ADMIT SYSTEM USER GUIDE

Instructions for the online application review system

Information

This guide contains both general instructions and user-specific instructions for Supervisors, Department Chairs, Faculty Deans, Departmental Graduate Education Committee Members and Chairs, and Program Committee Members and Chairs.

> School of Graduate Studies sgsinquiries@uleth.ca Updated December 2018

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General Instructions.	

I want to view a list of applications that have been assigned to me to evaluate.	
I want to adjust the way my applications list looks.	
I want to see the most up-to-date list of applications, including my recently-saved work	
I want to find one or more applications.	
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General information

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Logging In	
To log in to the CollegeNet CRM,	you will need to visit the <u>Confidentiality of Student Records page</u> , as seen below and click Log In .
University of Lethbridge	Q 🗸
School of Graduate Stu	dies
Current Students 🗸 Future Stud	dents Faculty & Staff 🛛 🗸 Funding & Fees 🗸 Our School 🗸 Resources 🗸 THRIVE Contact 🗸
School of Graduate Studies / Faculty & Staff /	Confidentiality of Student Records
Faculty & StaffConfidentiality^Admit User ManualMedal NominationsGA (Research) AppointmentsExternal ExaminerReimbursement Policy	Confidentiality of Student Records As an employee of the University of Lethbridge, your access to confidential student information is to be used in accordance with the Confidentiality of Student Records policy. You are to exercise your access and use of the information on a need to know basis and only to the extent necessary to carry out your responsibilities directly required for the graduate student application processes and procedures. You must not download, release, or share any applicant information must be shredded immediately after completing the application procedures and procedures and procedures and processes. Be aware of the following policies and legislation: • Confidentiality of Student Records • Confidentiality of Student Records • Confidentiality of Student Records
	• Freedom of Information and Protection of Privacy Act (FOIP) **Please remember to log out of the Graduate Online Application Review System when you have completed your required processes.

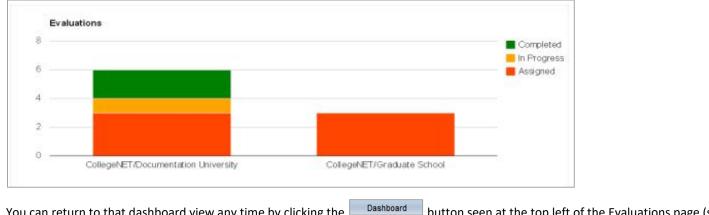
When you have reviewed the text on this page, click the button below to log in to the Graduate Online Application Review System:

Log In

Questions? Review the Admit Sysem User Manual and/or visit our Contact Information page for details on who to contact for assistance.

Dashboard

Once you've logged in, your Dashboard will appear and display a bar graph showing your current assigned evaluations grouped by their completion status:



You can return to that dashboard view any time by clicking the Dashboard button seen at the top left of the Evaluations page (see next figure) that appear to next to two other buttons:

Using the Admit System

Click the Admit button to open the Admit page to begin reviewing applications. You will see all the pools you have been given access to on the left pane (ie. 1) *PPE Supervisors, 2) PPE Department Chairs etc*), and contents of pools, including applications, on the right pane. As you open pools by clicking on them, new tabs open on the right pane. Within each pool's tab are several subtabs, and new subtabs open each time you open an application in that pool.

					Active tabs	and subtabs a	are a darl	ker colour				
Lethbridge Dashboard	Admit	Admit Reader			1						SGS Inqui	iries
ols	\$ «	1) PPE Supervis	sors 🕺	📴 2) PPE 🛙	Department Ch	airs 🗙 (Tabs	(show any open pe	ools)			
	9	Worklist		Subtabs (Reviewers v	vill only see a	Worklist	t subtab)				i
ime 🔺	-	Actions	Searche	• •							Edi	itable
1) PPE Supervisors	1	Actions	Searche	· ·								
📁 2) PPE Department Chairs	1	~	~									9
📁 3) PPE Faculty Deans	1	Status	Tags	First Name	Last Name	Degree	Major	Enrollment Status	Term Name	Supervisor	Co-Supervisor	
📁 4) Dept Grad Education Co	2	ASSIGNED		Just	Testing	Master of Arts	History	Full-time	Fall 2015	Other		
📁 5) Program Committees	1											
he left pane displays all of y vailable pools	your	The right pa	ne displa	iys the cor	itents of the	e active tab an	id subtab)				

Navigation Features

The account menu

In the upper right is the name you're logged in as. Clicking the down arrow next to your name, brings up a menu where you can open CollegeNET's CRM Help manual, reset your column display, or log out of the system:

Lethbridge Dashboard Admit	Admit Reader	SGS Inquiries 🔻
Pools 🖉 帐	📑 1) PPE Supervisors 🗴 📑 2) PPE Department Chairs 🗴	Admin
Pools Image: Constraint of the second sec	1) PPE Supervisors X 2) PPE Department Chairs X Vorkist Actions Searches Status Tags First Name Last Name Degree Major Enrollment St Term Name Supervisor ASSIGNED Just Testing Master of Arts History Full-time Fall 2015 Other	 Help Report Reset Log out
New Delete	Total: 1	Open

Reset option

Clicking Reset will return the column order and widths to the default set by the pool administrator. After using Reset, you must immediately close the pool (by clicking the X on the pool name tab) for the reset to take effect. The next time you open the pool, your columns will be reset.

Using the pool navigation

On the left pane, you can click the plus icon \square to the left of the pool's name to expand and the minus icon \square to collapse the pool structure. Click the folder icon or the pool's name to open it on a new tab in the right pane. You only see the pools you have permissions to view.

Using tabs

After you open a particular pool or application within a pool, a new tab is shown in the right pane, and that tab contains subtabs with information about that pool (which subtabs you see depends on your permissions). Click any tab or subtab to view its contents.

General hints

Once you start using the CRM, you'll discover that different views (such as a table of applications or a manage pool page) share common features:

- A list of all the pools you have access to is always in the navigation pane. You can hide the navigation pane by clicking the left double arrow icon (
). You can un-hide the navigation pane by clicking the right double arrow icon (
). You can refresh your pool list by clicking the refresh icon (
) in the navigation pane.
- Most panes, modal windows, and columns within the CRM can be easily resized by dragging your cursor to adjust their borders. Any changes you make will be saved as your preferences the next time you log in.
- When viewing information in a table (for example, your assigned applications in a pool), you can re-sort the view by clicking the column header you want to sort by (for example, clicking the Last Name column heading re-sorts all table items alphabetically by last name).

- When you hold your cursor over certain column headers, an arrow icon () appears to the right of the column name. Click it to reveal a menu of options for that column. Uncheck column names to turn off certain columns if you don't want to see them when you view the application pool.
- When you open one or more applications/pools, each item has a tab. These tabs remain visible as you work. You can click a tab to return to that item or click the X in the tab to close the item.
- Remember to click Refresh (²) at the top right of your screen when viewing a list of applications if you've saved any changes recently.

Supervisors (MA/MSc/PhD Only)

List view

٧	Vorklist									II .) 2
Acti	ons 🔻 S	earches	•							Edit	table
	~	~									9
	Status	Tags	First Name	Last Name	Degree	Major	Enrollment S	Term Name	Supervisor	Co-Supervisor	
	ASSIGNED		Just	Testing	Master of Arts	History	Full-time	Fall 2015	Other		
Total	: 1									Open	

Instructions for Supervisors

Left Pane:

1. Click the "1) PPE-RTA Supervisors" application pool in the left pane to open it. The number displayed to the right of the pool name shows the total number of applications from all program in it. You will only be able to view applications assigned to you in this pool. For example, the number may display 40 but when you open it, you only see three. That is because you have only been assigned to three out of the 40.

Right Pane:

- 2. Click on the Worklist tab
- 3. The total number of assigned applications is at the bottom left of the right pane in the Worklist tab.
- 4. The list of applications is colour-coded in the left column (i.e., 🛄 🛄):
 - Green are applications you have marked as Evaluation Complete
 - * If you marked an application Evaluation Complete and it remains in the pool, your required actions are incomplete. When **all** required actions are complete, the system will automatically move the file forward from the "1) PPE-RTA Supervisors" pool for for further endorsement/review.
 - Red are applications in your queue for action that you have not yet started.
- 5. If the list of applications is long, and you are looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 6. To open one or more applications:
 - To open a single application, double-click anywhere in the row the application is listed.
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (

Applic Actions	_		vorklist ▼ Reports	Users +									 						Editable
	v Jus	st			•	,			~		~			*	*				5
Ţ	ags Fir	rst Name 🔦	Last Name		Degree	Program	Major	Application Term	A	Application Status		Applicati	Primary Supervisor	Co-	Supervisor	Assi	In Pr	Com	
2	Jus	st	Testing	N	laster of Arts	MAAS	Canadian Studies	Test Term 1									0	0	1 1
2	Jus	st	Testing	N	laster of Science	MS HS	Nursing	Test Term 1									0	0	0
~	Jus	st	Testing	N	laster of Science	MS HS	Health Sciences	Test Term 2									0	0	0
~	Jus	st	Testing	N	laster of Science (Manage	. MM MGT	Accounting	Test Term 1									0	0	0
	Jus	st	Testing	N	laster of Counselling	MC APPS	Applied Psychology	Test Term 2									0	0	0
	Jus	st	Testing	D	loctor of Philosophy	PH	Biomolecular Science	Test Term 4									0	0	0
	Jus	st	Testing	N	laster of Music	MF MUSI	Music	Test Term 2									0	0	0
	Jus	st	Testing	N	laster of Education	ME GEN	Education	Summer 2014									0	0	0
	Jus	st	Testing	N	laster of Arts	MA AS	Individualized Multidisciplin	Fall 2013									0	0	0
	Jus	st	Testing	te	est degree name		CollegeNET Test Program 1	Test Term 1									0	0	0
	Jus	st	Testing	te	est degree name		CollegeNET Test Program 1	Test Term 1									0	0	0
otal: 4/	753																	Open	,

7. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.

📑 1) PPE-RTA Supervisors 🗙		п ТАВ	n		
Applications Configure	Activities Worklist U	Isers 👘 Testing, Just 🗴	Testing, Just 🗙		III 🛛 🖓 🗟 🍣
General Information		2.41			
Last Name : Testing	Middle Name :	First Name : Just	Preferred First Name : Just	Last Edited By : Lartiga, Viviana	Last Edited Date : 2018-11-27 13:12

8. Each application has several subtabs (for example: *PPE Form, RTA Form, Program Details,* and so on). Clicking a subtab lets you view the information associated with that application. You can see examples of the subtabs in the Application Subtabs section on this manual.

