1. **Tri-Agency Harmonization** – Monica Corbett

Beginning this year, scholarship applications to the tri-agencies (SSHRC, NSERC, CIHR) at the master’s level will be adjudicated through a harmonized process as Canada Graduate Scholarships. Doctoral-level harmonization is projected to follow in two years’ time.

Key changes:

- Everybody uses the same application package. The instructions are easy to read and very detailed.
- The application package includes the Canadian common c.v.
- Applicants cannot finalize their application and submit it until the reference letters are submitted.
- There is a harmonized deadline of December 1 (or, if a weekend, the next business day). This year’s deadline is Monday December 2.

Internal adjudication will be carried out by the Fellowships Committees and Subcommittees.

The instructions indicate that transcripts should be submitted in portrait orientation if possible, for the convenience of reviewers. If transcripts cannot be changed to portrait orientation, this is acceptable; it is more important that they are clear to read. Transcripts also have to be clearly official copies.

Applicants may use their discretion as to how they list their awards. They may choose to group Dean’s List years together, or to present them on separate lines. The goal is to present the information in the most beneficial way.

The Canadian common c.v. stresses academic pursuits and achievements rather than extra-curricular activities.

Applicants can select up to 5 universities. The average number being listed is 3.

There is a common announcement date. Universities cannot contact selected scholarship recipients officially until April 1. The scholarship recipients then have a two-week period to reply with their decision.

SGS appreciated the suggestion to contact Queen’s faculty members in regard to letters of reference, and an email from Associate Dean Kim McAuley has been sent out to departments to forward to faculty. The email will draw faculty members’ attention to the deadline, and to the fact that references need to be done a few days beforehand, so that applicants have time to finalise and submit their applications.

2. **EDRMS – Enterprise (or Electronic) Document Records Management System** – Monica Corbett

SGS has volunteered to IT Services to be part of the pilot project EDRMS. EDRMS offers three main features:
• conversion of paper-based processes into electronic formats that can include work-flow (e.g. forms that have to be passed through several levels of approval for multiple signatures).
• incorporation of a records maintenance and destruction schedule (helpful in terms of complying with regulations).
• streamlining of complex processes.

SGS is looking at the internal fellowships awards adjudication process in terms of EDRMS. At the moment this process is heavily paper-based. Other potential processes are the funding template and the thesis completion process.

3. New SGS Websites – Colette Steer

SGS has rolled out three new websites in WebPublish II:

• School of Graduate Studies main website
• Expanding Horizons academic and professional website
• 3 Minute Thesis Competition website

Main Site:
• This includes sections for prospective students, current students, and faculty and staff.
• A plus sign in front of a topic title indicates that more information is available by clicking on the title.
• Contact information is accessed from the footer.
• Buttons at the bottom of the home page link to topics such as Convocation/Orientation; Health & Wellness; Gradifying Student Blog; Dissertation Bootcamp (registration in January); Expanding Horizons; 3MT Competition.
• The faculty and staff section of the website includes information on regulations, policies and processes. There are explanations of governance and quality assurance. The teaching and supervision section contains information on accommodating students with special needs.

The English language requirements for international students will be made easier to find.

Expanding Horizons site:
• This includes professional skills workshops, academic resources, and networking opportunities.

SGS requests that departments publicise websites to students. Please let SGS (Colette) know of any problems (e.g. broken links). Occasionally the old site pops up when using the search tool, because some old pages still need to be deactivated.

SGS would like more volunteer student writers to join the talented team that creates the blog and writes profiles on students, faculty and alumni (accessible through Queen’s experience button on home page).

4. Suggestions for Future Sessions – Sandra den Otter

Suggestions for future topics are very welcome. Please email your suggestions to: sgsasst@queensu.ca
5. Other Items – Sandra den Otter

SGS recently sent an email to Graduate Assistants asking for contact information for departmental graduate student reps. We wish to compile a mailing list to circulate information on events for students. Any communications sent to student reps will also be sent to Graduate Assistants.

Winter 2014: GSIE Dates and Times:

Tue Jan 21 10-11am
Tue Feb 25 9:30-10:30am
Thu Mar 20 10-11am
Thu Apr 24 11am-12noon