Role of SGS in Recruitment

• We appreciate that graduate units are the best recruiters as you know your programs best and align prospective student and faculty research interests.

• SGS has developed a number of tools to support you in attracting the best students to the institution.

• Last year we handled 31,000 applications of which 11,000 were from international students.

• We responded to over 12,000 emails.
GradSchool Website

• We maintain a prospective student section with general information including a program search feature and student testimonials.

• We also have short ‘Fact Sheets’ for all programs. These are very useful for recruitment events.
Info Sessions

SGS attends over 20 recruitment fairs from coast-to-coast each year, as well as information sessions held in conjunction with undergraduate departments and colleges at U of T.

If you would like us to assist with a recruitment event in your department, please let us know!
Admissions Guide

SGS produces an Admissions Guide for applicants which lists all of our departments, graduate centres and institutes.

Copies were distributed to your graduate unit in September and more are available if you need them for events.
Weekly Chat Sessions

Provide prospective students with information about the online application process.

We also answer questions from newly accepted students regarding registration, housing, tuition fees, resources, graduate-focused programs and services.

Chats are a great way to connect with students not located in the GTA.
Virtual Advisor

An automatic query response tool that helps potential applicants get an immediate response to their query 24/7.

The database of answers grows every time we receive a question that has not previously been asked.

We answer the question once, add it to the database, then it is available automatically for someone who asks the same question.
Recruitment Listserv & Portal Community

The Listserv allows you to participate in discussions with others in similar roles in the recruitment community.
Support: SGS is here to help

We have a Recruitment & Admissions Officer at SGS whose role is to support graduate recruitment activities.

Each Division also has a Student Services Officer (SSO) to assist with foreign credential assessment and any non standard cases you encounter.
Admissions Policy

• SGS sets minimum admission requirements
  o Graduate programs may set higher minimum admission requirements and *may* waive their own higher minimums, but cannot admit anyone who does not meet SGS minimums.
Admissions Resources

- Admissions Manual: A Reference for Graduate Staff & Administrators
- SGS Online Admissions Application: A Guide for Graduate Administrators
- SGS Online Application: File Assessment: A Guide for Graduate Administrators

*These manuals are on the SGS website (password protected).*
Registration & Enrolment

As a Graduate Coordinator you will be asked to approve a number of student status changes:

• leave of absence (LOA) requests
• withdrawals
• reinstatements
• program transfers
## Registration & Enrolment

### Who can approve status changes?

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Responsibility</th>
<th>Unit</th>
<th>SGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaves of Absence</td>
<td>• Approves first leave requests</td>
<td>• Approves second leave requests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Approves second leave requests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawals</td>
<td>• Signs form to approve</td>
<td>• Processes request</td>
<td></td>
</tr>
<tr>
<td>Reinstatements</td>
<td>• Recommends to SGS for approval</td>
<td>• Reviews request</td>
<td></td>
</tr>
<tr>
<td>Program Transfers</td>
<td>• Approves master’s to PhD or from one program to another</td>
<td>• PhD to master’s approved by SGS Vice-Dean, Students</td>
<td></td>
</tr>
</tbody>
</table>
# Course, Program, & Candidacy Extension

<table>
<thead>
<tr>
<th>Type of Extension</th>
<th>Local Approval</th>
<th>Maximum Duration of Extension</th>
<th>SGS Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Extension</strong></td>
<td>Graduate unit (not instructor)</td>
<td>Next grade submission deadline (~ 4 months)</td>
<td>A &amp; P review (beyond standard deadlines)</td>
</tr>
<tr>
<td><strong>Program Extension</strong></td>
<td>Supervisor/graduate units (1st &amp; 2nd extension approved by unit years)</td>
<td>4 - one-year doctoral extensions, 3 - one-year master’s extensions</td>
<td>A &amp; P review non-standard cases (3rd &amp; 4th) &amp; reinstatement (prior to Sept. 1, 2010)</td>
</tr>
<tr>
<td><strong>Candidacy Extension</strong></td>
<td>Graduate unit</td>
<td>Max. 3 sessions (12 months)</td>
<td>A &amp; P review (exceptional cases)</td>
</tr>
</tbody>
</table>
The SGS Admissions and Programs Committee reviews non-standard cases that do not fall within SGS policy if the department supports the request.
Types of cases that may be reviewed by the A&P Committee include:

- Non-standard admissions
- Leave requests that fall outside SGS leave policy
- Requests for course extensions or grade revisions
- Requests for third and fourth program extensions
- Posthumous degrees

Initiate the process through your Student Services Officer
Student Services Annual Audit

- SGS conducts an annual audit of student files. Each unit is audited once every five-year cycle.

- Ensures graduate student records are maintained in accordance with relevant processes, policies, and procedures.

- Provides in-person discussion, training and advice to support graduate units; this is particularly helpful where there has been staff turnover.
Most common audit concerns

- **Annual** supervisory committee progress reports are not in the student file, nor recorded on ROSI: they should be in BOTH;
- Signed admission recommendation forms are not used to document the decision to admit a student;
- The required number of letters of reference are not in the admissions file.
Grad Room
66 Harbord Street (corner of Harbord & Spadina)
Grad Room

• Home to the Graduate Professional Skills (GPS) programming office

• Quiet study and peer academic support and resources

• International Transition Advisor: Wednesdays, 3–5 pm

• Multi-purpose space seats 30 people boardroom-style or 40 people lecture-style

www.sgs.utoronto.ca/gradroo
The Grad Room is also home to the GPS program.

The GPS is a non-academic program for graduate students that coordinates and promotes existing and new offerings – non-credit courses, workshops, and seminars.
The focus is on four skills areas:

1. Communication and interpersonal skills
2. Teaching competence
3. Personal effectiveness
4. Research-related skills

• Completion of the GPS Program results in a notation on the student’s official transcript.
www.mygradskills.ca/
Opening Doors: Creating Careers for Graduate Students

The Opening Doors program is directed at grad students to promote career exploration and networking in pursuing non-academic careers.

There will be four division-specific evening events in November.
Graduate Awards Office (GAO)

Laura Stathopoulos
Associate Director, Graduate Awards and Financial Aid
Graduate Awards Office (GAO)

- What the GAO does
- Financial Support & Services
- SGS Awards Committee
Graduate Awards Office

What the GAO does:

- Liaise - external granting agencies
- Serve as SMEs on graduate awards
- Communicate
- Support (students, units, faculties)
- Adjudicate (25 cmte meetings Sept – June)
- Manage offers/deferrals
- Payment and award administration
- Fund/account management ($40M annual vol.)
- Reporting and stats (external/internal)
## Graduate Awards Office

### September – December (17 competitions)

<table>
<thead>
<tr>
<th>Award</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banting Postdoctoral Fellowship (NSERC/CIHR/SSHRC)</td>
<td>NSERC PGS D Award Cmte (BIO)</td>
</tr>
<tr>
<td>Michael Smith Foreign Study Supplements (fall)</td>
<td>Adel S. Sedra Distinguished Graduate Award</td>
</tr>
<tr>
<td>SGS Conference Grant (fall)</td>
<td>Delta Kappa Gamma World Fellowships</td>
</tr>
<tr>
<td>Vanier Award Cmte (NSERC)</td>
<td>Trudeau Scholarship Cmte</td>
</tr>
<tr>
<td>Vanier Award Cmte (SSHRC)</td>
<td>SSHRC Doctoral Award Cmte (SOC SCI)</td>
</tr>
<tr>
<td>Vanier Award Cmte (CIHR)</td>
<td>SSHRC Doctoral award Cmte (HUM)</td>
</tr>
<tr>
<td>NSERC PGS D Award Cmte (CHM/PHY/MAT)</td>
<td>Ontario Women's Health Scholars Awards Cmte</td>
</tr>
<tr>
<td>NSERC PGS D Award Cmte (ECL &amp; LIFE SCI)</td>
<td>Austism Scholars Award</td>
</tr>
<tr>
<td>NSERC PGS D Award Cmte (ENG)</td>
<td></td>
</tr>
</tbody>
</table>