Applications Config	jure Ac	tivities	Worklist Users	Testing, .	Just 🗙							S 🗟
- General Information -												
Last Name : Testing			Middle Name :	SUBTA	BS	First Name : Just		referred First Name : ust		Last Edited By : Lenaour, Danietie	Last Edited Date : 2018-04-10 08:04	
PPE Form RTA F	Form Pro	ogram Details	Educational Background	References	Ed References	English Language Proficiency	Program Committee Recommendation	Application Notes	Logs			۵. 🖉 🖨 🖨
Seroil to bottom of form to affect approximate encoursement.												
Part 1: Program Proposal												

- 9. Complete the PPE Form (see the "Completing the PPE Form (Supervisors)" section for details)
 - Home faculty department, Letter of Support, and Endorsement of Supervisor(s) *must* be completed.
- 10. Complete the RTA Form (see the "Completing the RTA Form" section for details)
 - Total amount of funds to be paid to student, and Trust Account Holder Certification *must* be completed, even if no funding is available in the form of an RA.

11. Submit the application for further endorsement (by the Department Chair(s) and Faculty Dean(s)) after the PPE Form and

RTA Form have been completed by checking the Completed checkbox before clicking the Save button (<u>Save</u>). See "<u>Ensuring you have completed the forms for further endorsement/review</u>".

*If all required actions have been completed in the PPE Form and RTA Form, the application will move forward for further endorsement, even if the Completed box has not been checked.

Ensuring you have completed the forms for further endorsement/review

Refresh (\ll) at the top right of your screen when viewing your list of applications in the "1) PPE-RTA Supervisors" pool. If the application is still visible, even if the file appears as completed (green \square), all required actions have not been completed.

		/orklist Users	Testing	, Just 🙁 📄 Testing, .	Just 🛛 🔲 Te	esting, Just 🗙	📊 Testing, Just 🗙			
 General Information Last Name : Testing 		eferred First Name :	xCohort	name (Education Old) :	Degree : Master of Scier	nce (Management)	Major : Accounting	Concentrat	ion : Specia	lization name :
Enrolment Status :	Sta	art Term :	Start ter	m deferred? :	Application Sta	tus :	Application Status Da	te : Last Edited Lenaour, D		dited Date : 2014- <mark>10-08</mark> 08:00
Program Details	Program Details	Program Specialist	Attachments	CLONE - Attachments	Portfolio	Portfolio	Personal Information	Personal Information	Educational Background	A & V - +

If there are Co-Supervisors, the file will remain visible until the RTA Form has been completed and both Co-Supervisors have completed the PPE Form.

Completing the PPE Form (Supervisors)

Applicant Home Faculty and Department

Enter the applicant's home faculty and department. The home department is the department in which the applicant will be expected to complete the majority of coursework and/or Graduate Assistantship (GA) duties (if offered).

 General Inform 	nation									
Last Name : Testing		Middle Name :	First Name : Just		Preferred First Na Just	ame :	Last Edited By :	Last Edited	i Date :	
PPE Form	RTA Form	Program Details	Educational Background	References	Ed References	English Lan	guage Proficiency	Program Com 🚔 🔑 a	急 💊 ▾ 🔸	
Scroll to botto	m of form to en	ter application endo	orsement.							
Part 1: Program Proposal										
	artment is the dep tantship (GA) du		e applicant will be expected to s offered a GA appointment). Department :		ajority of coursewo	rk and/or	Complete this section of the Prentice Graduaccess the terms of ulethbridge.ca/grades terms of research-fellowship Nominate application	-	lowship. You can hip here:	
							Yes	~		

Prentice Graduate Research Fellowship (PGRF)

Directly to the right of "Applicant Home Department", is the PGRF section. If you wish to nominate click the down arrow and select "Yes":

_	- General Inform	ation									
	Last Name : Testing		Middle Name :	First Name : Just		Preferred First Na Just	ame :	Last Edited By :	Last Edited Date :		
	PPE Form	RTA Form	Program Details	Educational Background	References	Ed References	English Lar	nguage Proficiency	Program Com 🚔 🔑 💩 🥆 🔸		
ſ	Scroll to bottom of form to enter application endorsement.										
				Par	rt 1: Progi	ram Propos	al				
		rtment is the de		e applicant will be expected to is offered a GA appointment). Department :		ajority of coursewo	rk and/or	Complete this sec the Prentice Grade access the terms	ate Research Fellowship tion if you wish to nominate this applicant for uate Student Research Fellowship. You can of reference for the fellowship here: duate-studies/awards/prentice-graduate- ip		

Supervisor(s) Information

Enter your email address, home department, and upload your Letter of Support by clicking the plus sign icon, browsing to the file on your computer, and clicking Upload to upload the file.

Nominate applicant?

Yes

v

Applicant Home Department The home department is the department in which the applicant Graduate Assistantship (GA) duties (if the applicant is offered a Home faculty : *Applicant's Home Department *Applicant's Home Department	a GA appointment).	File Upload	Prentice Graduate R Complete this section i se Files No file chose	f you wish to nominate this applicant for - × llowship. You can ship here: <u>htice-graduate-</u>
Supervisor(s) Information			Upload	Cancel
If changes to Supervisor(s) are required, please notify sgs LETTER OF SUPPORT: Each Supervisor must attach a Letter letter may also include information regarding the applicant's ac about institutions previously attended). The Co-Supervisor Lett	r of Support that includes funding and res cademic history or other pertinent informa	ation (e.g. information	Governors (BoG) Grad can access the terms of	nominate this applicant for the Board of uate Student Research Scholarship. You of reference for the award here: <u>e-studies/awards/bog-scholarship</u>
Primary Supervisor : Email : Other	*Department : *Sup ©	ervisor Letter of Support :	Chair? :	Nominate applicant? :
Co-Supervisor : Email :	*Department : *Co-5 Supp	Supervisor Letter of port :		

Board of Governor's (BoG) Grad Student Research Scholarship

Directly to the right of "Supervisor(s) Information", is the BoG section. If you are a BoG Chair, select "Yes" and if you wish to nominate or not nomincate the applicant, select "Yes or No":

- Supervisor(s) Information	 BoG Grad Student Research Scholarship Complete this section if you are a current Board of Governor's
If changes to Supervisor(s) are required, please notify sgsinguiries@uleth.ca.	Chair and you wish to nominate this applicant for the Board of Governors (BoG) Graduate Student Research Scholarship, You
LETTER OF SUPPORT: Each Supervisor must attach a Letter of Support that includes funding and resource information. The	an access the terms of reference for the award here: <u>ulethbridge.ca/graduate-studies/awards/bgg-scholarship</u> Are you a current BoG Chair? : Nominate applicant? :
Primary Supervisor : Email : *Department : *Supervisor Letter of Support : Other v	Yes Yes Y
Co-Supervisor : Email : *Department : *Co-Supervisor Letter of Support : Support :	

Supervisory Committee Members

Enter Supervisory Committee Members, if known. If unknown, the supervisor coordinates establishment of the Supervisory Committee by the end of the first term (see Policies & Procedures).



Note: Enter in the <u>email addresses</u> of the committee members in the blank text boxes, NOT their names.

Courses to be added

If you know the courses you would like to appear on the *Program of Studies* form should the applicant be admitted, enter them here. To enter in the information, click anywhere on line 1 and text boxes will open up as seen below. Manually enter in year, then select the term and course from the respective drop down lists. If a course does not appear in drop down list, then enter the Course

number, title etc. in the next text boxes. Click at the bottom. Do not check *Evaluation Complete* at this point.

Year	Te	ərm	Course	Course # (if not li	Title (if not listed)	Corresponding U	Section	Instructor	Lab/Tut	Lab Instructor	Comments
		~	*								
4											
5											
6											
3											
Э											
10											
11											
12											
nterest in C	Co-op option? :		erative Education/Inter ear	mship Courses		Term			Course		

When all course information is completed, the section will look similar to this:

	ours	ses to be	Added									
Ber	iow	program	n enecific Dolicios 8	Brooodure	o for course requi	irements, including Inde	andant Study policies					
Rei							pendent study policies.					
)	Year	Term	С	ourse	Course (if not listed)		Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2	015	Fall (September - De	cember)		PSYC 5400 Advanced Re	search Design and Data Analysis		А	Vokey J	01	Vokey J
2	2	016	Spring (January - Ap	ril) PS	SYC 5850 Topics				Ν	Rendall D		
3	2	016	Summer (May - Augu	ust)		PSYC 5210 Speech Deve	lopment	PSYC 4210	А	LiF		
4												
5												
6												
7												
8												
9												
10												
11												
12												
<u> </u>				o-operative	Education/Internsh	ip Courses						
Inte No	erest	in Co-op	option? :	Year	200000000000000000000000000000000000000		Term	0	Course			
			1									
			2									
			3									

Interest in Co-op option?

The applicant's selection in the application form populates this section if the applicant has indicated they are interested in Co-op. No action is required from Supervisors.

Endorsement of Supervisor(s)

The Supervisor is required to endorse the application at the bottom of the PPE Form. If there is more than one Supervisor, each Co-Supervisor will need to endorse the application before it moves forward for further endorsement/review.

The Supervisor(s) should select "Yes" from the drop down menu, and then click the Save button (<u>Save</u>). Your user name and the date will appear below your endorsement if you have completed all other required fields (Department and Letter of Support) in the PPE Form.

Part 2: Program Endo	rsement			
A: Endorsement of Supervisor(s)				
Co-Supervisor endorsement only required if there is more than one Supervisor				Ξ
I certify that I have discussed the proposed program with the applicant. In my opinion, the proposed point is feasible within the indicated time frame. - is within the applicant's ability to complete successfully. - is within the standards for scholarly work at the master's level.	rogram:			
Furthermore, I am willing to provide quality supervision to the student during the tenure of the progra -and can do so within the constraints that are imposed by my existing instructional and research com		to support the student	's research-	
The RTA Form must be completed in addition to the PPE Form before the application	vill move forward for further endorseme	nt by the Departme	nt Chair.	
*Supervisor Endorsement : *Co-Super	/isor Endorsement :			
Supervisor User : Co-Superv SGS Inquiries	isor User :			
Supervisor Endorsement Date : Co-Superv 2014-12-23	isor Endorsement Date :			-
	Completed	Save	Close	

Completing the RTA Form

Several parts to the RTA form require completion by the supervisor.

Namely (highlighted below), i) <u>Trust Account Information</u>, ii) <u>Annual Amounts to be Paid</u>, iii) <u>Total Amount to be Paid to Applicant</u>, iv) <u>Assistantship Expectations and v</u>) <u>Trust Account Holder Name</u>.

