Update from
Student Systems & Records

Josie Lalonde
Associate Director, Student Services
63 St. George - Renovations

- Renovations began in early April
- Aiming to move back in early September before classes begin
Balance of Degree Fees: SGS Offer of Admission Letter

• Admission offer letter:
  – Every degree program has a program length which predetermines the minimum degree fee. Students who finish the requirements in less than the program length will be subject to a balance of degree fee to be paid prior to graduation. Refer to your unit’s SGS Calendar entry for your program length and consult the Graduate Fees section of the SGS website for more information: www.sgs.utoronto.ca
Balance of Degree Fees
SGS Website: Graduate Fees section

Minimum Degree Fee

All graduate students must pay a minimum degree fee. This fee is based upon the full-time program length for each graduate master's program and is assessed prior to graduation. The minimum degree fee for PhD and professional doctoral programs is the fee associated with one year (three sessions of full-time studies). Minimum degree fee represents the minimum amount of tuition that every student, whether registered full-time or part-time, must pay upon completion of the program prior to graduation.

If, at the end of your program, the total amount of academic fees which you paid during the time you were registered is less than the minimum degree fee, you will be required to pay the outstanding balance.

Students who undertake their studies on a part-time basis are required to pay at least the same amount of tuition for their degree as a full-time student. Many part-time students must pay a minimum degree fee prior to graduation. Full-time students who accelerate their programs and finish the degree requirements in less time than the program length must also pay a minimum degree fee. If a student has paid more than the minimum degree fee due to the time taken to complete the degree requirements, there will be no refund of fees. Any fees paid as a non-degree student (whether at U of T or at another institution) will not be counted towards the minimum degree fee. The SGS-approved transfer of graduate academic credit also does not reduce the required minimum degree fee.

To find out the program length for your degree program, please contact your home graduate unit or check the program entry in the SGS Calendar.
5.3 Program Length

Program length is established at the time of initial approval of the program. Program length refers to the period of time (in sessions or academic years) for an academically well-prepared student to complete all program requirements while registered full-time. The program length is the period of time upon which the minimum degree fee is based (for master’s programs only).

The typical registration sequence for full-time master’s programs is shown in individual graduate unit entries: for example, the F/W/S abbreviation is used for Fall/Winter/Summer.

Actual time to complete a program may vary for individual students and across disciplines. PhD program length is established through the PhD Degree Regulations. All requirements for the degree must be completed within the time limit (see 5.5 below).
14.4 Minimum Degree Fee

14.4.1 Master’s Programs

The minimum degree fee is the fee associated with the program length for each graduate master’s program and represents the minimum amount of tuition that every student, regardless of registration option or status, must pay upon completion of the program prior to graduation. Full-time program length is associated with the minimum degree fee that is based on the Fall session as the start of the program, even if some students commence the program in the Winter or Summer session.

14.4.2 Balance of Degree Fee

Master’s students who finish the degree program requirements in less time than the defined program length, regardless of registration option, will be subject to a balance of degree fee. The balance of degree fee is the minimum degree fee minus tuition fees already paid by the student. The balance of degree fee is assessed just prior to graduation. The payment due date for the balance of degree fee is three months from the date that the fee was recorded in ROSI. If the fee is unpaid, students are charged the monthly service fee of 1.5% compounded (19.56% per annum).

For international students who change to domestic status during their study period, the minimum degree fee will be assessed as follows:

- if the legal status change occurred within the program length, the minimum degree fee will be based on the domestic tuition fee;
- if the legal status change occurred after the program length, the minimum degree fee will be based on the international tuition fee.
Balance of Degree Fees

- Diplomas are not withheld due to the balance of degree fee
- Staff members with a tuition waiver:
  - BOD fee is covered under the Collective Agreement
  - Take the BOD fee letter and current ROSI invoice to HR
  - Sign one last tuition waiver form
  - Student Accounts will issue a refund
- Suggestions on improving communications are welcome!
Academic Activity Rollover

• Copying academic activity information from one session to the next
• Currently: All of SGS
• Proposed: Exclude some graduate units from the rollover
• EASI may do this as part of NGSIS
• Interest?
Degree Explorer Pilot Project

• Administrators can:
  – Confirm degree requirements
  – Confirm students meet course pre-requisites

