet to confirm students eligible, which have not completed course work and will be considered for the next year, which are not eligible due to scholarships that pay tuition or low program GPA
  - Calculate total tuition awards are within department allocation ($112,000 a year), review with Assistant Chair
  - July of each year complete a Tuition Remission form listing each student and the fall tuition award amount (Cdn, PR $2,000; International $3,000; updated GPC October 19 2017) to submit to payroll using speed code GRAFU
  - Email students and supervisors confirmation and congratulation of award
  - Update excel spreadsheet with total tuition paid for current fiscal year

6.3.2 HE Competitive Awards

Application Process
- Students with GPA 3.5 or higher (see GA instructions for calculation of GPA) are eligible to apply
- Deadline is the last Monday in May each year
- Online application is sent to HE Graduate Students 6-8 weeks prior to the department deadline date

Doris Badir Graduate Research Fellowship in Human Ecology
- Endowed by the D Badir Fund
- Value $2,650
- Awarded to a full-time graduate student in HE with outstanding academic potential
- The student must be involved in or planning to conduct research with an emphasis on human ecology

Alice E Brewer Graduate Travel Award
- Value $600
- Awarded annually to a Canadian citizen or permanent resident, registered in a PhD program in textiles and clothing in ALES, to cover travel expenses associated with collection of research data or presentation of a research paper
- Awarded on the basis of superior academic achievement
- A student may hold the award only once

Betty Crown Graduate Scholarship
- Endowed by friends and peers of Dr Betty Crown in recognition of her outstanding career in teaching and research
- Value $2,000
- Awarded annually to a student registered in a PhD or MSc program in HE at UofA whose research pertains to textile and apparel science
- The recipient will be selected on the basis of high academic standing (grade point average of 3.5 or greater)
- Preference to a student specializing in protective clothing who graduated from an HE undergraduate program
- If there is no appropriate candidate in textile and apparel science, the scholarship will be awarded to a PhD or MSc student in the broader areas of textiles and clothing
- Part-time students are eligible to hold the award

Helen DeSilva Buchanan Memorial Graduate Scholarship in Clothing & Textiles
- Endowed by the Buchanan family in memory of their late mother
- Value $1,750
- Awarded annually to a student with superior academic achievement entering the first year of study in a MSc or MA degree program in HE who is specializing in clothing and textiles
- The recipient will be chosen on the basis of academic standing and must have completed an undergraduate degree within the past five years
- Preference will be given to students who completed an undergraduate degree at the UofA
- Part-time students are eligible for this award

Louise Davies Memorial Graduate Scholarship
- Endowed by Mrs Bettie Ditzler in honour of her mother
- Value $1,500
- Awarded annually to a student registered in the first or second year of a Master's degree program in HE at UofA whose research focus is in the area of family ecology and practice or aging
- The recipient will be selected on the basis of superior academic achievement (equivalent to a grade point average of 3.5 or greater on UofA grading scale) and must have demonstrated knowledge of systems theory and its application in research and practice related to family wellbeing
- Part-time students are eligible for this award

David and Marion Duggan Memorial Scholarship
- Endowed by the late Grace Lesley Cook in memory of her parents, David and Marian Duggan
- Value $800
- Awarded on an annual basis to a student in a graduate degree program in HE whose major field of study and research is consumer studies
- Part-time students are eligible for this award

Edmonton and District Quilters Guild Founders Graduate Scholarship
- Value $1,500
- Awarded annually to two students registered in a Master's degree program whose research focus is in Textiles and Apparel Science
- The recipient will be selected on the basis of superior academic achievement (equivalent to a GPA of 3.5 or greater on UofA grading scale)
- Preference will be given to a student specializing in textile construction, textile history, textile standards, or material culture utilizing the clothing and textiles collection, including the Gloria and Alvin Rosenberg Collection
- If there is no appropriate candidate in textile and apparel science, the scholarship will be awarded to a student registered in a MSc or PhD program in the broader areas of textiles and clothing
- Part-time students are eligible for this award

Engberg Graduate Scholarship in International Home Economics
- Endowed by Lila Engberg, PhD and her colleagues
- Value $2,100
- Awarded annually to a student in a graduate degree program in HE whose research concerns global issues, which affect families
- There are no citizenship restrictions
- Part-time students are eligible for this award

Dr EW Gauk-Westfield Award
- Value $1,800
- Awarded annually to a student in a graduate degree program whose major area of research deals with behavioural disorders of children
- Part-time students are eligible for this award

Dianne Kieren Graduate Award in Human Ecology
- Endowed by Human Ecology alumni, friends and colleagues of Dianne K Kieren, professor emeritus
- Value $2,200
- Awarded to a PhD student in HE who has an excellent academic record, research potential and who has made a significant contribution to his/her profession and community
- Preference will be given to a student beginning a doctoral program

QE II Scholarships
- Provided by the Government of Alberta
- Value $10,800 (MSc), $15,000 (PhD) from September to April each year
- Awarded annually on the basis of superior academic merit to a Canadian or permanent resident student entering a graduate degree program who will be registered full-time
- MSc students must be in their first, second or third year of program as of September 1 of the coming year
- PhD students must be in the first, second, third, fourth or fifth year of program as of September 1 the coming year

Rudelle Hall Graduate Scholarship
- Endowed by Helen Rosta and Leta Gene Eisert in memory of their niece Rudelle Hall
- Value $1,000

- Awarded to a graduate student registered full-time in a master's or doctoral program who is studying and researching suicide and suicide prevention, especially in the following areas: the effect of parenting on the potential suicide or suicide, without depending on self-reporting of parents or caregivers; attitudes (historical, religious and secular) in society towards suicide; ways/methods to open the constrictive perceptions of the depressed/suicidal person to enable them to see there are other choices; and critical balanced examination of historical to present day treatments of depressed/suicidal persons
- Research in the areas of suicide by terminally ill persons and murder- suicides are not eligible
- The recipient's research must not involve animal experimentation or biochemical research, nor should any of the research findings be used in marketing
- Recipients may be nominated to hold the award for a second year at the master's level and for an additional four years at the doctoral level
- If there is no suitable candidate, no award will be offered
- Part-time students are eligible for this award

Graduate Administrator Instructions
- Department application deadline last Monday in May
- November review and update Google drive application
- March 1 email application link to students, include department deadline
- Compile applications
  - Create folder on S drive under HECOL Awards - 20?? Awards - 20?? September Awards
  - Save Google application information in an excel file and save in Award folder on S drive
  - Merge excel file with application form (word document) for each student; save as PDF in Award folder
  - Attach unofficial transcripts to each student's application
  - Prepare spreadsheet for GPC members; include student name, ID, program, start date, supervisor, GPA
  - Calculating GPA for current students; last 15 credits of UofA course work; if total credits is below 15 credits use AGPA for the remaining credits (eg 9 credits UofA course work; AGPA equals to 6 credits); GPA calculation for new students use AGPA
  - Share information with GPC members on Google drive
  - If a student rep applied for the award competition, do not share the award information with them; they will not participate at the GPC meeting
- Attend GPC meeting
  - Bring applicant spreadsheet (hard copy unless bringing a lap top) to meeting (use USB if using lap top as internet connection unreliable)
  - Take notes; indicate which student was nominated for each award; include ranking for a minimum of 3 students (more if required of the award)
  - Complete notes and send to GC for review
- Nominate students
  - Email supervisor for each student nominated for a department appraisal beginning of June
  - Department Scholarships - complete nomination forms as per FGSR instructions, obtain GC signature, submit to FGSR by their deadline (normally beginning of October each year)

6.3.3 REES Competitive Awards

Application Process
- Students with a GPA of 3.5 or higher (see GA instructions for calculation of GPA) are automatically considered

AAEA Master's Scholarship
- Endowed by the Alberta Agricultural Economics Association
- Value $900
- Awarded annually to a full-time or part-time master's student in rural economy who has completed a minimum of 12 credits of course work and who is majoring in agricultural economics, agri-food business management, or natural resources economics
- Awarded on the basis of superior academic achievement (a grade point average of 3.5 or greater in the most recent academic year, 12 credits minimum), and demonstration of commitment, leadership, contribution, and initiative at the university, in the community, and in the agri-food industry
- Preference will be given to students who graduated from an Alberta high school

James Copeland Graduate Scholarship
- No information provided

Brett G Cortus Memorial Graduate Scholarship
- Endowed by family, friends, and colleagues of the late Brett Cortus
- Value to be determined
- Awarded annually to a student registered full-time in a graduate degree program in REES working in the area of agricultural and resource economics
- The scholarship will be awarded on the basis of outstanding academic merit (equivalent to GPA 3.5 or greater at UofA to a student interested in pursuing research in environmental stewardship in agriculture, for the purpose of encouraging and supporting applied research and development that will be of direct benefit to Canada
- The applicant must be a Canadian citizen, permanent resident or be studying on a valid student visa in REES
- Recipients may apply in open competition to hold the scholarship for a second year

John Proskie Memorial Scholarship
- Endowed by Mrs Rosalie Rector in memory of her brother, John Proskie
- Value $2,800
- Awarded annually on the basis of superior academic achievement to two students, entering or continuing in a graduate degree program, who are conducting research in agricultural economics
- Preference will be given to Canadian citizens or permanent residents. Part-time students are eligible for this award

QE II Scholarships
- Provided by the Government of Alberta
- Value $10,800 (MSc), $15,000 (PhD) from September to April each year
- Awarded annually on the basis of superior academic merit to a Canadian or permanent resident student entering a graduate degree program who will be registered full-time
- MSc students must be in their first, second or third year of program as of September 1 of the coming year
- PhD students must be in the first, second, third, fourth or fifth year of program as of September 1 the coming year

Joint Department of Renewable Resources and Resource Economics and Environmental Sociology Scholarship, Al Brennan Memorial Graduate Scholarship in Forestry
- Value $11,000

- Awarded annually to a student studying wood science, forest engineering, forest genetics, growth and yield forest management, or forest economics in MF, MSc, PhD or MBA MF program at Uof A whose research is relative to the forest industry in Alberta
- A recipient may be nominated to hold the scholarship for a second year
- Applications jointly considered by REES (even years) and RR (odd years)

Graduate Administrator Instructions
- Send reminder email to GCs May 1, June 1 and July 1 with deadline date for nominations. Include list of current students with up-to-date GPA and list of new students with award GPA
- Calculating GPA for current students, last 15 credits of UofA course work; if total credits is below 15 credits use AGPA for the remaining credits (eg 9 credits UofA course work; AGPA equals to 6 credits)
- GPA calculation for new students use AGPA
- November update Google drive application
- Send link to nominated students only once GCs confirms the nominees. Include internal deadline date
- Request supervisors submit letter of support, include internal deadline date
- Compile Applications
  - Create folder on S drive under REES – Awards - 20?? Awards - September Awards 20??
  - Save Google application information in an excel file and save in Award folder on S drive
  - Merge excel file with application form (word document) for each student; save as PDF in Award folder
  - Attach supervisor letter of support and unofficial transcripts to each student's application
- Nominate students
  - Email nomination form and student's application for each award to the GC to complete the department appraisal and sign at the beginning of August
  - UofA Scholarships complete nomination forms as per FGSR instructions and submit to FGSR by their deadline (normally beginning of October each year)
  - Department Scholarships complete nomination forms as per FGSR instructions and submit to FGSR by their deadline (normally beginning of October each year)
  - ALES Scholarships send information to Awards GA mid August, with list of students nominated, include student name, ID, program, start date, supervisor, GPA, name of award nominated for; each student's award application to include department appraisal

6.3.4 RENR Competitive Awards

Application Process
- Students with GPA of 3.5 or higher (see GA instructions for calculation of GPA) are eligible to apply
- Deadline is first Monday in May each year
- Online application is sent to RR graduate students 6-8 weeks prior to the department deadline date

College of Alberta Professional Foresters (CAPF) Graduate Award
- Value 2 awards $2,500 each
- Awarded to students with satisfactory academic standing enrolled in the MF program and participating in the MF-RPF stream pilot program
- Eligible candidates must have a UofA BSc in ENCS with a major in Conservation Biology or Land Reclamation (other degrees may be considered), acceptance into a program leading to the MF degree, demonstrated interest in obtaining the Registered Professional Forester designation
- Preference will be given to students with high academic achievement and relevant experience

Dr Ian GW Corns Memorial Scholarship
- Value $900
- Awarded annually to a student registered fulltime in a graduate degree program in RR with particular interest in soil science and forest ecology

Desmond I Crossley Memorial Scholarship
- Value $11,000
- Awarded annually to a student in a graduate degree program in agriculture and forestry with a particular interest in forest management or silviculture

Gwendolyn Ewan Graduate Scholarship
- Value $5,700
- Awarded annually on the basis of superior academic achievement to one or more students registered full-time in a graduate degree program whose permanent residence is in the Northwest Territories

Herbert and Jeannette Hall Graduate Scholarship in Forestry
- Value $2,600
- Awarded annually on the basis of academic merit to a student entering or continuing in a forestry graduate program

Martin J Paetz Memorial Graduate Award in Fisheries Management
- Value $3,500
- Awarded to students with satisfactory academic standing registered full-time in a graduate degree program who are engaged in the study of fisheries management, including investigation of the preservation, protection, or enhancement of freshwater fish populations
- Selection is based on demonstrated excellence in the student's area of research
- Preference will be given to student whose program includes aquatic conservation

Max MacLaggan Scholarship
- Value $2,400
- Awarded annually to a student in a forestry graduate program with particular interest in forest renewal or forest operations

William H McCardell Memorial Scholarship in Forest Science
- Value $2,200
- Offered annually to a student in a graduate degree program in the field of forestry
- Preference may be given to students with particular interest in forest ecology or wildland recreation

QE II Scholarships
- Provided by the Government of Alberta
- Value $10,800 (MSc), $15,000 (PhD) from September to April each year
- Awarded annually on the basis of superior academic merit to a Canadian or permanent resident student entering a graduate degree program who will be registered full-time
- MSc students must be in their first, second or third year of program as of September 1 of the coming year
- PhD students must be in the first, second, third, fourth or fifth year of program as of September 1 the coming year

Worley Parsons Infrastructure and Environment Graduate Scholarship in Soil Science
- Value $1000
- Awarded annually to a student in a MSc or PhD program in RR who is conducting research in the area of soil science
- The recipient will be selected on the basis of academic excellence
- Part time students are eligible for the scholarship.

Joint Departments of RR and REES Scholarship, Al Brennan Memorial Graduate Scholarship in Forestry
- Value $11,000
- Awarded annually to a student studying wood science, forest engineering, forest genetics, growth and yield forest management, or forest economics in MF, MSc, PhD or MBA MF program at UofA whose research is relative to the forest industry in Alberta
- A recipient may be nominated to hold the scholarship for a second year
- Applications jointly considered by REES (even years) and RR (odd years)

Joint Departments of AFNS and RR Scholarship, Donald A Shaw Memorial Graduate Scholarship
- Endowed by the estate of Eva Bernice Heuer
- Value $4,100
- Awarded annually to a student registered full-time in a graduate degree program in the area of bioresource and food engineering or land reclamation and remediation
- Applications jointly considered by AFNS (even) and RR (odd)

Graduate Administrator Instructions
- Department application deadline May 15
- November review and update Google drive application
- February 15 email application link to students, include number of reference letters and department deadline
- Compile applications
  - Create folder on S drive under Renewable Resources –Awards -20?? Awards-20?? Departmental Awards
  - Save Google application information in an excel file and save in Award folder on S drive
  - Merge excel file with application form (word document) for each student; save as PDF in Award folder
  - Attach reference letters and unofficial transcripts to each student's application
  - Prepare spreadsheet for GPC members; include student name, ID, program, start date, supervisor, GPA
  - Calculating GPA for current students, last 15 credits of UofA course work; if total credits is below 15 credits use AGPA for the remaining credits (eg 9 credits UofA course work; AGPA equals to 6 credits)
  - GPA calculation for new students use AGPA
  - Share information with GPC members on Google drive
  - If a student rep applied for the award competition, do not share the award information with them; they will not participate at the GPC meeting
- Attend GPC meeting
  - Bring application list (spreadsheet) and applications to meeting (hardcopy or USB if bringing a laptop as internet service not reliable)

- Take minutes; indicate which student was nominated for each award; include ranking for a minimum of 3 students (more if required of the award)
- Complete minutes and send to GC for review
- Nominate students
  - Complete nomination form; add student information, research statement to each nomination form
  - Email nomination form and student application to GC for department appraisal and signature
  - UofA Scholarships, complete nomination forms as per FGSR instructions and submit to FGSR by their deadline (normally beginning of October each year)
  - Department Scholarships, complete nomination forms as per FGSR instructions and submit to FGSR by their deadline (normally beginning of October each year)
  - ALES Scholarships, send information to Awards GA mid August
  - Requires list of students nominated, include student name, ID, program, start date, supervisor, GPA, name of award nominated for, for each student award application include department appraisal with each application (obtained from GC)

College of Alberta Professional Foresters (CAPF) Graduate Award
- Students submit a free form application (1 page cover letter, study plan, transcript and brief CV) to the GC who determines the recipients and notifies the GA
- GA completes the award letter(s) (on Faculty of ALES letterhead and signed by Associate Dean, ALES), emails letter to student and supervisor, emails letter to HR for completion of award payment (copy Department Assistant Chair)

RR Outstanding Research Award
- Offered to students in RR at each fall and spring convocation
- Value $500
- One award each for best MSc thesis and best PhD thesis at each convocation fall and spring
- Applications are adjudicated twice per year
- Nominations from exam chairs must be received by October 1 and April 1 of each year
- Speed Code 18404
- Graduate Administrator instructions
  - Application deadline date October 1 and April 1 each year
  - Add award information when emailing examination chairs the documents for the final exam
  - Examination chairs submit the nominations to the GC

RR Masters Recruitment Award
- Value $3,000
- Offered to incoming course or thesis based Master and Transfor-M students whose home institution is UofA
- Eligible students will have an excellent academic record and been admitted to a graduate program in RR
- The entire application package will be considered, but usually the award requires an AGPA of 3.7 or better
- Winners of the UofA recruitment award will not be eligible to also receive this departmental recruitment award
- No application is necessary; incoming Master's students are automatically be considered for this award
- Speed Code 18404
- Graduate Administrator instructions
  - Awards will be determined during the GPC meeting to adjudicate fall term scholarships
  - Add to list of awards to be adjudicate and send list of new MSc students to GC
  - Once department approval has been received, send congratulation email to student (copy supervisor), forward email to HR Team with ID, student name, award name, speed code 18404, dollar value requesting student be paid

6.3.5 ALES Competitive Awards

Application Process
- Students with a GPA of 3.5 or higher (see GA instructions for calculation of GPA) are eligible to apply
- Deadline is first Monday in September each year
- Online application from each department is used for adjudication of the ALES Awards by the Associate Dean, Research and Graduate Studies

ALES Centennial Dutch Endowment Travel and Experiential Learning Award
- Value $3,500
- Awarded to full time student(s) with satisfactory academic standing in any year of ALES undergraduate or graduate program, and participating in a faculty approved program involving residency in Netherlands for at least three weeks
- Selection based on leadership experience, student engagement activities, demonstrated expected benefit of the travel and experiential learning opportunity, and academic standing

Alberta Canola Producers Graduate Award in Canola Production Research
- Endowed by the Alberta Canola Producers Commission (ACP) to encourage students at the doctoral and postdoctoral level to conduct research in the area of canola production
- Value $10,000 per year
- Awarded annually to a student entering a full-time PhD program in ALES and/or a newly appointed postdoctoral fellow registered with ALES, at Uof A for research related to canola production
- Applicants registered in PhD programs normally are eligible to hold this award during the first year of their program
- Applicants at postdoctoral level may apply to hold this award at the beginning of their appointment
- Selection based on record of outstanding academic achievement and research directly related to canola production
- Preference given to projects which address the research in canola production; proposals in other areas of canola research will be considered if a suitable candidate is not found in the area canola production
- The selection process will take into consideration the benefit to Alberta producers

AltaLink Master's Scholarship in Rangeland Disturbance Ecology
- Value $13,100
- Awarded to a student with superior academic achievement in an ALES Master's degree program conducting research on disturbance based issues related to ongoing use of management of Alberta prairie rangelands
- Selection is based on research potential and academic standing

Dr Frank Aherne Graduate Scholarship in Swine Research
- Endowed by friends and coworkers
- Value $2,000
- Awarded to full-time student of outstanding academic merit in AFNS or REES graduate program in swine research

Babich-Babichuk Graduate Student Award
- Value $5,000
- To support students in the third or fourth year of an undergraduate degree or any year of a graduate degree in agricultural sciences at a post-secondary school in Ukraine who is accepted as a visiting, exchange or international student at UofA or is accepted into an approved summer research project led by a UofA faculty member(s) in ALES
- Selection based on English language proficiency, and quality and suitability of proposed activity
- If a suitable student from Ukraine is not found, this fund will support a UofA student participating in a university approved agricultural studies program or research project in Ukraine

Margaret (Peg) Brown Award in Environmental Studies and Wildlife Resources
- Endowed by Mrs Margaret (Peg) Brown

- Value $1,600
- Awarded annually to a graduate student in ALES whose academic and/or research interest is in the area of wildlife conservation and environmental studies
- Selection will be made on the basis of superior academic achievement and research potential. Recipients should be Canadian citizens or permanent residents.

Don and Mary Ann Copeland Graduate Travel Award in Poultry Research
- Endowed by Don and Mary Ann Copeland in recognition of excellent education and research opportunities provided to students in UofA Poultry Research Centre; Don joined the PRC board in 2005 and currently chairs it
- Value $1,000
- Awarded annually to a student in a PhD or MSc program in ALES working at UofA Poultry Research Centre
- Recipient will have been invited to present their research at a poultry related stakeholder meeting in North America
- Recipients will be selected on research quality, oral or poster presentation, and potential impact on poultry industry
- Award recipients must undertake their travel within 8 months of receiving notification of this award

Lloyd Johnston Graduate Scholarship in Poultry Science
- Funded by the Alberta Chicken Producers in honour of Lloyd Johnston who served as the General Manager of the Alberta Chicken Producers from 2002 to 2008
- Value $2,000
- Awarded annually to a student with first class academic standing in a full-time graduate program in ALES whose area of research is poultry science
- Preference will be given to students conducting research that benefits the broiler industry
- A student can hold the award once in their program

Bern and Donna Kotelko Travel Award in Bioresource Excellence
- Funded by the Bern and Donna Kotelko Fund for Bioresource Excellence (endowment)
- Value variable
- Awarded annually to a student with satisfactory academic standing presenting a paper at a national or international bioresource conference
- Applicant must be a full-time master's or doctoral student conducting research in bioresource technology or bioresource engineering and registered in an MSc or PhD program in ALES
- Selection based on demonstrated interest in and expected benefit of the travel and conference opportunity as it relates to advancing bioresource education
- The calibre of the conference and the potential impact of the presentation would also be considered

Len Leskiw Graduate Award in Land Reclamation
- Value $850.
- Awarded annually to a student with satisfactory academic standing and registered full-time in a thesis based graduate program who is conducting research in the areas of Land Reclamation
- Selection based on academic standing
- Preference will be given to student(s) enrolled in the Land Reclamation International Graduate School (LRIGS)
- This award may not be held concurrently with another major award as defined by the Graduate Scholarship Committee at UofA

MacAllister Scholarship in Agriculture
- Endowed by the MacAllister family in memory of Gault A MacAllister
- Value $1,200
- Awarded annually to a student in a graduate degree program in ALES who is a Canadian citizen or permanent resident and has good academic standing
- Students may apply for a second award

JB McQuitty Graduate Scholarship
- Endowed by Professor JB McQuitty and friends and colleagues of Professor McQuitty
- Value $1,150
- Awarded annually to two students registered full-time in AFNS or REES graduate programs who are conducting research in bioresource engineering
- The recipient will be selected on the basis of academic standing

John Prentice Graduate Scholarship in Beef Genomics
- Endowed by estate of John Prentice
- Value $1,000 - $5,000 (up to four awards per year)
- Awarded annually on basis of superior academic achievement (equivalent to GPA 3.5 or greater on UofA grading scale) to student full-time in a graduate degree program in ALES conducting research in the field of beef genomics
- A student can hold the award for a maximum of two years (Masters) or four years (PhD); renewal beyond the maximum indicated will not be considered
- Awardees must submit a new application for each year of funding
- Funding depends on awardee continuing good academic standing, minimum GPA 3.5 and beef genomics research
- Students registered in a master's program are eligible to hold awards during the first two years of their program and students registered in a doctoral program are eligible to hold awards during years one through five of their program

Syngenta Graduate Scholarship in Sustainable Agriculture
- Endowed by Syngenta Crop Protection Canada, Inc
- Value $6,000
- Awarded annually to a student registered full-time in the second year of a PhD program whose research pertains to sustainable agriculture, which is defined as a balance between social, environmental and economic priorities
- Projects may include environmental quality and resources management, land management, introduction of new technologies, economic viability and rural community sustainability

Western Grains Research Foundation (WGRF) Endowment Fund Graduate Scholarship
- Value $33,333 (PhD), $25,000 (MSc)
- Awarded on the basis of superior academic achievement to students full-time in a graduate program in the areas of plant science or soil science
- Applicants must hold an undergraduate degree, preferably from a Canadian university
- Scholarships will be awarded on basis of a proven record of outstanding academic achievement in most recent degree received and proposed research plan during the graduate program in which the scholarship is to be received
- The scholarship is renewable up to a maximum of two years for a master's student and up to a maximum of three years for a PhD student, subject to review each year

Joint Faculty of ALES and Science Scholarship, Anina Hundsdoerfer Memorial Graduate Scholarship
- Endowed by family, friends and colleagues of Anina Hundsdoerfer
- Value variable
- Awarded annually to a full time student in a graduate program in ALES or Science with superior academic achievement, who completed most required course work, with a well established thesis program on forest conservation or forest health
- Consideration will be given to projects that focus the basic taxonomic inventory of natural forests
- The award may be held only once by a student

Graduate Administrator Instructions
- GA for each department submits nominees (includes complete application, unofficial transcript, reference letter/letters, department appraisal) and list of awards plus nominees from each department's awards minutes, to GA wards by mid August each year

- GA Awards compiles applications for review by Associate Dean, ALES:
  - Create folder on S drive under Awards - ALESAwards -20?? Folder
  - Move nominee's application to Award folder on S drive
  - Prepare spreadsheet for Associate Dean, ALES, include department name, student name, ID, program, start date, supervisor, GPA
  - Share applications, spreadsheet, list of each departments awards/nominees from minutes, with Associate Dean, ALES, on Google drive
- Nominate students
  - FGSR held awards, complete nomination form as per FGSR instructions, obtain Associate Dean, ALES, signature and submit to FGSR
  - ALES held awards, confirm funds are available and speed code with Christin Lee (Finance APO), complete ALES Award letter, obtain Associate Dean, ALES or Dean, ALES, signature. Email letter to student (cc supervisor); once student has confirmed acceptance of the award, email HR with copy of the award letter and speed code, requesting payment of the award; email Christine Lee the award letter and thesis project abstract for her records