*Even if you will not provide the applicant funding, the Total Amount to be Paid to Applicant must be completed (enter in amount of "0") as well as the Trust Account Holder Name

PPE Form	RTA Form	Program Details	Educational Background	References	Ed References	English Language Proficiency	Program Co	ommittee Recommendation	Application Notes	ی 🖳 🖨 🖨
		and certified in orde	er for it to move forward for	r further review	If no funding in the	o form of an RA is available for the	applicant, en	ter 0 as the total amount of fu	inds to be paid to app	licant and certify the form.
Trust Account				Trust Account H	older Department :		/	Amount in Trust Account (\$) :		
							*			
Trust Account 1	Number :			Trust Account S	tart Date (YYYY-M	M-DD) :		Trust Account End Date (YYY	Y-MM-DD) :	
										(RE)
- Annual Amou								 Total Amount to be Paid to 		
Indicate in the A Year 1 RA Stip		ectations section if a	nnual Research Assistantshi Year 1 RA Start Term :	ip stipend will no		onthly instalments A End Term :		Enter 0 in if no funding is av *Total amount of funds to be		
Teal TRA Sup	enu .		Tear I RA Start Territ.		Teal TR	A Lito territ.			paid to applicant.	
Year 2 RA Stip	end :		Year 2 RA Start Term :		Year 2 R	A End Term :				
Year 3 RA Stip	end :		Year 3 RA Start Term :	_	Year 3 R	A End Term :				
Year 4 RA Stip	end :		Year 4 RA Start Term :		Year 4 R	A End Term :				
- Assistanship	Expectations -							Trust Account Holder Ce	ertification	
		ilable, if funding is a	coming from a different sou	urce, or if fundir	ng will not be paid	in even monthly installments.		I certify that the informatio		and accurate.
Under the 2016	6 GSA Collective	Agreement, Researc	h Assistantships are now cal	led Graduate As	sistant (Research	appointments. These positions a	ire intended	Note: Payroll Authorizati	on forms are to be s	ubmitted to Payroll by the
to allow faculty	continue to empl	oy graduate assistan	ts whose duties include the p	performance of re	esearch and related	duties unrelated to the program of	of study. More	Faculty member funding	the student.	
		d to allow faculty to s	support students as they com	plete duties relat	ed to their program	of study.		*Trust Account Holder Ce	rtification :	*
Funds to be pa		esearch) 🦳 Resear	ab stipand					Trust Account Holder Nan	ne :	
Assistantship N		esearch) CResear	ch superio					Date :		
Assistantship I	NOLES .							Date .		
								-		
								Evaluation	Complete	Save Close

Trust Account Information

Enter trust account holder name, Department, amount in trust account, account number, start and end date.

Trust Account Information		
Trust Account Holder :	Trust Account Holder Department :	Amount in Trust Account (\$):
SGS Inquiries	Other 🔹	\$50,000
Trust Account Number :	Trust Account Start Date (YYYY-MM-DD) :	Trust Account End Date (YYYY-MM-DD) :
12345 678 9012 3456	2014-01-01	2018-12-31 📰

Annual Amount to be Paid

*Only enter funding in this section if it will be paid through a University of Lethbridge account

Assistantship Paid From Trust Account Year 1-4.

Enter the amount the applicant is to be paid for each year by entering the stipend amount, term start and term end of stipend payment for each year. The screenshot below represents an applicant to be paid \$21,000 in years 1 and 2 throughout the Spring, Summer, and Fall terms for two years:

instalments		
Year 1 RA Stipend :	Year 1 RA Start Term :	Year 1 RA End Term :
2100	201903	202003
Year 2 RA Stipend :	Year 2 RA Start Term :	Year 2 RA End Term :
2100	202003	202103
Year 3 RA Stipend :	Year 3 RA Start Term :	Year 3 RA End Term :
Year 4 RA Stipend :	Year 4 RA Start Term :	Year 4 RA End Term :

Total Amount to be Paid to Applicant

Enter the total amount of funding from all termly stipends you intend to provide to the applicant. If the applicant will not receive funding in the form of an RA, enter "0" in this section.

 Total Amount to be Paid to Applicant 	
Enter 0 in if no funding is available.	
*Total amount of funds to be paid to applicant. :	
42000	

* When entering numeric amounts, do not enter decimals (e.g., 42000.00)

Assistantship Expectations

Select whether this RA funding is a Graduate Assistantship (Research) or a Research Stipend by clicking on either

Then, enter your expectations from the applicant in exchange for the RA funding you intend to provide. If no funding is available, or if applicant will receive funding from another source, note that here.

- Assistanship Expectations	IΓ
Note here if no funding is available, if funding is coming from a different source, or if funding will not be paid in even monthly installments.	
Under the 2016 <u>GSA Collective Agreement</u> , <u>Research Assistantships</u> are now called Graduate Assistant (Research) appointments. These positions are intended to allow faculty continue to employ graduate assistants whose duties include the performance of research and related duties unrelated to the program of study. <u>More</u>	
Research stipends are intended to allow faculty to support students as they complete duties related to their program of study.	
Funds to be paid as :	
Graduate Assistantship (Research) Research stipend	
Assistantship Notes :	
Just Testing will be required to complete lab work.	

Trust Account Holder Certification

The Trust Account Holder is required to certify the funding indicated at the bottom of the RTA Form, even if no funding is available.

After you select "I Agree" from the drop down menu, Click **Save**, your name and the date will appear. At this point you can check "Evaluation Complete" to the left of **Save**, but it is not necessary.

9	valuation Complete Save Close	
		*
	Date : 2018-11-26	
	Trust Account Holder Name : Viviana Lartiga	
	I Agree 🗸	Ξ
	*Trust Account Holder Certification :	
	Note: <u>Payroll Authorization forms</u> are to be submitted to Payroll by the Faculty member funding the student.	
	I certify that the information on this form is true and accurate.	
	Trust Account Holder Certification	

The RTA form is now complete! You can click "Close" after you have saved the data you entered.

If you close without saving, your data will be lost.

Department Chairs (MA/MSc/PhD Only)

Department Chairs are responsible for completing information in the "PPE Form." All other tabs shown (e.g., RTA Form, Program Details, Educational Background) are available for Chairs to access information for each application.

List view

Actio	ns 👻	Searches	•							Ed	itab
		~	*								
~	Status	Tags	First Name	Last Name	Degree	Major	Enrolment Status	Term Name	Supervisor	Co-Supervisor	
~	ASSIGNED		Just	Testing	Master of Arts	History	Full-time	Fall 2015	Other		

Instructions for Department Chairs

Left Pane:

1. Click the "2) PPE Department Chairs" application pool in the left pane to open it. In the right pane, the number displayed to the right of a pool name shows the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.

Right Pane:

- 2. Click on the Worklist tab
- 3. The total number of assigned applications is at the bottom of the pane in the Worklist tab.
- 4. The list of applications is colour-coded in the left column (i.e., 🛄 🛄):
 - Green are applications you have marked as Evaluation Complete
 - Red are applications in your queue for action that you have not yet started.
- 5. If the list of applications is long, and you are looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 6. To open one or more applications:
 - To open a single application, double-click anywhere in the row the application is listed.
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (

Applicati	ons Configure	Worklist Users													<u> </u>	1 🖬 🍣
Actions	 Searches 	▼ Reports ▼													E	Editable
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Tag	s First Name *	Last Name	Degree	Program	Major	Application Term	Application Status	A	pplicati	Primary Supervisor		Co-Supervisor	Assi	In Pr	Com	*
I	Just	Testing	Master of Arts	MAAS	Canadian Studies	Test Term 1								0	0	1 -
V	Just	Testing	Master of Science	MS HS	Nursing	Test Term 1								0	0	0 =
~	Just	Testing	Master of Science	MS HS	Health Sciences	Test Term 2								0	0	0
~	Just	Testing	Master of Science (Manage	. MM MGT	Accounting	Test Term 1								0	0	0
	Just	Testing	Master of Counselling	MC APPS	Applied Psychology	Test Term 2								0	0	0
	Just	Testing	Doctor of Philosophy	PH	Biomolecular Science	Test Term 4								0	0	0
	Just	Testing	Master of Music	MF MUSI	Music	Test Term 2								0	0	0
	Just	Testing	Master of Education	ME GEN	Education	Summer 2014								0	0	0
	Just	Testing	Master of Arts	MAAS	Individualized Multidisciplin	Fall 2013								0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1								0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1								0	0	- 0
tal: 4/75	3														Open	

7. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.

Applications	Configure	Worklist Users	Testing, Just 🗙 🔲 Testing, .	Just 📯 🔄 Testing, Just 🗴	Testing, Just 🗙 🕤		14 B Z
General Inform	mation						
Last Name : Testing		Preferred First Name :	xCohort name (Education Old) :	Degree : Master of Science (Management)	Major : Accounting	Concentration :	Specialization name :
Enrolment Statu	us :	Start Term :	Start term deferred? :	Application Status :	Application Status Date :	Last Edited By : Lenaour, Danielle	Last Edited Date : 2014-10-08 08:00

8. Each application has several subtabs (i.e. *PPE Form, RTA Form, Program Details* etc.). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.

Applications Config	ure Worklist	Users	Testing	Just 🐹 📑 Testing, J	lust 🗴 🔲 Te	esting, Just 🙁	📷 Testing, Just 🗙			₩
 General Information — Last Name : Testing 	Preferred Firs	st Name :	xCohort	name (Education Old) :	Degree : Master of Scier	nce (Management)	Major : Accounting	Concentrat	ion : S	Specialization name :
Enrolment Status :	Start Term :	SUBTAB:	S Start er	m deterred? :	Application Sta	tus :	Application Status Dat	te : Last Edited Lenaour, D		ast Edited Date : 2014-10-08 08:00
Program Details Prog	ram Details Program	m Specialist	Attachments	CLONE - Attachments	Portfolio	Portfolio	Personal Information	Personal Information	Educational Background	1 🖨 🔑 🍮 💊 🖛 🕂
Program Information -										

- 9. Complete the PPE Form (see the "Completing the PPE Form (Department Chair)" section for details)
 - Endorsement of Department Chair *must* be completed for each application to move forward for further endorsement/review.
- 10. **Submit the application for further endorsement** (by the Faculty/School Dean(s)) after the PPE Form has been completed by checking the Completed checkbox before clicking the Save button (________).

*If the PPE Form has been endorsed, the application will move forward for further endorsement, even if the Completed box has not been checked.

Applications will stay in the "2) PPE Department Chairs" pool until the application decisions the Graduate Program Committees make final admission recommendations.

Completing the PPE Form (Department Chair)

Part 1: Program Proposal

Includes the sections: Applicant Home Department, Supervisor(s) Information, Supervisory Committee Members and Courses to Be Added. These will be populated with data previously entered by the supervisor(s). Check to confirm the information is correct.