• Students can:
  – Monitor progress towards Degree or Program completion
  – Plan for future courses
  – View pre-requisite checks
  – Explore hypothetical scenarios
Degree Explorer Pilot Project

• Fall 2016: Faculty of Information staff will use DE for pre-requisite checks
• EASI to enhance system for program checks
• Fall 2017: Target to pilot full functionality
• Winter 2018: Extend to other grad units
ACORN: Status Update

• Credit card payments (Visa/Mastercard)
  – 1.75% convenience fee
  – Target date: July 2016

• Financial Awards & Financial Aid screen
  – historical record of awards
  – Upcoming disbursements
  – Target date: July 2016

• Universal urgent need grant application
  – Initial roll-out: 2-3 St. George undergraduate divisions
  – Potential to expand broadly and include grad studies
  – Target date: Initial release September 2016
eMarks: Status Update

• System for submitting, amending and approving grades online
• All but four Faculties are using eMarks
• Next steps
  – SDF functionality
  – Early grades for graduating students
SGS Information Systems

Annual General Meeting for
Graduate Administrators 2016

Corey Dales
Director, Information Systems
• **Accomplishments:**
  – SGS Email Migration
  – VMWare / UTORBackup
  – Web Help Desk
  – System Integrations
  – Graduate Funding / TTC Data on website

• **In Progress:**
  – Forms Tool
  – Progress Tracker

• **Future Goals:**
  – OAA Review and Enhancements
  – Graduate Professional Skills Program Tracking
  – Updates to Infrastructure
    • Enterprise AD
    • Database Upgrades
Accomplishments

• SGS Email Migration
• Web Help Desk
• VMWare / UTORBackup
• System Integrations
• Graduate Funding / TTC Data on website
SGS Email Migration

• SGS has migrated to UTORExchange
  – Majority of addressed have been moved and appear as @utoronto.ca

• Old addresses still work, however, everyone is encouraged to use the @utoronto.ca addresses
  – Please update your materials (address books, print materials, websites, etc.)
  – This will end this Summer on July 1, 2016

• New addresses are on the SGS Staff Directory
  http://www.sgs.utoronto.ca/about/Pages/Staff-Directory.aspx
Web Help Desk

• Implemented Web Help Desk for our ticketing system
  – Supported and maintained by I+TS
  – Provides graduate community a single point of contact for support (sgs.support@utoronto.ca)
    • We route requests internally to the appropriate group/person
  – Provides analytics on common issues and requests
All SGS servers have been migrated to the I+TS hosted VMWare solution

- Reduced
  - Risk due to down time or data loss
  - Costs of hardware and software refreshes

- Improved
  - Reliability and performance for clients
  - Integration with the University and central services
System Integrations

• We now have a live feed from ROSI
  – Automation manual tasks
    • Data extracts for system updates
    • Integrated data into existing systems in real (or close to real) time
    • Reduced support requests from users
  – This is also playing a large part in our Forms Tool
Posted Graduate Funding / TTC Data

• Created a website to graph graduate funding data by program
  – http://www.sgs.utoronto.ca/gradfunding
In Progress

• Progress Tracker
• Forms Tool
Progress Tracker

• Progress Tracker
  – An optional, web based tool to assist graduate students, supervisors, and units with tracking progress of research stream students.
  
  – I+TS have now provided the data feeds from ROSI
  
  – We have a demo site setup
    • 8 units have already expressed interest in the program and will begin contacting to setup on the demo site
    • Once the units are happy in the demo site, we will move onto production server to be live for Fall 2016
Forms Tool

• A new tool to allow all paper/PDF forms to be made into web forms.

• Faster response to changing needs
  – Easily make text changes, add/remove fields
  – No development time required!