ALES Awards Where Funding Confirmed By Finance APO
- John Prentice Graduate Scholarship in Beef Genomics
- Babich-Babichuk Graduate Student Award
- Copeland Graduate Travel Award in Poultry Research (previously named Don and Mary Ann Copeland Graduate Travel Award in Poultry Research)
- Bern and Donna Kotelko Travel Award in Bioresource Excellence

ALES Grad Student Teaching Award
- ALES is normally allocated 3 GTA awards each year
- To be eligible for the awards, students must be in good academic standing and must be making good progress in their degree program, as determined by their department
- Awards should only be made to students who are considered outstanding teachers
- Students whose teaching duties are outside their home unit shall be considered, for the purpose of adjudication, to be from the unit in which the teaching duties are assigned
- In addition to graduate teaching assistants, students who are part-time contract academic staff: teaching are eligible to receive the award
- Graduate students must be nominated within one year of completing their term as graduate teaching assistants
- Recipients must have taught for a minimum of one academic (four month) term, not including the term in which the nomination is made
- Faculties will determine what duties qualify a graduate student as a graduate teaching assistant
- This award is open to MSc and PhD graduate students. Internal faculty deadline is December 1 each year
- Deadline to submit the Faculty allocations to the UofA GSTA Committee is February 5 each year
- Graduate administrator for awards Instructions
  - Deadline is December 1 each year
  - November 1 the GA emails department faculty members with the nomination form (S drive – Awards – GTA Awards) and deadline date
  - GA for each department submits the nomination forms to GA Awards by mid December
  - GA Awards compiles applications for review by Associate Dean, ALES
  - Associate Dean, ALES, informs UofA GSTA committee of ALES nominees by February 5 each year

6.3.6 UofA Competitive Awards

Izaak Walton Killam Memorial Scholarship, Andrew Stewart Prize

	AFNS	HE	REES	RR
GA sets deadline date	2 weeks prior to January GPC meeting	2 weeks prior to January GPC meeting	GA reminds GCs of FGSR deadline in December and January	GA coordinates deadline with GC who sets GPC meeting
Admission Process	Complete application on FGSR website	Complete application on FGSR website	Complete application on FGSR website	Complete application on FGSR website
Award Adjudication	GPC meeting	Awards Committee meeting	GCs review potential applicants	GPC meeting
GA Duties	Compile applications and summary sheet; send to GPC members; attend GPC meeting and take notes; complete nomination forms and department ranking forms; obtain department signature; submit to FGSR	Compile applications and summary sheet; send to GPC; attend GPC meeting and take notes; complete nomination forms and department ranking forms; obtain department signature; submit to FGSR	Complete nomination forms and department ranking forms; obtain department signature; submit to FGSR	Compile applications and summary sheet; send to GPC members; attend GPC meeting and take notes; complete nomination forms and department ranking forms; obtain department signature; submit to FGSR

Governor General's Gold Medal

	AFNS	HE	REES	RR
Deadline	Set by FGSR	Set by FGSR	Set by FGSR	Set by FGSR
Nomination Procedures	GA short lists PhD students for upcoming convocation, sends to GC who determines if applicant nominated; GA prepares nomination with student and supervisor	GA short lists PhD students for upcoming convocation, sends to GC who determines if applicant nominated; GA prepares nomination with student and supervisor	GA short lists PhD students for upcoming convocation, sends to GC who determines if applicant nominated; GA prepares nomination with student and supervisor	GA short lists PhD students for upcoming convocation, sends to GC who determines if applicant nominated; GA prepares nomination with student and supervisor

UofA Master's Recruitment Scholarships

	AFNS	HE	REES	RR
Review Completed Master's Applications	Beginning of January, February, March GA reviews new Master's applications for top students for department to nominate	Beginning of January, February, March GA reviews new Master's applications for top students for department to nominate	Beginning of January, February, March GA reviews new Master's applications for top students for department to nominate	Beginning of January, February, March GA reviews new Master's applications for top students for department to nominate
Nomination Process	Department admission approval required	Department admission approval required	Department admission approval required	Department admission approval required
Award Adjudication	FGSR	FGSR	FGSR	FGSR
GA Duties	Complete nomination form from FGSR website, upload to application at time of admission and indicate scholarship nominee	Complete nomination form from FGSR website, upload to application at time of admission and indicate scholarship nominee	Complete nomination form from FGSR website, upload to application at time of admission and indicate scholarship nominee	Complete nomination form from FGSR website, upload to application at time of admission and indicate scholarship nominee.

| Deadlines | On FGSR website; thesis based Master's normally late January, early March, mid April; course based Master's normally mid March | On FGSR website; thesis based Master's normally late January, early March, mid April; course based Master's normally mid March | On FGSR website; thesis based Master's normally late January, early March, mid April; course based Master's normally mid March | On FGSR website; thesis based Master's normally late January, early March, mid April; course based Master's normally mid March |

University Wide Internal Scholarships, Awards

	AFNS	HE	REES	RR
Follow Section 6.3 Internal Awards	Yes	Yes	Yes	Yes

University Wide Competitive Awards

Application Process
- Students with a GPA of 3.5 or higher (see GA instructions for calculation of GPA) are eligible to apply
- Deadline is set by FGSR each year
- Online application from each department used for adjudication ALES awards by ADRGS

BMO Financial Group Graduate Scholarship
- Value $20,000
- Awarded annually to a student in, or admitted to, a full-time PhD or thesis based Master's program at UofA
- There are no restrictions to citizenship and all disciplines are eligible for funding
- Awarded on basis of superior academic achievement (minimum GPA equivalent to 3.5) and demonstrated research ability or research potential

Bereavement Society of Alberta Graduate Award
- Value $2,100
- Awarded annually to a graduate student who is conducting research in the area of bereavement
- Part-time students are eligible for this award

Chinese Graduate Association of Alberta Graduate Scholarship
- Value $2,700
- Awarded annually on the basis of superior academic achievement to a student in a graduate degree program whose thesis or research is in the area of Chinese Studies to help promote a better understanding of the Chinese people

Delta Delta Delta Alumnae Fellowship
- Endowed by Delta Delta Delta Alumnae of the University of Alberta
- Value $1,700
- Awarded annually to a female student of outstanding academic merit who has graduated from a degree program at UofA and is entering or continuing in a full-time graduate degree program UofA
- Preference to student entering first year of a graduate program immediately following her undergraduate degree.

Benita (Mayers) and Orville Fifield Scholarship in Sexual Health
- Value $2,500
- Awarded annually to a graduate student in satisfactory academic standing (GPA 2.7 or higher) who has an interest in the fields of sexual health or sexual education
- Open to part-time and full-time students with active and ongoing interest in sexual health or sexual education, for example as evidenced by participation in SAR or similar professional conferences, registration in courses pertaining to sexuality, scholarly or outreach activity in the field of study, as well as academic and scholarly accomplishment

Dr William A Fuller Memorial Graduate Scholarship
- Endowed by family and friends of Dr William A Fuller, Professor Emeritus (1959-1984)
- Value $2,000

- Awarded annually to a student registered full-time in a Master's or PhD program at UofA whose research is carried out in any discipline pertaining to northern studies
- The recipient will be selected on the basis of superior academic achievement. Preference will be given to a student who is engaged in aboriginal affairs or conservation in the Northwest Territories or the Arctic
- Application form available on AFNS website; only eligible students will be considered
- FGSR will request one nomination from each eligible department

Rudelle Hall Graduate Scholarship
- Value $1,500
- Awarded to a graduate student registered full or part time in a master's or doctoral program studying and researching suicide and suicide prevention, especially in areas of effect of parenting on potential suicide or suicide, without depending on self-reporting of parents or caregivers; attitudes (historical, religious, secular) in society towards suicide; ways and methods to open constrictive perceptions of depressed or suicidal person to enable them to see other choices; critical balanced examination of historical to present treatments of depressed, suicidal persons
- Research in the areas of suicide by terminally ill persons and murder suicides are not eligible
- Recipient's research must not involve animal experimentation or biochemical research, nor should any of the research findings be used in marketing
- Recipients may be nominated for a second year at master's level and an additional four years at the doctoral level
- If there is no suitable candidate, no award will be offered

Myer Horowitz Graduate Scholarship
- Endowed by UofA GSA
- Value $1,400
- Awarded annually in the fall on basis of academic merit to full-time students in graduate degree programs who have received no or limited financial support from UofA
- Holders of major awards (as defined by the Graduate Scholarship Committee) will not be considered
- The scholarship may be held only once by a student
- Approximately seven awards are granted each year

Henry Kroeger Memorial Graduate Scholarship
- Endowed by family, friends, colleagues and associates of Henry Kroeger
- Value $3,400
- Awarded annually to two graduate students of superior academic ability whose research is in the area of soil and water resources as directed towards the enhancement of rural life in Western Canada and Alberta in particular
- Recipients may be in the field of agricultural engineering, civil engineering, geography, geology, plant science, rural economy or soil science as it relates to soil conservation, water resources management, and irrigation.

Thelma R Scambler Scholarship
- Endowed by the family, friends and colleagues of Thelma R Scambler
- Value 2,300
- Awarded annually to one or more students in a graduate degree program related to gerontology or geriatrics

Jean Isabel Soper Memorial Graduate Scholarship in Science
- Endowed by J Isabel Soper
- Value $9,650
- Awarded annually on the basis of superior academic merit to a student entering a graduate degree program who will be registered full-time in an area of research related to engineering and the physical sciences
- There is a dearth of women engaging in scientific and technological graduate studies; for this reason, preference will be given to women conducting research in these areas until such time as this disadvantage is overcome

Pansy and George Strange Graduate Scholarship
- Endowed by friends of Pansy and George Strange
- Value $1,200
- Awarded annually to an outstanding student registered in a graduate degree program in FGSR at UofA
- Preference will be given to a student who holds an undergraduate degree from an accredited institution in India
- Part-time students are eligible for this award

John and Patricia Schlosser Environment Scholarship
- Endowed by colleagues and friends of John L Schlosser, former Chair of the Board of Governors, UofA
- Value $7,800
- Awarded annually to a student in a graduate program whose research, scholarship or creative work is judged to be a most outstanding contributions to our understanding, appreciation or amelioration of our earthly environment

Bill Shostak Wildlife Award
- Endowed by Bill Shostak
- Value $11,100
- Awarded annually to a full-time doctoral student at UofA to research the conservation and management of fish and wildlife in any or all of the provinces of Alberta, British Columbia and Saskatchewan
- Applicants must have completed at least one year of a related PhD program at UofA
- Awarded on the basis of academic achievement and desire to communicate effectively with the general public concerning the results of fish and wildlife research and conservation
- Preference will be given to students whose program emphasizes the identification and timely correction of problems affecting conservation and management of fish and wildlife
- Applicants must be Canadian citizens or permanent residents

Dr Michael E Stiles Scholarship in Applied Microbiology
- Endowed by Don Paradis
- Value $1,000
- Awarded annually to a student with superior academic achievement in a graduate program in the Departments of Biological Sciences, AFNS or Medical Microbiology and Immunology whose research is applied microbiology
- To promote interdisciplinary study, scholarship will not be awarded to students from same department for more than three consecutive years
- Each department submits a nomination to FGSR

Ivy A Thomson and William A Thomson Graduate Scholarship
- Endowed by the late William A Thomson
- Value $16,600
- Awarded annually to three academically outstanding students in, or admitted to, Uof A master's or PhD program
- Recipients of the scholarship must be registered and working full time on their graduate program during the tenure of the scholarship

University of Alberta Centenary Graduate Award
- Endowed by donors to the Centenary Campaign
- Value $5,000 Awarded annually to a student with satisfactory academic standing (grade point average between 2.7 and 3.4) who will be entering the second year of a full-time graduate degree program in any department at UofA
- Selection will be based on academic standing and demonstrated volunteer involvement in activities on campus and in the community (volunteer work required for school credit will not be considered)
- Preference will be given to a student who is involved in volunteer activities both on and off campus
- The recipient may not hold this award concurrently with a major award ($13,000 or greater as defined by the Graduate Scholarship Committee) or a bursary

6.4 Travel Awards

AFNS Travel Awards
- Value North America up to $500, outside North America up to $750
- Awarded annually to students to assist with expenses incurred in attending a national or international scientific conference to present either a paper or poster related to their research
- Candidates must be registered in an MSc or PhD program in AFNS
- MSc graduate students must have completed two terms in their graduate program before applying for this award
- PhD graduate students must have completed the candidacy exam and all course work before applying
- Expenses for reimbursement must be incurred while the student is registered in a graduate program or up to a maximum of six months from completion of the program
- Awarded on basis of academic excellence and demonstrated research ability
- Students normally would be eligible once for this award
- Award is paid through HR, speed code 00517
- Applications are accepted starting April 1 each year until the all funds have been allocated
- GA contacts Christine Lee for the total funds available to allocate each year

AFNS Graduate Administrator Instructions
- Beginning of April check with Christine Lee for AFNS Travel Award budget
- Check AFNS Travel Award Application form and revise information as needed
- Beginning of April email students indicating applications are being accepted for AFNS Travel Award, include link to application form (Google doc)
- When application received, check database to confirm student not already received award, add student information to excel spread sheet (S – Student Services – GraduateStudentsAdmin – AFNS – Awards – Travel Awards)
- Applications can be approved until budget is met; no applications approved over the budget amount each year
- Travel must be between April 1 and March 31 each year (April 1, 2017 to March 31, 2018). If no funds remain, students cannot attend a conference and then submit an application for a travel award to cover those travel expenses (attends a conference in January 2018 cannot apply in April 2018 for a travel award to cover expenses from that conference)
- Review application to confirm student meets eligibility and all required documents have been submitted.
- Complete award approval letter, email to student and supervisor
- Add award information (M/Y; $Amount) on student line in database (AFNS Current Student table)
- Email award letter to HR team requesting payment for the student; charge to speed code 00517

RR Travel Awards
- Value $500
- Awarded annually to students to assist with expenses incurred in attending a national or international scientific conference to present either a paper or poster related to their research
- Candidates must be registered in a graduate program in RR
- Student must apply for the FGSR Travel Award and GSA Travel Award to be eligible for the RR Travel Award
- Expenses for reimbursement must be incurred while the student is registered in a graduate program or up to a maximum of six months from completion of the program
- Awarded on the basis of academic excellence and demonstrated research ability
- Students normally eligible once for this award. Award is paid on a claim reimbursement basis after the conference
- Applications are adjudicated once per year
- Award is listed in fall term application form and adjudicated in May with other awards
- Speed code 18404

RR Graduate Administrator Instructions

- Check RR Award Application form and revise information as needed
- GPC reviews applications in late May, early June
- Email student (copy supervisor) award letter with reimbursement instructions
- Email award letter and required supporting documents to HR team requesting payment for the student; charge to speed code 18404

FGSR Travel Award and GSA Travel Award information can be found on their respective websites

Travel Awards Flow Chart

AFNS   RR

```
┌──────────────────────────────┐          ┌──────────────────────┐
│ Confirm funds available,     │          │ GPC reviews with fall│
│ update application form,      │          │ award applications   │
│ email link to students       │          └──────────────────────┘
└──────────────────────────────┘                     │
             │                                        ▼
             ▼                            ┌──────────────────────┐
┌──────────────────────────────┐          │ Email student with   │
│ Student submits application  │          │ confirmation of award│
└──────────────────────────────┘          │ and list of          │
             │                             │ instructions         │
             ▼                             └──────────────────────┘
┌───────────────────┐     ┌─────┐                    │
│ Held previously   │────▶│ Yes │                    ▼
└───────────────────┘     └─────┘          ┌──────────────────────┐
             │                ╲             │ Students submits     │
             ▼                 ╲            │ receipts and         │
          ┌─────┐               ╲           │ confirmation of      │
          │ No  │                ▶┌───────┐ │ attendance           │
          └─────┘                 │ Deny  │ └──────────────────────┘
             │                  ▶ └───────┘            │
             ▼                 ╱                       ▼
┌───────────────────┐     ┌─────┐          ┌──────────────────────┐
│ Meets eligibility │────▶│ No  │          │ Send receipts,       │
│ requirements      │     └─────┘          │ confirmation of      │
└───────────────────┘                      │ attendance, award    │
             │                             │ letter and speed     │
             ▼                             │ code to HR for       │
          ┌─────┐                          │ payment              │
          │ Yes │                          └──────────────────────┘
          └─────┘
             │
             ▼
┌───────────────────┐  ┌─────┐  ┌──────────────┐
│ Missing documents │─▶│ Yes │─▶│ Email student│
└───────────────────┘  └─────┘  └──────────────┘
             │                          │
             ▼                          ▼
          ┌─────┐               ┌──────────────┐
          │ No  │               │ Missing      │
          └─────┘               │ documents    │
             │                  │ received     │
             ▼                  └──────────────┘
┌──────────────────────────────┐     ╱
│ Send approval email, update  │◀───╱
│ database and travel award    │
│ spreadsheet                  │
└──────────────────────────────┘
             │
             ▼
┌──────────────────────────────┐
│ Email HR with award letter   │
│ and speed code, requesting   │
│ payment                      │
└──────────────────────────────┘
```

6.5 Department Grad Research Assistantship Funds

GRA Funds
- AFNS and RR have GRA Funds set aside to cover department held awards or emergency funding requests.

AFNS
- The department sets aside funds each year to cover
- Tuition awards
- Emergency requests
- Miscellaneous awards, teaching, research, community leadership
- Miscellaneous graduate spending, convocation lunches, orientation, GPC workshops (only GPC related expenses)
- Approval from department is required for any other charges not listed above (GSA workshops, direct GSA student to contact department with request for funding)
- Speed Code GRAFU
- Graduate administrator responsibilities
  - Update excel spreadsheet with each expense, making sure to stay within the budget
  - Forward to Assistant Chair at the end of each year for review

RR
- The department sets aside funds each year to cover:
- MSc recruitment awards
- Travel awards
- Emergency requests
- Speed code 18404
  - Graduate administrator responsibilities
  - GRAF folder GRAF budget worksheet (excel spreadsheet)
  - Update excel spreadsheet with each expense, making sure to indicate date each expense was paid out
  - Save in S drive and in Shared drive
  - Share with GC on shared drive

6.6 PeopleSoft Award Queries

Registrar's Office public queries for Graduate Student Awards: the following queries may be found in the PeopleSoft application following the path: Reporting Tools → Query → Query Manager → Search by: Query name

Query Name	Short Description	Long Description
RO_GS_ACTIVE_PROG_PLN_SPLN	Active specific Prog/Pln/Sbpln	Lists active programs, departments, specialisations, to use when determining if students are still in ones that are being inactivated
RO_GS_AWARDS_1STFULL_NOT_2ND	Students not full reg 2nd term	Lists students holding awards, registered full-time in term 1 but are not registered full-time in term 2
RO_GS_AWARDS_ALL_AWARDS	Prog Plan of award recipient	Lists graduate students and awards in a given date range; program and department data included; provides only awards available on OASIS; for complete list, contact FGSR as they maintain a separate database
RO_GS_AWARDS_BY_DEPARTMENT	Award recipients by department	Lists students with an award or scholarship, including date received and program; search by department
RO_GS_AWARDS_SPECIFIC_AWARD	Prog Plan of award recipient	Lists students from a specific department in a particular program who hold a particular award
RO_GS_AWARDS_THESIS_910	910 Students who have awards	Lists students who hold awards and are registered in Thesis 910 in a particular term
RO_GS_COMMITTEES_BY_DEPT	Committees and members by dept	Lists committee members, search by department
RO_GS_COMMITTEES_BY_MEMBER	Committees and members	Lists committee members, search by committee member employee ID
RO_GS_COMMITTEES_BY_STUDENT	Committees and members	Lists committee members, search by student ID
RO_GS_COMPLETED_CHECKLISTS	Complete application gad	Lists students who have complete applications, search by term and department
RO_GS_CONVOCANTS_AG	Edit checkout status AG	Lists all graduate studies applicants for convocation, for a specified ceremony date, with a degree checkout status of AG; includes milestone information for GPRGCMPLTD
RO_GS_CRSE_BASED_CONVOCANTS	FGSR Graduates - Course Based	Lists all graduate studies course based applicants for convocation, for a specified ceremony date
RO_GS_EDIT_DATA_TCHG	Edit for deferred admission	Lists graduate students who were allowed to defer admission
RO_GS_EDIT_PRG_PLN_SBPLN_ALL	All effdt rows 4 each student	Edit for inactivating department or specialisation; determines if anyone has used them; results will show ALL EFFDT rows (and all programs) for the students that have the value(s) specified
RO_GS_EDIT_STD_PROG_PLN_SUBPLN	Only rows w/ values specified	Edit for inactivating department or specialisation; determines if anyone has used them; results will only show rows for the value(s) specified, not all rows for the student record. (no effective dating)

Query Name	Short Description	Long Description
RO_GS_PROG_ACTN_LEAV	Students on Leave of Absence	Lists all students with a program action on the student program page of LEAV (leave of absence) with a specified effective date
RO_GS_SPECIFIC_GRADE	Grades <= x (excludes IN)	Lists all courses with a grade less than the user input in a given term (excludes IN grades)
RO_GS_THESIS_BASED_CONVOCANTS	FGSR Grads - Thesis Based	Lists all the graduate studies thesis based applicants for convocation, for a specified ceremony date
RO_GS_THES_919_DOCTORAL	Missing Stdnt Grp Thes 919	Lists doctoral students eligible to register in THES for the coming fall and winter; if they do not have student group of THES 919, it must be added
RO_GS_THES_919_DOCTORAL_SP_SU	Doctoral reg Spring and Summer	Lists doctoral students who are currently eligible to register and have attended full time in both spring and summer session of any year
RO_GS_THES_919_MASTERS_SP_SU	Masters reg Spring and Summer	Lists master's students who are currently eligible to register and have attended full time in both spring and summer session of any year

Private Query	Short Description	Long Description
GG_GS_AWARDS BY_DEPARTMENT	Award recipients by department	Private query for awards by department

7.0 Exams Overview

Master's Course Based

	AFNS	HE	REES	RR
Oral Exam	Yes	No	??	Yes
Written Project Report	Yes, to supervisor	Yes	??	Yes, to supervisor
Committee Composition	Minimum 2, supervisor plus 1 faculty member	Minimum 2, supervisor plus 1 faculty member	Minimum 2, supervisor plus 1 faculty member	RR 900 minimum 3, supervisor plus 2 faculty members, 1 outside RR RR 906/912 ??
Seminar	Yes, public seminar; prior to oral exam	Yes, oral presentation to department	??	??
Notify GA	2 weeks prior	2 weeks prior	2 weeks prior	2 weeks prior
Chair	Not required	Not required	Not required	Not required

Master's Thesis Based

	AFNS	HE	REES	RR
Final Oral Exam	Yes	Yes	Yes	Yes
Committee Composition	Minimum 3, normally supervisor, supervisory committee member, arms length examiner	Minimum 3, normally supervisor, supervisory committee member, arms length examiner	Minimum 3, normally supervisor, supervisory committee member, arms length examiner	Minimum 3, normally supervisor, supervisory committee member, arms length examiner
Seminar	Yes, public seminar; GA advertises; prior to oral exam	No	No	Yes, public seminar; GA advertises; prior to oral exam
Notify GA	3-4 weeks prior	3-4 weeks prior	3-4 weeks prior	3-4 weeks prior
Chair	GA finds chair; can be examining chair	Supervisor finds chair; can be examining chair	Supervisor finds chair; can be examining chair	Supervisor finds chair; can be examining chair
Documents to Chair	GA emails transcript, thesis approval form, FGSR adjudication link, chair report sample memo	GA emails transcript, thesis approval form, FGSR adjudication link, chair report sample memo	Exam folder required; transcript, thesis approval form, FGSR adjudication link, chair report sample memo	GA emails thesis approval form, FGSR adjudication link, chair report sample memo
Thesis Department Copy	No	No	No	No

Doctoral Written, Pre-Candidacy

	AFNS	HE	REES	RR
Written Comprehensive	No	Yes	Yes	No
Pre-candidacy	No	No	No	Only if problems arise

7.0 Exams Overview, Cont'd

Doctoral Candidacy

	AFNS	HE	REES	RR
Candidacy Exam	Yes	Yes	Yes	Yes
Committee Composition	Minimum 5, normally supervisor, supervisory committee member, 2 arms length examiners	Minimum 5, normally supervisor, supervisory committee member, 2 arms length examiners	Minimum 5, normally supervisor, supervisory committee member, 2 arms length examiners	Minimum 5, normally supervisor, supervisory committee member, 2 arms length examiners
Report	Yes, 5 pages max plus gantt chart			Yes, 5000 words max
Notify GA	3-4 weeks prior	3-4 weeks prior	3-4 weeks prior	3-4 weeks prior
Chair	GA finds chair; must be chair only	Supervisor finds chair; must be chair only	Supervisor finds chair; must be chair only	GA finds chair from GPC members; if none GA asks supervisor to find chair; must be chair only
Documents to Chair	GA emails transcript, completion candidacy report form, FGSR adjudication link, chair report sample if conditional pass, candidacy exam report form	GA emails transcript, completion candidacy report form, FGSR adjudication link	Exam folder required; includes transcript, completion candidacy report form, FGSR adjudication link	GA emails transcript, completion candidacy report form, FGSR adjudication link
Pass	GA does candidacy completion report	GA does candidacy completion report	GA does candidacy completion report	GA does candidacy completion report
Conditional Pass or Fail	Exam chair submits memo to FGSR Dean, copy student and supervisor, via GA	Exam chair submits memo to FGSR Dean, copy student and supervisor, via GA	Exam chair submits memo to FGSR Dean, copy student and supervisor, via GA	Exam chair submits memo to FGSR Dean, copy student and supervisor, via GA