Last Name : Testing	Mid	dle Nam	9 :	First Name : Just		Preferred First Name : Just		dited By : , Viviana	Last Edited Date : 2018-11-26 15:18
PPE Form	TA Form Program	Details	Educational Background	References	Ed References	English Language Proficiency	Application Notes	Logs	🚔 🔎 🍣
Scroll to bottom of application.	form to enter applicati	<mark>on endo</mark>	rsement. The relevant Depa	artment Chair and		y submit comments on this applica	tion to the Program C	ommittee; the Pr	ogram Committee adjudicates the quality of an
Applicant Home D The nome departme Home faculty : Arts and Science	epartment In is the department in w	hich the		o complete the m *Applicant's Hor Chemistry & Bio	ajority of coursewo	rk and/or Graduate Assistantship	(GA) duties (if the app	licant is offered a	a GA appointment).
LETTER OF SUPPO	rvisor(s) are required, p ORT: Each Supervisor m	ust attac	otify sgsinquiries@uleth.c h a Letter of Support that inc ne Co-Supervisor Letter of S	ludes funding an			formation regarding t	he applicant's ac	ademic history or other pertinent information (e.g.
Primary Supervisor			Email :			*Department :			ervisor Letter of Support :
Co-Supervisor :			Email :			*Department :			Supervisor Letter of Support :
-Supervisory Comm		isory Co	ommittee member (do not e	enter informatio	n for the Supervis	sor(s) in this section).			
Supervisory Commi			Supervisory Comm			Supervisory Committee Mer	mber 3 :	Supe	ervisory Committee Member 4 :

Courses to be added

Courses listed here will appear on the *Program of Studies* form if the applicant is admitted. The Department Chair, in conjunction with the Supervisor(s), is able to make any necessary corrections/additions to the courses previously entered by the Supervisor(s).

	urses to be w progra		lures for course requ	irements, including Independent Study policies.					
	Year	Term	Course	Course (if not listed)	Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2015	Fall (September - December))	PSYC 5400 Advanced Research Design and Data Analysis		А	Vokey J	01	Vokey J
2	2016	Spring (January - April)	PSYC 5850 Topics			Ν	Rendall D		
3	2016	Summer (May - August)		PSYC 5210 Speech Development	PSYC 4210	А	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									
Intere No	est in Co-o	p option? : Co-operat Year	tive Education/Internsh	ip Courses	(Course			
		1							
		2							
		3							
		-							

Part 2: Program Endorsement

Endorsement of Department Chair(s)

Section A: Endorsement of Supervisor(s) will display supervisor(s) endorsements.

Section B: Endorsement of Department Chair is the section that requires to the Department Chair to complete.

If there is more than one Supervisor, and they are from different Departments, each Department Chair is required to endorse the application, hence "Department Chair 2 Comments (if any)" as seen on the right. Your user name and the date will appear below

your endorsement if you have selected "Yes" from the drop-down menu and clicked the Save button (__________).

B: Endorsement of Department Chair	
Department Chair 2 endorsement only required if there is more than one Supervisor and I certify that I have discussed the proposed program with the proposed supervisor	they are housed in separate Departments or. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of tment, and that the other resources required are available without drawing on the Department's budget and
Department Chair Comments (if any) :	Department Chair 2 Comments (If any):
Test Comments	
*Dept Chair Endorsement : Yes	*Dept Chair 2 Endorsement :
Department Chair Name : SGS Inquiries	Department Chair 2 Name :
Dept Chair Endorsement Date : 2014-12-23	Dept Chair 2 Endorsement Date :
	Evaluation Complete . Save Close

The PPE form is now complete! You can click "Close" after you have saved the data you entered.

If you close without saving, your data will be lost.

Faculty Deans (MA/MSc/PhD Only)

Faculty Deans are responsible for completing information in the "PPE Form." All other tabs shown (e.g., RTA Form, Program Details, Educational Background) are available for Faculty Deans to access information for each application.

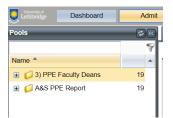
List view

Worklist												
ctions	▼ Searches ▼											Edi
▼ Status		*Dept Chair 2 Endorsement	*Esculty Dean Endorcement	*Esculty Dean 2 Endoree	First Name	Last Nama	Degree	Major	Enrollment Status	Term Name	Supervisor	Co-Supervisor
ASSIGNED			Yes	r addity Bear 2 Enderse	Just		Master of Arts		Full-time	Fall 2015	Other	00-0000111001

Instructions for Faculty Deans

Left Pane:

1. Click the "3) PPE Faculty Deans" application pool in the left pane to open it. The numbers displayed to the right of the pool name show the total number of applications in it. You will only be able to view applications assigned to you in this pool.



Right Pane:

- 2. Click on the Worklist tab
- 3. The total number of assigned applications is at the bottom left of the right pane in the Worklist tab.
- 4. The list of applications is colour-coded in the left column (i.e., 🛄 🛄):
 - Green are applications you have marked as Evaluation Complete
 - Red are applications in your queue for action that you have not yet started.
- 5. If the list of applications is long, and you are looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 6. To open one or more applications:
 - To open a single application, double-click anywhere in the row the application is listed.
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open

button (Open) in the bottom right.

Application	s Configure	Worklist Users	•										<u> </u>	i 🗟 🖗
ctions	 Searches 	✓ Reports	•											Editabl
	✓ Just			*			*	*	•	~	~			4
Tags	First Name *	Last Name	Degree	Program	Major	Application Term	Application Status	Applicati	Primary Supervisor	Co-Supervisor	Assi	In Pr	Com	
	Just	Testing	Master of Arts	MA AS	Canadian Studies	Test Term 1					0		0	1 1
	Just	Testing	Master of Science	MS HS	Nursing	Test Term 1					0	(0	0
 Image: A start of the start of	Just	Testing	Master of Science	MS HS	Health Sciences	Test Term 2					0	(0	0
	Just	Testing	Master of Science (Manage.	MM MGT	Accounting	Test Term 1					0	(0	0
	Just	Testing	Master of Counselling	MC APPS	Applied Psychology	Test Term 2					0		0	0
	Just	Testing	Doctor of Philosophy	PH	Biomolecular Science	Test Term 4					0	(0	0
	Just	Testing	Master of Music	MF MUSI	Music	Test Term 2					0		0	0
	Just	Testing	Master of Education	ME GEN	Education	Summer 2014					0	(0	0
	Just	Testing	Master of Arts	MA AS	Individualized Multidisciplin	Fall 2013					0		0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1					0		0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1					0		0	0
otal: 4/753												$\boldsymbol{\mathcal{C}}$	Oper	n

7. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.

📲 3) PPE Faculty Deans	×				
	g, Just 🗙 TAB				14 B
General Information —	Middle Name :	First Name :	Preferred First Name :	Last Edited By :	Last Edited Date :
Testing		Just	Just	Lartiga, Viviana	2018-11-27 09:13

8. Each application has several subtabs (i.e. *PPE Form, RTA Form, Program Details* etc). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.

Last Name : Testing	Û	Middle Nam	SUBTABS	First Name : Just	Û	Preferred First Name : Just	U	Last Edited By : Lartiga, Viviana	Last Edited Date : 2018-11-27 09:13
PPE Form	RTA Form	Program Details	Educational Background	References	Ed References	English Language Proficiency	Application	Notes	۵ 🔑 🧟

- 9. **Complete the PPE Form** (see the "<u>Completing the PPE Form (Faculty Dean)</u>" section for details)
 - Endorsement of Faculty Dean Chair *must* be completed for each application to move forward for further review.
- 10. **Submit the application endorsement** after the PPE Form has been completed by checking the Completed checkbox before clicking the Save button (________).

Applications will stay in the "3) PPE Faculty Deans" pool until final admission recommendations are made by the Graduate Program Committees.

Completing the PPE Form (Faculty Dean)

Part 1: Program Proposal includes the sections: *Applicant Home Department, Supervisor(s) Information, Supervisory Committee Members* and *Courses to Be Added*. The supervisor(s) previously entered this data.

- General Information								
Last Name : Testing	Middle Nam	e :	First Name : Just		Preferred First Name : Just		dited By : , Viviana	Last Edited Date : 2018-11-26 15:18
PPE Form RTA Form	Program Details	Educational Background	References	Ed References	English Language Proficiency	Application Notes	Logs	🖨 🔑 🥭 💿
Scroll to bottom of form to en application.	ter application endo	rsement. The relevant Depa	artment Chair and	Faculty Dean may	submit comments on this applica	tion to the Program C	ommittee; the Pr	ogram Committee adjudicates the quality of an
				Part 1: Pr	ogram Proposal			
Applicant Home Department	partment in which the	applicant will be expected to	complete the ma	jority of coursewo	rk and/or Graduate Assistantship	(GA) duties (if the app	licant is offered a	a GA appointment).
Home faculty : Arts and Science			*Applicant's Hom Chemistry & Bioc					
Supervisor(s) Information								
If changes to Supervisor(s) a	re required, please r	notify sgsinquiries@uleth.c	<u>a</u> .					
LETTER OF SUPPORT: Each information about institutions p						nformation regarding t	he applicant's ac	ademic history or other pertinent information (e.g.
Primary Supervisor :		Email :			*Department :			vervisor Letter of Support :
Co-Supervisor :		Email :			*Department :			Supervisor Letter of Support :
Supervisory Committee Mem	bers							
Enter email address only for				for the Supervis				
Supervisory Committee Memb	er 1 :	Supervisory Comm	ittee Member 2 :		Supervisory Committee Mer	mber 3 :	Supe	ervisory Committee Member 4 :

Courses to be Added

Courses listed here will appear on the *Program of Studies* form if the applicant is admitted. The Faculty Dean, in conjunction with the Department Chair and Supervisor(s), is able to make any necessary corrections/additions to the courses previously entered by the Supervisor(s) and/or Department Chair(s).

	Year	Term	Course	Course (if not listed)	Corresponding UG #	Section	Instructor	Lab/Tut	Lab Instructor
1	2015	Fall (September - December		PSYC 5400 Advanced Research Design and Data Analysis		A	Vokey J	01	Vokey J
2	2016	Spring (January - April)	PSYC 5850 Topics			N	Rendall D		, .
3	2016	Summer (May - August)		PSYC 5210 Speech Development	PSYC 4210	A	LiF		
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otoro	et in Co.o	op option? : Co-opera	tive Education/Internsh	ip Courses					
10	Still CO-0	Yea	r	Term		Course			
		1							
		2							
		3							

Endorsement of Faculty Dean(s): Part 2: Program Endorsement

Section A: Endorsement of Supervisor(s) will display supervisor(s) endorsements.

Section B: Endorsement of Department Chair will display Department Chair(s) endorsements. If there is more than one Supervisor, and they are from different Departments, each Department Chair is required to endorse the application.

