SGS Student Services

General Meeting for Graduate Administrators

Friday, October 17, 2014
2:00-4:00 p.m.
Sidney Smith Hall, room SS 2102
AGENDA

2:00 - 2:05  Welcome
2:05 - 2:55  Update from Systems & Records
2:55 - 3:05  Update from Information Systems
3:05 - 3:10  Update from Governance & Policy Office
3:10 - 3:15  Update from Academic Programs, Planning & Quality Assurance
3:15 - 3:25  Update from the Post-Doctoral & Doctoral Examinations Office
3:25 - 3:35  Update from the Graduate Awards Office
3:35 - 3:45  Update from Grad Room & Student Services
3:45 - 4:00  Questions
New Faces at SGS

Ed Baluyut, Recruitment & Admissions Officer

Liam O’Leary, Grad Room Programming Coordinator

Rory McKeown, Recruitment & Admissions Assistant
Update from
Student Systems & Records

Josie Lalonde
Associate Director,
Student Systems & Records
eMarks for Graduate Studies
What is eMarks?

• Online system for managing grades
• Easy-to-use interface
• Automatic reminder and notification emails
• Grade validation and distribution charts
Who is using it?

- Faculty of Arts and Science
- Faculty of Applied Science and Engineering
- Faculty of Architecture, Landscape and Design
- University of Toronto Mississauga
- University of Toronto Scarborough
- Faculty of Kinesiology and Physical Education
- SGS!
eMarks for Grad Studies

• Summer 2014 pilot: FASE and IMI

• Fall 2014 grades: Extending more broadly
eMarks for Grad Studies

• Instructors enter grades into eMarks
• Chair approves or returns for amendments
• SGS:
  – Adds users
  – Manages system settings, such as deadlines and notification emails
  – Loads grades from eMarks to ROSI
Learning How to Use eMarks

• SGS eMarks Manual

• Orientation videos

• Live orientation sessions
Questions?

josie.lalonde@sgs.utoronto.ca
rodney.branch@utoronto.ca
ACORN
SGS Information Systems

Projects Overview

Corey Dales
Director, Information Systems
Agenda

• Overview of Information Systems
  – Who we are
  – What we do

• Requesting Support

• Updates on Projects
  – Email system
  – Infrastructure updates in December
  – Forms
  – Progress Tracker
Information Systems

• Who we are...

  – A small team of developers and support staff

  – Behind the scenes developing, support and maintain graduate specific applications and technologies
Information Systems

– What we do...
  • Applications
    – Online Admissions Application (OAA)
    – Ontario Graduate Scholarship (OGS)
    – Travel and Conference Grant
    – SGS Drive
    – Website

• Technologies
  – Servers running all of the above
  – Supporting video conferencing at SGS
Requesting Support

– If you have a problem with an SGS system please email support@sgs.utoronto.ca
  • Accessed by all members of the team ensuring prompt response
  • Track status problems and solutions
  • Identifies common issues
  • Metrics
Project Updates

– Email System
  • SGS will be migrating to the University email system
  • Working with IT+S to plan the move
  • Little impact to the graduate community
    – All addresses will stay the same
    – Minor interruptions
  • Big Benefits
    – Calendars and free/busy time will be available
– Infrastructure Updates in December

• An important software update which will require all services be shut down for approx. 4 hours

• *Tentatively* targeting the week of Dec 8 to 12th, early morning / late evening to minimize impact

• Messaging will be distributed well in advance
Forms

• SGS is developing a tool to move all our paper/PDF forms to web-forms

• Forms will be moved one-by-one

• Notice will be sent as these changes occur
Project Updates

– Progress Tracker
  • An optional, web based tool to assist graduate students, supervisors, and units with tracking progress of research stream students.
  
  • Held a number of consultations, request for feedback and focus groups
  
  • Development occurred over the summer and is continuing
Project Updates

– Progress Tracker

• We are working on integration with ROSI

• We have a functioning system and would like people to test and provide feedback in the very near future

• If you would be interested in testing please contact me
SGS Information Systems

• Contact Information
  – General Support
    • support@sgs.utoronto.ca

Corey Dales
Director, Information Systems
corey.dales@sgs.utoronto.ca
416-978-6115
Topics

• SGS Regulations
• Appeals
• Graduate Department Academic Appeals Board (GDAAC)
• Academic Integrity
• Contact
SGS Regulations

– The School of Graduate Studies (SGS) Regulations are found in the Graduate Calendar.
– The Graduate Calendar is available on the website (also available in PDF).
– The Graduate Education Council (GEC) has authority over the regulations. Any new regulations or changes to the regulations must be approved by the GEC.
– Regulations can be challenging to navigate when you are looking for something particular or seeking interpretation to apply to a student situation.
– If you ever have any questions about policy and regulation for graduate students, please feel free to contact me – especially in relation to my next topic.
Appeals

The Graduate Academic Appeals Policy is provided in the Graduate Calendar – in the SGS General Regulations section (11.0).