Doctoral Final

	AFNS	HE	REES	RR
PhD Final Oral Exam	Yes	Yes	Yes	Yes
Committee Composition	Minimum 5, normally supervisor, supervisory committee member, arms length examiner, external examiner	Minimum 5, normally supervisor, supervisory committee member, arms length examiner, external examiner	Minimum 5, normally supervisor, supervisory committee member, arms length examiner, external examiner	Minimum 5, normally supervisor, supervisory committee member, arms length examiner, external examiner
Seminar	Yes, public seminar; GA advertises; held prior to oral exam	No	No	Yes, public seminar; GA advertises; held prior to oral exam
Notify GA	6-8 weeks prior	6-8 weeks prior	6-8 weeks prior	6-8 weeks prior
Appoint External Examiner	8 weeks prior	8 weeks prior	8 weeks prior	8 weeks prior
Chair	GA finds chair; must be chair only	Supervisor finds chair; must be chair only	Supervisor finds chair; must be chair only	GA finds chair from GPC; if none GA asks supervisor to find; must be chair only

7.0 Exams Overview, Cont'd

Thesis to External Examiner	GA emails electronic document (Word and PDF) to external 5 weeks prior to exam	Supervisor emails electronic document to external 5 weeks prior to exam	Supervisor emails electronic document to external 5 weeks prior to exam	Supervisor emails electronic document to external 5 weeks prior to exam
Supervisory Committee Approval	5 weeks prior	5 weeks prior	5 weeks prior	5 weeks prior
Documents to Chair	GA emails transcript, thesis approval form, link to FGSR adjudication, sample memo for chair report if decision is pass subject to revisions	GA emails transcript, thesis approval form, link to FGSR adjudication, sample memo for chair report if decision is pass subject to revisions	Exam folder required; includes transcript, thesis approval form, link to FGSR adjudication, sample memo for chair report if decision is pass subject to revisions	GA emails thesis approval form, link to FGSR adjudication, sample memo for chair report if decision is pass subject to revisions
Thesis Department Copy	No	No	No	No

7.1 Master's Exams Flow Chart

Master's course based program	Master's thesis based program
↓	↓
Student completes project or practicum course	Supervisor notifies GA of final exam date and time, committee composition (3-4 weeks prior)
↓	↓
Supervisor notifies GA of oral exam and public seminar date (at least 2 weeks prior)	Minimum 3 members (supervisory committee + 1 arms length)
↓	↓
Minimum supervisor + 1 or 2 UofA faculty members	Chair can be examining chair
↓	↓
Public sminar (AFNS, HE only) followed by oral exam	Public seminar (AFNS, RR only) followed by oral exam
↓	↓
Supervisor adds grade for course	GA completes notice of exam form, obtains signatures and submits to FGSR
↓	↓
Supervisor informs GA student has completed 900 course	GA emails exam documents to chair
↓	↓
GA completes report of completion form; obtains signatures, submits to FGSR by convocation deadline	Thesis approval signed by examination committee, department, submitted to FGSR by convocation deadline

7.2 Doctoral Exams Flow Chart

Written comprehensive HE, RE only

↓

Arranged by supervisor; supervisor emails GA when student completes

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Candidacy exam

↓

Supervisor notifies GA of final exam date and time, committee composition

↓

Minimum 5 members (supervisory committee + 2 arms length)

↓

Chair only; cannot be chair and examiner

↓

Public seminar AFNS, RR only

↓

GA completes notice of exam form, obtains signatures, submits to FGSR

↓

GA emails exam documents to chair

↓

GA completes change of category form; obtains signatures, submits to FGSR by convocation deadline

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Doctoral final exam

↓

Supervisor submits external examiner information for department, ALES Associate Dean approval (at least 8 weeks prior)

↓

Supervisor notifies GA of final exam date and time, committee composition (at least 4 weeks prior)

↓

Minimum 5 members (supervisory committee, 1 arms length, 1 external examiner)

↓

Chair only; cannot be chair and examiner

↓

Public seminar (AFNS, RR only) followed by oral exam

↓

GA completes notice of exam form, obtains signatures and submits to FGSR

↓

GA emails exam documents to chair

↓

Thesis approval signed by examination committee, department, submitted to FGSR by convocation deadline

7.3 Master's Course Based Exam

AFNS
- AFNS 900, directed research project; 3 units of course weight (either term, unassigned)
- Individual study supervised by the student's supervisor, requiring preparation of a comprehensive report, presentation of a seminar and oral examination by the student's supervisor and one additional faculty member
- Open only to students in the MAg or MSc course based program

Human Ecology
- HECOL 900, directed research project; 6 units of course weight (variable, 0-0-6)
- Comprises the capping exercise for the course based Masters programs
- Requirements include conducting an applied research project, and both a written project report and an oral presentation to the department, and where appropriate, to relevant practicing professionals

REES
- AREC 900, directed research project. 3 credits(variable, unassigned
- Credit will only be given for one of AREC 900 and AG EC 900
- R SOC 900, directed research project; 3 units of course weight (variable, unassigned)

RR
- RENR 900, 900A, 900B
  - Research project; 6 units of course weight (variable, unassigned)
  - Required of all Soils MAg candidates in their final year
  - Does not usually involve collection of original data, uses published or unpublished data from other sources
  - Report is to be defended before a committee of three staff members, one member being from outside RR
- RENR 906, 906A, 906B
  - Research project; 6 units of course weight (variable, unassigned)
  - Final research project that comprises REN R 906 is a final capping exercise for the degrees of MAg and MF
  - Its practical and professional focus should integrate the core areas of study in the program
  - The successful completion of the project entails a research topic approved by the supervisor; the presentation of a draft research proposal; the presentation of the research as a written document to the supervisor
  - Project may take the form of a formal analysis of management practice, organizational processes or policy; a formative or summative evaluation of a research project or program; a case study, using secondary documents, survey data, or interviews; or replication of a previous study, with either the introduction of a new variable or an analysis in a changed context
- RENR 912, 912A, 912B
  - Research project; 12 units of course weight (variable, unassigned)
  - Final research project that comprises REN R 912 is a final capping exercise for the degrees of MAg and MF
  - Its practical and professional focus should integrate the core areas of study in the program
  - The successful completion of the project entails a research topic approved by the supervisor; the presentation of a draft research proposal; the presentation of the research as a written document to the supervisor
  - Project may take the form of a formal analysis of management practice, organizational processes or policy; a formative or summative evaluation of a research project or program; a case study, using secondary documents, survey data, or interviews; or replication of a previous study, with either the introduction of a new variable or an analysis in a changed context

7.4 Master's Thesis Based Exam

Committee Composition
- Minimum 3 faculty members comprised of supervisory committee plus one arm's length examiner normally from UofA, can be from the department
- Arm's length examiner must have no involvement in student's research project and no collaboration with supervisor(s) for the past 6 years
- Maximum size is five examiners

Set Exams
- Supervisor notifies GA of exam a minimum of 3-4 weeks prior with the exam date, time, and committee composition
- Create file (purple folder) and check off sheet (found on S drive under Exams in each department's folder)
- Book room with department EA for AFNS and RR; HE, REES will book room and include in email setting the exam
- Add exam date, convocation date to database
- Verify examining committee composition
  - Minimum 3 faculty members normally composed of supervisory committee, 1 arm's length examiner
  - Composition must be a minimum 50/50 split between UofA faculty members and non UofA faculty members
- Confirm with supervisor the examiner listed as arm's length meets the criteria
  - No involvement in the student's research project
  - No collaboration with the supervisor(s) for the past 6 years
- Check supervisor's web page for any collaboration with the arm's length examiner
  - If yes notify supervisor that faculty member is not eligible to be the arm's length examiner and request supervisor find a new examiner
- Verify that student has completed the ethics, course requirements, seminar requirements, professional development for student admitted fall 2016 or later, and clear the requirements on the check off sheet
- Save an unofficial transcript to the student's folder on the S drive

Assign Examining Chair
- AFNS arm's length examiner or supervisory committee member can serve as exam chair
  - Email to confirm they will serve a dual role
  - If no one on the exam committee is eligible to chair email the division requesting a volunteer
  - If no reply within 2 days of email, send second email to all AFNS faculty
  - If no reply within 2 days of that email, email the GPC Division rep to find a chair for the exam
- HE, REES, RR supervisor confirms chair in the email setting up the exam

Notice of Examining Committee and Examination Date
- Form can be found on FGSR web page in Forms Cabinet , click on Records
- Complete form (academic ID on each department's database or Campus Solutions under Biodetails or instructor, administrator table)
  - If UofA faculty check off column one
  - Check if committee member has equivalent degree or higher
  - Check which committee member is arm's length
  - Check if committee member will be participating via teleconference
  - Obtain supervisor and GC signature (be careful to place GC name on the correct signature line)
  - Email form to FGSR (gradpgm3@UAlberta.ca)
  - Save form in student electronic file on S drive, place copy in exam folder
  - Supervisory committee member(s) and arm's length members are listed under other examiners on FGSR form

Notify Student and Examiners

- Using the graduate student exam calendar, notify student and examiners of the exam date by creating a calendar invite on the day, time of the exam (block 3-4 hours); sample of description

> MSc Final Exam for Student Name on Tuesday, February 16, 2016 starting at 1:00 pm in Room 3-18J Agriculture/Forestry Building.
>
> Committee Composition
> Chair: First Name Last Name (indicate if arm's length examiner is serving as chair and examiner)
> Supervisor: First Name Last Name
> Supervisory Committee Examiner: First Name Last Name
> Arm's length Examiner: First Name Last Name

- Send email to student, supervisor and chair

> Hi Student's first name, your MSc final exam has been scheduled for Tuesday, February 16, 2016 starting at 1:00 pm in Room 3-18J Agriculture/Forestry Centre. Dr First Name Last Name will chair your exam.
>
> For AFNS, RR exams only: Please send me your thesis title and abstract one week prior to the exam date.
> For AFNS exams only: Instructions and information regarding your MSc final exam and completion of your program can be found here.

- If examiner is participating via skype, email supervisor asking to contact the faculty IT person assigned to that department for assistance in setting up the connection
- Create Thesis Approval form, FGSR web page under department in Forms Cabinet, click on Records; save to student's file on S drive; chair does not sign this form unless serving as both chair and examiner

Seminar Notice

- Students asked to email the GA the thesis title and abstract one week prior to the final exam
- AFNS
  - Create seminar notice using template on S drive exams folder in AFNS; include all formatting when pasting
  - Save electronic copy in student folder on S drive
  - Email seminar notice to AFNS All Staff Grads (subject line: PhD Final Exam Seminar-Student Name-Date)
  - Add seminar information to AFNS calendar; open calendar, highlight 1 hour on the exam date (eg exam starts at 9:00 am means the seminar starts at 9:00 am so you would book 1 hour in the calendar from 9-10 am)
  - For description put the student's thesis title, student name and in brackets (PhD with Dr Name of Supervisor)
  - Add seminar information to online ALES calendar
- RR
  - Create seminar notice using RR Seminar Notice mailout (S- GraduateStudensAdmin-Renewable Resources-Seminar Notices-Instructions for Campaigner)
  - Email to RR All Personnel; post on ALES calendar
  - Add seminar information to ALES calendar

Documentation

- Email UofA transcript, thesis approval form, FGSR exam adjudication link, chair's report sample (required by FGSR) to chair of the exam
- At the end of the exam the chair will return thesis approval form and chair's report
- Ensure student and student's supervisor receive a copy of the chair's report
- Normally examining committee members sign approval form, supervisor withholds signature until corrections made
- Contact HR when student completed for them to follow up with the supervisor to end the student's pay if required

7.5 Doctoral Written Comprehensive, Pre Candidacy

Written Comprehensive

HE
- Comprehensive exam takes place after completion of course work and before the candidacy exam, normally within the first two years of the program if the student had the expected basic competencies on admission
- Normally the oral candidacy exam will occur within six months of the written comprehensive exam
- The supervisory committee will arrange the exam and email confirmation of completion to the GA
- GA updates database with date of completion

REES
- Preliminary examinations are required prior to advancing to the candidacy examination for all PhD degrees
- Preliminary examinations, including grievance procedures administered by the department following FGSR guidance
- Department Chair, after consulting with the student's supervisor, will appoint committee chair for each preliminary or specialization exam
- Committee chair will appoint members of the examination committee
- Students in rural sociology are required to complete two comprehensive examinations: a preliminary examination and a specialization examination
- Supervisor will arrange the exam in consultation with the Department Chair who appoints a faculty member to serve as committee chair
- Supervisor will email confirmation of completion to the GA
- GA updates database with date of completion

Pre-Candidacy

RR
- See Section 4.2 of Graduate Handbook, Program Requirements Doctor of Philosophy

7.6 Doctoral Candidacy Exam

Committee Composition
- Minimum 5 faculty members comprised of the supervisory committee plus two arm's length faculty member normally from the UofA, can be from the department
- Arm's length examiner must have no involvement in student's research project and no collaboration with supervisor(s) for the past 6 years
- Maximum size is 7 examiners

Exam Setting Process
- Supervisor notifies GA of exam a minimum of 3 weeks prior with the exam date, time, and committee composition
- Create exam folder (red folder)
- Add Candidacy Exam check sheet, on S drive under Exams in each department's folder
- Add exam date to database
- Book room with department EA for AFNS and RR; HE, REES will book room and include in email setting the exam.
- Verify student has completed the ethics, course requirements and clear the requirements on the check off sheet
- Save an unofficial transcript to the student's folder on the S drive
- Verify examining committee composition
  - Minimum 5 faculty members normally composed of supervisory committee, 2 arms length examiner
  - Composition must be a minimum 50/50 split between UofA faculty members and non UofA faculty members
- Confirm with supervisor the examiners listed as arm's length meets the criteria
  - No involvement in student's research project
  - No collaboration with the supervisor(s) for the past 6 years)
  - Check supervisor's web page for any collaboration with the arm's length examiners; if yes notify the supervisor that this faculty member is not eligible to be the arm's length examiner and request they find a new examiner
- Assign a chair; must be chair only for all PhD exams
  - AFNS, email the division requesting a volunteer; if no reply within 2 days of email, send second email to all AFNS faculty; if no reply within 2 days of that email, email the GPC Division rep to find a chair for the exam
  - HE, REES, supervisor confirms chair in the email setting up the exam
  - RR, email members of the GPC first; if no GPC member is available email the supervisor requesting he/she find a chair from the alternative experienced faculty list; list can be found on the Shared Drive Examination Chairs
- Notice of examining committee and examination date
  - Form can be found on FGSR web page in Forms Cabinet, click on Records
  - Complete form
  - ID for faculty members on Chair Database or Campus Solutions Biodetails or Instructor, Administrator Table
  - If UofA faculty check off column one
  - Check if committee member has equivalent degree or higher
  - Check which committee members are arms length
  - Check if committee member will be participating via tele-conference
  - Obtain supervisor and GC signature (place GC name on the correct signature line)
  - Email form to FGSR (gradpgm3@UAlberta.ca)
  - Save form in student electronic file, place copy in exam folder
- Notify student and examiners of the exam date by creating a calendar invite on the day, time of the exam (block about 4 hours)
- Sample of description

> Candidacy Exam for Student's Name on Tuesday, February 16, 2016 starting at 1:00 p.m. in Room 3-10R Agriculture Forestry Centre.
>
> Committee Composition:
> Chair: First Name Last Name
> Supervisor: First Name Last Name
> Supervisory Committee Examiner: #1 First Name Last Name, #2 First Name Last Name
> Arms Length Examiner: #1 First Name Last Name, #2 First Name Last Name

- If an examiner is participating via skype, email the supervisor asking him/her to contact the faculty IT person assigned to that department for assistance in setting up the connections
- Send email to student, supervisor and chair
- Sample of email

> Hi student's name - your candidacy exam has been scheduled for Thursday, June 9, 2016 starting at 8:30 a.m. in Room 3-10 Agriculture Forestry Centre. The Committee Chair for your exam is Dr First Name Last Name.
>
> Add for AFNS/RR exams only: Information on the candidacy exam format and report is available on the department website: add department link. Please submit your report to the examining committee members 2 weeks prior to the candidacy exam (and cc to grad.ales@ualberta.ca).

- Email the following documents to the chair of the exam
  - UofA transcript,
  - Thesis approval form
  - Link to FGSR exam adjudication page
  - Sample of chair's report (required by FGSR
  - AFNS Candidacy Exam Report form (AFNS only)

Exam Outcome Reporting Process
- At the end of the exam the chair submits a report (sometimes chair's email the report to the student, supervisor and GA; if only sent to GA forward report to supervisor and student)
- If the outcome of the exam is pass complete the Candidacy Completion form on FGSR web page in Forms Cabinet, click on Records; date is the date of the candidacy exam
- Obtain supervisor and GC signatures, submit to FGSR, save signed form to student's efile
- Send a congratulation email with the chair's report attached to the student and supervisor

> Dear student name - Congratulations on the successful completion of the Doctoral Candidacy Examination. Extensive preparation is required for the candidacy examination and the successful completion of this exam emphasizes the excellence of your research ability as a graduate student.
>
> A copy of the chair's report is attached for your records.

- If outcome is conditional pass or fail send chair's report addressing the conditions to the Dean, FGSR, cc student, supervisor and exam chair, save to efile
- Add deadline date for the completion of conditions to your calendar as a reminder
- Supervisor informs the GA when the conditions have been met
- GA completes a Candidacy Completion form to submit to FGSR
- Contact supervisor is you have not received confirmation by the deadline date

7.7 Doctoral Final Exam

Committee Composition
- Minimum 5 faculty members comprised of supervisory committee, 1 arm's length faculty member normally from UofA, can be from department, 1 external examiner (expert in the student's research area from outside UofA)
- Arm's length examiner must have no involvement in student's research project and no collaboration with supervisor(s) for the past 6 years
- Maximum size is 7 examiners

Exam Setting Process
- Create exam folder (blue folder) and check sheet when supervisors notifies GA with external examiner information
- Supervisor must notify GA of external examiner at least 8 weeks prior to exam
- Information required includes name, full CV, list of PhD students external has supervised and served on committees, and if examiner is attending exam, participating by skype or will be a reader only
- Review external examiner's CV for any collaboration with supervisor
- Create the External Examiner Invitation form found on FGSR web page in Forms Cabinet, click on Records
- Obtain supervisor signature
- Email signed form to GC with the CV requesting approval
- When approved forward form and CV to Associate Dean ALES, for signature, email to FGSR
- Save to student's electronic file.
- Send confirmation email to external examiner and cc supervisor (sample email on S drive under External Examiners)
- Supervisor notifies GA at least 6 weeks prior with the exam date, time and committee composition
- Add exam date, convocation date to database
- Verify committee composition; minimum 3 supervisory committee members, 1 arm's length, external examiner
- Verify that student has completed the ethics, course requirements, seminar requirements, professional development for students who started program fall 2016 or later (clear the requirements on the check sheet)
- Confirm with supervisor the examiners listed as arm's length meets the criteria
  - No involvement in the student's research project
  - No collaboration with the supervisor(s) for the past 6 years
  - Check supervisor's web page for any collaboration with the arm's length examiners; if yes notify the supervisor that this faculty member is not eligible to be the arm's length examiner and request they find a new examiner
- Assign a chair (must be chair only for all PhD exams):
  - AFNS, email the division requesting a volunteer; if no reply within 2 days of email, send second email to all AFNS faculty; if no reply within 2 days of that email, email the GPC Division rep to find a chair for the exam
  - HE, REES, supervisor confirms chair in the email setting up the exam
  - RR, email members of the GPC first; if no GPC member is available email the supervisor requesting he/she find a chair from the alternative experienced faculty list; list of names on the Shared Drive Examination Chairs; GPC member should chair exam if any concerns (program GPA below 3.3 or candidacy exam was a conditional pass)
- Obtain email confirmation from supervisory committee members only (not supervisor, external or arms length examiner) 6 weeks prior to final exam that thesis has been read and he/she recommends thesis go to final exam
- Confirmation must be received before thesis sent to external examiner and exam notice is completed and signed
- Email a Word and PDF version of the thesis to external examiner at least 5 weeks prior to the final exam
- Notice of examining committee and examination date
  - Complete form found on FGSR web page under department in Forms Cabinet
  - If UofA faculty check column one
  - Check if committee member has equivalent degree or higher

- Check which committee members are arms length
- Check if committee member will be participating via teleconference
- Obtain supervisor and GC signature (be careful to place GC name on the correct signature line)
- Email form to FGSR
- Save form in student electronic file, place copy in exam folder
- Notify student and examiners of exam date by creating calendar invite on day, time of the exam (block 4 hours)
- Sample of description

> PhD Final Exam for Student Name on Tuesday, February 16, 2016 starting at 1:00 p.m. in Room 3-18J Agriculture/Forestry Centre.
>
> Committee Composition:
> Chair: First Name Last Name
> Supervisor: First Name Last Name
> Supervisory Committee Examiner: First Name Last Name; First Name Last Name
> Arms-Length Examiner: First Name Last Name
> External Examiner: First Name Last Name

- If an examiner is participating via skype, email the supervisor asking him/her to contact AFNS IT (Laura Ortegon-Rico – ortegonr@UAlberta.ca) for assistance in setting up the connections
- Send email to student, supervisor and chair

> Hi Student's first name - your PhD Final Exam has been scheduled for Tuesday, February 16, 2016 starting at 1:00 p.m. in Room 3-18J Agriculture/Forestry Centre. Dr. First Name Last Name will chair your exam.
>
> For AFNS/RR exams only: Please send me your thesis title and abstract one week prior to the exam date.
> For AFNS exams only: Instructions/information regarding your PhD final exam and completion of your program can be found here.

External Examiner Travel
- AFNS only
  - If external attending exam, GA sends AFNS External Examiner Travel Support form to supervisor to complete
  - Department will pay 50% travel costs (up to $750 per external) if the external presents a seminar during their visit
  - Contact supervisor with this information requesting they ask the external to give a seminar if they require department assistance in covering the travel costs and to inform the GA
  - If external is presenting seminar, supervisor is asked to include information for seminar on AFNS External Examiner Travel Support form
  - Supervisor is responsible for setting the external examiner seminar date and time
  - GA will book room and advertise the seminar as per the AFNS External Examiner Travel Support form
  - GA sends external invitation email, including instructions to book own travel arrangements and submitting non-employee expense claim. Include maximum amount that will be reimbursed for travel costs, if applicable. CC supervisor and finance administrator assigned to supervisor in email
  - Send a copy of the completed AFNS External Examiner Travel Support form to finance administrator
- All departments
  - If external is outside of Canada an invitation letter must be completed and sent to the external examiner
  - GA will need the external's full name and date of birth
  - Go to HRS Foreign Visitors site and choose Academic Evaluator/Examiner letter
  - Follow instructions on how to complete and send copy to immigration services as per instructions

Seminar Notice

- Seminar notice student; in the instructions students are asked to email the GA the thesis title and abstract one week prior to the final exam
- AFNS
  - Create a seminar notice using the template on the S drive under Exams folder in AFNS
  - Make sure to include all formatting when pasting into seminar form
  - Save electronic copy in student folder on S drive
  - Email seminar notice to AFNS All Staff and Grads (subject line: PhD Final Exam Seminar-Student Name-Date)
  - Add seminar information to AFNS calendar open Calendar, highlight 1 hour on the exam date (eg exam starts at 9:00 am means the seminar starts at 9:00 am so you would book 1 hour in the calendar from 9-10 am)
  - For description put the student's thesis title, student name and in brackets (PhD with Dr Name of Supervisor)
  - Add seminar information to ALES online calendar
- RR
  - Create seminar notice using RR Seminar Notice mailout (S- GraduateStudensAdmin-Renewable Resources-Seminar Notices-Instructions for Campaigner); Email to RR All Personnel; post on ALES calendar
  - Add seminar information to ALES online calendar
- External Examiner Seminar Notice (AFNS only)
  - Department will pay 50% of the external's travel costs (to a maximum of $750 per external) if the external presents a department seminar during his/her visit
  - Normally external seminar is held same day as the student's exam (eg 9:00 student exam; 2:30 external seminar)
  - Supervisor is responsible for arranging the date and time of the seminar with the external examiner
  - If supervisor has indicated the external will give a seminar GA books a room and contacts external for title of talk
  - 3-18J can be used, if unavailable try GSB 802 (contact Christie Nohos) or RO Central (casual room booking for 40 people in either AgFor or GSB)
  - Prepare a seminar notice using template on S drive under Exams in AFNS folder
  - Save electronic copy in student folder on S drive
  - Email to AFNS All Staff and Grads (subject line: Visiting Speaker Seminar-External's Name-Date)
  - Add seminar information to AFNS calendar open calendar, highlight 1 hour for the seminar
  - For description put seminar title, external name, title (professor, associate professor, etc), department, university
  - Add seminar information to ALES online calendar

Exam Outcome Reporting Process

- External to provide the report at least 5 working days prior to the exam
  - Report should be copied to GC, if not forward report
  - Supervisor and student should not see the report prior to the exam
  - Report should be emailed to student and supervisor after the exam has been completed
- Create Thesis Approval form FGSR web page under department in Forms Cabinet
- Chair does not sign, only examining committee, click on Records
- Save to student's electronic file
- Email UofA transcript, thesis approval form, instructions for chair, sample chair report (FGSR required) to exam chair
- At the end of the exam the chair will return thesis approval form and chair's report
- Ensure student and student's supervisor receive a copy of the chair's report
- Normally the examining committee members sign the thesis approval form but the supervisor withholds his/her signature until corrections are made
- Copy HR with congratulation email to student, confirm thesis approval form sent to FGSR, to end student pay

7.8 External Examiner Appointment

	AFNS	HE	REES	RR
External Reader	Yes	Yes	Yes	Yes
External examiner attending	Yes, supervisor covers travel costs; department covers 50% of external examiner travel expenses up to $750 if external presents department seminar during the visit	Yes, supervisor or external examiner cover travel costs	Yes, supervisor or external examiner cover travel costs	Yes, supervisor or external examiner cover travel costs
External examiner skype	Yes	Yes	Yes	Yes

External Examiner Types
- Policy governing appointment of external examiner's falls under jurisdiction of the FGSR
- Information on external examiner appointment is available in the FGSR Graduate Program Manual, Section 8.3.4, Conduct of Examinations Final Doctoral Examination
- There are two categories for externals, external readers and external examiners
- External Readers
  - Do not attend the examination in person
  - Are deemed to be in attendance at the examination
  - Asked in invitation letter to prepare a written report with an evaluation of the thesis scope, structure, methods and findings, a list of minor errors (if any) and a list of clear, direct, contextualized questions to be posed to the candidate during the exam, or a brief written commentary of the thesis to be read by the chair during the exam
  - Include a statement that the thesis falls into one of two categories, acceptable or unacceptable
  - Acceptable with minor or no revisions; the external reader submits the report to GC at least one week before the exam; if considers the thesis worthy of consideration for an award he/she comments in the written evaluation
  - Unacceptable without major revisions; the external reader contacts the Dean, FGSR, immediately by email as the examination may need to be postponed
  - Questions and commentary will be made available to the student and supervisor for the first time during the examination and the committee will evaluate the student's answers as part of the examination
- External Examiners
  - Attend the examination in person or by skype
  - In the letter of invitation, the external examiner is requested to prepare and send to the GC, at least one week in advance of the examination, an evaluation of the thesis placing it temporarily in one of the following categories
    The thesis is acceptable with minor or no revisions
    The external examiner wishes to reserve judgement until after the examination
    The thesis is unacceptable without major revisions
  - In the first two cases, external examiner is asked to provide a brief written commentary (approximately 2-3 pages) on structure, methods, quality, significance and findings of the thesis for the student and supervisor
  - The commentary will be made available to the student and supervisor for the first time during the examination
  - If the thesis is judged by the external examiner to fall into the unacceptable category, then the external examiner is asked to contact the Dean, FGSR immediately, since the final examination may have to be postponed