The Faculty Dean will need to endorse the application at the bottom of the PPE Form in "Section C: Endorsement of Faculty/School **Dean**". If there is more than one Supervisor, and they are from different Faculties, each Faculty Dean is required to endorse the application, hence "Faculty Dean 2 Comments (if any):" as seen on the right. Your user name and the date should appear below your

endorsement if you have selected "Yes" from the drop-down menu and clicked the Save button (Save).

C: Endorsement of Faculty/School Dean						
Faculty Dean 2 endorsement only required if there is more than one Supervisor and they are hou	sed in separate Faculties					
certify that I concur with the proposed supervisor's and/or Chair's support of the proposed program. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that any space requirements can be provided by the Department, and that the other resources required are available without frawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.						
Faculty Dean Comments (if any) :	Faculty Dean 2 Comments (if any) :					
*Faculty Dean Endorsement : Yes v	*Faculty Dean 2 Endorsement :					
Faculty Dean Name : Danielle Lenaour	Faculty Dean Name :					
Dean Endorsement Date : 2019-02-27	Dean 2 Endorsement Date :					

The PPE form is now complete! You can click "Close" after you have saved the data you entered.

If you close without saving, your data will be lost.

Departmental Graduate Education Committees

Departmental Graduate Education Committees make both application admission and funding recommendations to the Graduate Program Committees.

Admission recommendations

Admission recommendations are based on the Admission Criteria for each program as outlined in the Graduate Studies Calendar: www.ulethbridge.ca/ross/academic-calendar

The options for the admission recommendation are:

- Admit (the applicant has met all admission requirements and the committee recommends an unconditional offer of admission);
- Deny (the committee does not recommend admission);
- **Conditional** (the committee recommends conditional admission clarify recommended conditions in the Other Comments section)
- Waitlist #1-10 (the Department has reached capacity for graduate students, but admission is recommended if another applicant who is offered admission is unable to accept)

Funding recommendations

Departmental Graduate Education Committees make funding recommendations for the:

- Graduate Assistantship: www.ulethbridge.ca/graduate-studies/ga
- SGS Tuition Award: <u>www.ulethbridge.ca/graduate-studies/tuition-scholarship</u>
- SGS Dean's Scholarship: <u>www.ulethbridge.ca/graduate-studies/deans-scholarship</u>

Departmental Graduate Education Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding may be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings based on two broad criteria:

- 1) Academic achievement (academic transcripts, awards, and distinctions); and
- 2) **Program-relevant assessment of the candidate's demonstrated aptitude and research skill** (scholarly publications, presentations, exhibitions, performances, statements of intent, letters of reference, and other suitable evidence of notable research and professional contribution).

NOTE

Funding is merit-based and tiered. Not all eligible applicants will necessarily receive a scholarship, award, or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed.

The relevant Graduate Program Committees consider all departmental evaluations and rankings for funding in a cross-discipline assessment and ranking of all candidates. Graduate Program Committees make final admission and funding recommendations to the SGS.

) Dept G	rad Educat	ion Committees	٢								
Worklist										III - IIII - IIIII - IIII - IIIII - IIIIII	2
Actions	▼ Se	arches 🔻								Edit	able
	~		~								9
Status		Tags	First Name	Last Name	Degree	Major	Enrollment Status	Term Name	Supervisor	Co-Supervisor	
ASSIGI	VED		Just	Testing	Master of Arts	History	Full-time	Fall 2015	Other		
Total: 1/1											

Instructions for Departmental Graduate Education Committee members

Left Pane:

1. Select the "Dept Grad Education Committees" pool in the left pane to open that pool. The numbers to the right of a pool show the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.

Letherdge Dashboard Adr	nit
Pools	
	9
Name *	-
I) PPE-RTA Supervisors	15
Dept Grad Education Committees	15

Right Pane:

2. The right pane will then populate. Click on the Worklist tab

Pools		1) DOE DIA S	upervisors 🛛	📑 Dept Grad I		nittees 🗙								
	9	Worklist											S 🗐	æ
Name *	-		 Searches 	-									Editab	
I) PPE-RTA Supervisors	15	- Iononio	Generes										Editab	
🗄 💋 Dept Grad Education Committees	15		~ ~			~		*			~	~		2
		Status	Tags	First Name	Last Name	Student type	Degree	Major	Enrolment	Start Term	Primary Su	Co-Superv	Admission	

- 3. The total number of assigned applications is seen on the bottom left of the pane in the Worklist tab.
- 4. The list of applications is colour-coded in the left column (i.e., 🛄 🛄):
 - Green are applications you have marked as Evaluation Complete
 - Red are applications in your queue for action that you have not yet started.
- 5. If the list of applications is long, and you are looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 6. To open one or more applications:
 - To open a single application, double-click anywhere in the row the application is listed.
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open button (
 Open) in the bottom right.

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							~		~			~		~			5
Tag	s First Name *	Last Name	Degree	Program	Major	Application Term	÷	Application Status		Applicati	Primary Supervisor		Co-Supervisor	Assi	In Pr	Com	
2	Just	Testing	Master of Arts	MAAS	Canadian Studies	Test Term 1									0	0	1
2	Just	Testing	Master of Science	MS HS	Nursing	Test Term 1									0	0	0
2	Just	Testing	Master of Science	MS HS	Health Sciences	Test Term 2									0	0	0
2	Just	Testing	Master of Science (Manage.	MM MGT	Accounting	Test Term 1									0	0	0
	Just	Testing	Master of Counselling	MC APPS	Applied Psychology	Test Term 2									0	0	0
	Just	Testing	Doctor of Philosophy	PH	Biomolecular Science	Test Term 4									0	0	0
	Just	Testing	Master of Music	MF MUSI	Music	Test Term 2									0	0	0
	Just	Testing	Master of Education	ME GEN	Education	Summer 2014									0	0	0
	Just	Testing	Master of Arts	MAAS	Individualized Multidisciplin	Fall 2013									0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1									0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1									0	0	- 0
al: 4/75	3														(Open	

7. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.

🔊 📑 3) PPE Faculty Deans	×				
Worklist Testin	ng, Just 🗙 TAB				II 🖉 🗟 💝
General Information					
Last Name : Testing	Middle Name :	First Name : Just	Preferred First Name : Just	Last Edited By : Lartiga, Viviana	Last Edited Date : 2018-11-27 09:13

8. Each application has several subtabs (e.g., *Departmental Evaluation, Program Details, Educational Background*). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.

1	Departmental Evaluation Program Details Educational Background References English Language Proficiency PPE Form RTA Form Portfolio Ag 🖨 🔊 🗛 Sara Agent Sara Sara	Recommendations to Chair						
11	Entered by Chair of the Departmental Graduate Education Committee (DGEC). If more than one DGEC provides an evaluation, the second assessment should be							
	entered on the right side of this tab	GA :						

* Fine Arts applications no longer be use SlideRoom to review portfolio submissions. Submissions are available in the Portfolio subtab:

Depa	artmental Evaluation	Program Details	Educational Background	References	English Langua	ge Proficiency	Portfolio	Application Notes	Program Comn	💊 🖉 🖂 🖨	▼ -4>▼		 Recommendations to Chai Admission :
Po	rtfolio Attachments (D Type of Media	ownloads)	Year	Medium	Technology S	ize	Descriptio	on Link		File			`
1	Image	Image test	2018	PDF	0,								GA :
2	Video	Video Test	2018	MP4							=		TA :
3	Audio	Audio Test	2018	WAV									
4	PDF	PDF Test	2018	PDF							L		Dean's Scholarship :
5	Link	Link Test	2018	YouTube				https	//www.youtube.c.				
3													Comments :
7													
8													
)													
10													
11													NOTE:
12													f Co-Supervisors are from nore than one department.
13												b	both DGEC Chairs will be a o view any comments ente
14												i)	n this section by DGEC
15												b	members when the Comple box is checked.
16													
17													
18													
19													
20													

9. **Committee Members may enter individual recommendations/comments** that are visible only to the Departmental Graduate Education Committee Chair. See "Entering Recommendations to Departmental Graduate Education Committee Chair" section for details.

*If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

10. **Departmental Graduate Education Committee Chair enters recommendation** to relevant Program Committee on behalf of the committee. See "Additional Instructions for Departmental Graduate Education Committee Chair" section for details.

Applications will stay in the "Dept Grad Education Committees" pool until final admission recommendations are made by the Graduate Program Committees.

Entering recommendations to Departmental Graduate Education Committee Chair

Recommendations entered in the Recommendations to Chair Pane are only visible to the Departmental Graduate Education Committee Chair.

*If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

- 1. Once you have reviewed an application, enter your comments in the Recommendations to Chair Pane. You can enter a score at any time (even if you are not finished evaluating—your score is not definitive until you mark the application as Evaluation Complete.)
- 2. Save your work without completing your evaluation by clicking Save or mark your work as completed by checking *Evaluation Completed* before you save.

Worklist Testing, Just ×												14 a i
Last Name : Testing	Middle Name :		First N Just	lame :		Last Edited Lartiga, Viv			Last	Edited Date 201		1-27 09:51
Departmental Evaluation Program Detail	s Educational Background	References	English Lar	nguage Proficiency	PPE Form	RTA Form	Portfolio	Ap 🖨 🔑	8	4 + -	1	 Recommendations to Chair Admission :
Entered by Chair of the Departmen entered on the right side of this tak		ommittee (DG	EC). If mo	re than one DGE	C provides ar	n evaluation, t	the second a	ssessment s	hould be	-		Admit v GA :
 DGEC Admission Recommendation to Pro *First committee is required enter comme populate when all fields are completed ar 	ents into all boxes below. Date	Completed box	will	* DGEC 2 Admission *Second committee Completed box with the second secon	e (if necessary)	is required ente	er comments in	to <i>all</i> boxes be orm has been s	low. Date aved.			4 - Very Competitive V TA :
*Department Name :				*Department Name	13							4 - Very Competitive
*Admission Recommendation :				*Admission Recom	mendation :							Dean's Scholarship :
Date completed :				Date completed :								3 - Competitive
												Comments :
*Applicant's record and letters of academic	recommendation :			*Applicant's record	and letters of aca	ademic recomme	ndation :					We should recommend
*Body of creative work, exhibition/performan	nce/reviews, and publishing recor	d (MFA, MMus d	only) :	*Body of creative w	ork, exhibition/pe	rformance/reviev	vs, and publishi	ng record (MFA,	MMus only)			admission of Just Testing.
*Audition/Interview (MFA ,MMus only) :				*Audition/Interview (MFA, MMus only) :								
*Supervisor's record of scholarship, especia	ally in relation to the proposed wo	rk (MA, MSc, Ph	nD only) :	*Supervisor's recor	d of scholarship,	especially in rela	tion to the prop	osed work (MA,	MSc, PhD or	ily) :		
*Feasibility of the project in the light of available	able resources :			*Feasibility of the project in the light of available resources :								NOTE:
Other Comments :				Other Comments :								If Co-Supervisors are from more than one department, both DGEC Chairs will be able
 DGEC Funding Recommendations 												to view any comments entered in this section by DGEC
Criteria for the Graduate Assistantship, th	ne SGS Tuition Scholarship, ar	d the SGS Dea	n's Scholars	hip are available in	the online SGS	Award Opportu	nities database					members when the Completed
Funding is merit-based and tiered. Not all s thresholds at which funding will be guarante Final recommendations for funding of studer Use the relative ranking box to rank applican	tudents who are eligible will ne ed. The relevant program commi nts are moved and approved by t	cessarily recein ttees will conside he program com	ve a scholar er all departm mittees, and	ship, award or assistent of the second se second second second second second second second second second second second se	stantship. GPA ti d rankings for fun	hresholds should	be treated as th	nresholds for elig				
DGEC Funding Recommendations to Pro	gram Committee			DGEC 2 Funding	g Recommendation	ons to Program C	Committee					
*Graduate Assistantship :				*Graduate Assista	ntship :	-						
*Rationale (explain Dept's GA needs) :				*Rationale (explain	n Dept's GA need	ls) :						
*Tuition Scholarship :				*Tuition Scholarsh								
*SGS Dean's Scholarship :				*SGS Dean's Scho	piarsnip :							
*Relative ranking : *Rationale for funding recommendations :				*Relative ranking : *Rationale for fund	ling recommenda	itions :						
											-	