• Integration with existing data sources
  – ROSI, NGSIS, OAA, etc.
  – No re-entry of data

• Data exports (single or multiple records)
  – Excel (all fields)
  – PDF (customized templates, single file with attachments)
Forms Tool

- Beginning limited testing within SGS
  - We have implemented forms which flow from Student to SGS directly, for example:
    - Confirmation of Registration
    - Confirmation of Degree
    - Name / Gender Change

- Next steps:
  - Refine Form Submission management interface
  - Move to production for Sept 2016

- Future:
  - Training for graduate administrators
  - Implement more complex forms, for example:
    - Leave of Absences
    - Extension to Complete Coursework (SDF)
    - Change of Campus Affiliation
Future Goals

• OAA Review and Enhancements
• GPS Program Tracking
• Updates to Infrastructure
  – Enterprise AD
  – Database Upgrades
OAA Review and Enhancements

• Online Admissions Application (OAA)
  – A key system in the admissions process
  – Approximately 10 years old
  – Lacks some of the feature / flexibility expected from modern systems
  – The system needs to be refreshed and updated
    • We are in the very early stages of considering what's next for the OAA
    • We will be engaging the graduate community for input as this progresses
GPS Tracking

• Graduate Professional Skills Program has grown dramatically this year
• We are investigating a variety of systems to improve tracking through this program
• All systems will integrate with existing central systems
Updates to Infrastructure

- SGS will be joining Enterprise Active Directory
  - Simplify access to systems and files (SGS Drive)
  - Improves SGS integration with the University and central services
  - ETA is dependent on the I+TS project

- Database Upgrades
  - SGS will be upgrading our database servers in Summer 2016
  - Improve performance and reliability
  - Down time where website and application will not be accessible (estimate 4hrs to 8 hrs)
  - Advanced notice will be provided
Information Systems

• Contact Information for Support
  • sgs.support@utoronto.ca

Corey Dales
Director, Information Systems
corey.dales@utoronto.ca
Update from the Graduate Awards Office

Laura Stathopoulos
Associate Director
Graduate Awards & Financial Aid
Changes to Tri-Council University allocations for CGS-M

- Formerly calculated based on number of CGS-M awards held at each university

- No longer centrally adjudicated at the national level, awards no longer portable

- The new allocation at each eligible institution is calculated based on each institution’s proportion of the total sum of grant funding and award funding received by all institutions.

- Information regarding the new university allocations for the CGS M is available on the NSERC website.

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<td>(new allocation)</td>
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Ontario Graduate Scholarship (OGS)

Social Insurance number (SIN) collection

MTCU requires student’s SIN for all OGS & QEII GGST nominees

- verify eligibility to hold an award

- report recipients
Collection process

- OGS & QEII GGST nominees identified by graduate units
- List of nominees sent to SGS (June 1\textsuperscript{st}) for final eligibility check
- SINS will not be requested from graduate units
Graduate Awards Office

- Starting mid-late June SGS will email candidates asking that they complete an SGS online form to collect their SIN within a secure environment.

- Information used to create a list to send to MTCU asking them to verify they are in good OSAP standing.
Graduate Awards Office

- SINs of nominees that are not offered an OGS or QEII GGST or decline the offer will be deleted from all saved locations.
- The SINs for awardees will maintained and used to report via the Ministry’s BRS system.
- Once reported SINs will be purged from our records.
- As a result student may have to provide SIN in future years.
Graduate Awards Office

- 2015-16 OGS Guidelines allow universities to allocate up to 2 OGS to students who self-identify as an Indigenous/Aboriginal person
- This year’s nominees will be asked if they self-identify as an Indigenous/Aboriginal person when the SIN is collected
- Fall 2016 OGS application will include this question
- These 2 awards for will be adjudicated along with the OGS VISA awards in Spring of 2017 – more details fall 2016
OGS Allocation

- Former allocation based past success rates + enrolment data
- Success rates are no longer available (no centralized adjudication)
- New OGS allocation formula to be developed summer 2016
- Rolled out for 2016-2017 competition
SGS Learning Café - Fall 2016

Award Administration
for Graduate Administrators

Topics:

– General awards guidelines and award management
– Award timelines and schedule
– Award program information and updates for the current year
– SGS Payments (how and when they’re dispersed)
– Viewing award transactions/information on ROSI

– Other ????

