Graduate Coordinators’ Information Session
From Recruiting to Degree Completion

School of Graduate Studies

September 24, 2013
11:30 – 1:00
Roles & Responsibilities

• Provide academic guidance and support to individual students from point of application to graduation

• Be familiar with SGS Calendar: http://www.queensu.ca/calendars/sgsr/

• Attend relevant faculty-based graduate council and ensure flow of information between council and department
Roles & Responsibilities

• Manage student funding (QGA templates, internal and external fellowships, letters of offer, February Funding Memo)
• Recruitment
• Ensure graduate handbooks & website are current
• Support student progress through the degree (annual reports, milestones)
Roles & Responsibilities

• Ensure effective and productive communication and assist with maintaining good supervisory relationships
• Communicate with SGS about program changes, enrolment, recruitment
• Be familiar with support services for students
What’s New?

• Chair notes for thesis examinations
• Procedures for requesting time extensions at program level
What’s New?

- Guide to Graduate Supervision
- International Student Handbook
- Intellectual Property Guidelines

- New SGS website
- New Expanding Horizons website
- Embedded counselor
- eRecruitment Webinars (WebEx)
International Students

- Provincial context
- ITA (ITA equivalent), not required for Master’s students or any student whose tuition is paid by a sponsoring agency. It is awarded over and above the minimum departmental guarantee for PhD students
- Principal’s International Doctoral Award (PIDA)
- Cultural sensitivities
- QUIC and HCDS
SGPS Student Advisors (for students)

- [http://www.sgps.ca/services/advisors.html](http://www.sgps.ca/services/advisors.html)

SGS Associate Deans (academic advice for students and grad-related advice for faculty)
Upcoming Events

• Oct. 21\textsuperscript{st}, Graduate Internships Open Meeting
  – Career Services, 325a, Gordon Hall
  – 3:00 – 4:00

• Nov. 22\textsuperscript{nd}, Fall Graduate Forum
  – Kinesiology 101
  – 1:30 – 3:00