Instructions for Departmental Graduate Education Committee Chair

Shared Evaluations tab

Departmental Graduate Education Committee Chairs can see the recommendations of other Departmental Graduate Education Committee members in the Shared Evaluations tab. Only Departmental Graduate Education Committee Chairs have access to this tab.

If the Shared Evaluations tab contains no data, it means that no one has entered any evaluation comments in that application.

•	onal Background	References	English Language Proficiency	PPE Form	RTA Form	Application Notes	Shared Evaluations		& 🔊	· · · · ·	
	ULeth/B) SGS/		Not Use - 4DGEC								
		ate : 2015-01-05									
	11	Comments : We should recommend admission of Just Testing. Admission : Admit									
	11	GA : 5 - Most Co									
	De Scholars	Dean's 2 - Worth Considering Scholarship :									
		TA: 4 - Very Co	ompetitive								

Entering the Departmental Graduate Education Committee recommendation

The Departmental Evaluation tab consists of three sections:

- 1. DGEC Admission Recommendation to Program Committee;
- 2. DGEC Funding Recommendations; and
- 3. DGEC Funding Recommendations to Program Committee.

The Departmental Graduate Education Committee Chair will complete the Departmental Evaluation on behalf of the committee for review by the Program Committee. If there is more than one Supervisor and they are from different Departments, the second Departmental Graduate Education Committee enters their evaluation on the right side of the tab.

You will know that you have filled in all necessary fields when you save the application and the Date Completed box populates with the current date.

DGEC Admission Recommendation to Program Committee

Department information

The first step in entering the Departmental Evaluation is to select the <u>Department Name</u> and <u>Admission Recommendation</u> from the drop down lists.

The Date completed field will auto-populate when you have entered all required admission and funding criteria.

Departmental Evaluation	Program Details	Educational Background	References	English Language	ه 🖂 🖨	⊗ ₹	
Entered by Chair of th an evaluation, the sec	one DGEC	provid	les				
DGEC Admission Recom	mendation to Progra	am Committee ——— D	GEC 2 Admissio	n Recommendation t	o Program C	ommittee	;
*Department Name :	_	*De	epartment Name	:			
Anthropology	*			~			
*Admission Recommendat	ion :	*Ac	dmission Recomr	nendation :			
Admit	~			~			
Date completed : 2015-01-06		Da	te completed :				

Applicant's record and letters of academic recommendation

Example:

*Applicant's record and letters of academic recommendation : This applicant has an excellent academic history and high grades in relevant courses taken in the undergraduate program. All three letters of reference speak highly of this applicant's ability to succeed in an academic setting.	*Applicant's record and letters of academic recommendation :
--	--

Body of creative work, exhibition/performance/reviews, and publishing record

*Only required for MFA and MMus applications

Example:

*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :	*Body of creative work, exhibition/performance/reviews, and publishing record (MFA, MMus only) :
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Audition/Interview

*Only required for MFA and MMus applications

Example:

*Audition/Interview (MFA,MMus only) :	*Audition/Interview (MFA,MMus only) :
/ dation/interview (ini / civindo only) :	/ dudion/interview (in / (ini / (inindo only)).

Supervisor's record of scholarship, especially in relation to the proposed work

*Only required for MA, MSc, and PhD applications

You may also wish to include comments regarding the proposed Supervisory Committee if it the supervisor(s) have listed one in the PPE Form in this section.

Example:

	visor's record of scholarship, especially in relation to the ed work (MA, MSc, PhD only) :	*Supervisor's record of scholarship, especially in relation to the proposed work (MA, MSc, PhD only) :	
	risor's research work is relevant to the applicant's intended m of study and is well suited to Supervise the proposed m.		

Feasibility in the light of available resources

Example:

*Feasibility of the project in the light of available resources :	Π	*Feasibility of the project in the light of available resources :
Based on Departmental resources and the Supervisor's Letter of Support, there will be sufficient resources available to support the proposed program. Office space and funding will be available to support the necessary research.		

Other Comments

Enter any additional information regarding admission recommendation (e.g., comments regarding proposed coursework, admission recommendation, recommended conditions, waitlist information)

Example: Other Comments : Letter of intent seems to indicate that the applicant has a clear idea of the intended program of studies and appears to be well prepared to begin a graduate program. Other Comments : Other Comments :

DGEC Funding Recommendations

Information regarding Admission Awards and Scholarships. No items to complete in this section

DGEC Funding Recommendations

Criteria for the Graduate Assistantship, the SGS Tuition Scholarship, and the SGS Dean's Scholarship are available in the online SGS Award Opportunities database.

Funding is merit-based and tiered. Not all students who are eligible will necessarily receive a scholarship, award or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed. The relevant program committees will consider all departmental evaluations and rankings for funding in a cross-major assessment and ranking of all candidates. Final recommendations for funding of students are moved and approved by the program committees, and then forwarded to the SGS.

Use the relative ranking box to rank applicants to your department in order with "1" as the highest recommended

DGEC Funding Recommendations to Program Committee

Example:

DGEC Funding Recommendations to Program Committee	DGEC 2 Funding Recommendations to Program Committee
*Graduate Assistantship :	*Graduate Assistantship :
5 - Most Competitive	
*Rationale (explain Dept's GA needs) :	*Rationale (explain Dept's GA needs) :
Applicant has completed the relevant coursework in the undergraduate program with good grades overall.	
*Tuition Scholarship :	*Tuition Scholarship :
4 - Very Competitive	
*SGS Dean's Scholarship : 3 - Competitive	*SGS Dean's Scholarship :
*Relative ranking :	*Relative ranking :
	*Rationale for funding recommendations :
"Rationale for funding recommendations : Applicant's GPA meets the minimum admission requirements for the Dean's Scholarship (3.70). The Letters of Reference indicate that this applicants has excelled in an academic setting. For all aforementioned reasons, we recommend the applicant be awarded the GA, Tuition Award, and the Dean's Scholarship!	reauonale for funding recommendations .

When you have entered all required fields and clicked the Save button (^{Save}), check to see that the Date completed field has populated at the top of the form. If you save the file and the date does not appear, there are fields you have not completed.

Program Committees

Program Committees make both application admission and funding recommendations to the School of Graduate Studies.

Admission recommendations

Admission recommendations are based on the Admission Criteria for each program as outlined in the Graduate Studies Calendar: www.ulethbridge.ca/ross/academic-calendar

The options for the admission recommendation are:

- Admit (the applicant has met all admission requirements and the committee recommends an unconditional offer of admission);
- Deny (the committee does not recommend admission);
- **Conditional** (the committee recommends conditional admission –recommended conditions should be specified at the Program Committee meeting)
- Waitlist #1-10 (the Department has reached capacity for graduate students, but admission is recommended if another applicant who is offered admission is unable to accept)

Funding recommendations

Program Committees make funding recommendations for the:

- Graduate Assistantship: <u>www.ulethbridge.ca/graduate-studies/ga</u>
- SGS Tuition Award: <u>www.ulethbridge.ca/graduate-studies/tuition-scholarship</u>
- SGS Dean's Scholarship: <u>www.ulethbridge.ca/graduate-studies/deans-scholarship</u>

Program Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding may be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings are based on two broad criteria:

- 3) Academic achievement (academic transcripts, awards, and distinctions); and
- 4) Program-relevant assessment of the candidate's demonstrated aptitude and research skill (scholarly publications, presentations, exhibitions, performances, statements of intent, letters of reference, and other suitable evidence of notable research and professional contribution).

NOTE

Funding is merit-based and tiered. Not all eligible applicants will necessarily receive a scholarship, award or assistantship. GPA thresholds should be treated as thresholds for eligibility, and not as thresholds at which funding will be guaranteed.

The relevant Graduate Program Committees consider all departmental evaluations and rankings for funding in a cross-discipline assessment and ranking of all candidates. Graduate Program Committees make final admission and funding recommendations to the SGS.

Status Tags First Name Last Name Degree Major Enrollment Status Term Name Supervisor Co-Supervisor	ist	view											
Retions Searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches Image: Constraint of the searches	<mark>-</mark> 5) Program Com	nmittees 🗙										
V V V V V Status Tags First Name Last Name Degree Major Enrollment Status Term Name Supervisor Co-Supervisor	V	/orklist										III .) 2
Status Tags First Name Last Name Degree Major Enrollment Status Term Name Supervisor Co-Supervisor	Actio	ons 🔻	Searches	-								Edit	table
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ASSIGNED Just Testing Master of Arts History Full-time Fall 2015 Other	1	Status	Tags	First	Name L	ast Name	Degree	Major	Enrollment Status	Term Name	Supervisor	Co-Supervisor	
	1	ASSIGNED		Just	Te	esting	Master of Arts	History	Full-time	Fall 2015	Other		
	Total	1/1											
tal: 1/1	r otal.											Open	

Instructions for Program Committee members

Left Pane:

Select the relevant Program Committee pool (Doctoral Program Committee, MA Program Committee, MFA/MMus
Program Committee, or MSc Program Committee) in the left pane to open that pool. The numbers to the right of a pool
show the total number of applications in it. You will only be able to view applications that have been assigned to you in this
pool.