Invite External Examiner Process
- Supervisor submits external examiner CV to GA (2 months prior to exam for AFNS; 6 weeks for HE, REES, RR
- CV must include education, employment history, last 5 years of publications, list of PhD students supervised, list of PhD supervisor and examination committees served on

- GA reviews external examiner's CV for any collaboration with supervisor
- Create the Approve External Reader or Examiner for Final Doctoral Oral Examination form found on the FGSR web page in Forms Cabinet, click on Records
- Obtain supervisor signature
- Email signed form to GC with the CV requesting approval
- When approved forward form and CV to Associate Dean, ALES, for signature
- Email to FGSR, save to student's efile and put hardcopy in blue exam folder
- If a GC has a question regarding the external examiner, the question should be directed to the supervisor not GA
- If requested by supervisor, complete Request for Funds for External Examiner Travel form in FGSR Forms Cabinet
- Send confirmation email to external examiner, copy supervisor (sample email on S drive under External Examiners)
- Put a hardcopy of email in blue exam folder
- AFNS only
  - If external will be attending exam, GA sends AFNS External Examiner Travel Support form to supervisor
  - Department will pay 50% of travel costs (up to $750 per external) if the external presents a seminar during visit
  - Contact supervisor with this information requesting they ask external to give a seminar if they require department assistance in covering the travel costs and to inform the GA
  - If external is presenting seminar, supervisor is asked to include information for seminar on AFNS External Examiner Travel Support form
  - Supervisor is responsible for setting the external examiner seminar date and time
  - GA will book room and advertise the seminar
  - GA sends external invitation email, including instructions to book own travel arrangements and submitting non-employee expense claim
  - Include maximum amount that will be reimbursed for travel costs, if applicable
  - Copy supervisor and finance administrator assigned to supervisor
  - Send a copy of the completed AFNS External Examiner Travel Support form to finance administrator.
- All Departments
  - If external attending the exam is outside of Canada an HR invitation letter must be completed and sent to the external examiner
  - GA will need the external full name and date of birth
  - Go to HRS Foreign Visitors site and choose Academic Evaluator Examiner letter
  - Follow instructions on how to complete and send copy to immigration services as per instructions
- Email a Word and PDF version of the thesis to external examiner at least 5 weeks prior to the final exam, after supervisory committee has approved the thesis for final exam
- External to provide the report at least 5 working days prior to the exam
- Report should be copied to GC, if not forward the report
- Supervisor and student should not see the report prior to the exam
- Report should be emailed to student and supervisor after the exam has been completed

Reimbursement External Examiner Travel Expenses
- GA assists with reimbursement where needed in coordination with supervisor's financial team member
- See External Examiner Flow Chart (Section 7.8.1) and Grad Team and Finance Team (Section 15)

7.8.1 External Examiner Flow Chart

```
┌─────────────────────────────┐
│ Supervisor submits CV of     │
│ external examiner to GA      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐        ┌──────────────────────────────────┐
│ GA completes Approve External│        │ Send confirmation letter to       │
│ Reader or Examiner for Final │        │ external examiner with date, time │
│ Doctoral Oral Examination form│──────▶│ of exam (copy supervisor);        │
│ obtains department and faculty│        │ AFNS include information for non- │
│ signatures, submits to FGSR  │        │ employee expense claim if external│
└─────────────────────────────┘        │ attending in person (see below)   │
              │                         └──────────────────────────────────┘
              ▼
┌─────────────────────────────┐
│ Is external examiner          │           ┌────────┐   ┌──────────────────────┐
│ participating in person at    │──────────▶│   No   │──▶│ Email supervisor with │
│ the exam                      │           └────────┘   │ instructions to contact│
└─────────────────────────────┘                          │ ALES IT support for   │
              │                                           │ skype connection      │
         ┌────────┐                                       └──────────────────────┘
         │  Yes   │
         └────────┘
              │
              ▼
┌─────────────────┐           ┌────────┐   ┌──────────────────────┐
│   AFNS exam      │──────────▶│   No   │──▶│ No action required;   │
└─────────────────┘           └────────┘   │ Supervisor and external│
              │                             │ examiner arrange travel│
         ┌────────┐                         │ and reimbursement of  │
         │  Yes   │                         │ travel expenses       │
         └────────┘                         └──────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────────────────────────────┐
│ AFNS only; department will cover 50% of travel expenses up to $750 if  │
│ external presents a departmental seminar                               │
└─────────────────────────────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────────────────────────────┐
│ Email supervisor AFNS External Examiner Travel Support form            │
└─────────────────────────────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────────────────────────────┐
│ GA sends external examiner confirmation letter with date, time of exam │
│ and non-employee expense claim instructions (copy supervisor and       │
│ Finance Admin assigned to supervisor)                                  │
└─────────────────────────────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────────────────────────────┐
│ External examiner books own travel arrangements (flight and hotel);    │
│ external contacts Finance Administrator if any questions related to     │
│ expense claim                                                           │
└─────────────────────────────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────────────────────────────┐
│ GA sends AFNS External Examiner Travel Support form to Finance Admin    │
└─────────────────────────────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐    ┌────────┐   ┌──────────────────────┐
│ Finance, did external present│───▶│   No   │──▶│ Finance calculates    │
│ department seminar           │    └────────┘   │ total expenses (less  │
└─────────────────────────────┘                  │ FGSR external travel  │
              │                                   │ funds if received);   │
         ┌────────┐                               │ processes expense     │
         │  Yes   │                               │ claim with speed code │
         └────────┘                               │ provided on AFNS      │
              │                                   │ external examiner     │
              ▼                                   │ travel support form   │
                                                  └──────────────────────┘
┌─────────────────────────────────────────────────────────────────────┐
│ Finance calculates total expenses, divide in half; process expense     │
│ claim with speed code on AFNS External Examiner Travel Support form;    │
│ Finance must ensure expenses split equally between department and       │
│ supervisor if FGSR Travel funds are received                            │
└─────────────────────────────────────────────────────────────────────┘
```

8.0 Convocation

Convocation Ceremony
- The Uof A convocation ceremony is held twice per year November (fall term) and June (spring term)
- Check UofA website to confirm dates each year

Graduate Administrator Instructions
- Update Next Convocation query on database to current convocation
  - Open query
  - Click on protractor icon (top left)
  - Change date under Convocation column
  - Click on table icon (top left) to go back to main query and save
  - List should show all students who have recently completed their program
- Review FGSR list against list of students showing in the Next Convocation query
- If student is on the FGSR list but not in the next convocation query (mainly happens with course-based students)
  - Check students transcript to see if student completed all program requirements
  - If course based check if research project course has a grade (either alpha or CR/NC) and confirm with supervisor student has completed; if yes, complete Report of Completion form, obtain signatures and submit to FGSR
  - If thesis based check if thesis approval form has been signed and submitted to FGSR
  - If student is listed in the next convocation query but not on FGSR list change convocation date to the next term

ALES Convocation Lunch
- ALES hosts an informal lunch for graduate and undergraduate students in the Atrium for fall and spring convocations
- ALES will request confirmation of convocants and email addresses from the GAs

9.0 Graduate Program Committees

Committees General
- Department GPCs, consisting of faculty members and graduate student reps, govern all matters related to each department's graduate program.
- The committee ensures department policy is consistent with FGSR policy, establishes new policies and procedures, adjudicates awards, facilitates communication between the department GSA and GPC

AFNS Graduate Program Committee
- AFNS GPC membership consists of the GCs (Associate Chair, Vice-Associate Chair), and faculty and graduate student reps from the four divisions - Animal, Plant, Human Nutrition and Food Division
- Meetings are held every 4-6 weeks from September 1 through to June 30 each year
- GCs (Associate Chair, Vice-Associate Chair) and Faculty reps are appointed by the Chair and serve 2-3 years
- Graduate Student reps serve for 1 year and are appointed by the AFNS Graduate Students following GSA Election procedures

HE Graduate Program Committee
- HE GPC membership consists of the GC, 4 faculty reps and 2 graduate student reps
- Meetings are held the last Tuesday of every month between September 1 and June 30 each year
- GPC members are appointed by the Chair

REES Graduate Program Committee
- REES GPC membership consists of the Department Chair and 2 GCs
- Unofficial meetings are held throughout the year
- GPC members are appointed by the Chair

RR Graduate Program Committee
- RR GPC membership consists of the GC (Associate Chair), five faculty reps and one graduate student rep
- Meetings are held as needed between September 1 and June 30 each year
- GPC members are appointed by the Chair

Graduate Administrator Responsibilities:
- GAs can provide the following services, if requested by the department
- Sets meeting dates as needed in collaboration with the GA
- When a meeting is set, sends calendar invite to GPC members
- Prepare agenda
- Send meeting documents to GPC members, agenda, previous meeting notes, supporting documents as required
- Attend meetings and take notes
- Bring extra hard copies of agenda and supporting documents
- Prepare minutes and send to review by GC
- Complete action required items assigned to GA and send reminder email to reps who were assigned an action required item

10.0 Human Resources Overview

Funding From	AFNS	HE	REES	RR
Department	GTA, emergency, tuition award	GTA	GTA	GTA, emergency
Supervisor	GRA, GRAF	GRA, GRAF	GRA, GRAF	GRA, GRAF
Scholarship	Internal, external	Internal, external	Internal, external	Internal, external
Self Funded	Yes, student must confirm has sufficient funds for duration of program	Yes, student not required to confirm has sufficient funds	Yes, student not required to confirm has sufficient funds	Yes, student not required to confirm has sufficient funds
Tuition Remission	Paid by supervisor; partial (differential) or full; no reduction in supervisor funding	No	Paid by supervisor; partial (differential) or full; no reduction in supervisor funding	Paid by supervisor; partial (differential) or full; no reduction in supervisor funding
Ending Student Pay	Yes if GTA, GRA contract expired; No for GRAF unless student completed program or supervisor proves lack of progress	Yes if GRAF, GTA, GRA contract expired	Yes if GRAF, GTA, GRA contract expired	Yes if GRAF, GTA, GRA contract expired
Signatures GRAF Offer Letters Paid by Supervisor	Associate Chair, Graduate Programs, Supervisor	Department Chair, Supervisor	Department Chair, Supervisor	Associate Chair, Graduate Programs, Supervisor
Signatures GRA Offer Letter Paid by Supervisor or Department	Associate Chair, Graduate Programs, Supervisor	Department Chair, Supervisor	Department Chair, Supervisor	Associate Chair, Graduate Programs, Supervisor
Signatures GTA Offer Letters Paid by Department	Assistant Chair, Instructor	Department Chair, Instructor	Department Chair, Instructor	Assistant Chair, Instructor
Signatures Offer Letters Paid by Department	Assistant Chair, Supervisor	Department Chair, Supervisor	Department Chair	Assistant Chair, Supervisor

See section 10.2 Human Resources – Graduate Student Pay for a description of GRA, GTA, GRAF.

10.1 Human Resources Graduate Student Pay

Starting Student Pay

GA emails list of new incoming students who will be receiving supervisory funding to HR Team each term

↓

Student arrives at the UofA → Copy of Study Permit and SIN required for student's HR file; save in S drive (HR or GA to do)

↓

Supervisor emails HR contact with pay details, monthly amount, start/end dates, speed code

↓

HR sends offer letter to supervisor and student

↓

Supervisor and student sign letter and return to HR

↓

HR saves letter to S file, prepares and submits EPAF

Ending Student Pay

HR completes EPAF to end student's pay when

→ GA copies HR on email to student congratulating student on the completion of their program; HR confirms with supervisor date to end student's pay

→ HE, REES, RR only, supervisor emails HR contact requesting they end student's pay on a specific date

→ AFNS only, supervisor emails HR contact requesting they end student pay on a specific date; HR contact discusses with GA appropriate steps to take as per department policy

↓

HR confirms student's GRAF, GTA, GRA contract has ended and submits EPAF to end pay

Continuing Student Pay

```
        ( June 1 )  ───────────▶  ┌─────────────────────────────────────────────┐
                                  │ HR emails supervisor requesting confirmation │
                                  │ of students to be paid (request start and    │
                                  │ end dates, dollar value per month, speed      │
                                  │ code) by July 15 each year                    │
                                  └─────────────────────────────────────────────┘

     ( July 15-31 ) ◀──────────▶  ┌─────────────────────────────────────────────┐
                                  │ Send offer letters to supervisor (copy        │
                                  │ student) for signature                        │
                                  └─────────────────────────────────────────────┘
```

┌────────────────────────┐   (No) ─────────▶ ┌──────────────────────────────────┐
│ August 15 signed offer │   ────▶   │ Email supervisor to confirm pay │
│ letter received   │   │ is continuing; indicate cannot   │
└────────────────────────┘   │ guarantee student will be paid   │
                                                        │ on time if pay information   │
         │   │ received after August 15   │
         ▼   └──────────────────────────────────┘
      (Yes) ◀───────────────────────────────────   │
         │   ▼
         ▼   (No)
┌────────────────────────┐   │
│ Save signed offer   │   ▼
│ letter to student HR   │   ┌──────────────────────────────────┐
│ file on S drive; create│   │ HE, REES, RR request supervisor │
│ EPAF; add pay details │   │ inform student; do not complete │
│ to database   │   │ new offer letter   │
└────────────────────────┘   └──────────────────────────────────┘

┌────────────────────────┐
│ AFNS check with GA if │ ◀──────────────────────────
│ student has completed │
│ program; see AFNS   │
│ Standard Operating   │
│ Procedure Guidelines   │
│ for Reporting Student │
│ Progress   │
└────────────────────────┘
         │
         ▼
┌────────────────────────┐   (No) ─────────▶ ┌──────────────────────────────────┐
│ Student completed   │   ────▶   │ GA sends emergency GRAF request │
│ program   │   │ to supervisor; HR does not end   │
└────────────────────────┘   │ pay until confirmed by GA   │
         │   └──────────────────────────────────┘
         ▼
      (Yes)
         │
         ▼
┌────────────────────────┐
│ HR ends student's pay │
│ as per supervisor   │
│ instruction   │
└────────────────────────┘

Graduate Research Assistantship Fund

- Paid to students completing work related to their graduate program by their supervisor or department
- AFNS, REES, RR continuing students
  - HR prepares offer letters for all continuing students and sends to student (copy supervisor) with instructions to review letter with supervisor, return if corrections required or add speed code (supervisor), sign letter (supervisor and student), and return to HR
  - HR will obtain department signature, request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
  - At the end of the first month of each term HR and Grad teams review HR database to ensure all students that should receive funding have been appointed
- AFNS, RR new students
  - GA sends list of new students (include last name, first name, email address, student ID, program, pay amount as per MOU{AFNS} or Supervisor Checklist{RR}, supervisor), who will be receiving financial assistance from their supervisor to HR Team each term
  - GA updates the list when they know which students have arrived and which students are no shows
  - HR prepares offer letters for new graduate students and sends to faculty members (copy student) with instructions to review letter with student, return if corrections required or add speed code (supervisor), sign letter (supervisor and student), give to student to return HR
  - HR will obtain department signature, request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
  - At the end of the first month of each term HR and Grad teams review HR database to ensure all students that should receive funding have been appointed
- REES new students
  - Research and Academic Programs Manager updates the Google sheet with student pay information (include last name, first name, pay amount, course number if applicable, speed code, start and end dates) when the department knows which students have arrived and which students are no shows
  - HR prepares offer letters for new students and sends to Research and Academic Programs Manager with instructions to review letter with student, return if corrections required or sign letter (student and department chair), give to student to return to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
  - At the end of the first month of each term HR and Grad teams review HR database to ensure all students that should receive funding have been appointed
- HE new and continuing students are not funded by supervisor or department under GRAF

Graduate Research Assistantship

- Paid to students completing work not related to their graduate program either by their supervisor, another faculty member or a department
- From Faculty member:
  - Faculty member emails HR contact to set up a GRA
  - Email must include full name of student, job duties, number of hours per week, speed code, start and end dates
  - GSA Collective Agreement governs the number of hours per week and student's pay
  - HR prepares offer letters and sends to faculty members (copy student) with instructions to review letter with student, return if corrections required or complete Time Use Guideline with student, sign guideline and letter (supervisor and student), give to student to return to HR

- HR will obtain department signature, request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
- From department (HE only)
  - APO or Chair update Google sheet listing full name of student, start/end dates, job duties, speed code, # of hours per week, dollar value and submits to HR
  - HR prepares offer letter(s) and sends to Chair with instructions to review letter, return if corrections required or Chair signs the letter and requests the GRA supervisor complete the Time Use Guideline with student, signs guideline and letter (student and supervisor), give to student return to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF

Graduate Teaching Assistantship
- Paid to students assisting with a course in either Fall or Winter term by a department:
- AFNS
  - HR updates historical data and Google sheet with current registration numbers and send to Assistant Chair
  - Assistant Chair updates Google sheet confirming instructor and department TA or Marker allocations and returns to HR
  - HR Team emails instructors confirming department approvals and requesting names of TAs and or Markers
  - If position is held by a graduate student HR prepares offer letters and sends to Assistant Chair with instructions to review letter, return if corrections required or sign letter and return to HR
  - Upon receipt of letter signed by department, HR T sends the Offer letter and Time Use Guideline form to the student (copy instructor) requesting the student and instructor complete Time Use Guideline together, sign guideline and letter (supervisor and student), and student returns documents to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
  - If position is held by a non-graduate student HR follows NASA employment appointment procedures
  - If undergrad use the Non Graduate Student Employment form
- HE
  - HR sends RA or TA application form to faculty members and graduate students; forms are completed and returned to the department (Chair, APO or EA)
  - Chair or APO updates Google sheet with RA, TA name, start and end dates, course name and number, speed code, dollar value and submits to HR
  - HR obtains speed code from supervisor, prepares offer letter(s) and sends to Chair or APO with instructions to review letter, return if corrections required or sign letter and return to HR
  - HR sends letter to student (cc supervisor) requesting student and supervisor complete Time Use Guideline, sign guideline and letter and return to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
- REES
  - HR sends Google sheet to Research and Academic Programs Manager to update with name of TA, start and end dates, course name and number, speed code, dollar value and returns to HR
  - HR prepares offer letter(s) and sends to Research and Academic Programs Manager with instructions to review letter, request corrections if required or sign and return to HR
  - HR sends Time Use Guideline and offer letter to student to sign and return to HR

- HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
- RR
  - Assistant Chair prepares spread sheet confirming instructor and department approvals and returns to HR
  - Instructor emails HR confirming names of TAs and or Markers
  - If position is held by a graduate student HR prepares offer letter and sends to Assistant Chair with instructions to review letter, return if corrections required or sign letter and return to HR
  - Section D of the offer letter (maximum hours assigned per week) indicate number of hours per week and in brackets indicate max number of hours for the term (eg 4 hours per week, max of 60 hours for the term)
  - Upon receipt of letter signed by department, HR sends Graduate Student Employment form, offer letter and Time Use Guideline form to the student (copy instructor) requesting the student and instructor complete Time Use Guideline together, instructor signs guideline and letter, student signs guideline and letter, and returns to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF
  - If position is held by a non-graduate student HR sends the Non Graduate Student Employment form to the non-graduate student to complete and submit
  - Upon receipt of the non-graduate student form, HR prepares offer letter(s) and sends to Assistant Chair with instructions to review letter, return if corrections required or sign letter and return to HR
  - Upon receipt of letter signed by department, HR sends the offer letter to the non- graduate student (copy instructor) requesting the TA or marker and instructor complete Time Use Guideline together, instructor signs guideline and letter, TA or Marker signs guideline and letter, and returns to HR
  - HR will request study permit, SIN documents as needed, save signed letter to student's folder on the S drive, prepare and submit an EPAF

Scholarships, Awards

- Paid to students receiving an ALES award where the endowment is held within the Faculty of ALES
- Internal Faculty of ALES award and scholarship
  - GA confirms funds available and speed code with Finance APO
  - GA sends signed award letter and student email confirming acceptance of the award to the HR Contact (copy Finance APO) requesting payment of the award to the student using speed code obtained from Finance APO
  - In the email include ID, full name, dollar value, speed code
- AFNS Internal UofA award, scholarship
  - If a student receives a scholarship in excess of the annual amount plus tuition for one year (MSc Canadian student must be awarded a scholarship greater than $27,000 - $21,000 annual stipend plus $6,000 tuition)
  - Students receiving scholarships less than annual amount plus tuition for one year may receive a reduced stipend
  - The supervisor's contribution in these cases is determined by using the equation: annual stipend + tuition for one year -scholarship (MSc Canadian student receives a scholarship of $17,500: $21,000 + $6,000 - $17,500 = $9,500 divided over 12 months = $791.67 to be paid monthly by the supervisor)
  - GA sends award letter and calculation to student's supervisor (copy HR) requesting the supervisor email their HR contact if they are reducing their financial assistance to the student as per the calculation
- REES, RR Internal UofA award, scholarship
  - GA sends award letter to student's supervisor (copy HR) requesting the supervisor email their HR contact if they are reducing their financial assistance to the student
- External award, scholarship
  - Not governed by departments or UofA

- Travel Award
  - Limited funds available to graduate students in AFNS or RR who are presenting their research at a conference
  - AFNS Travel Award, GA forwards congratulation email to HR Contact requesting payment of the award to the student using speed code 00517; in the email include ID, full name, dollar value, speed code
  - RR Travel Award, student emails supporting documents as per travel award guidelines to GA who forwards email with supporting documents and the congratulation email to HR requesting payment of the award to the student using speed code 18404; in the email include ID, full name, dollar value, speed code (18404); award is paid on a claim reimbursement basis after the conference
  - Supporting documents include copy of FGSR Travel Award and/or GSA Travel Award letters or emails confirming they applied but were refused an award; original receipts for expenses incurred during travel to the conference

10.2 AFNS Graduate Student Pay

Funding AFNS Graduate Students
- Funding support from supervisor (GRAF or GRA)
- Funding support from scholarship;
- Self funded
- Funding support from department (GTA or emergency)

Funding Support from Supervisor
- Department minimum GRAFs
- MSc $21,000 per year or $1750 per month
- PhD $23,000 per year or $1,916.67 per month
- HR Team is responsible for ensuring department minimums are followed
- If a faculty member agrees to financial assistance for a graduate student (GRAF), funding must continue as below
- Until the student has completed his/her program
  - GA copies HR on email to student and supervisor when a thesis approval form has been submitted to FGSR
  - HR is responsible for contacting the supervisor to confirm an end date
  - If a supervisor runs out of money before the student has completed his/her program, the supervisor can request an emergency GRAF from department funds; supervisor completes emergency GRAF form and submits to GA; GA sends request to Assistant Chair, AFNS for review and approval; GA forwards department email to supervisor confirming department decision; GA forwards department approval email to HR contact requesting they change the student's pay (include ID, full name, start and end dates of GRAF Emergency, dollar value, speed code – GRAFU); update the GRAFU spreadsheet.
- Until the student receives a scholarship in excess of the annual amount plus tuition for one year (MSc Canadian student must be awarded a scholarship greater than $27,000 equal to $21,000 annual stipend plus $6,000 tuition)
  - Students receiving scholarships less than annual amount plus tuition for one year may receive a reduced stipend
  - The supervisor's contribution in these cases is determined by using the following equation: annual stipend + tuition for one year – scholarship (MSc Canadian student receives a scholarship of $17,500: $21,000 + $6,000 - $17,500 = $9,500 divided over 12 months = $791.67 to be paid monthly by the supervisor)
- Supervisor demonstrates lack of progress
  - See section Termination of Program, AFNS Standard Operating Procedure Guidelines for Reporting Student Progress

Funding Support From Scholarship
- External Scholarship from student's home country or external agency
  - Scholarship is paid directly to the student from the scholarship holder
  - No payroll paperwork is required from the UofA side
- Internal Scholarship offered through FGSR (Tri-Council, Vanier)
  - FGSR prepares scholarship paperwork
  - No payroll paperwork is required from the ALES
- Department or ALES Awards
  - See section for processing instructions for department or faculty held awards

Self Funded
- Student guarantees he/she has sufficient personal funds to support them throughout their program
- Self-funded students are eligible to apply for UofA scholarships (department/ALES, FGSR) but are not eligible for emergency GRAF

Funding Support From Department
- The department offers funding for GTA positions, emergency funding requests and tuition awards only
- GTA student is paid 100% from the department for TA positions
- Emergency funding requests see Funding Support from Supervisor
- Tuition awards

GRAF Emergency Funds Application Form
- Approximately 38% of GRAF funds will be used to assist faculty members to fund graduate students when additional funds are not available

75/25 Split	PhD $23,000 per annum	MSc $21,000 per annum
GRAF Minimum Per Month	$1,916.67	$1,750
75% Department	$1,437.50	$1,312.50
25% Supervisor	$479.17	$437.50

GRAF emergency assistance application must be submitted by a Faculty member
Eligibility: Faculty member includes the following with each application: • Reason for the request (funding to support the student's graduate program is no longer available due to rejection of research grant or student's program is taking longer than anticipated to complete)   • Student is in good standing academically   • Research progress of student and time line for completion of student's program   • Justification of financial need (based on the finances of the supervisor)   • Financial support plan – review of efforts to obtain additional funds to support this graduate student's program (eg list submitted proposals, proposals under development, awards student has applied for)

Student's Name and ID: _____

Supervisor: _____

Degree: _____

Start Date: _____

End Date: _____

Term Applying (check off each term you are applying for assistance):	Sept-Dec	Jan-April	May-Aug

Attach Additional Information

☐ GRAF Emergency Assistance

☐ Reason for the request
☐ Student is in good standing academically
☐ Committee Meeting forms and/or minutes
☐ Research progress of student and time line for completion of student's program
☐ Justification of financial need (subject to review of supervisor's financial records)
☐ List of Current Graduate Students and how they are funded

10.3 HE Graduate Student Pay

Funding HE Graduate Students
- Funding support from scholarship
- Self funded
- Funding support from department (GRA or GTA)
- Funding support from supervisor (GRA or GRAF)