What can be appealed?
Any academic decision, such as grades or termination of registration

What is excluded and cannot be appealed?
Non-academic matters, such as fees
Decisions related to admission
Student withdrawal from their program
Appeals

Four Steps of Appeal

 Step One: Informal Resolution
 Step Two: Departmental Appeal - GDAAC
 Step Three: Graduate Academic Appeals Board - (GAAB)
 Step Four: Governing Council Appeal - (AAC)

Each level is administered by its own guidelines or terms of reference.
GDAAC

• GDAAC is comprised of 5 members: 4 Graduate Faculty Members and 1 Graduate Student. One of the Faculty Members serves as Chair.
• If a student chooses to initiate an appeal, the student will file a ‘Notice of Appeal’.
• Notice of Appeal will include a written statement summarizing the decision being appealed, background information, grounds of the appeal, supporting documentation and the resolution sought.
• The person who made the decision that is being appealed will also submit a written response.
• GDAAC reviews all written submissions and makes recommendation to Chair. Chair makes decision and informs the student in writing.
Academic Integrity

- The University’s policy on academic misconduct is found in the ‘Code of Behaviour on Academic Matters’
- Other policies deal with the general conduct of students (the Code of Student Conduct) and with research ethics.
- When dealing with allegations of research misconduct, see website of the Vice-President, Research and Innovation.
Academic Integrity

- The Code indicates an obligation to report alleged offenses - this includes plagiarism and others
- Assignments worth more than 10% of the final mark for a course, the Chair will refer the allegation to the SGS Dean.
- SGS website resources:
  - What to do if misconduct is suspected
  - Procedures for preparing a case file for SGS
  - Sample letters, checklists, information regarding jurisdiction and the prevention of misconduct
  - University also has a new AI website: [http://academicintegrity.utoronto.ca/](http://academicintegrity.utoronto.ca/)
Contact

Emma Thacker
Governance and Policy Coordinator and Graduate Appeals Advisor
Phone: 416.946.3102
em.thacker@sgs.utoronto.ca

www.sgs.utoronto.ca
A New Approach: Academic Change and Graduate Calendar Production

Jane E. Harrison, Director, Academic Programs, Planning and Quality Assurance
A New Approach to Quality Assurance

Consolidation of work relative to all academic change in Office of the V-P, AP. Includes:

- Grad Major mods
- Grad Minor Mods
- Graduate courses
- Grad Calendar

Emphasis on role of Dean’s Office
A New Approach: Minor Modifications

- Dean’s Offices will take the lead in working with units on changes
- Consultation with V-P, AP is always available but not required
- **New Templates for program changes, new courses and course changes**
- Dean’s Offices post minor mods to GCT after departmental and Faculty governance

**Contacts:**

Your first contact is your Dean’s Office

V-P, AP

- Erin McMahon
  - [erin.mcmahon@utoronto.ca](mailto:erin.mcmahon@utoronto.ca), 416-978-7709
- Jennifer Francisco
  - [J.francisco@utoronto.ca](mailto:J.francisco@utoronto.ca), 416-946-0094
A New Approach: Calendar Production

• Pilot project
• New deadline for all divisions March 31, 2015

• Contacts:
  Karen Shim
    – karen.shim@utoronto.ca, 416-946-3740
  Lily Yee-Sloan
    – lily.yee.sloan@utoronto.ca, 416-978-5015
Update from the SGS Post-Doctoral & Doctoral Examinations Office

Lisa Haley
Post-Doctoral Officer
Thesis Submission

SGS does not have guidelines for Master’s examinations. It is expected that each graduate unit will develop their own guidelines. All theses (masters and doctoral) must be submitted to the ProQuest Repository. We are testing this new repository, built specifically for U of T, and will have a decision on its continued use this spring.

Theses submitted to this new repository will eventually become part of the T-Space collection, but students should not submit directly to T-Space.
Final Year Fees

The date of final thesis submission determines when fee-paying ends for thesis program students, not the date of their defence. (Doctoral fees for final-year FT students are pro-rated monthly; Masters students have two yearly fee deadlines, in January & October).
Degree Recommendations and Audits

Once students are finished with their program requirements, they must graduate and attend the next ceremony. For master’s students, graduate units must send a degree recommendation to SGS, signed by the Graduate Coordinator, to initiate a graduate request. PLEASE submit the degree recommendations for all students you think we will be graduating; if marks are not available, please submit a tentative degree recommendation. ROSI Express checks are meant to be complete: you are checking that students on it should be, and also that none are missing.