Right Pane:

2. The right pane will then populate. Click on the Worklist tab:

Pools	- \$ «	1	1) PPE-RT/	A Superio	erc 🖂	占 Docto	ral Progra	m Committ	tee 🗙	📑 MSc P	rograr
	9	Ap	plications	Work	dist						
Name *	-	Acti	0.000		arches 🥖						
I) PPE-RTA Supervisors	15	ACU	ons	 Sea 	arches						
🗉 📁 Doctoral Program Commit	4		~	~		~			~	~	
🗄 📁 MSc Program Committee	10		Status	Tags	Progr	*Appli	Enrol	Start	Prima	Co-S	Admi

- 11. The total number of assigned applications is seen on the bottom left of the pane in the Worklist tab.
- 12. The list of applications is colour-coded in the left column (i.e., $\mathbf{III}^{(1)}$):
 - Green are applications you have marked as Evaluation Complete
 - Red are applications in your queue for action that you have not yet started.
- 13. If the list of applications is long, and you are looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 14. To open one or more applications:
 - To open a single application, double-click anywhere in the row the application is listed.
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open

button (Open) in the bottom right.

ctions	 Searches 	 Reports 											E	Editabl
	Just						*	~		~	~			5
Tags	First Name *	Last Name	Degree	Program	Major	Application Term	Application Status	Applicati	Primary Supervisor	Co-Supervisor	Assi	In Pr	Com	
	Just	Testing	Master of Arts	MA AS	Canadian Studies	Test Term 1					1	0	0	1
	Just	Testing	Master of Science	MS HS	Nursing	Test Term 1					1	0	0	0
~	Just	Testing	Master of Science	MS HS	Health Sciences	Test Term 2					1	0	0	0
I	Just	Testing	Master of Science (Manage	. MM MGT	Accounting	Test Term 1					1	0	0	0
	Just	Testing	Master of Counselling	MC APPS	Applied Psychology	Test Term 2						0	0	0
	Just	Testing	Doctor of Philosophy	PH	Biomolecular Science	Test Term 4					1	0	0	0
	Just	Testing	Master of Music	MF MUSI	Music	Test Term 2					1	0	0	0
	Just	Testing	Master of Education	ME GEN	Education	Summer 2014					1	0	0	0
	Just	Testing	Master of Arts	MA AS	Individualized Multidisciplin	Fall 2013					1	0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1						0	0	0
	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1					1	0	0	0

3. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.



4. Each application has several subtabs (e.g., *Departmental Evaluation, Program Details, Educational Background*). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the <u>Application</u> <u>Subtabs section</u> on this manual.

111												
	Departmental Evaluation	Program Details	Educational Background	References	English Language Proficiency	PPE Form	RTA Form	Portfolio	Ар 🚔 🔑 🌡	S ▼ → ▼	Recommendations to Cha Admission :	^{ir} ٦
Entered by Chair of the Departmental Graduate Education Committee (DGEC). If more than one DGEC provides an evaluation, the second assessment should be												
entered on the right side of this tab.												
	- DGEC Admission Recom	mondation to Progr	am Committoo		DGEC 2 Admissio	n Docommonda	tion to Drogram (Committoo				4

* Fine Arts applications no longer be use SlideRoom to review portfolio submissions. Submissions are available in the Portfolio subtab:

Dep	partmental Evaluation	Program Details	Educational Background	References	English Lan	guage Proficiency	Portfolio	Application Notes	Program Comn 🚔 🔑	🎯 💊 💌 🔸 🕨	•	Recommendations to Chai Admission :
Po	ortfolio Attachments (Do Type of Media	ownloads) ———— Title	Year	Medium	Technology	Size	Descriptio	n Link	File			GA :
1	Image	Image test	2018	PDF								
	Video	Video Test	2018	MP4							=	TA :
	Audio	Audio Test	2018	WAV								
	PDF	PDF Test	2018	PDF							μ	Dean's Scholarship :
	Link	Link Test	2018	YouTube				https:	//www.youtube.c			
												Comments :
0												
1												NOTE:
2												If Co-Supervisors are from
3												more than one department, both DGEC Chairs will be a
4												to view any comments ente in this section by DGEC
5												members when the Comple box is checked.
6												DOX IS CHECKED.
7												
8												
9												
0												

5. **Committee Members may enter individual recommendations/comments** that are visible only to the Program Committee Chair. See "Entering Recommendations to Program Committee Chair" section for details.

Applications will stay in the relevant Graduate Program Committee pool until final admission recommendations are made by the Graduate Program Committees.

Entering recommendations to Program Committee Chair

Recommendations entered in the Recommendations to Chair Pane are only visible to the Program Committee Chair.

- 1. Once you have reviewed an application, enter your comments in the Recommendations to Chair Pane. You can enter a score at any time (even if you are not finished evaluating—your score is not definitive until you mark the application as Completed.)
- 2. Save your work without completing your evaluation by clicking Save or mark your work as completed by checking the *Evaluation Complete* checkbox before you save.

- General Information											
Last Name : Testing		Middle Name :		First Name : Just		Last Edite Lartiga, V		Last Edit	9 : 8-11-27 13:11		
Departmental Evaluation	Program Details	Educational Background	References	English Language Proficie	PPE Form	RTA Form	Application Notes	🔒 🔑 🌲 💊 ▾ 🔸	 Admission :	dations to C	Chair -
Entered by Chair of ti entered on the rights DEC Admission Recon *First committee is requil populate when all fields a "Department Name : Chemistry & Biochemistry *Admission Recommendal Admit Date completed : 2018-11-27 *Applicant's record and let This applicants has an exc undergraduate program a in an academic setting. *Body of creative work, ext *Audition/Interview (MFA, I "Supervisor's research wo to Supervisor's research wo to Supervisor's research we to Supervisor's research we to Supervisor's research we to Supervisor s research we to Supervisor a resource available to sup support the necessary ress Other Comments :	The Departmental ide of this tab. Immendation to Progra- red enter comment recompleted and to ion : ters of academic recompleted allent academic hist if three letters of refe- hibition/performance VMus only) : nolarship, especially rk is relevant to the <i>i</i> program. In the light of available sources and the Sup port the proposed pr aarch.	Graduate Education C am Committee — s into all boxes below. Date form has been saved. organd high grade in relevar rence speak highly of this ap vireviews, and publishing reco in relation to the proposed w applicant's intended program e resources : pervisor's Letter of Support, th ogram. Office space and fun- cant has a clear idea of the in duate program.	ommittee (DC completed boy the courses taken in plicant's ability to ord (MFA, MMus (ord (MFA, MSc, P) of study and is w nere will be suffic ding will be suffic	EC). If more than one DGEC 2 A will DGEC 2 A "Second con Completed I "Department "Admission f Date comple "Applicant's "Body of cre "Audition/Int nly): D only): Ed studies DGEC 2 Fi "Graduate A "Rationale (c "Tuition Sche	DGEC provides a Imission Recommend mittee (if necessary cox will populate whe Name : tecommendation : ted : ecord and letters of an attive work, exhibition/p inview (MFA, MMus or a record of scholarship if the project in the light ents : inding Recommendatt sistantship : xplain Dept's GA nee blarship : Scholarship : Scholarship :	in evaluation, ation to Program j is required en all fields are of cademic recommended review ly) : , especially in rel t of available res	the second asse Committee er comments into a completed and form endation : wws, and publishing re ation to the proposed purces :	ssment should be		petitive ve arship : onded commend - Just Testin ors are froi departme- hairs will by DGEC n the Comp d;	ing ing in
Not recommended *Relative ranking : 4 *Rationale for funding recon	nmendations :				r funding recommend	auons :					
							[Evaluation Complete	Save	Clos	se

Additional Instructions for Program Committee Chair

Shared Evaluations Tab

Program Committee Chairs can see the recommendations of other Program Committee members in the Shared Evaluations tab. Only Program Committee Chairs have access to this tab.

If the Shared Evaluations tab contains no data, it means that no one has entered any evaluation comments in that application.

nal Background	References	English Language	Proficiency	PPE Form	RTA Form	Application Notes	Shared Evaluations	4 🖨	& 📎	
 ULeth/B) SGS/Do SGS Inquiries 	Not Use/Do N	Not Use - 4DGEC —								
			on of Just Tes	ting						
Admission	: Admit		in or Just Tes	ung.						
	ULeth/B) SGS/Do SGS Inquiries Date Comments Admission GA Dean' Scholarship	ULeth/B) SGS/Do Not Use/Do N SGS Inquiries Date : 2015-01-05 Comments : We should i Admission : Admit GA : 5 - Most Co Dean's Scholarship : 2 - Worth C	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC — SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admissio	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Tes Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering	ULeth/B) SGS/Do Not Use/Do Not Use - 4DGEC SGS Inquiries Date : 2015-01-05T15:01:32 Comments : We should recommend admission of Just Testing. Admission : Admit GA : 5 - Most Competitive Dean's Scholarship : 2 - Worth Considering

Application subtabs

Program Details

- General Information											-
Last Name : Testing	Middle Name :	First Name : Just		Preferred First Name : Just		Last Edited By : Lartiga, Viviana	Last Ed	ted Date : 2018-11	-27 13:26	6	
PPE Form RTA Form Pro	ogram Details Educational Background	References	Ed References	English Language Proficien	cy Program C	Committee Recommendation	Application Notes	Logs		2	•
Program Information	12										-
Date Submitted : 2017-06-17	Preferred First Name : Just	Last Name : Testing		Domestic/International : Domestic	3	Application Status :	Application	Status Date			
Application Term : Fall 2018	Start Term : Fall 2018	Start term defer	red?:	Student type : Master's degree holder		Campus Name :	Interest in	Co-op option	?:		
Enrolment Status :	Degree : Doctor of Philosophy	Major : Biomolecular So	cience	Specialization name :		Concentration : Biotechnology	Alternate F	rogram Choi	ce :		
xCohort (Old) :	xCohort code (DL Old) : GR	xCohort code (E	Education Old) :	xCohort name (Educatio	n Old) :	xCohort (Old) :	Cohort nar Graduate	ne :			Ξ
- Potential Supervisor Information -											-
Primary Supervisor : other	Supervisor Name (if Other) : Test Supervisor		Email : sgsinguiries@uleth		*Department : Other		Contact Initiated? Yes				
Co-Supervisor :	Co-Supervisor Name (if Other)	P	Email :		*Department :		Contact Initiated?				
- Supporting Documents	on attachement to open it in	a now subt	ah	and a set of the second of the							-
CV/Resume :	Letter of Intent :	a new subt	*Supervisor Letter	of Support	*Co-Supervisor	Letter of Support :	ELP Upload :				
View 🔘 🖨			00		00	Lotter or copport.					
Financial Assistance Upload :	Financial Support Upload :		Fieldwork Experier	nce form :	# of Years :		# of Months :				
Applicant Other Documents Upload :	Additional Documents 1 :		Additional Docume	ents 2 :	Additional Docur	ments 3 :	Additional Docume	ents 4 :			
Nursing Registration :											
GPA Calc		Program Cor	nmittee Recommer	ndation							
Interim GPA :	Interim GPA Date :	0.50	Program Specialist			_					
Final Masters GPA :	Final Masters GPA Date :	Program committee reviewed by : Doctoral Program Committee		PC Recor	nmendation : F		C Recommendation D	ate :			
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Application Notes											-
Date User	Note										
			No	items to show.							
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	Public Notes are see	en here (ent	tered in the A	Application Notes ta	b)						
							F		_		
						Evaluation	Complete	Save		Close	

Educational Background

See the Graduate Studies Calendar for the most up-to-date admission requirements: www.ulethbridge.ca/ross/academic-calendar

Admission GPAs are calculated by the Registrar's Office.