Funding Support From Scholarship
- External scholarship from student's home country or external agency
  - Scholarship is paid directly to the student from the scholarship holder
  - No payroll paperwork is required from the UofA side.
- Internal Scholarship offered through FGSR (Tri-Council, Vanier)
  - FGSR prepares scholarship paperwork
  - No payroll paperwork is required from the ALES

Self Funded
- Student guarantees he/she has sufficient personal funds to support them throughout their program
- Self funded students are eligible to apply for UofA scholarships (department, ALES, FGSR)

Funding Support From Department
- The department offers funding to support GRA or GTA only
- GRA student is paid either 100% from the faculty member supervising the student for the GRA or the supervising faculty member and department split the pay
- GTA student is paid 100% from the department for TA positions

Funding Support From Supervisor
- The supervisor may offer funding to support GRA normally split with department funding or only
- GRA student is paid either 100% from the faculty member supervising the student for the GRA or the supervising faculty member and department split the pay
- GRAF student is paid 100% from the faculty member supervising the student for work being completed towards their research project

10.4 REES Graduate Student Pay

Funding REES Graduate Students
- Funding support from scholarship
- Self funded
- Funding support from department (GRA or GTA)
- Funding support from supervisor (GRA or GRAF)

Funding Support From Department
- Funding support of a student's program for the first 8 months of their graduate program (as GTA or GRA) at a value equal to 10 hrs per week as per the GSA Collective Agreement
- GTA positions student is paid 100% from the department for TA positions

Funding Support from Supervisor
- Upon completion of department funding, the supervisor agrees to financial assistance (GRAF) at a value equal to 12 hrs per week as per the GSA Collective Agreement
- Funding for a graduate student continues until
  - Student has completed his/her program; GA sends email to HR Team contact (copy supervisor) to end student's pay when a thesis approval form has been submitted to FGSR for the student.
  - Supervisor runs out of funds; supervisor informs HR to end student's pay
  - Student receives a scholarship; supervisor informs HR the new amount to be paid

Funding Support From Scholarship
- External scholarship from student's home country or external agency
  - Scholarship is paid directly to the student from the scholarship holder
  - No payroll paperwork is required from the UofA side.
- Internal Scholarship offered through FGSR (Tri-Council, Vanier)
  - FGSR prepares scholarship paperwork
  - No payroll paperwork is required from the ALES

Self Funded
- Student guarantees he/she has sufficient personal funds to support them throughout their program
- Self funded students are eligible to apply for UofA scholarships (department, ALES, FGSR)

10.5 RR Graduate Student Pay

Funding RR Graduate Students
- Funding support from scholarship
- Self funded
- Funding support from department (GTA or emergency)
- Funding support from supervisor (GRA or GRAF)

Funding Support from Supervisor
- Financial assistance (GRAF) from the supervisor normally continues until
- Student has completed his/her program
  - GA sends email to HR (copy supervisor) to end student's pay when a thesis approval form has been submitted to FGSR for the student
  - The supervisor runs out of funds; supervisor informs HR to end student's pay
  - If a supervisor runs out of money before the student has completed his/her program, the supervisor or student can request emergency financial assistance
  - Supervisor or student sends email to GA or GC
  - GC reviews and approves the funding assistance requests and notifies the GA, student and supervisor
  - Upon email approval, GA forwards email to HR contact requesting they change the student's pay (include ID, full name, start and end dates of GRAF emergency, dollar value, speed code 18404)
- Student receives a scholarship
  - Supervisor informs HR the new amount to be paid
- To encourage students to finish within a reasonable length of time, supervisor provided funding is limited to
  - 2 years MSc with 1 data chapter
  - 2.5 years MSc with 2 data chapters
  - 4 years PhD with 3 data chapters
  - 4.5 years PhD with 4 data chapters

Funding Support from Scholarship
- External scholarship from student's home country or external agency
  - Scholarship is paid directly to the student from the scholarship holder
  - No payroll paperwork is required from the UofA side.
- Internal Scholarship offered through FGSR (Tri-Council, Vanier)
  - FGSR prepares scholarship paperwork
  - No payroll paperwork is required from the ALES
- Department Awards

Self Funded
- Student guarantees he/she has sufficient personal funds to support them throughout their program
- Self funded students are eligible to apply for UofA scholarships (department, ALES, FGSR) but are not eligible for emergency department funding

Funding Support From Department
- The department offers funding for GTA positions or emergency funding requests only
- GTA student is paid 100% from the department for TA positions
- Emergency Funding requests from student or supervisor to provide financial assistance to help the student complete their program.; considered on a case by case basis

10.6 AFNS GTA Procedures Flow Chart

HR reviews	→	Timelines in May (fall term) and October (winter term), adjust dates and emails updated timelines to Assistant Chair
	→	Contacts course management for enrollment report
	→	Updates stats and emails to Assistant Chair

| Assistant Chair will | → | Update stats documents with instructor name, indicate TA and/or Marker approval for each course and return to HR |

	Fall term timeline	Winter term timeline	Spring term timeline
HR updates timeline, request enrollment report, update stats and send to Assistant Chair	May	October	April 1
Assistant Chair returns TA Marker approvals; HR emails instructors requesting TA Marker names; fall, winter TAs paid 4 hrs/wk over 16 weeks; Spring TAs paid 8 hrs/wk over 8 weeks	June	November	April 8-15
Instructor confirms names, HR completes offer letters and submits to Assistant Chair who signs and returns to HR, letter sent to instructor and student for signature and returned to HR	July	December	April 18-25
HR completes EPAFs; request for additional TA assistance made by Assistant Chair after the term registration deadline	August September	December, January	May 1

Sample Email from GTA Flow Chart for AFNS

Here is the procedure to be followed for AFNS TA Appointments

HR, Donna
- Step 1. Review timelines, adjust dates and email Francois updated timeline for each term (beginning of May for fall term; beginning of October for winter term)
- Step 2. Contact Francine Hodder requesting enrollment report for current term under review for TA appointments (reviewing fall 2018 TA appointments, request fall 2018 enrollment report)
- Step 3. Update stats and Google sheet
- Step 4. Email stats and enrollment report to Francois

Francois
- Step 1. Update Google sheet with instructor name
- Step 2. Indicate TA and/or Marker approval for each course
- Step 3. Return stats document to Donna to begin TA/Marker appointment process

Fall term timeline
- September 10 - EPAFs must be entered and approved in the system for September 25 pay date
- August 15 to September 10 - Donna to complete EPAFs for TA, Marker appointments
- July 31 - Deadline for students to return signed offer letter, time use guideline and Grad Employment form to Donna
- July 18 - Donna to send offer letter, time use guideline, Grad Employment form to student requesting student and instructor complete time use guideline, sign offer letter and time use guideline, return both forms along with completed Grad Employment form to Donna by July 31
- July 16 - Francois to return signed offer letters to Donna
- July 12 - Donna to send offer letters to Francois for signature
- July 9 - Instructor deadline to confirm TA, Marker for their course
- June 20 - Donna to email instructors with TA, Marker approvals for their course
- June 15 - Francois to update Google sheet with instructor name and TA/Marker approvals for Donna
- May 31 - Donna to send updated stats and enrollment report to Francois
- May 25 - Donna to request enrollment report from Francine and updates stats and Google sheet
- May 1 - Donna to update deadlines for TA, Marker appointment and email Francois

Winter term timeline
- January 10 - Donna must have all EPAFs entered in the system
- December 15 - Deadline for students to submit signed offer letters to Donna
- December 4 - Signed offer letter, time use guideline and Grad Employment form sent to students requesting they complete time use guideline with the instructor, student and instructor sign the offer letter and time use guideline, student submits offer letter, time use guideline and Grad employment form to Donna by December 15, 2017
- December 1 - Francois to return signed offer letters to Donna
- November 30 - completed offer letters to Francois for signature
- November 24 - instructor deadline to indicate who will serve as TA, Markers for their course
- November 3 - Donna emails instructors confirming number of TA, Markers approved for their course, requesting they email her the names by November 24, 2017; Donna will process offer letters as the information comes in; for non-grad appointments, Donna will email the Non-Grad employment form before completing the offer letter
- October 31 - Francois to update Google sheet with instructor name and TA, Marker approvals for Donna
- October 15 - Donna to send updated stats and enrollment report to Francois
- October 10 - Donna to request enrollment report from Francine and updates stats and Google sheet
- October 1 - Donna to update deadlines for TA, Marker appointment and email Francois

10.7 HE GTA Procedures Flow Chart

April 1	HR emails RA and TA application forms to faculty members and graduate students
April 30	Deadline to submit RA and TA forms to department
June 30	Deadline for APO or Chair to update google sheet with RA and TA details
July 1	HR starts offer letters; contact supervisors for missing speed codes
July 15	HR sends offer letters to Chair for signature; update google sheet comments with status of letters
July 19	Chair returns signed letters; updates google sheet comments with status; HR sends offer letter, time use guideline to student (copy supervisor)
August 15	Student returns signed offer letter, time use guidelines to HR
August 15-31	HR completes EPAF; updates Google sheet with EPAFnumber

10.8 REES GTA Procedures Flow Chart

June 1	HR shares google sheet with Research and Academic Programs Manager
July 1	Research and Academic Programs Manager updates google sheet
July 15	HR sends offer letters to Research and Academic Programs Manager for signature
July 15-31	HR sends offer letters, time use guidelines to student (copy supervisor)
August 15	Student returns signed letter and time use guidelines to HR
August 15-31	HR completes EPAFs

10.9 RR GTA Procedures Flow Chart

| Assistant Chair will | → | Prepare spreadsheets confirming instructor and department TA, Marker approvals for each course and submits to HR |
| | → | Emails instructors with department approvals and requests they send student names to HR |

| HR | → | Prepares offer letters and submits to Assistant Chair who signs and returns to HR, letter sent to instructor and student for signature and returned to HR |

Fall term timeline

Winter Term Timeline

| May | → | Receive spreadsheet and updates from Assistant Chair | ← | October |

| June | → | Assistant Chair emails instructors requesting TA, Marker names; HR sends reminder email to instructors | ← | November |

| July | → | Instructor confirms names, HR completes offer letters and submits to Assistant Chair who signs and returns to HR. HR sends letter to instructor and student for signature and return to HR | ← | November |

| August September | → | HR completes EPAFs | ← | December January |

10.10 Tuition Remissions

Graduate Administrator Instructions
- GA is responsible for creating and submitting a Tuition Remission form as requested by either the supervisor or as per the terms of reference for an ALES held scholarship
- Supervisor request
  - Upon receipt of email from supervisor requesting payment of tuition for a graduate student complete a tuition remission form (Grad HR database) with ID, student name, speed code, dollar amount, term, attach email from supervisor
  - If supervisor indicates he/she will pay the fall and winter tuition for a student look up the tuition amount in PeopleSoft Student Services Ctr (Student) or find the tuition amount through FGSR website
  - Send to supervisor for signature, give to Nubiah for HR approval, scan and submit to Payroll.Operations@UAlberta.ca. Save in student's electronic file
- Faculty of ALES tuition paid by scholarship
  - Using a calendar reminder complete the tuition remission form (Grad HR database) with ID, student name, speed code, dollar amount, term
  - Send to supervisor or Dean for signature (depending on signing authority for the particular speed code), give to Nubiah for HR approval, scan and submit to Payroll.Operations@UAlberta.ca. Save in student's electronic file

Fees Division
- GAs are responsible for tuition fees and any questions related to tuition fees owed or credit on student's account
- Fees Division is located on the 3rd Floor Administration Building
- Contacts are Cristine Gibson and Lydia Poniewozik
- GA is the contact for tuition questions from students, Fees Division, Financial team or HR

Case Study 1: Credit On Student's Tuition Account
- Situation: student emails indicating he/she has a credit on their account asking how to receive it
- Analysis: GA checks student's finances under Student Services Centre on PeopleSoft (Campus Solutions)
- If a credit is showing check the term to find out why
- Resolution, recommendation
  - If credit is because department or supervisor overpaid through a tuition remission find out if the research or department account is still open and email Fees Division requesting the credit be returned to the research or department speed code
  - If credit is because third party overpaid leave the credit on the student's account as it will be used for future fees.

Case Study 2: Removal Of Interest Charges
- Situation: student was receiving a GRAF from May 1, 2017 which was discontinued on September 30 2017 when she received a scholarship back dated to May 1, 201; during the recovery tuition fees paid by payroll deduction were placed back into the student's tuition account; as this showed the student owed late fees, interest charges were automatically applied
- Email was sent from HR central to the student to recover the GRAF paid between May 1, 2017 and September 30, 2017: it has come to our attention that you have been overpaid for the period of May 1- September 30, 2017 in the amount of $9583.40; this over-payment occurred due to a late notice of E-Form cancellation by department; I have attached a copy of the over-payment recovery form for you to fill out and return at your earliest convenience
- Analysis: requested copies of student's pay remittance to review the deductions (May 25, 2017 pay remittance)
  - $250.69 was deducted from the May 25, June 10, June 25 ($752.07)
  - $203.47 was deducted from July 25, August 10, and $203.46 on August 25 ($610.40)

- $395.95 was deducted October 10
- $752.07 + $610.40 + $395.95 = $1758.42
- Tuition can only be deducted from GRAF, GRA, GTA payments so the tuition she paid from GRAF funds was returned as a debit to her tuition account
- Interest was charged on 7 November 2017 as tuition fees were passed due
- Fall 2017 term

Total Anticipated Aid:		$0.00

Charges

Date Posted	Item Description	Amount
20-Jul-2017	U-Pass	$145.00
20-Jul-2017	PAW Centre Fee	$27.00
20-Jul-2017	GSA Dental Plan	$214.75
20-Jul-2017	GSA Health Plan	$285.61
20-Jul-2017	GSA Dedicated Fee	$1.50
20-Jul-2017	Tuition - Graduate	$935.24
20-Jul-2017	GS Assistance Pgm Fee	$4.00
20-Jul-2017	Athletics and Recreation	$82.00
20-Jul-2017	Graduate Market Modifier	$285.56
20-Jul-2017	Graduate Student Association	$81.54
20-Jul-2017	Student Academic Support Fee	$252.18
20-Jul-2017	Student Health & Wellness Fee	$61.32
7-Nov-2017	Interest Charge	$0.00
15-Dec-2017	Payroll Adjustment	$3516.84
6-Feb-2018	Interest Charge	$0.00

> Error made doubling the amount to be returned to her tuition account ($3516.84/2 = $1758.42)

Total Charges:		$5,892.54

Financial Aid

Date Posted	Item Description	Amount
		$0.00

Total Financial Aid:		$0.00

Payments Received

Date Posted	Item Description	Amount
5-Oct-2017	Payroll Deduction TA/R	$395.95
21-Nov-2017	Cashier On Account POS	$-1,000.00
21-Nov-2017	Cashier On Account CAD	$-979.75
2-Jan-2018	Cashier On Account CAD	$-760.00
2-Jan-2018	Cashier On Account POS	$-998.42
24-Jan-2018	Bank Electronic Funds Transfer	$-1,758.42

> Double amount debited was credited as payroll deduction for spring ($752.07), spring ($610.40), and Fall ($395.95)

> Amounts paid by student

- Resolution, recommendation
  - Email was sent to Cristine Gibson, Supervisor,Fees Division explaining situation and asking to waive the interest: Hi Cristine - I would like to request the interest charges of $24.41, assessed Jan 7 2018 to student name be removed. Student name received an AITF Scholarship paid out Nov 10 but back dated to May 1 2017. Because of the back date she was required to pay back her stipend from her supervisor received from May 1 to Oct 31 2017,

this included automatic tuition deductions. Student name made two payments to cover the automatic tuition deductions Nov 21 2017 but, due to some additional changes made Jan 2 2018 by payroll, she was assessed interest charges on Jan 7 2018. As the circumstances are beyond the control of the student (with the different adjustments being done by payroll due to the late payment of the scholarship) and her Fall tuition was paid in full prior to these adjustments, I am requesting the interest charges be removed.

Case Study 3: Request Interest Charges Removal Due To Late Stipend Set Up
- Email to Cristine Gibson (Supervisor, Fees Division): Hi Cristine – Student Name was charged $37.06 in interest for her Fall 2014 tuition and I was hoping to have it removed. Student name's supervisor paid her for September 2014 only as he was waiting for the account to be extended. It has now been extended and her pay is continuing from October 1, 2014 to August 31, 2015. Student did not pay her tuition as she was being paid by her supervisor and expected the tuition fees to be deducted from each pay period.

Case Study 4: Request Credit Refund To Student When Tuition Paid From Scholarship Or Department
- Email to Cristine Gibson (Supervisor, Fees Division): Dear Cristine: The above named student in Resource Economics and Envir Sociology has a credit on her account for $33.64 after Summer tuition was paid. Can this amount just be paid out to the student? She will be finished her program in September.

Case Study 5: Request Interest Charges Removal Due To Late Submission Tuition Remission Form
- Email to Cristine Gibson (Supervisor, Fees Division): Hi Cristine - we forgot to pay tuition for Robert Mukibi back to Fall 2016. He is a Walsh Fellowship student with tuition paid from the fellowship. I have placed a positive service indicator on his account for $4,019.88 - $2,363.33 Fall 2016 tuition + $1,656.55 Winter 2017 tuition. Is it possible to remove the Fall 2016 interest charges plus the $40 installment fee for Winter 2017?

Case Study 6: Request From Fees Division Regarding Credit On Student's Accounts
- Email from Lydia Poniewozik (Student Receivables – Fees Division): The 2 students listed are Agriculture students that have their fees paid by RA Remission and currently have credits. Please let me know whether you would like the credit returned to you or refunded to the student. If you would like it returned please supply your speed code and account number. Student 1 - credit on account $3720.67 (Student paid out of pocket $2375.70 so this portion should be refunded to him, the balance of $1344.97 please let me know). Student 2 - He is 3rd party sponsored for his Fall term and received payment from you. What would you like done with his $3507.50 credit?
- Email from GA ALES: Hi Lydia - please return $3,507.50 credit to speed code GRAFU for Student 2. For Student 1 - can you refund him $2,375.70 but leave the balance on his account for spring and summer term tuition? Let me know if this is possible or not as I will need to let Student 1 know what is happening.

Case Study 7: Credit On Student Accounts From AFNS Tuition Award Paid From Department Speed Code
- Email from Lydia Poniewozik (Student Receivables Fees Division): Student name is an Agriculture student that had his fees paid by RA Remission. He currently has a credit for $2681.64. Would you like this credit returned or refunded to the student? If you would like it returned please supply your speed code and account number.
- Email from GA ALES to Fees Division and cc'd Assistant Chair, AFNS: Hi Lydia - please reimburse speed code GRAFU - 500126 with the balance on Student name's tuition account of $2,681.64. Hi Francois - I paid Student name an AFNS Tuition Award for Fall 2017 term however she is on maternity leave which is why the reimbursement. I have made a note on the award spreadsheet for record keeping.

Case Study 8: Credit On Student Accounts From Tuition Remission Paid From Supervisor Speed Code
- Email from Lydia Poniewozik (Student Receivables – Fees Division): Student Name is a Agric. student has her fees paid by RA Remission she has a credit on her account for $22.19. This is due to an interest charge that our office reversed but you paid. What speed code and account would you like the money returned to?
- GA checks with Finance Team member to see if speed code used to pay tuition remission is still active and emails Fees Division with the speed code to be used. Hi Lydia - please refund the money to speed code AF705.

10.11 Paid Leave Of Absence

HR follows the GSA Collective Agreement for the following leaves of absence.

Medical Leave
- Physician, specialist, nurse practitioner report meets requirements of FGSR Graduate Program Manual, Section 7
  - Student submits required paperwork to GA
  - GA obtains signatures, submits to FGSR and sends LOA approval email to student and supervisor and copies HR
  - Upon receipt of LOA approval email from the GA, HR contacts supervisor regarding pay for student as per GSA Collective Agreement

Parental, Maternity Leave
- Requires proof of pregnancy birth/adoption or physician's report as per FGSR Graduate Program Manual, Section 7
  - Student submits required paperwork to GA
  - GA obtains signatures, submits to FGSR and sends LOA approval email to student and supervisor and copies HR
  - Upon receipt of LOA approval email from GA, HR contacts supervisor regarding pay for student as per GSA Collective Agreement
  - Paid parental or maternity leave is only available if the granting agency will cover the paid leave benefits
  - If no coverage, parental, maternity leave is unpaid

Paid Maternity Leave Through Tri-Council Research Grants
- CIHR if a student is paid from a CIHR research grant held by their supervisor, pay continues as per the GSA Collective Agreement using funds from the CIHR research grant; at the end of the paid maternity leave the HR Team Lead and the Finance Team Lead work with the supervisor and RSO to recover the parental leave pay
- NSERC if a student is paid from an NSERC research grant held by their supervisor, pay continues as per the GSA Collective Agreement using funds from a department operating account (AFNS GRAFU; RR 18404); at the end of the paid maternity leave the HR Team Lead and the Finance Team Lead work with the department and RSO to recover the parental leave pay
- SSHRC unknown process at this time

Frequently Asked Questions
- Email from student to HR confirming start date for maternity leave
  - HR receives email from student indicating they are taking maternity leave on date
  - HR sends email to GA to confirm maternity leave has been approved before adjusting pay
- Student has requested paid maternity leave for 6 weeks (eg April 1 to May 15) and the remaining 10 weeks paid maternity leave from September 1-November 15; can this be approved.
  - Yes students can split up the paid maternity letter
  - This is a very rare request
- Student has requested maternity leave but granting agency does not cover paid leave benefits; can student still receive paid maternity leave.
  - No student must take unpaid maternity leave if the grant paying her stipend does not cover paid leave benefits

10.11.1 Leave Of Absence Flow Chart

```
┌─────────────────────────────────────────────┐
│ GA approves LOA, sends email confirmation to │
│ student, supervisor, HR team (copy Finance)  │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐              ╭──────╮
│ Is LOA medical, maternity, paternal leave    │─────────────▶│  No  │
└─────────────────────────────────────────────┘              ╰──────╯
                      │                                           │
                      ▼                                           ▼
                   ╭──────╮                              ┌──────────────┐
                   │ Yes  │                              │ Student is on│
                   ╰──────╯                              │ unpaid leave │
                      │                                  └──────────────┘
                      ▼
              ┌────────────────┐                        ╭──────╮
              │ Maternity leave│───────────────────────▶│  No  │
              └────────────────┘                        ╰──────╯
                      │                                 ╱        ╲
                      ▼                                ▼          ▼
                   ╭──────╮                    ┌──────────┐  ┌──────────┐
                   │ Yes  │                    │ Parental │  │ Medical  │
                   ╰──────╯                    │  Leave   │  │  Leave   │
                      │                        └──────────┘  └──────────┘
                      ▼                              │            │
        ┌───────────────────────────┐               ▼            ▼
        │ Paid by Tri-Council        │
        │ research grant             │
        └───────────────────────────┘
            │               │
            ▼               ▼
         ╭──────╮        ╭──────╮
         │ Yes  │        │  No  │
         ╰──────╯        ╰──────╯
            │               │
            ▼               ▼
```

Parental Leave: Student is paid as per GSA Collective Agreement; if the research grant paying the student does not have parental benefits, the leave is unpaid

Medical Leave: Student is paid until the end of the current term; if supervisor cannot cover the leave from his/her grant, the leave must be paid by the department; if the medical leave is longer than the current term, student is on unpaid medical leave

Yes (Paid by Tri-Council): Follow steps in maternity leave: Tri-Council recovery

No (Paid by Tri-Council): HR follows GSA Collective Agreement to pay student; if research grant does not have maternity benefits, leave is unpaid

10.11.2 Maternity Leave Tri-Council Recovery

```
┌─────────────────────────────────────┐
│ GA approves maternity leave; sends   │
│ email confirmation to student,       │
│ supervisor, HR (copy Finance)        │
└─────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────┐                    ┌──────────┐
│ HR checks if student is being paid   │───────────────────▶│    No    │
│ by a Tri-Council Research Grant      │                    └──────────┘
└─────────────────────────────────────┘                          │
                    │                                             ▼
                    ▼                                   ┌──────────────────┐
              ┌──────────┐                              │ No recovery of   │
              │   Yes    │                              │ funds required   │
              └──────────┘                              └──────────────────┘
               ╱        ╲
              ▼          ▼
     ┌──────────┐   ┌──────────┐
     │   CIHR   │   │  NSERC   │
     └──────────┘   └──────────┘
          │              │
          ▼              ▼
```

CIHR branch:

HR pays student as per GSA Collective Agreement from CIHR research grant and emails Finance to let them know recovery will be required

↓

When maternity leave completed HR and Finance team leads begin recovery of funds

NSERC branch:

HR contacts Department for operating speed code.