SGS reviews every Master's and Doctoral students’ record to confirm eligibility to graduate. If students are completing any degree requirements, including seminars or internships, they cannot graduate until completed.
Diploma Holds

As of the November 2013 convocation period, students who have outstanding fees owed to the university will not receive a diploma at convocation. These students are permitted to graduate and to walk across the stage if they are attending convocation; they will receive an envelope that looks like all the other envelopes. Transcripts will also be held, letters confirming that degree requirements have been met will not be released, and we will not verbally confirm that a degree has been received until fees are cleared. Please note that this hold does not include BoD fees.
Balance of Degree Fees

At the time a degree recommendation is received, SGS will determine if a BoD fee is to be charged. There is a minimum academic fee that all students must pay prior to graduation, based on the full time fee for the program length. Many part-time masters students, as well as full-time students who have accelerated their program, must pay the difference between the minimum academic fee and what they have paid already in academic fees.
Postdoctoral Fellows

• PDFs: Employees vs. Trainees

• Bargaining with CUPE 3902 continues
Update from the SGS Graduate Awards Office

Laura Stathopoulos
Associate Director
Graduate Awards & Financial Aid
1. Ontario Graduate Scholarship Application – Now Live!
   • OGS application enhancements
   • Allocations

2. CGS Masters Awards
   • Quotas
   • SGS email to students re: admission application

3. SGS Awards Committee
Award Inquires – Contacts

**Michelle Ekuban** - Acting Awards Officer, Federal
NSERC & SSHRC Doctoral, Mitacs, MSFSS, Travel Grant
ekubanmi@sgs.utoronto.ca

**Tara Lock** - Awards Officer, Internal
Conference Grant, Trudeau, University-Wide Awards, ROSI Award Module/Records
tara.lock@utoronto.ca

**Stacey Kwan** - Acting Awards Officer, Provincial
OGS, OTS, QEII-GSST, CGS-M, Vanier
stacey.kwan@sgs.utoronto.ca

**Wynne Yeung** - Financial Counsellor
Emergency Grant & Loan, Accessibility Grant, MTFB, Student Arrears, wynne.yeung@sgs.utoronto.ca

**Fong Di Caterina** - Interim Senior Awards Officer
Oversight/Fund management of awards, Quotas, Office Supervision, SGS Awards Committee
fong.dicaterina@sgs.utoronto.ca
Update from the SGS Grad Room

Liam O’Leary
Programming Coordinator
5 Years Old
2500 Students Enrolled
Over 80 Offerings
Online Professional Skills Course for Ontario Graduate Students

www.mygradskills.ca
Grad Room Talks with Student Life

Adobe Creative Suite Learning Series

Twitter

Managing Your Message
GRAD MINDS

GSU initiative for graduate students to promote mental health and wellness

Grad Room programming includes weekly yoga and peer support meetings
Events

**Opening Doors: Non-Academic Careers in the Social Sciences**

Are you a graduate student in the Social Sciences considering a non-academic career?

The School of Graduate Studies invites you to attend our panel discussion on non-academic opportunities

November 6, 2014, 7:30pm-9:00pm
KP108, 596 Spadina Crescent
Reserve online: utoronto.audienceview.net
Reception to follow

**Opening Doors: Non-Academic Careers in the Life Sciences**

Are you a graduate student in the Life Sciences considering a non-academic career?

The School of Graduate Studies invites you to attend our panel discussion on non-academic opportunities

November 27, 2014, 7:30pm-9:00pm
KP108, 596 Spadina Crescent
Reserve online: utoronto.audienceview.net
Reception to follow

**Opening Doors: Non-Academic Careers in the Physical Sciences**

Are you a graduate student in the Physical Sciences considering a non-academic career?

The School of Graduate Studies invites you to attend our panel discussion on non-academic opportunities

November 20, 2014, 7:30pm-9:00pm
KP108, 596 Spadina Crescent
Reserve online: utoronto.audienceview.net
Reception to follow

**Opening Doors: Non-Academic Careers in the Humanities**

Are you a graduate student in the Humanities considering a non-academic career?

The School of Graduate Studies invites you to attend our panel discussion on non-academic opportunities

November 13, 2014, 7:30pm-9:00pm
KP108, 596 Spadina Crescent
Reserve online: utoronto.audienceview.net
Reception to follow
Updates from Student Services

Don MacMillan
Director, Student Services
Implementation of Hobson’s Connect

• In the last cycle, the SGS on-line application system (OAA) received almost 31,000 applications for grad study. There were 11,000 applications from international students.

• It is impossible to know how many unique hits we had from potential applicants who did not complete an application, but 5200 potential applicants completed a Hobson’s profile.

• Of this group, 743 completed a SGS application.

• 205 were admitted. 160 accepted an offer.

• We have Hobson’s on-line for the current application cycle and hopefully the numbers will increase.
Upcoming Events

On-line Application Workshop

Monday, October 27th 2:00 pm – 4:00pm
Location: Grad Room, 66 Harbord Street
Upcoming Events

15th Annual Workshop on Foreign Credentials: ``Focus on China``

Monday, December 8th 8:30 am – 4:30 pm

Please register by November 22nd

rory.mckeown@sgs.utoronto.ca
And now your questions...