### January – April (16 competitions)

<table>
<thead>
<tr>
<th>Award</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter Sumner Cmte</td>
<td>SGS Conference Grant (winter)</td>
</tr>
<tr>
<td>Mackenzie King Cmte</td>
<td>SGS Travel Grant</td>
</tr>
<tr>
<td>Connaught International Scholarships Cmte</td>
<td>Weston Doctoral Fellowship</td>
</tr>
<tr>
<td>SSHRC CGS Master's Cmte (HUM)</td>
<td>Three Minute Thesis competition</td>
</tr>
<tr>
<td>SSHRC CGS Master's Cmte (SOC SCI)</td>
<td>CAGS/PROQUEST-UMI Cmte</td>
</tr>
<tr>
<td>NSERC CGS Master's Cmte (BIO, ECOL &amp; LIFE SCI)</td>
<td>Ontario Trillium Scholarships Cmte</td>
</tr>
<tr>
<td>NSERC CGS Master's Cmte (CHM/PHY/MAT/ENG)</td>
<td>JJ Berry Smith Supervision Award Cmte</td>
</tr>
<tr>
<td>CIHR CGS Master's Cmte</td>
<td>Governor General’s Gold Medals Cmte</td>
</tr>
</tbody>
</table>

### May – July (7 competitions)

<table>
<thead>
<tr>
<th>Award</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHRC Impact Award (Talent)</td>
<td>Ontario Graduate Scholarship (OGS)</td>
</tr>
<tr>
<td>OGS Visa Cmte</td>
<td>SGS University-Wide (restricted) Awards</td>
</tr>
<tr>
<td>CGS/ProQuest Award Cmte</td>
<td>Michael Smith Foreign Study Supplements (summer)</td>
</tr>
<tr>
<td>Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII-GSST)</td>
<td></td>
</tr>
</tbody>
</table>

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Graduate Awards Office

Financial Support & Services

- Financial Counseling
- Emergency Grants and Loans
- Master’s Tuition Fee Bursary
- Accessibility Grant
Graduate Awards Office

SGS Awards Committee

- Membership
- Review and adjudication process
- Meeting guidelines
Doctoral Exams, Thesis Submission, & Graduation

Lisa Haley
Postdoctoral Advisor
Doctoral Exams, Thesis Submission, & Graduation

• Final Doctoral Examinations
  o Approval
  o Exam booking procedures and quorum
  o Exam facilities

• Thesis Submission via ProQuest

• Graduation
  o Degree recommendations and audits
  o Diploma holds
  o Balance of degree fees
  o Final-year fees
Postdoctoral Fellows

- Postdoc registration database
- Postdocs: employees vs. trainees
  - Funding source
  - Letters
  - Benefits
- Parchment of completion
- Conflict resolution
Student Systems, Data & Reports

Josie Lalonde
Associate Director, Student Systems and Records
How SGS Systems & Records Can Help You

• Access and training for student systems

• We can help you get data from:
  o ROSI
  o ROSI Express
  o Cognos Business Intelligence cubes

• We provide you with:
  o Statistical and diagnostic reports
  o *ad hoc* reports and queries
Admissions Application

- Applicant side: apply to graduate studies online
- Administrative side: manage admissions cycle
- Enhancements:
  - Referee functionality
  - Inform applicants that all Documents Received
  - International Foundation Program interest indicator
  - Teaching Subjects
- OAA feedback → support@sgs.utoronto.ca
SGSDrive

• Secure mechanism for file transfer and sharing between SGS and graduate units

• Implemented in January 2012

• UTORid validation

• Save and retrieve files from “To SGS” and “From SGS” folders
NGSIS

• Next Generation of Student Information Services
• NGSIS services will ultimately replace ROSI
• ACORN – student-facing services under NGSIS
  • Visual design and branding
  • Technical platform
  • Improvements to enrolment and messaging
  • Single sign-on
  • Staff view of student record: Version 1.1
  • Mobile friendly: Version 1.1