↓

HR pays student as per GSA Collective Agreement from department operating speed code and emails Finance to let them know recovery will be required

↓

When maternity leave completed HR and Finance team leads begin recovery of funds

10.12 HR Frequently Asked Questions

- Can a grad student TA if he/she is not registered for that term
  - Yes but paid as staff; international students must have a work permit; cannot be on leave of absence
- Can a grad student TA if he/she is registered but will complete their program by the middle of the term
  - Yes as long as the student is registered for the term he/she can TA for the full term and be paid under the GSA Collective Agreement
- If an instructor in AFNS requests additional TA support when will the department confirm additional TA support
  - After the term registration deadline when students can no longer add or drop courses
- Can a supervisor end a student's pay in HE, REES, RR before he/she has completed their program
  - Yes as long as the contract (GRAF, GTA, GRA) has expired or supervisor can prove lack of progress
- Can a supervisor in AFNS end a student's pay before he/she has completed their program
  - No, supervisor must continue to pay the student until he/she has completed the program or supervisor can prove lack of progress
  - Supervisor would apply for department emergency funds if no research funds are available
- If a student's contract has not expired but the student has completed their program can their pay be ended
  - Yes, student pay is normally stopped at the end of the month the student defends or on a later date indicated by the supervisor
  - Later date cannot go beyond the end of the term the student defends
  - Student must obtain a work permit and be paid as an employee if supervisor wants to continue pay after the end of the term
- Is there a maximum number of external hours a student can work if he/she is being paid a stipend
  - Yes students can work at a job that is not related to their thesis
  - Guidelines and restrictions can be found in the GSA Collective agreement
  - Students must obtain approval from their supervisor and may work a maximum of 12 hours per week on work not related to their thesis if the supervisor approves
- Email from student to HR confirming start date for maternity leave
  - HR receives email from student indicating they are taking maternity leave on date
  - HR sends email to GA to confirm maternity leave has been approved before adjusting pay
- Leave of absence
  - Maternity leave follow research grant guidelines; if paid from tri-council research grant; if no maternity leave benefits student is on unpaid leave
  - Paternal leave follow research grant guidelines; if no paternal leave benefits student is on unpaid leave
  - Medical leave student is paid until the end of the current term; if supervisor cannot cover the leave from his/her grant, the leave must be paid by the department; if the medical leave is longer than the current term, student is on unpaid leave
  - Compassionate or professional leave student is on unpaid leave

11. Graduate Student Database

Database
- The graduate student databases are saved on the S drive under each department
- Databases are comprised of tables and queries
  - Tables, includes information on current students, students who completed, quit, withdrew, new admissions
  - Queries, manipulates data from the tables for specific stats (number of MSc or PhD students, next convocation list, current students from AFNS Grad Students Current or AFNS Grad S tudents Incoming tables).
  - If you want to find out what table the query is pulling data from click on the triangle, ruler, pencil picture (top left) and the table will show up in the top half of the page
- There are five tables created for each department
  - DeptName-GradStudents-Current
  - DeptName-GradStudents-Graduated
  - DeptName-GradStudents-Incoming
  - DeptName-GradStudents-Quit/Withdrew
  - Faculty ID

Tables Date Format
- For consistency, use month, day, year; this includes program start date, exam dates and committee meeting dates

Queries
- There are a number of different queries created for each department
- AFNS
  - Committee Meetings by Supervisor
  - Current - Current Student List, Current - Ethics, Current - Lab Skills, Current - Masters/Visiting Student List, Current - New Student List, Current - Next Convocation List, Current - PhD Student List
  - Graduated - Previous Convocation List
  - Specialization – Animal Science, Specialization – Bioresource & Food Engineering, Specialization – Bioresource Technology, Specialization – Food Science and Technology, Specialization – Nutrition & Metabolism, Specialization – Plant Science, Specialization – Rangeland & Wildlife Resources
- HE
  - Current - Current Student List, Current - Ethics, Current - Masters/Visiting Student List, Current - New Student List, Current - Next Convocation List, Current - PhD Student List
  - Graduated - Previous Convocation List
- REES
  - Current - Current Student List, Current - Ethics, Current - Masters/Visiting Student List, Current - New Student List
  - Current - Next Convocation List, Current - PhD Student List
  - Graduated - Previous Convocation List
- RR
  - Current - Current Student List, Current - Ethics, Current - Masters/Visiting Student List, Current - New Student List, Current - Next Convocation List, Current - PhD Student List
  - Graduated - Previous Convocation List
  - Specialization – Agroforestry, Specialization – Biodiversity Conservation, Specialization – Conservation Biology, Specialization – Forest Biology and Management, Specialization – Land Reclamation & Remediation, Specialization – Protected Areas & Wildlands Management, Specialization – Soil Science

- Specialization – TRANSFOR-M, Specialization – Water and Land Resources, Specialization – Wildlife Ecology & Management

Understanding Database

	What you can do	What you can't do
Table	Add a student, appointment	Delete a row Save table unless made format change (sort or made column larger) and know another person is not using table at same time
Query	Add a student, appointment	Delete a row Save query unless you have made a format change (sort, made column larger, made a change in the edit section under View) and you know another person is not using the query at the same time

Create Or Change An Existing TableI

- If you need a table for a new year it is easier to update an existing table
- Open existing table
- Click on File
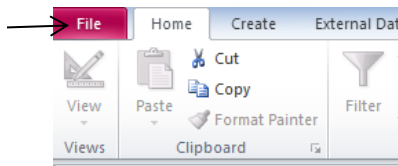
- Click on Save Object As, this screen appears
- Change name of file
- Remove information from newly saved table
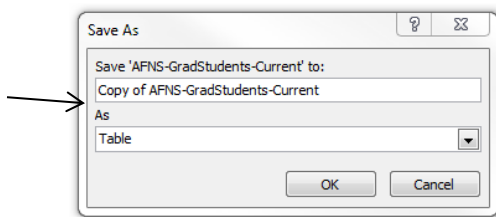
Creating New Table

- Click on Create tab at top of database (3rd tab from left)
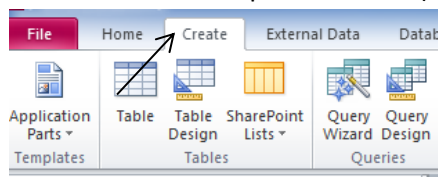
- Click on Table Design
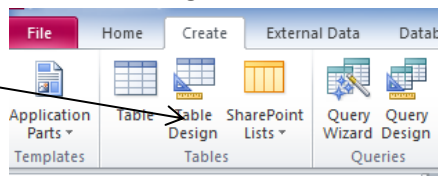
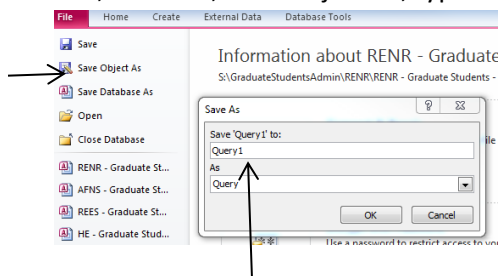- Fill in Field Name; do not use Primary Key

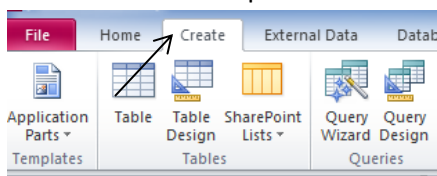- Click View in the top left to go back to the table
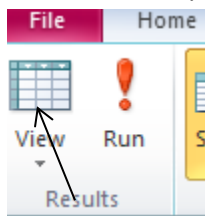
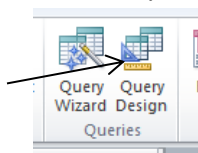- To save, click File, Save Object As, type in name of table
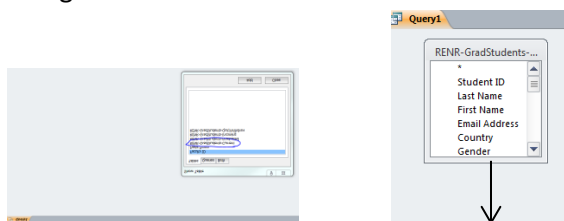

Creating A Query

- Click on Create tab at top of database

- Click on Query Design (third section from left)

- Choose Table and Add or double click; Table will appear in upper section of split screen; click on edge of box to make table larger
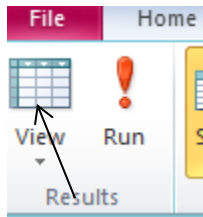

- Double click on each item you want to include with your query (i.e. Student ID, Last Name, First Name, Email Address, Program, etc.). The item will show up in the table below along with the name of the table it is pulled from
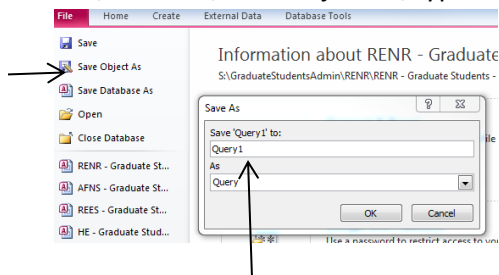
- Indicate Criteria for the search (i.e. list of PhD students – under Program column at bottom of the screen in the row adjacent to Criteria type in "PhD" – make sure to include the quotation marks)

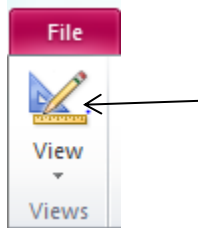- Click View in the top left to go back to the query

- To save, click File, Save Object As, type in name of query (i.e. Current – PhD Students List)
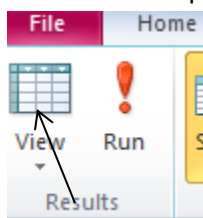

Changing A Query

- Open query
- Click on picture of the triangle/ruler/pencil (top left)

- Make your change (i.e. changing to next convocation list, change the date in the Convocation column)

- Click View in the top left to go back to the query

- Save query

Merging Word Documents With Database

A number of word documents are set up to merge with the admission or department databases
- Cover sheet for AFNS Admissions
- Admission letter for AFNS and RR
- Memorandum of understanding (MOU) for AFNS
- Award adjudication document for AFNS
- Award application for department committee review for AFNS, HE, RR

Complete A Merge

- Click on Mailings and Edit Recipient Lis
- If new list choose Select Recipients to find new file on S drive then click on Edit Recipient List
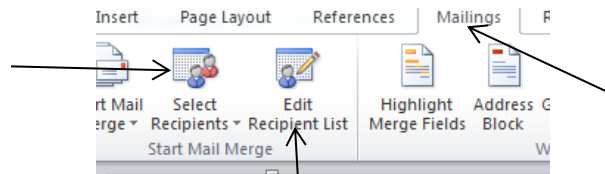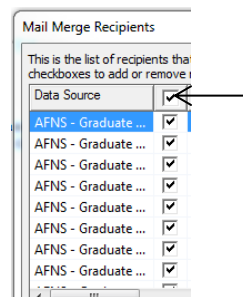
- Clear the check marks by clicking on the box beside Data Source

- Check the box by the student's name, click Finish & Merge, Edit Individual Documents
- When Merge to New Document box appears, click okay and the merged letter will appear for review/editing
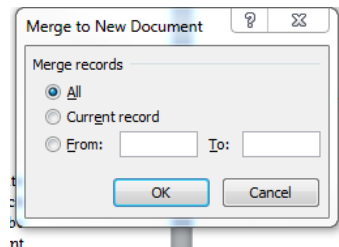
- Save student's letter to correct folder in S drive, save original letter before closing when asked

Correct Merge Documents If A Link Is Broken

- If a new table needs to be used or link to table has been broken you will receive this message
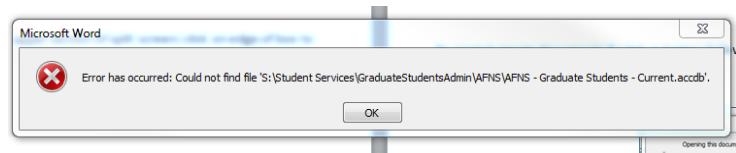
- Click OK and this message will appear
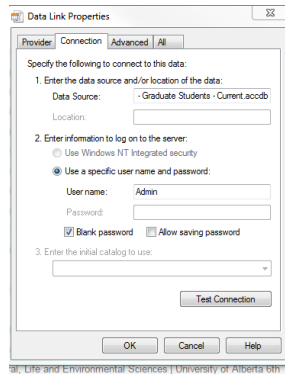
- Click OK again and this message will pop up
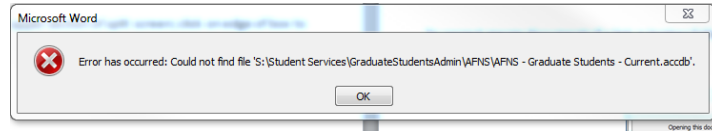
- Click OK to get to this message
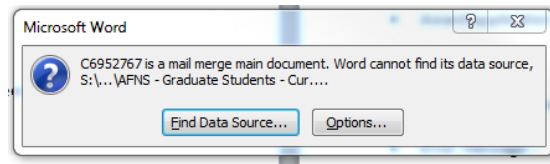
- Click on Find Data Source which will take you to the following screen
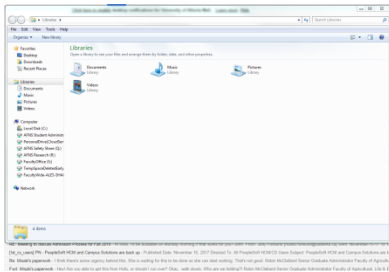
- Find the table, click okay and proceed with the merge steps

12. S Drive Procedures

S Drive

- Admissions database and department specific admission documents plus GPA Sample folder
  - Graduate application save as Last Name, First Name – Grad App
  - WAC save as Last Name, First Name – WAC
  - Additional documents for grad application save as Last Name, First Name – Document Name (eg UBC Transcript)
  - Supervisor check list (RR) or cover sheet (AFNS) save as Last Name, First Name – Supervisor Check List or Cover Sheet
- Archived S drive folders documents saved from previous S drive as not all files moved over
- Archived student files; electronic completed student files
- Awards for each department
- Convocation spring, fall convocation lists under each department plus full list for all departments under ALES folder
- Course Information all course related items including individual study forms plus calendar changes and list of Department sash courses
- Databases student (current, completed, incoming, quit) and award databases
- Exams candidacy, comprehensive, Master's, PhD, external examiners, exam procedures, cheat sheet for each department; save exam documents under each student's folder as Exam Name – Exam Date (i.e. MSc Final Exam – May 27, 2017 or Candidacy – March 5, 2015)
- FGSR signing authority forms for each department and Faculty of ALES
- FOIP files list of discarded files for each department plus certificate of disposition form
- GA training documents, policies and procedures manual
- GPC, agenda/minutes from GPCs
- Letters, email samples, FGSR memos for each department plus LOA sample letter, program extension sample letter, student letters, document request types (where students go to obtain various letters, withdrawal PDF form
- New student orientation, information for each department's orientation
- Progress reports, committee meetings, progress report and committee meeting forms for each department
- Stats, assorted stats as requested by department and faculty
- Student files, electronic files for current students A to Z
- Web changes, copies of submitted requests for each department plus website changes form to use
- Web documents, web documents for each department

13. FOIPP Guidelines For Student Files

Hard Copy Files Archive After 5 Years
- No new physical files are being created as of Winter 2019 admission
- All hard copy files for students who have generated a UofA transcript. This includes students who:
  - Completed their program
  - Quit or withdrew from their program
  - Exchange and visiting graduate students
- Graduate administrator instructions
  - Keep convocation, quit, withdrew, exchange, visiting student files for one year in the assigned filing cabinet and move to archive boxes after one year
  - Attach a list that shows what is in the box. List should include ID, Last Name, First Name, Department, Program, Convocation Date
  - Place box in storage room
  - Each year remove the box holding files 5 years or older
  - Write confidential shredding on box and send for shredding
  - Scan list to FOIPP folder on S drive for our records

Hard Copy Files Archive After 1 Year
- All hard copy files for students who have not generated a UofA transcript
  - Students who admitted to a graduate program but did not attend
  - Exchange/Visiting graduate students admitted but did not attend
- Graduate administrator instructions
  - Keep files of students who did not attend for one year in the assigned filing cabinet
  - After one year, pull files, complete a list of the files to be shredded and save in FOIPP folder on S drive
  - List should include ID, Last Name, First Name, Department, Program, Convocation Date
  - Put files in shredding box

Electronic Files S Drive Archive After 5 Years
- All electronic files for students who
  - Completed their program
  - Quit or withdrew from their program
  - Exchange, visiting graduate students
  - Admitted to a graduate program but did not attend
  - Exchange, visiting graduate students admitted but did not attend
- Graduate administrator instructions
  - Each year move all electronic files for students who have convocated, quit, withdrew, completed exchange, completed visiting to archive folder on S drive.
  - Each year delete the student records that were moved to the archive folder more than 5 years ago by checking the date modified for each student record.

14. Grad Team And Department EAs

Working With EAs
- The grad team and Department EAs maintain a close working relationship
- Contact with the EAs varies and may include
  - Room booking for exams or meetings held by the respective department
  - Updated list of current students mid August of each year send each EA a list of current students in the department; include full name, UofA email address, program, research area, start date, supervisor(s)
  - List of new students admitted for each term (this helps the EAs allocate desk space)
  - Include full name, UofA email address, program, research area, start date, supervisor(s)
  - AFNS, RR send in March, May, July, August (current and new admits), September and November each year with names of all new students admitted to date for spring, summer, fall, winter terms
  - HE, REES send in August (current and new admits), September and November each year with names of all new students admitted to date for fall term and possible winter term if a student defers

Process To Send Information To EAs
- Sending current students list
  - In Department database click on Current Students Current List query, highlight columns needed (start at last name column through to supervisor column), copy and paste to word document. Information will paste as a table, remove columns that are not required, save document (DeptName.CurrentStudents.Fall2017) in stats folder for that department and email to EA; the Current Student List query does not show students who have finished and have a convocation date listed
- Sending new student who have arrived list
  - In Department database click on Current Students New Students Query, highlight columns needed (start at Last Name column through to supervisor column), copy and paste to word document. Information will paste as a table; remove columns that are not required, save document (DeptName.NewStudents.Fall2017) in Stats folder for that department and email to EA
- Sending new admissions list
  - In Department database click on Incoming Table, highlight columns needed (start at Last Name column through to supervisor column), copy and paste to word document. Information will paste as a table; remove columns that are not required, save document (DeptName.NewAdmits.Fall2017) in Stats folder for that department and email to EA
- Send list for annual report; EA may request students numbers for the department annual report
  - New admits data: use Query Current Masters Visiting Student List or Current PhD Student List; sort by start date to determine how many students were admitted in the terms information is requested on (2017 annual report; requested numbers from January 2017 to December 31 2017; check W2017, Sp2017; Su2017; F2017 terms)
  - Convocants data: use query Graduated Previous Convocation List; change convocation date (2017 annual report, go to view, change convocation date to 11/17, click on view to go back to query; do the same for 6/17 convocation date). See section 11.2 for create change a query
  - Current student data: use table AFNS grad students current; highlight columns last name through to program, copy to excel spreadsheet, keep last name, first name, start date, program columns and delete all other columns that copied over, sort by program to find numbers (do not count students admitted after the request end date, i.e. 2017 annual report do not count students admitted W2018, Sp 2018, Su2018 or F2018)

15. Grad Team And Finance Team

- The grad team assists the Finance team where needed for reimbursement of external examiner travel costs
- Follow these steps when dealing with a reimbursement of out of pocket expenses for external examiners

```
┌─────────────────┐        ╭───────────╮        ┌───────────────────────────┐
│   AFNS exam     │───────▶│    No     │───────▶│ Finance coordinates        │
│                 │        ╰───────────╯        │ reimbursement of           │
└─────────────────┘                             │ travel expenses with the   │
         │                                      │ supervisor                 │
         ▼                                      └───────────────────────────┘
      ╭───────────╮
      │    Yes    │
      ╰───────────╯
         │
         ▼
┌──────────────────────────────────────────────────────────────────────────┐
│ AFNS only department will cover 50% of travel expenses up to $750 if       │
│ external presents a departmental seminar                                   │
└──────────────────────────────────────────────────────────────────────────┘
         │
         ▼
┌─────────────────┐        ╭───────────╮        ┌───────────────────────────┐
│ Did external    │───────▶│    No     │───────▶│ Finance calculates total   │
│ present a       │        ╰───────────╯        │ expenses (TAP, HAP, out of │
│ department      │                             │ pocket, less FGSR Travel   │
│ seminar         │                             │ Award), email supervisor   │
└─────────────────┘                             │ with expense details       │
         │                                      │ requesting speed code for  │
         ▼                                      │ full amount; processes     │
      ╭───────────╮                             │ claim                      │
      │    Yes    │                             └───────────────────────────┘
      ╰───────────╯
         │
         ▼
┌──────────────────────────────────────────┐
│ Finance calculates total expenses (less   │
│ FGSR Travel Award if received), divide in  │
│ half; email supervisor with expense       │
│ details requesting speed code for 50% of   │
│ expenses; when FGSR Travel Award received, │
│ Finance must ensure expenses are split     │
│ equally between department and supervisor  │
└──────────────────────────────────────────┘
```

16. Daily, Weekly Schedule

	Kelly	Robin	Tonia
Monday	• Check ales.grad emails • Check rees.grad emails • Check GSMS emails and new applications folder • Check In Progress folder for any returned applications from FGSR	• Check ales.grad emails • Check afns.grad emails	• Check ales.grad emails • Check rr.grad emails
Tuesday	• Check ales.grad emails	• Check ales.grad emails	• Check ales.grad emails
Wednesday	• Check ales.grad emails	• Check ales.grad emails	• Check ales.grad emails • Check GSMS emails and new applications folder • Check In Progress folder for any returned applications from FGSR
Thursday	• Check ales.grad emails • Check afns.grad emails	• Check ales.grad emails • Check rr.grad emails	• Check ales.grad emails • Check he.grad emails
Friday	• Check ales.grad emails	• Check ales.grad emails • Check GSMS emails and new applications folder • Check In Progress folder for any returned applications from FGSR	• Check ales.grad emails
Weekly	• Check progress of upcoming exams and follow up with any outstanding items; double check seminar notice(s) have been sent and posted on department and ALES web sites • Process completed applications for admissions	• Check progress of upcoming exams and follow up with any outstanding items; double check seminar notice(s) have been sent and posted on department and ALES web sites • Process completed applications for admissions	• Check progress of upcoming exams and follow up with any outstanding items; double check seminar notice(s) have been sent and posted on department and ALES web sites • Process completed applications for admissions

17. Monthly Department Schedules

AFNS	
January	Complete agenda January GPC meeting (Killam and Andrew Stewart and Alberta Innovates scholarships)
	Submit Killam and Andrew Stewart and Alberta Innovates nominations to FGSR as per their guidelines
	Review Master's Applications for UofA Master's recruitment nomination
	Send list of new students who have arrived and any new admissions to department EPA
	Send list new students who arrived and will be receiving financial assistance from their supervisor to HR
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
February	Submit Killam and Andrew Stewart and Alberta Innovates nominations to FGSR as per their guidelines
	Plan final exam or candidacy exam workshop (held in alternate years
	Book room for 60 people through RO Central
	Normally held in April each year
	Review Master's applications for UofA Master's recruitment nomination
	Notify students of PhD transfer deadline (first Monday in April)
	Email students with the department fall awards deadline date and application link
	Submit doctoral recruitment award nominations, spring term, to FGSR by March 1
March	Complete agenda for March GPC meeting (may cancel if nothing urgent, discuss with GC)
	Review Master's applications for UofA Master's recruitment nomination
	Remind students of PhD transfer deadline
	Remind students of fall term awards application deadline
	Email students with link to AFNS graduate student mentor nomination form; deadline end May each year
	Check if supervisory names listed
	Check if student has completed ethics
	Check registration of exchange and visiting students; if not registered move to Quit/Withdrew cabinet
	Reminder final exam or candidacy exam workshop (held in alternate years
	Set up 1 month prior to date; email students requesting rsvp to determine food and size room
April	Complete agenda for April GPC meeting (PhD transfers agenda item)
	Submit doctoral recruitment award nominations, summer term, to FGSR by May 1
May	Complete agenda for May GPC meeting (review of fall term award applications)
	Send list of new students who have arrived and any new admissions to department EPA
	Send list new students who arrived and will be receiving financial assistance from their supervisor to HR
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
June	Complete agenda for June GPC meeting (lunch catered; review of doctoral recruitment awards)
	Submit doctoral recruitment award nominations, fall term, to FGSR by July 1
	Check if student completed lab skills; email student and supervisor to let them know one in September
July	Complete nomination forms for fall term awards
	Send list of new students who have arrived and any new admissions to department EPA
	Send list new students who arrived and will be receiving financial assistance from their supervisor to HR
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
August	Complete nomination forms for fall term awards
	Set GPC meetings for upcoming year in coordination with GC
	Set department deadline for Vanier applications with Chris Kazala
	Send list of all students (current and newly admitted) to department EPA
September	New student orientation
	Complete nomination forms for fall term awards
	Submit department nomination letters for Vanier award to FGSR
	Send list of new students who have arrived and any new admissions to department EPA
	Send list of new students who have arrived and will receive funding from their supervisor to HR
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
October	Complete agenda for October GPC meeting

	Confirm that all doctoral recruitment awards have been allocated
	Email graduate students deadline to submit PhD Transfer requests (normally deadline is first Monday in December but make an earlier deadline if GPC meets in early December)
	Submit doctoral recruitment award nominations, winter term, to FGSR by November 1
	Email students link to AFNS graduate student community leadership award nomination form; deadline first Monday in December each year
	Email faculty with link to AFNS graduate student teaching award and ALES graduate student teaching award nomination forms; deadline first Monday in December each year
November	Remind graduate students deadline to submit PhD transfer requests (normally deadline is first Monday in December but do this mid October if GPC meets in early December)
	Notify students of Killam and Andrew Stewart and Alberta Innovates department deadline date; coordinate deadline with January GPC meeting date
	Send list of new admissions to department EPA
December	Complete agenda for December GPC meeting; PhD transfers on agenda
	Remind students of Killam and Andrew Stewart and Alberta Innovates application deadline

HE	
January	HE review Killam and Andrew Stewart nominations
	Submit Killam and Andrew Stewart nominations to FGSR as per their guidelines
	Review Master's Applications for UofA Master's recruitment nomination
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students (if any) to department EPA
	GPC Meeting last Tuesday of each month
February	Review Master's Applications for UofA Master's Recruitment Nomination
	Submit Killam and Andrew Stewart nominations to FGSR as per their guidelines
	GPC meeting last Tuesday of each month
March	Review Master's applications for UofA Master's recruitment nomination
	March 1 email fall term award application link to continuing and newly admitted graduate students
	GPC meeting last Tuesday of each month
	Check exchange and visiting graduate students; if not registered move to Quit/Withdrew cabinet
April	Send reminder to students for fall term award application deadline
	GPC meeting last Tuesday of each month
	Check if supervisory committee names listed
May	Last Monday in May fall term award application deadline
	GPC meeting last Tuesday of each month
June	HE Awards committee to review of doctoral recruitment awards and fall term award applications
	Submit doctoral recruitment awards fall term to FGSR by July 1
	GPC meeting last Tuesday of each month
July	Complete nomination forms for fall term awards
August	Complete nomination forms for fall term awards
	Coordinate deadline date for Vanier applications with GC
	Send list of all students (current and newly admitted) to department EPA
September	New Student Orientation
	Complete nomination forms for fall term awards
	Submit department nomination letters for Vanier award to FGSR
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students who have arrived to department EPA
	GPC meeting last Tuesday of each month
	Confirm with HR all students approved for supervisor or department funding have EPAFs submitted
October	Confirm that all doctoral recruitment awards have been allocated
	GPC meeting last Tuesday of each month

	Email faculty with link to ALES graduate student teaching award nomination form; deadline first Monday in December each year
November	Coordinate with GCs on department deadline date for Killam Andrew Stewart applications
	GPC meeting last Tuesday of each month
December	Email graduate students department deadline date for Killam Andrew Stewart applications
	GPC meeting last Tuesday of each month

REES	
January	REES to review Killam and Andrew Stewart nominations
	Submit Killam and Andrew Stewart nominations to FGSR as per their guidelines
	Review Master's applications for UofA Master's recruitment nomination
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students (if any) to department EPA
February	Review Master's Applications for UofA Master's recruitment nomination
	Submit Killam and Andrew Stewart and Alberta Innovates nominations to FGSR as per their guidelines
March	Review Master's applications for UofA Master's recruitment nomination
	Email fall term award application link to continuing and newly admitted graduate students
	Check exchange, visiting graduate students; if not registered move to Quit/Withdrew cabinet.
April	Send reminder to students for fall term award application deadline
May	Fall term award application deadline
	Check if supervisor and supervisory committee names received
June	REES GCs to review of doctoral recruitment awards and fall term award applications
	Submit doctoral recruitment award nominations, fall term, to FGSR by July 1
	Prepare super letters for new admits
July	Complete nomination forms for fall term awards
August	Complete nomination forms for fall term awards
	Coordinate deadline date for Vanier applications with GC
	Send list of all students (current and newly admitted) to department EPA
	Set meeting times for new students and GCs
September	New Student Orientation
	Complete nomination forms for fall term awards
	Submit department nomination letters for Vanier award to FGSR
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students who have arrived to department EPA
	Confirm with HR all students approved for supervisor, department funding have EPAFs submitted
October	Confirm that all doctoral recruitment awards have been allocated.
	Email faculty with link to ALES graduate student teaching award nomination form; deadline first Monday in December each year
November	Coordinate with GCs on department deadline date for Killam Andrew Stewart applications.
December	Email graduate students department deadline date for Killam and Andrew Stewart applications

RR	
January	GPC to review Killam Andrew Stewart and Alberta Innovates scholarships for nomination
	Submit Killam and Andrew Stewart and Alberta Innovates nominations to FGSR as per their guidelines
	Review Master's Applications for UofA Master's recruitment nomination
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students who have arrived and any new admissions to department EPA
	Confirm with HR all students approved for supervisor funding (continuing have EPAFs submitted
February	Submit Killam and Andrew Stewart and Alberta Innovates nominations to FGSR as per their guidelines
	Review Master's Applications for UofA Master's recruitment nomination

	Email students with the department fall awards deadline date and application link
	Submit doctoral recruitment award nominations, spring term, to FGSR by March 1
March	Review Master's applications for UofA Master's recruitment nomination
	Remind students of fall term awards application deadline
	Check supervisory committee names listed
	Check if student has completed ethics
	Check exchange, visiting graduate students; if not registered move to Quit/Withdrew cabinet
April	Email students a reminder if they require REN R 604 to register asap as space is limited, cc instructor
	Remind students of fall term awards application deadline
	Submit doctoral recruitment award nominations, summer term, to FGSR by May 1
May	GPC to review fall term awards applications
	Send list of new students who arrived and will receive financial assistance from supervisor to HR
	Send list of new students who have arrived and any new admissions to department EPA
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
June	GC to review of doctoral recruitment awards
	Submit doctoral recruitment award nominations, fall term, to FGSR by July 1
July	Complete nomination forms for fall term awards
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students who have arrived and any new admissions to department EPA
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
August	Complete nomination forms for fall term awards
	Coordinate deadline date for Vanier applications with GC
	Send list of all students (current and newly admitted) to department EPA
September	New student orientation
	Complete nomination forms for fall term awards
	Submit department nomination letters for Vanier award to FGSR
	Send list of new students who arrived and will receive financial assistance from their supervisor to HR
	Send list of new students who have arrived and any new admissions to department EPA
	Confirm with HR all students approved for supervisor funding (continuing and new) have EPAFs submitted
October	Confirm that all doctoral recruitment awards have been allocated.
	Submit doctoral recruitment award nominations, winter term, to FGSR by November 1
	Email faculty with link to ALES graduate student teaching award nomination form; deadline first Monday in December each year
November	Coordinate with GC on department deadline for Killam Andrew Stewart and Alberta Innovates
	Notify students of Killam and Andrew Stewart and AI department deadline date
	Send list of new admissions to department EPA
December	Remind students of Killam and Andrew Stewart and AI application deadline

Appendix 1: FGSR PeopleSoft Queries

Options For Accessing Graduate Student Data

Updated: May 2017 (FGSR)

Accessing and understanding data about graduate students and programs are key to effective decision making for faculties, departments and programs. Often, data is needed quickly to meet reporting requirements, make real-time decisions or respond to questions from stakeholders.