Let us know what you want to hear about
Laura Stathopoulos
Associate Director, Student Services
Graduate Awards & Financial Aid
laura.stathopoulos@utoronto.ca

QUESTIONS?
Update on Convocation and Doctoral Examinations Processes

Lisa Haley
Postdoctoral Advisor
Doctoral Examinations

- **Registration & ROSI**
  - Students must be registered in order to defend AND submit their theses
  - Enter the exam on ROSI

- **Quorum & Exam Rooms**
  - Four pre-approved voting members, two of whom are non-supervisory

- **Appraisals**
  - Students who receive a negative appraisal cannot delay their FOE
Finishing Degree Requirements

- **Post Exam, Doctoral Students**
  - Students are given a post-exam package
  - Students may obtain letters of completion upon request

- **Thesis Submission, All Students**
  - Submission date determines fees/convocation
  - [sgs.doctoral@utoronto.ca](mailto:sgs.doctoral@utoronto.ca)
  - [sgs.masters@utoronto.ca](mailto:sgs.masters@utoronto.ca)
Convocation

- **Department Processes**
  - Deadlines
  - Degree Recommendations & ROSI lists

- **Graduation**
  - Diploma Holds
  - BoD Fees
  - Graduation delays not permitted
Update from Front Line Student Academic Services

Victoria Hurlihey
Manager, Front Line Student Academic Services
International Visiting Graduate Students (IVGS)

Current Process

- Student, supervisor and grad unit complete the IVGS agreement form
- U of T Supervisor writes letter of invitation
- Once IVGS agreement form is signed, grad admin sends it to SGS Student Academic Services (originals not needed – electronic copies are fine)
- Manager, SGS Student Academic Services obtains SGS approval signature
- SSA processes IVGS on ROSI and issues the SGS Offer of Admission letter, which is emailed and mailed to the student, supervisor, grad admin and UHIP office
Non-Standard Admissions & Program Cases

- Non-Standard Admission Cases
  - Send to Manager, Front Line Student Academic Services, who will review case with Vice Dean, Students
  - Questions regarding credentials are directed to the SGS Recruitment and Admissions Officer, who determines if the case should be non-standard – if it is non-standard, send to Manager, Front Line Student Academic Services

- Non-Standard Program Cases
  - Send to SSA, who will prepare case for Manager, Front Line Student Academic Services, who will review case with Vice Dean, Students (if needed)
Update from Student Services

Hasmik Sargsyan
Recruitment and Admissions Officer
Joint Placement

• Available for doctoral students (PhD, EdD, SJD, DMA)
• Individual agreement model for establishing Joint Placements
• Not a Joint Degree!
• A student must designate one institution as the lead institution and the second as the collaborator institution.
Joint Placement

- **Admission:** Must be admissible and apply at both institutions.
- **Registration:** Registered at both institutions throughout.
- **Fees:** Tuition is paid at the lead institution. Incoming students assessed incidentals & ancillary and UHIP.
- **Coursework:** All U of T course requirements for the doctoral degree must be met.
- **Dissertation:** Jointly supervised by two thesis supervisors.
- **Defense:** A single Final Oral Examination (FOE).
- **Funding:** Must be outlined in Joint Placement.
Joint Placement

• **Degree Conferment:** The diploma will be awarded by the lead institution. The U of T diploma and transcript will note that degree was awarded under a Joint Doctorate agreement (e.g. “Awarded as a single degree under a Joint Placement arrangement with the (collaborator) institution”.)

• ONE DEGREE!
Joint Placement

• Agreement - on the SGS website under Exchange Opportunities: International and Domestic - [http://www.sgs.utoronto.ca/prospectivestudents/Pages/Exchange-Opportunities-International-Domestic.aspx](http://www.sgs.utoronto.ca/prospectivestudents/Pages/Exchange-Opportunities-International-Domestic.aspx)
  – U of T has JEP agreements with UBC, HKU, IUSS (Italy), University of Rome, University of Oslo, Université Nice Sophia Antipolis, Claude Bernard Lyon, Paris-Est Marne-la-Vallee.
  – Current graduate units with JEP students: Law, Italian Studies, Comparative Literature, Mathematics, Earth Sciences, Molecular Genetics, Civil Engineering, MIE, etc.
International Credentials

International Credentials Equivalencies Database (ICED)
- Minimum GPA equivalent to SGS Mid-B
- B+ Equivalent
- Masters and Doctoral minimum admission requirements
- Other (grading system, sample of recognized institutions, etc.)

Admissions Manual

Restricted Access:
User name: gradunit
Password: has not changed, although, if you do not have the password, contact sgs.support@utoronto.ca

Questions about JEP and international credentials?
Contact the Recruitment and Admissions Officer at hasmik.sargsyan@utoronto.ca
And now your questions...