FGSR now publishes an annual graduate enrolment report which describes enrolment trends at the level of the institution and the faculties, which has led to questions about how faculties, departments and programs can access similar data at a more granular level.

This report summarizes several options for access to standardized data about students and programs. As described in the pages to follow, members of the UofA community can rapidly access statistical data through Acorn Tableau, including new graduate-specific reports which complement the graduate enrolment report; can use PeopleSoft public queries to retrieve student-level records; and can request more detailed information about graduate students and programs from a new series of standardized FGSR reports.

In the event of more complex data requests, FGSR is available to assist faculties, departments and program, but the response is not as rapid as for standardized reports. If you have questions, or need more information about options for accessing graduate student and program data, you can contact FGSR's data experts at: gradfees@UAlberta.ca.

Statistical Reports From Acorn Tableau

The UofA has a shared statistical reporting system created and maintained by Strategic Analysis and Data Warehousing called Acorn Tableau. Reports in the Acorn Tableau system are designed to be manipulated to report at any relevant level (for example: faculty, program, or department), and provide information that allow units to look at trends rather than individual student records. These reports facilitate standardized statistical reporting that aligns to the information that the University of Alberta uses for official reporting, quality assurance and planning. The data that supports the reporting is derived from campus sources using consistent and agreed upon business rules, and is the same information used to derive the data for quality assurance processes. Access to the system and training on its use are managed by Strategic Analysis and Data Warehousing.

The annual FGSR graduate enrolment report (found on FGSR website) is a detailed exploration of the enrolment trends and graduation trends for UofA graduate students. FGSR has developed a series of graduate specific reports in the Acorn Tableau system which reproduce the information in the annual FGSR graduate enrolment report. They are listed below. As of June 2017, only FGSR has the access to run these reports. If you would like to see the information from the report for your specific program or department, please send your request to FGSR at gradfees@UAlberta.ca.

- Graduate enrolment by degree type
- Graduate enrolment fall headcount for doctoral degree by faculty
- Graduate enrolment fall headcount for master's degree by faculty
- Graduate enrolment fall headcount for other programs
- Ratio of graduate students to faculty
- Ratio of doctoral students to faculty
- Ratio of thesis based masters students to faculty
- Ratio of course based masters students to faculty
- Graduate enrolment fall headcount by citizenship and faculty
- Top 15 source countries by student citizenship international enrolment
- Headcount
- Enrolment by gender
- Doctoral enrolment by gender

- Master's thesis based enrolment by gender
- Master's course based enrolment by gender
- Graduate First Nations, Métis, and Inuit applications, admissions and enrolment
- Graduate admissions
- Domestic graduate admissions
- International graduate admissions
- Doctoral average AGPA
- Master's thesis based average AGPA
- Master's course based average AGPA
- Convocation and completion number of graduate degrees granted
- Average completion times by degree type
- Average completion times by citizenship
- Attrition rates
- Doctoral attrition rates
- Master's thesis based attrition rates
- Master's course based attrition rates

PeopleSoft Public Queries

- The university has developed a series of public PeopleSoft queries that are available for users across the UofA
- The queries support convenient data access and give back information at the level of individual student records
- The queries can be accessed through UofA's online PeopleSoft system and departments can access the related data directly from PeopleSoft system using these reports
- PeopleSoft public query reports are developed to provide an easy to understand data representation
- Unlike data accessed directly from the relevant PeopleSoft pages, these reports combine data from multiple pages for multiple rows and columns in a same page view
- These reports can also be downloaded to Excel or XML files for convenient data modification
- Table 1 contains a list of the graduate student reports an overview of each. Full details about the reports can be found in Appendix 1
- The queries can be found in the PeopleSoft application by following this path: Reporting Tools → Query → Query Manager → Search by: Query name

Table 1. PeopleSoft Public Queries for Graduate Administrators

Query Name	Short Description	Long Description
RO_GS_ACTIVE_PROG_ PLN_SPLN	Active specific program, plan	List of active programs, departments, specializations, to use when determining if students are still in ones that are being inactivated
RO_GS_AWARDS_1STF ULL_NOT_2ND	Students not full second term	List of students holding awards, registered full time in term 1 but are not registered full-time in term 2
RO_GS_AWARDS_ALL_ AWARDS	Award recipient program and plan	List all graduate students and awards in a given date range. program and department data is included; provides only awards available on OASIS; or a complete list, contact FGSR as they maintain a separate database
RO_GS_AWARDS_BY_D EPARTMENT	Award recipients by department	List of students with an award or scholarship, including date received and program; search by department
RO_GS_AWARDS_SPEC IFIC_AWARD	Award recipient program and plan	List of students from a specific department in a particular program who hold a particular award
RO_GS_AWARDS_THES IS_910	910 Students with awards	This query produces a list of students who hold awards and who are registered in Thesis 910 in a particular term
RO_GS_COMMITTEES_ BY_DEPT	Committees and members by department	List of committee members, search by department
RO_GS_COMMITTEES_ BY_MEMBER	Committees and members	List of committee members, search by committee member employee ID
RO_GS_COMMITTEES_ BY_STUDENT	Committees and members	List of committee members, search by student ID
RO_GS_CRSE_BASED_ CONVOCANTS	FGSR graduates course based	Lists all graduate studies course based applicants for convocation, for a specified ceremony date
RO_GS_EDIT_DATA_TC HG	Edit for deferred admission	Lists graduate students who were allowed to defer admission
RO_GS_EDIT_PRG_PLN _SBPLN_ALL	All rows 4 each student	Results will show ALL EFFDT rows (and all programs) for the students that have the value(s) specified
RO_GS_EDIT_STD_PRO G_PLN_SUBPLN	Only rows with values specified	Edit for inactivating department, specialization; determines if anyone has used them; results will only show rows for the value(s) specified, not all rows for the student record. (no effective dating)
RO_GS_PROG_ACTN_L EAV	Students on leave of absence	Lists all students with a program action on the student program page of LEAV (leave of absence) with a specified effective date
RO_GS_SPECIFIC_GRA DE	Grades <= x (excludes IN)	Lists all courses with a grade less than the user input in a given term (excludes IN grades)
RO_GS_THESIS_BASED _CONVOCANTS	FGSR grads thesis based	Lists all the graduate studies thesis based applicants for convocation, for a specified ceremony date
RO_ENROLLMENT_BY_ FACULTY	Program, plan and subplan by Faculty	This query produces a list of the students registered in the Faculty entered in the prompt
RO_ACTIVE_STUDENT_ BY_ORG	List of active students	This query selects all students belonging to a specified department with a current program status of active or on leave; created November 2007
GG_REGSTAT_ARCH	Archived grad stats	Archived grad student stats for each department

Standardized FGSR Reports

Acorn Tableau reports and PeopleSoft query reporting are the most convenient ways for faculties and departments to generate data about their students and programs, as the reports are accessible to all users and can be run at any time. Sometimes, data needs cannot be met using the existing queries and reports. To assist with common, but more complex, data requests, FGSR maintains a set of pre-programmed reports. The data for the reports is extracted from Campus Solutions, and presented in an Excel format. The reports are listed below and full details about the reports can be found in Appendix 2.

Requests for these standardized FGSR reports can be managed rapidly, reducing turnaround time for faculties/departments/programs. Changes to the existing reports, or requests to combine them can be managed, but will increase processing time, since recoding will be required. These reports can be requested by email to gradfees@UAlberta.ca

Standardized FGSR Reports

A. Admissions reports
- List of all applicants who applied for a particular admit term and department.
- List of all applicants who got Admitted or Denied to a particular admit term and department.
- AGPA of all applicants admitted for a provided Admission term.
- Conditional admission applicants together with the condition of admission.
- List of all readmitted students.

B. Registration reports
- List of all students who are registered in a particular term and department.
- List of all active Grad students.
- GPA and CGPA for a provided term.
- List of Courses taken by students with Grades information.
- FNMI status and ethnicity details for Students registered in a provided term.

C. Milestones and student groups
- Milestones information-Final Oral exam
- Milestones information-Candidacy exam
- Milestones information-Program completion
- Students who changed their program of study.
- Students who changed their Department.
- List of all T919 students.
- List of all students from a particular department who are also a staff at the U of A.
- List of all Thesis based students following older Course based fees structure.

D. PeopleSoft setup data
- List of all terms setup in PeopleSoft.
- List of all external organizations setup in PeopleSoft.
- List of all countries setup in PeopleSoft.

E. Convocation and student status
- List of all convocants for a provided convocation cycle.
- Program completion times of the students in a particular convocation cycle

Detailed Descriptions Of Public PeopleSoft Queries

Sequence	1
Query Name	RO_GS_ACTIVE_PROG_PLN_SPLN
Short Description	Active specific program, plan, subplan
Long Description	Lists all graduate studies course based applicants for convocation, for a ceremony date
Configurable Parameters	Academic Institution: Academic Career Academic Program (opt): Academic Plan (opt): Academic Sub-Plan (opt)
Selection Criteria	Select all active students as per the parameters entered To check active status this script will look for maximum past or present effective dated row in a student program plan stack This means if the students is not active currently (on leave) but is already coded to come back from leave on a future effective date, this query will not select that student, as the current status as of today is inactive
Columns Reported	1 A.EMPLID - Empl ID 2 D.NAME - Name 3 A.ACAD_PROG - Academic Program 4 A.EFFDT - Effective Date 5 A.EFFSEQ - Effective Sequence 6 A.PROG_STATUS - Academic Program Status 7 B.ACAD_PLAN - Academic Plan 8 C.ACAD_SUB_PLAN - Academic Sub-Plan

Sequence	2
Query Name	RO_GS_AWARDS_1STFULL_NOT_2ND
Short Description	Students not full registration 2nd term
Long Description	List of students holding awards, registered full time in term 1 but are not full time in term 2
Configurable Parameters	1st Term: 2nd Term: Date Received >=:
Selection Criteria	Select all graduate students active in 1st term and registered full time but not active full time in 2nd term Out of this selection only those students will be displayed who have an award coded in PeopleSoft on or after the Date Received mentioned by the user
Columns Reported	1 D.NAME - Name 2 A.EMPLID - Empl ID 3 C.DESCRFORMAL - Formal Description 4 C.DT_RECVD - Date Received 5 A.STRM - Term 6 A.ACAD_PROG_PRIMARY - Primary Academic Program 7 A.ACADEMIC_LOAD - Academic Load 8 E.STRM - Term 9 E.ACAD_PROG_PRIMARY - Primary Academic Program 10 E.ACADEMIC_LOAD - Academic Load

Sequence	3
Query Name	RO_GS_AWARDS_ALL_AWARDS
Short Description	Program and plan of award recipient
Long Description	List of all graduate students and their awards in a given date range Program and department data included; provides only awards available on OASIS. For a complete list, contact FGSR as they maintain a separate database
Configurable Parameters	Date Received >= Date Received <=
Selection Criteria	List of all graduate students and their awards in a given date range
Columns Reported	1 D.NAME - Name 2 A.EMPLID - Empl ID 3 B.ACAD_PROG - Academic Program

Columns Reported	4 C.ACAD_PLAN - Academic Plan
	5 A.DT_RECVD - Date Received
	6 A.AWARD_CODE - Honor/Award
	7 A.DESCRFORMAL - Formal Description

Sequence	4
Query Name	RO_GS_AWARDS_BY_DEPARTMENT
Short Description	Award recipients by department
Long Description	List of students with an award or scholarship, including date received and program Search by department
Configurable Parameters	Date Received >=: Date Received <=: Academic Organization:
Selection Criteria	List of all graduate students and awards in a given date range for the mentioned department
Columns Reported	1 D.NAME - Name
	2 A.EMPLID - Empl ID
	3 B.ACAD_PROG - Academic Program
	4 C.ACAD_PLAN - Academic Plan
	5 A.DT_RECVD - Date Received
	6 A.AWARD_CODE - Honor/Award
	7 A.DESCRFORMAL - Formal Description

Sequence	5
Query Name	RO_GS_AWARDS_SPECIFIC_AWARD
Short Description	Program and plan of award recipient
Long Description	List of students from a specific department in a particular program who hold a particular award
Configurable Parameters	%Award Name%
Selection Criteria	List of students from a specific department in a particular program who hold a particular award
Columns Reported	1 D.NAME - Name
	2 A.EMPLID - Empl ID
	3 B.ACAD_PROG - Academic Program
	4 C.ACAD_PLAN - Academic Plan
	5 A.DT_RECVD - Date Received
	6 A.AWARD_CODE - Honor/Award
	7 A.DESCRFORMAL - Formal Description

Sequence	6
Query Name	RO_GS_AWARDS_THESIS_910
Short Description	910 Students who have awards
Long Description	A list of students who hold awards and who are registered in Thesis 910 in a particular term.
Configurable Parameters	Term: Date Received >=:
Selection Criteria	All graduate students and awards after mentioned date; only students registered in T910 will display
Columns reported	1 D.NAME - Name
	2 A.EMPLID - Empl ID
	3 B.ACAD_PROG - Academic Program
	4 C.ACAD_PLAN - Academic Plan
	5 A.DT_RECVD - Date Received
	6 A.AWARD_CODE - Honor/Award
	7 A.DESCRFORMAL - Formal Description

Sequence	7
Query Name	RO_GS_COMMITTEES_BY_DEPT
Short Description	Committees and members by department
Long Description	List of committee members, search by department
Configurable Parameters	Department
Selection Criteria	List of aactive and on leave students from department who are a part of any committee

Columns Reported	1	A.DESCR - Description
	2	A.COMMITTEE_TYPE - Committee Type
	3	F.DESCR - Description
	4	C.NAME - Name
	5	B.EMPLID - Empl ID
	6	B.COMMITTEE_ROLE - Committee Role
	7	J.DESCR - Description
	8	B.START_DT - Start Date
	9	B.END_DT - End Date
	10	E.DESCR - Description
	11	G.ACAD_PROG - Academic Program
	12	G.PROG_STATUS - Academic Program Status
	13	H.ACAD_PLAN - Academic Plan
	14	I.ACAD_ORG - Academic Organization

Sequence	8
Query Name	RO_GS_COMMITTEES_BY_MEMBER
Short Description	Committees and members
Long Description	List of committee members, search by committee member employee ID
Configurable Parameters	Committee member ID
Selection Criteria	List of students and committees under a particular committee members (supervisors, co-supervisors etc), search by committee member employee ID

Columns Reported	1	A.DESCR - Description
	2	A.COMMITTEE_TYPE - Committee Type
	3	F.DESCR - Description
	4	A.EFFDT - Effective Date
	5	A.EFF_STATUS - Status as of Effective Date
	6	A.DESCRLONG - Description
	7	C.NAME - Name
	8	B.EMPLID - Empl ID
	9	B.COMMITTEE_ROLE - Committee Role
	10	G.DESCR - Description
	11	B.START_DT - Start Date
	12	B.END_DT - End Date
	13	E.DESCR - Description
	14	A.COMMITTEE_ID - Committee

Sequence	9
Query Name	RO_GS_COMMITTEES_BY_STUDENT
Short Description	Committees and members
Long Description	List of committee members, search by student ID
Configurable Parameters	Student ID
Selection Criteria	List of committee members (supervisors, co-supervisors), and committees assigned to a student

Columns Reported	1	A.DESCR - Description
	2	A.DESCRLONG - Description
	3	A.COMMITTEE_TYPE - Committee Type
	4	F.DESCR - Description
	5	C.NAME - Name
	6	B.EMPLID - Empl ID
	7	B.COMMITTEE_ROLE - Committee Role
	8	G.DESCR - Description
	9	B.START_DT - Start Date
	10	B.END_DT - End Date
	11	E.DESCR - Description

Sequence	10
Query Name	RO_GS_CRSE_BASED_CONVOCANTS

Short Description	FGSR graduates course based
Long Description	Lists all graduate studies course based applicants for convocation, for a specified ceremony date
Configurable Parameters	Ceremony Date 'YYYY-MM':
Selection Criteria	All course based graduate students who applied for convocation for mentioned date
Columns Reported	1 A.UASA_CONVO_NAME - Convocation Name 2 C.ACAD_PROG - Academic Program 3 E.DESCR - Description 4 B.ACAD_PLAN - Academic Plan 5 F.DESCR - Description 6 A.UASA_CEREMONY_DT - Ceremony Date

Sequence	11
Query Name	RO_GS_EDIT_DATA_TCHG
Short Description	Edit for deferred admission
Long Description	Lists graduate students who were allowed to defer admission
Configurable Parameters	Admit Term 1: Admit Term 2: Admit Term 3: Admit Term 4:
Selection Criteria	List of all graduate students who were allowed to defer the admission term and the new admission term is a part of the mentioned terms.
Columns Reported	1 A.ADMIT_TERM - Admit Term 2 A.EMPLID - Empl ID 3 B.NAME - Name 4 A.ACAD_CAREER - Academic Career 5 A.STDNT_CAR_NBR - Student Career Nbr 6 A.EFFDT - Effective Date 7 A.EFFSEQ - Effective Sequence 8 A.ACAD_PROG - Academic Program 9 A.PROG_STATUS - Academic Program Status 10 A.PROG_ACTION - Program Action 11 A.ACTION_DT - Action Date 12 A.PROG_REASON - Action Reason 13 C.ADMIT_TERM - Admit Term

Sequence	12
Query Name	RO_GS_EDIT_PRG_PLN_SBPLN_ALL
Short Description	All EFFDT rows 4 each student
Long Description	Results will show all EFFDT rows (and all programs) for the students that have the value(s) specified
Configurable Parameters	Program - 5 char (opt): Plan - 5 char (opt): Sub-Plan - 4 char (opt):
Selection Criteria	List of all graduate students in the program, plan and subplan combination; all status changes in a student' status stack will be displayed; if the student changed program, plan or subplan even the rows related to previous program plan and subplan will be displayed Input criteria are all optional, so if a subplan is not provided the query will show all subplans under the mentioned program and plan combination; if both plan and subplan are not mentioned all plans and subplans under the mentioned program will be displayed We recommend not to run query without program parameter even though it is possible; if it is run without any parameter, query will list all graduate students in all programs plan and subplans
Columns Reported	1 D.NAME - Name 2 A.EMPLID - Empl ID 3 B.ACAD_PROG - Academic Program 4 C.ACAD_PLAN - Academic Plan 5 A.DT_RECVD - Date Received 6 A.AWARD_CODE - Honor/Award 7 A.DESCRFORMAL - Formal Description

Sequence	13
Query Name	RO_GS_EDIT_STD_PROG_PLN_SUBPLN
Short Description	Only rows w/ values specified
Long Description	Edit for inactivating department, specialization; determines if anyone has used them Results will show rows for value(s) specified, not all rows for student record (no effective dating)
Configurable Parameters	Program - 5 char (opt): Plan - 5 char (opt): Sub-Plan - 4 char (opt):
Selection Criteria	List of all graduate students in the mentioned program, plan and subplan combination All status changes in a student' status stack will be displayed; if student changed program, plan or subplan only rows related to mentioned program plan and subplan will be displayed Input criteria are all optional, so if a subplan is not provided the query will show all subplans under the mentioned program and plan combination; if both plan and subplan are not mentioned all plans and subplans under the mentioned program will be displayed We recommend not to run query without a program parameter even though it is possible; if it is run without any parameter, query will list all graduate students in all programs plan and subplans
Columns Reported	1 D.NAME - Name 2 A.EMPLID - Empl ID 3 B.ACAD_PROG - Academic Program 4 C.ACAD_PLAN - Academic Plan 5 A.DT_RECVD - Date Received 6 A.AWARD_CODE - Honor/Award 7 A.DESCRFORMAL - Formal Description

Sequence	14
Query Name	RO_GS_PROG_ACTN_LEAV
Short Description	Students on leave of absence
Long Description	Lists all students with a program action on the student program page of LEAV (leave of absence) with a specified effective date
Configurable Parameters	Effective date
Selection Criteria	List of all graduate students with a program action of LEAV (leave of absence) effective on or after the specified effective date
Columns Reported	1 B.NAME - Name 2 A.EMPLID - Empl ID 3 A.EFFDT - Effective Date 4 A.ACAD_PROG - Academic Program 5 C.ACAD_PLAN - Academic Plan 6 D.ACAD_SUB_PLAN - Academic Sub-Plan

Sequence	15
Query Name	RO_GS_SPECIFIC_GRADE
Short Description	Grades <= x (excludes IN)
Long Description	Lists all courses with a grade less than the user input in a given term (excludes IN grades).
Configurable Parameters	Academic Institution: Academic Career: Term: Grade (4 pt) <=:
Selection Criteria	All students in specified institution, career, term whose grades are less than specified grade input
Columns Reported	1 A.EMPLID - Empl ID 2 B.NAME - Name 3 A.STRM - Term 4 A.ACAD_CAREER - Academic Career 5 A.ACAD_PROG_PRIMARY - Primary Academic Program 6 F.ACAD_PLAN - Academic Plan 7 E.DESCR - Description 8 A.ACADEMIC_LOAD - Academic Load 9 C.SUBJECT || C.CATALOG_NBR 10

Columns Reported	11 C.SSR_COMPONENT || C.CLASS_SECTIOND.CRSE_GRADE_OFF - Official Grade
	12 D.GRD_PTS_PER_UNIT - Grade Points Per Unit

Sequence	16
Query Name	RO_GS_THESIS_BASED_CONVOCANTS
Short Description	FGSR grads thesis based
Long Description	Lists all graduate studies thesis based applicants for convocation for specified ceremony date
Configurable Parameters	Ceremony Date 'YYYY-MM':
Selection Criteria	Lists all graduate studies thesis based applicants for convocation, for a specified ceremony date
Columns Reported	1 B.EMPLID - Empl ID
	2 A.UASA_CONVO_NAME - Convocation Name
	3 C.ACAD_PROG - Academic Program
	4 E.DESCR - Description
	5 B.ACAD_PLAN - Academic Plan
	6 G.DESCR - Description
	7 A.UASA_CEREMONY_DT - Ceremony Date
	8 F.MILESTONE_TITLE - Milestone Title

Sequence	17
Query Name	RO_ENROLLMENT_BY_FACULTY
Short Description	Program, plan and subplan by faculty
Long Description	This query produces a list of the students registered in the department entered in the prompt
Configurable Parameters	Academic Institution: Acad Career (opt): Term: Faculty (opt): Program (opt): Department (opt): Exclude Exchange (checkbox) Exchange ONLY (checkbox) Visiting Student (opt): Admit Term (opt):
Selection Criteria	This query produces a list of the students registered in specified program, department and admit term; two checkboxes are provided to either exclude or to only report exchange students
Columns Reported	1 A.EMPLID - Empl ID
	2 A.UASA_FIRST_NAME - First Name
	3 A.UASA_MIDDLE_NAME - Middle Name
	4 A.UASA_LAST_NAME - Last Name
	5 A.SEX - Gender
	6 A.BIRTHDATE - Date of Birth
	7 A.UASA_CTZN_STA_D30 - Citizenship Status Description
	8 A.UASA_CTRY_CTZN_D30 - Country of Citizenship Descr
	9 A.RESIDENCY - Residency
	10 A.UASA_ETHNICITY_D30 - Ethnicity Description
	11 A.ADMIT_TERM - Admit Term
	12 A.UASA_LAST_SCH_D50 - Description
	13 A.UASA_LAST_SCH_CITY - Last School-City
	14 A.UASA_LAST_SCH_PROV - Last School-Province
	15 A.UASA_LSCH_CTRY_D30 - Last School Country Descr
	16 A.EMPLID - Empl ID
	17 A.UASA_FIRST_NAME - First Name
	18 A.UASA_MIDDLE_NAME - Middle Name
	19 A.UASA_LAST_NAME - Last Name
	20 A.SEX - Gender
	21 A.BIRTHDATE - Date of Birth
	22 A.UASA_CTZN_STA_D30 - Citizenship Status Description
	23 A.UASA_CTRY_CTZN_D30 - Country of Citizenship Descr
	24 A.RESIDENCY - Residency
	25 A.UASA_ETHNICITY_D30 - Ethnicity Description
	26 A.ADMIT_TERM - Admit Term
	27 A.UASA_LAST_SCH_D50 - Description
	28 A.UASA_LAST_SCH_CITY - Last School-City
	29 A.UASA_LAST_SCH_PROV - Last School-Province
	30 A.UASA_LSCH_CTRY_D30 - Last School Country Descr

Columns Reported	31 A.STRM - Term
	32 A.ACAD_PROG_PRIMARY - Primary Academic Program
	33 A.ACAD_LEVEL_PROJ - Academic Level - Projected
	34 A.ACADEMIC_LOAD - Academic Load
	35 A.WITHDRAW_DATE - Withdrawal \ Cancel Date
	36 A.UASA_ACAD_PLAN1 - Academic Plan
	37 A.UASA_ACAD_PLN1_D30 - Description
	38 A.UASA_ACAD_PLN1_TYP - Academic Plan Type
	39 A.UASA_ACADORG1 - Academic Organization
	40 A.UASA_SUBPLN1_1 - Academic Subplan
	41 A.UASA_SUBPLN1_2 - Academic Subplan
	42 A.UASA_ACAD_PLAN2 - Academic Plan
	43 A.UASA_ACAD_PLN2_D30 - Description
	44 A.UASA_ACAD_PLN2_TYP - Academic Plan Type
	45 A.UASA_ACADORG2 - Academic Organization
	46 A.UASA_SUBPLN2_1 - Academic Subplan
	47 A.UASA_SUBPLN2_2 - Academic Subplan
	48 A.UASA_ACAD_PLAN3 - Academic Plan
	49 A.UASA_ACAD_PLN3_D30 - Description
	50 A.UASA_ACAD_PLN3_TYP - Academic Plan Type
	51 A.UASA_ACADORG3 - Academic Organization
	52 A.UASA_SUBPLN3_1 - Academic Subplan
	53 A.UASA_ACAD_PLAN4 - Academic Plan
	54 A.UASA_ACAD_PLN4_D30 - Description
	55 A.UASA_ACAD_PLN4_TYP - Academic Plan Type
	56 A.UASA_ACADORG4 - Academic Organization
	57 A.UASA_TT_GPA - Grade Point Average
	58 A.UASA_TT_TAKEN_GPA - Units Taken - GPA
	59 A.START_DATE - Start Date
	60 A.END_DATE - End Date
	61 B.ADDRESS1
	62 B.ADDRESS2
	63 B.ADDRESS3
	64 B.ADDRESS4
	65 B.CITY
	66 B.STATE
	67 B.POSTAL
	68 B.COUNTRY
	69 C.PHONE
	70 D.EMAIL_ADDR - Email Address
	71 A.UASA_HA_COUNTRY - Country
	72 A.UASA_HA_CTRY_D30 - Description
	73 A.UASA_HA_PROV - State
	74 A.UASA_HA_CITY - City

Sequence	18
Query Name	RO_ACTIVE_STUDENT_BY_ORG
Short Description	List of active students
Long Description	Selects all students in a specified department with current program status of active or on leave
Configurable Parameters	Academic Institution: Academic Career:
	Academic Organization: Term:
Selection Criteria	This query selects all students belonging to a specified department with a current program status of active or on leave; even the students not registered will be reported if they are active

Columns Reported	1	A.EMPLID - Empl ID
	2	A.ACAD_PROG - Academic Program
	3	A.PROG_STATUS - Academic Program Status
	4	A.EFFDT - Effective Date
	5	D.NAME - Name
	6	B.ACAD_PLAN - Academic Plan
	7	K.ACAD_SUB_PLAN - Academic Sub-Plan
	8	A.DEGR_CHKOUT_STAT - Degree Checkout Status
	9	G.EMAIL_ADDR - Email Address
Columns Reported	10	H.EMAIL_ADDR - Email Address
	11	I.ADDRESS1
	12	I.ADDRESS2
	13	I.ADDRESS3
	14	I.ADDRESS4
	15	I.CITY
	16	I.STATE
	17	I.COUNTRY
	18	I.POSTAL
	19	PHONE
	20	A.ADMIT_TERM - Admit Term
	21	F.TERM_BEGIN_DT - Term Begin Date
	22	F.DESCR - Description
	23	ACADEMIC_LOAD
	24	E.ACADEMIC_LOAD - Academic Load
	25	L.CITIZENSHIP_STATUS - Citizenship Status
	26	L.COUNTRY - Country
	27	M.DESCR - Description
	28	D.SEX - Gender

Table 2: Detailed Descriptions Of Standardized FGSR Reports

Sequence	A.1
Query Name	List of all applicants who applied for a particular admit term and department.
Configurable Parameters	A. Admit Term B. Department
Selection Criteria	Selects all graduate applicants for the specified admit term and department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Term 11 Academic Program Code 12 Program Description 13 Academic Load 14 Academic Plan Code 15 Plan Description 16 Academic Plan Type 17 Academic Organization Code 18 Organization description 19 Academic Subplan Code 20 Subplan Code description 21 Academic Plan Type 22 Start Date 23 End Date 24 Address1 25 Address2 26 Address3 27 Address4 28 City 29 State 30 Postal 31 Country 32 Phone 33 Email Address-University Provided 34 Alternative Email Address

Sequence	A.2
Query Name	List of all applicants who got Admitted or Denied to a particular admit term and department.
Configurable Parameters	A. Admit Term B. Department
Selection Criteria	Selects all graduate applicants admitted or denied for the specified admit term and department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Term

Columns Reported	11 Academic Program Code
	12 Program Description
	13 Academic Load
	14 Academic Plan Code
	15 Plan Description
	16 Academic Plan Type
	17 Academic Organization Code
	18 Organization description
	19 Academic Subplan Code
	20 Subplan Code description
	21 Academic Plan Type
	22 Start Date
	23 End Date
	24 Address1
	25 Address2
	26 Address3
	27 Address4
	28 City
	29 State
	30 Postal
	31 Country
	32 Phone
	33 Email Address-University Provided
	34 Alternative Email Address

Sequence	A.3
Query Name	AGPA of all applicants admitted for a provided Admission term.
Configurable Parameters	A. Admit Term B. Department
Selection Criteria	Selects all graduate applicants who got admitted for the specified admit term and department and their respective AGPA as calculated and entered in system by FGSR admissions team
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Admit Term
	10 Term
	11 Academic Program Code
	12 Program Description
	13 Academic Load
	14 Academic Plan Code
	15 Plan Description
	16 Academic Plan Type
	17 Academic Organization Code
	18 Organization description
	19 Academic Subplan Code
	20 Subplan Code description
	21 Academic Plan Type
	22 Start Date
	23 End Date
	24 Address1

Columns Reported	25 Address2
	26 Address3
	27 Address4
	28 City
	29 State
	30 Postal
	31 Country
	32 Phone
	33 Email Address-University Provided
	34 Alternative Email Address
	35 Admissions GPA

Sequence	A.4
Query Name	Conditional admission applicants together with the condition of admission
Configurable Parameters	A. Admit Term
	B. Department
Selection Criteria	Selects all Graduate applicants who got admitted for the specified admit term and department and their respective condition of admission as entered in system by FGSR admissions team.
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Admit Term
	10 Term
	11 Academic Program Code
	12 Program Description
	13 Academic Load
	14 Academic Plan Code
	15 Plan Description
	16 Academic Plan Type
	17 Academic Organization Code
	18 Organization description
	19 Academic Subplan Code
	20 Subplan Code description
	21 Academic Plan Type
	22 Start Date
	23 End Date
	24 Address1
	25 Address2
	26 Address3
	27 Address4
	28 City
	29 State
	30 Postal
	31 Country
	32 Phone
	33 Email Address-University Provided
	34 Alternative Email Address
	35 Admission condition text

Sequence	A.4
Query Name	List of all readmitted students

Configurable Parameters	A. Admit Term B. Department
Selection Criteria	Selects all graduate applicants who got readmitted for the specified admit term and department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Term 11 Academic Program Code 12 Program Description 13 Academic Load 14 Academic Plan Code 15 Plan Description 16 Academic Plan Type 17 Academic Organization Code 18 Organization description 19 Academic Subplan Code 20 Subplan Code description 21 Academic Plan Type 22 Start Date 23 End Date 24 Address1 25 Address2 26 Address3 27 Address4 28 City 29 State 30 Postal 31 Country 32 Phone 33 Email Address-University Provided 34 Alternative Email Address

Sequence	B.1
Query Name	List of all students who got are registered in a particular term and department
Configurable Parameters	A. Term B. Department
Selection Criteria	This report will list all graduate students who are registered in the specified term and department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Term 11 Academic Program Code 12 Program Description 13 Academic Load

Columns Reported	14 Academic Plan Code
	15 Plan Description
	16 Academic Plan Type
	17 Academic Organization Code
	18 Organization description
	19 Academic Subplan Code
	20 Subplan Code description
	21 Academic Plan Type
	22 Address1
	23 Address2
	24 Address3
	25 Address4
	26 City
	27 State
	28 Postal
	29 Country
	30 Phone
	31 Email Address-University Provided

Sequence	B.2
Query Name	List of all active grad students
Configurable Parameters	A. Department
Selection Criteria	All graduate students in a specified department currently active together with the current status
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Admit Term
	10 Program status
	11 Program action
	12 Program reason
	13 Effective date
	14 Effective sequence
	15 Academic Program Code
	16 Program Description
	17 Academic Plan Code
	18 Plan Description
	19 Academic Plan Type
	20 Academic Organization Code
	21 Organization description
	22 Academic Subplan Code
	23 Subplan Code description
	24 Academic Plan Type
	25 Address1
	26 Address2
	27 Address3
	28 Address4
	29 City
	30 State

Columns Reported	
	31 Postal
	32 Country
	33 Phone
	34 Email Address-University Provided
	35 Alternative Email Address

Sequence	B.3
Query Name	GPA and CGPA for a provided term
Configurable Parameters	A. Term B. Department
Selection Criteria	All graduate students registered in the specified term and department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Program status 11 Program action 12 Program reason 13 Effective date 14 Effective sequence 15 Academic Program Code 16 Program Description 17 Academic Plan Code 18 Plan Description 19 Academic Plan Type 20 Academic Organization Code 21 Organization description 22 Academic Subplan Code 23 Subplan Code description 24 Academic Plan Type 25 Address1 26 Address2 27 Address3 28 Address4 29 City 30 State 31 Postal 32 Country 33 Phone 34 Email Address-University Provided 35 Alternative Email Address 36 Term 37 Term description 38 GPA 39 CGPA

Sequence	B.4
Query Name	List of courses taken by students with grades information
Configurable Parameters	A. Term B. Department

Selection Criteria	All graduate students registered in the specified term and department; all courses taken in that term will be displayed together with the grades
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender
Columns Reported	6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Admit Term 10 Program status 11 Program action 12 Program reason 13 Effective date 14 Effective sequence 15 Academic Program Code 16 Program Description 17 Academic Plan Code 18 Plan Description 19 Academic Plan Type 20 Academic Organization Code 21 Organization description 22 Academic Subplan Code 23 Subplan Code description 24 Academic Plan Type 25 Address1 26 Address2 27 Address3 28 Address4 29 City 30 State 31 Postal 32 Country 33 Phone 34 Email Address-University Provided 35 Alternative Email Address 36 Term 37 Term description 38 Subject 39 Catalog number 40 Class Section 41 Class Number 42 Enrolment status 43 Official Grade

Sequence	B.5
Query Name	FNMI status and ethnicity details for Students registered in a provided term
Configurable Parameters	A. Term B. Department
Selection Criteria	All students registered in specified term and department with ethnicity details; if a student has self declared themselves as FNMI, their FNMI status will be displayed under ethnicity details
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name

Columns Reported	5	Gender
	6	Date of Birth
	7	Citizenship Status Description
	8	Country of Citizenship Descr
	9	Admit Term
	10	Program status
	11	Program action
	12	Program reason
	13	Effective date
	14	Effective sequence
	15	Academic Program Code
	16	Program Description
	17	Academic Plan Code
	18	Plan Description
	19	Academic Plan Type
	20	Academic Organization Code
	21	Organization description
	22	Academic Subplan CodeSubplan Code description
	23	Academic Plan Type
	24	Address1
	25	Address2
	26	Address3
	27	Address4
	28	City
	29	State
	30	Postal
	31	Country
	32	Phone
	33	Email Address-University Provided
	34	Alternative Email Address
	35	Term
	36	Term description
	37	Ethnicity details

Sequence	C.1
Query Name	Milestones information final oral exam
Configurable Parameters	A. Department B. From Date C. To Date
Selection Criteria	All Graduate students coded with final oral exam by FGSR Program Services staff between the specified dates for the specified department
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Academic Program Code 10 Program Description 11 Academic Plan Code 12 Plan Description 13 Academic Plan Type 14 Address1 15 Address2 16 Address3

Columns Reported	17 Address4
	18 City
	19 State
	20 Postal
	21 Country
	22 Phone
	23 Email Address-University Provided
	24 Alternative Email Address
	25 Milestone code
	26 Milestone status Milestone description
	27 Milestone title
	28 Comment
	29 Milestone attempt status
	30 Date attempted

Sequence	C.2
Query Name	Milestones information candidacy exam
Configurable Parameters	A. Department
	B. From Date
	C. To Date
Selection Criteria	All graduate students coded with candidacy exam by FGSR Program Services staff between the specified dates for the specified department
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Academic Plan Code
	12 Plan Description
	13 Academic Plan Type
	14 Address1
	15 Address2
	16 Address3
	17 Address4
	18 City
	19 State
	20 Postal
	21 Country
	22 Phone
	23 Email Address-University Provided
	24 Alternative Email Address
	25 Milestone code
	26 Milestone status
	27 Milestone description
	28 Milestone title
	29 Comment
	30 Milestone attempt status
	31 Date attempted

Sequence	C.3
Query Name	Milestones information program completion

Configurable Parameters	A. Department
	B. From Date
	C. To Date
Selection Criteria	All Graduate students coded with program completion milestone by FGSR Program Services staff between the specified dates for the specified department
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Academic Plan Code
	12 Plan Description
	13 Academic Plan Type
	14 Address1
	15 Address2
	16 Address3
	17 Address4
	18 City
	19 State
	20 Postal
	21 Country
	22 Phone
	23 Email Address-University Provided
	24 Alternative Email Address
	25 Milestone code
	26 Milestone status
	27 Milestone description
	28 Milestone title
	29 Comment
	30 Milestone attempt status

Sequence	C.4
Query Name	Students who changed their program of study
Configurable Parameters	A. Department
	B. From Date
	C. To Date
Selection Criteria	All Graduate students for whom a program change form was submitted to FGSR Program Services staff between the specified dates for the specified department
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Academic Plan Code
	12 Plan Description
	13 Academic Plan Type

Columns Reported	14 Address1
	15 Address2
	16 Address3
	17 Address4
	18 City
	19 State
	20 Postal
	21 Country
	22 Phone
	23 Email Address-University Provided
	24 Alternative Email Address
	25 Milestone code
	26 Milestone status
	27 Milestone description
	28 Milestone title
	29 Comment
	30 Milestone attempt status
	Date attempted

Sequence	C.5
Query Name	Students who changed their department
Configurable Parameters	A. Department
	B. From Date
	C. To Date
Selection Criteria	All Graduate students for whom a department change form was submitted to FGSR Program Services staff between the specified dates for specified departments
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Academic Plan Code
	12 Plan Description
	13 Academic Plan Type
	14 Address1
	15 Address2
	16 Address3
	17 Address4
	18 City
	19 State
	20 Postal
	21 Country
	22 Phone
	23 Email Address-University Provided
	24 Alternative Email Address
	25 Milestone code
	26 Milestone status
	27 Milestone description
	28 Milestone title
	29 Comment
	30 Milestone attempt status

Sequence	C.6
Query Name	List of all T919 students
Configurable Parameters	A. Department
Selection Criteria	All Graduate students from a specified department with an active student status who are coded with T919 student group; these are thesis based students admitted before fall 2011 who fulfill all requirements to be eligible for T919
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr 9 Academic Program Code 10 Program Description 11 Program status 12 Program action 13 Program reason 14 Effective date 15 Effective sequence 16 Academic Plan Code 17 Plan Description 18 Academic Plan Type 19 Address1 20 Address2 21 Address3 22 Address4 23 City 24 State 25 Postal 26 Country 27 Phone 28 Email Address-University Provided 29 Alternative Email Address 30 Student Group 31 Status

Sequence	C.7
Query Name	List of all students from a particular department who are also a staff at UofA
Configurable Parameters	A. Department
Selection Criteria	All Graduate students from a specified department with an active student status who are coded as staff student group
Columns Reported	1 Student ID 2 First Name 3 Middle Name 4 Last Name 5 Gender 6 Date of Birth 7 Citizenship Status Description 8 Country of Citizenship Descr

Columns Reported	9 Academic Program Code
	10 Program Description
	11 Program status
	12 Program action
	13 Program reason
	14 Effective date
	15 Effective sequence
	16 Academic Plan Code
	17 Plan Description
	18 Academic Plan Type
	19 Address1
	20 Address2
	21 Address3
	22 Address4
	23 City
	24 State
	25 Postal
	26 Country
	27 Phone
	28 Email Address-University Provided
	29 Alternative Email Address
	30 Student Group
	31 Status

Sequence	C.8
Query Name	List of all thesis based students following older course based fees structure
Configurable Parameters	A. Department
Selection Criteria	All graduate students from a specified department with an active student status who are coded with THGP student group; this is the grandparented student group status which will associate thesis based students (admitted before fall 2011) with older course based fees structure
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Program status
	12 Program action
	13 Program reason
	14 Effective date
	15 Effective sequence
	16 Academic Plan Code
	17 Plan Description
	18 Academic Plan Type
	19 Address1
	20 Address2
	21 Address3

Columns Reported	22 Address4
	23 City
	24 State
	25 Postal
	26 Country
	27 Phone
	28 Email Address-University Provided
	29 Alternative Email Address
	30 Student Group
	31 Status

Sequence	D.1
Query Name	List of all terms setup in PeopleSoft
Configurable Parameters	N/A
Selection Criteria	Term setup for graduate career terms
Columns Reported	1 Institution
	2 Academic Career
	3 Term
	4 Term description
	5 Term begin date
	6 Term End date

Sequence	D.2
Query Name	List of all external organizations setup in PeopleSoft
Configurable Parameters	N/A
Selection Criteria	List of all external organizations setup in PeopleSoft
Columns Reported	1 External Organization ID
	2 Description
	3 Effective date
	4 Status
	5 School Code Type
	6 School Code

Sequence	D.3
Query Name	List of all countries setup in PeopleSoft
Configurable Parameters	N/A
Selection Criteria	List of all countries setup in PeopleSoft
Columns Reported	1 Country code
	2 Description
	3 Short description

Sequence	E.1
Query Name	List of all convocants for a provided convocation cycle
Configurable Parameters	A. Department
	B. Convocation date (YYYYMM)
Selection Criteria:	List of all students on the convocation list for a specified department and convocation month
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code

Columns Reported	10 Program Description
	11 Program status
	12 Program action
	13 Program reason
	14 Effective date
	15 Effective sequence
	16 Academic Plan Code
	17 Plan Description
	18 Academic Plan Type
	19 Address1
	20 Address2
	21 Address3
	22 Address4
	23 City
	24 State
	25 Postal
	26 Country
	27 Phone
	28 Email Address-University Provided
	29 Alternative Email Address
	30 Convocation status
	31 Convocation date

Sequence	E.2
Query Name	Program completion times of the students in a particular convocation cycle
Configurable Parameters	A. Department B. Convocation date (YYYYMM)
Selection Criteria	List of all students on the convocation list for a specified department and convocation month together with their program completion times
Columns Reported	1 Student ID
	2 First Name
	3 Middle Name
	4 Last Name
	5 Gender
	6 Date of Birth
	7 Citizenship Status Description
	8 Country of Citizenship Descr
	9 Academic Program Code
	10 Program Description
	11 Program status
	12 Program action
	13 Program reason
	14 Effective date
	15 Effective sequence
	16 Academic Plan Code
	17 Plan Description
	18 Academic Plan Type
	19 Address1
	20 Address2
	21 Address3
	22 Address4
	23 City
	24 State
	25 Postal
	26 Country
	27 Phone
	28 Email Address-University Provided

Columns Reported	29 Alternative Email Address
	30 Convocation status
	31 Convocation date
	32 Degree Awarded
	33 Program Completion times (in months)

Appendix 2: China Scholarship Council

China Scholarships
- The China Scholarship Council (CSC) provides scholarships to Chinese citizens for PhD programs, visiting PhD students, post-doctoral fellows and visiting scholars.
- Please note that a visiting PhD student and a visiting scholar are different. Visiting PhD students are students who are registered in PhD programs at Chinese universities, who come to the U of A to do research with a professor here for 6-24 months, and then return to China to complete their PhD programs there. Visiting scholars are Chinese professors who want to come to the UofA to do research with professors here, usually for shorter terms.

Funding
- As per the CSC-UAlberta agreement, students who are admitted to a PhD program at UAlberta and receive the CSC scholarship will have their international differential tuition covered by the UAlberta Office of the Provost
- The Faculty of Graduate Studies and Research will provide a scholarship to cover the domestic tuition and fees, and CSC will provide students with a monthly living allowance
- This scholarship will be for up to four years of a PhD program
- Visiting PhD students, visiting scholars, and post-doctoral fellows who are approved for the CSC scholarship will only receive funds for their monthly living expenses

Application Deadlines, Evaluation Timelines

Applicant's Status	Deadline Online Application	Evaluation CSC Experts	Final Results Announcement
PhD student and visiting PhD	March 20 - April 5	April - May	May
Visiting scholar and Post doctoral fellow	January 5 -January 15	February - March	March

Application Procedures
- Potential CSC applicants will typically begin communication with a department and/or potential supervising professor directly, or will go through the Sponsored Student Program office, University of Alberta International
- If a professor and department are interested in a potential CSC applicant, the following will need to be provided to the student to enable them to submit their CSC application online via the CSC website

PhD Applicants Must Provide
- A standard admission offer from the FGSR. This letter must include a statement that explains that if the student receives a CSC scholarship, the U of A will provide scholarship funding to cover his/her tuition fees for the first four years of the PhD program
- A letter from the applicant's supervisor at the U of A, containing the following
  - The applicant's name, date of birth, and home university in China;
  - The name of the supervisor at the U of A
  - The proposed start and end dates (month/year) for the PhD program. For the end date, providing an average length of time for completion of the degree will be sufficient
  - If the applicant is being admitted to a Master's program at the U of A initially, there must be a statement explaining that the applicant may move directly into the PhD after the first year of studies if the student excels during that first year
  - The signature of the supervisor

- A study plan, in English, minimum 1000 words, signed by the supervisor at the U of A (the applicant may write the study plan)
- A 1-2 page CV from the supervisor at the U of A, summarizing education, employment history, current research, and publications (last five years). The supervisor must sign it

PhD Visitors, Visiting Scholars, and Post-Doctoral Fellows must provide:
- A letter from the applicant's supervisor at the U of A, containing the following
  - The applicant's name, date of birth, and home university in China
  - The name of the supervisor at the U of A
  - The proposed start and end dates (month/year)
  - The research area
  - The signature of the supervisor
- A study/research plan, in English, minimum 1000 words, signed by the supervisor at the U of A (the applicant may write the study plan)
- A 1-2 page CV from the supervisor at the U of A, summarizing education, employment history, current research, and publications (last five years)
- The supervisor must sign i

For further information, please contact
Nicole Dewart
Senior Coordinator, Sponsored Student Program University of
Alberta International Nicole.dewart@UAlberta.ca
780-492-1579

Appendix 3: CONACYT Scholarship (Mexico)

Scholarships
- How does the fellowship work?
- Students who are awarded the fellowship will receive the following funding:
  - For master thesis based programs the graduate fellowship will cover 100% of your tuition fees for two years
  - You will also receive a stipend
  - Short fellowship scholarships are also offered for up to six months
  - For doctoral programs the graduate fellowship will cover 100% of your tuition fees for four years
  - You will also receive a stipend
  - Short fellowship scholarships are also offered for up to twelve months

Eligibility
- All Mexican students accepted and registered in thesis-based graduate programs (Master and Doctoral) at UofA can apply for this scholarship
- Mexican students in graduate programs in Mexico may apply for the short fellowship scholarships if they have a professor at UAlberta who agrees to supervise their research here
- Master's course based programs are not eligible
- Before applying, prospective applicants should consult both the relevant graduate program and CONACYT to confirm eligibility. Contact information for individual graduate programs is available on the Faculty of Graduate Studies and Research website. www.gradstudies.UAlberta.ca

For further information, please contact
- Dan Fredrick Sponsored Student Program Manager University of Alberta International Tel.: (780) 248-1260 Email: dan.fredrick@UAlberta.ca
- Giovana Bianchi Recruitment Coordinator (Americas) University of Alberta International Tel.: (780) 492-7104 Email: giovana.bianchi@UAlberta.ca Mtro.
- Marco Antonio Vargas Subdirector de Asignacion de Becas al Extranjero CONACYT Tel.: 52 (55) 5322-7700 ext.1210 Email: avargas@conacyt.mx
- University of Alberta International www.international.UAlberta.ca
- University of Alberta Master's & Doctoral Programs - FGSR website
- CONACYT scholarships for graduate studies abroad http://www.scholarshipportal.com/scholarship/conacyt-scholarship