- Interim GPA: Admission GPA calculated for admission to either a master degree or doctoral degree program with courses in progress
- Final Master's GPA: Final GPA calculation for admission to a master degree program
- Final PhD GPA: Final GPA calculation for admission to a doctoral degree program

PPE Form RTA Form	Program Details Educational I	Background References I	Ed References English Langu	age Proficiency Application Note	es 🔒 🔑 🌲
GPA cademic Admissio	n Requirements				
	n Requirements ndar for program specific admission	requirements and, where applical	ble, the University of Lethbridge I	nternational section.	
	d review graduate admission refere				nese documents are intended for
ernal use only and may not	be provided to the applicant.	Admission GPA o		s for Graduate Admission, Mote, tr	Tor Deprive are intended for
terim GPA :	Interim GPA Date :	Final Masters GPA :	Final Masters GPA Date :	Final PhD GPA :	Final PhD GPA Date :
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Transcripts					
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	Details about	previously attended instit	tutions (including courses	s in progress)	
;			, ,		
	- Institution 2	- Institution 2	- Institution 4	- Institution 5	- Institution C
Institution 1	Institution 2	Institution 3 Institution Name :	Institution 4	Institution 5	Institution 6
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References

References are submitted confidentially and details of the information submitted may not be shared with the applicant. The information provided becomes the property of the University and may not be released or copied except to other officers of the University as required by University procedures.

Ratings appear in tables at the top of the References tab that have been entered by Referees for the following areas:

•

- Academic Achievement
- Scholarly Promise
- Research Ability
- Originality of Ideas
- Industriousness

Writing Skills

Information about the referee and the Letter of Reference appear below the table. The Letter of Reference may appear either as a text block in the Overall Comments section or as an attached letter.

	First Name	Last Name	Academic	Achieve	Scholarly Promise	e Research Ability	Origin	ality of Ideas	Industriousness	Independence
1	Danielle	Lenaour	Exceptional	I	Marginal	Superior	Averag	je	Superior	Good
2	Just	Testing 2								
3	Just	Testing 3								
	First Name	Last Name	Ability to w	ork with	Judgment	Verbal Skills	Writing	g Skills	Artistic/Creative P	ot Overall Rating
1	Danielle	Lenaour	Average		Superior	Average	Margin	al	Superior	Average
2	Just	Testing 2								
3	Just	Testing 3								
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First Dan Posi Emp Sch Ema sgsi Rela	Name Referee 1 : ielle tion : loyee artment : pool of Graduate Studies il Referee 1 : nquiries@uleth.ca tionship to Applicant :	Lenaour REC 1 Institution : University of Lethbridg Referee 1 Letter : <u>View</u> ③ Phone Referee 1 :	ge	First Name Just Position : Departmen Email Refer danyell10@	Referee 2 : t : ₂gmail.com p to Applicant :	Testing 2 REC 2 Institution : Referee 2 Letter :		First Name Rei Just Position : Department : Email Referee : dan_yell10@hd	2.0 ormation feree 3 : Li T R R R 3 : P otmail.com Applicant : R	ast Name Referee 3 : esting 3 IEC 3 Institution : leferee 3 Letter : (2) (2)
Firsi Dan Posi Emp Dep Sch Ema sgsi Rela Colle # Ye 5 Con	Name Referee 1 : ielle loyee artment : bol of Graduate Studies ill Referee 1 : nquiries@uleth.ca tionship to Applicant : eague	Lenaour REC 1 Institution : University of Lethbridg Referee 1 Letter : <u>View</u> ③ @ Phone Referee 1 : Relationship (Other) :	ge	First Name Just Position : Departmen Email Refe danyell10@ Relationshi	Referee 2 : t : ⊉gmail.com p to Applicant :	Testing 2 REC 2 Institution : Referee 2 Letter :		First Name Rei Just Position : Department : Email Referee : dan_yell10@ho Relationship to	2.0 ormation feree 3 : Li T R R R 3: P otmail.com Applicant : R n : #	ast Name Referee 3 : esting 3 :EC 3 Institution : deferee 3 Letter : hone Referee 3 : telationship (Other) :
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First Dan Posi Emp Schi Ema sgsi Rela Colle # Yee 5 Con 100- Ref 2 Ove	Name Referee 1 : ielle iloyee artment : bool of Graduate Studies il Referee 1 : nquiries@uleth.ca tionship to Applicant : aague ars Known : >parison Group : + graduate students	Lenaour REC 1 Institution : University of Lethbridg Referee 1 Letter : <u>View</u> ③ @ Phone Referee 1 : Relationship (Other) :	ge	First Name Just Position : Departmen Email Refer danyell10@ Relationshi # Years Kn Compariso	Referee 2 : t : gmail.com p to Applicant : iown : n Group : all Rating :	Testing 2 REC 2 Institution : Referee 2 Letter :		First Name Ref Just Position : Department : Email Referee dan_yell10@ht Relationship to # Years Knowr Comparison Gi	2.0 ormation	ast Name Referee 3 : esting 3 :EC 3 Institution : deferee 3 Letter : hone Referee 3 : telationship (Other) :

- Independence
- Ability to work with others
- Judgment
 - Verbal Skills
- Artistic/Creative Potential (MFA/MMus only)
- Overall Rating

English Language Proficiency (ELP)

This tab contains detailed information about how the ELP requirement has been met.

More information regarding the ELP requirement and the Conditional English Proficiency Admission route is available on the Registrar's Office website: www.ulethbridge.ca/ross/admissions/elp_sgs

PPE Form	RTA Fo	rm Program Details	Educational Background	References	Ed References	English Language Proficiency	Program Committee Recommendation	Application Notes	Logs		&	•
See the English	tion —	Proficiency for Graduate	Students section in the Grad	luate Calendar								7
First Spoken La English	anguage :	ELP Waive	er :	ELP Waiver Dat		ELP Upload :	Future ELP Test :	Expected Co	ompletion Dat	e:		
Is applying for No	Conditional	English Proficiency Adm	ssion? : Appl	licant will cl	noose this ro	ute of admisson on th	e application form					
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2												
3												
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4				4								
4												
5				5								-
							Evaluation	Complete	Save	(Close	
								Complete	Juve		1030	

Program Committee Recommendation

This tab contains detailed information about the Program Committee's decision on admission and funding for the applicant.

Information regarding the ULGRA (University of Lethbridge Graduate Research Award) is available here: www.ulethbridge.ca/graduate-studies/awards/u-l-graduate-research-award

PPE Form	RTA Form	Program Details	Educational Background	References	Ed References	English Language Proficiency	Program Committee Recommendation	Application Notes	Logs) 🕭 💽	•
Program Info) ———											
Degree : Doctor of Philo	osophy		ajor : omolecular Science		Start Term : Fall 2018	Sta	rt term deferred? :	Enrolment Status				
- Program Cor	mmittee Admissio	n Recommendation										ill
PC Recommer	ndation :	PC Recom	mendation Date :					Admissior 3.7	i GPA :			
All award	d amounts	(excluding	the GA) are per	annum. G	A amounts	are per term.						
Ga entered for	sistantship	are subject to renew	val in subsequent years. Mo	r0		SGS Dean's Scholarship	enter length of entire program. More					1
GA 1 :	year roniy. OAs	GA 1 Start		GA 1 End Term		SGS Dean's Scholarship :		rm Start - SCS Do	an's Scholard	ain Torm	End :	
GA 2 :		GA 2 Start		GA 2 End Term		SGS Dearrs Scribiarship	365 Dearrs Scholarship le	ini statt . 303 De	ans ochoidisi	iip ieim	LIIU .	
GA 3 :		GA 3 Start		GA 3 End Term								
GA Total Year	1:	or to otal		or to End tom								
Full-time applic Masters studer		of program for Dom	Tuition Award and Year 2 of m Tuition Award and Year 3									
Domestic Tuiti	on Scholarship :		and the second		olarship End Term		Int Tuition Scholarship Start		n Scholarship			
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Dept Pilot Fu	unding	mount of funding per	r annum									
ULGRA	Award			Start Term			End Term					
1												
2												
2			this section wi	II be popula	ated only for	departments involved	in the ULGRA pilot funding	project				
3												
4												
												Ļ
							Evaluation	Complete	Save		Close	

Application Notes

Notes entered in the *Create Note* section that are not marked as Private are visible to anyone who has access to the application file. Normally, notes entered in the Application Notes tab are entered by Admissions with additional information regarding the admission GPA calculation, academic history, ELP, etc.

Form	Program [Details	Educational Backg	ground Refer	ences	English Lang	uage Proficien	у	Application Not	tes L	ogs 🧯	b 🔑 🕭	> -	• • •
			entered as public	notes become	part of t	the public rec	ord for this fi	le. Ap	plicants may	request a c	opy of the	e applicatio	n file and	l may
be gran	ted access	s to thes	e public notes.											
lf you w	ish to mak	ke a priva	te note for your r	reference only,	check th	ie box beside	Private near	the bo	ottom of the C	Create Note	section.			
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Public	Notes	User	No	te										
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2014-	12-23 15:28	SGS Inqu	iries test	t note										
Privat	e Notes —													
	Date	User	No										Priv	
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Admit System User Guide: Application subtabs

RTA Form

PPE Form RTA Form	Program Details	Educational Background	References	Ed References	English Language Proficiency	Program	Committee Recommendation Application Notes Logs 🖨 🔑 🕭 📎 🔹
This form must be completed	and certified in ord	er for it to move forward fo	r further review.	. If no funding in the	e form of an RA is available for the	applicant, e	enter 0 as the total amount of funds to be paid to applicant and certify the form.
Trust Account Information -							
Trust Account Holder :			Trust Account H	older Department :			Amount in Trust Account (\$) :
SGS Inquiries			Other			~	50000
Trust Account Number :			Trust Account S	tart Date (YYYY-MI			Trust Account End Date (YYYY-MM-DD) :
123 456789 012					2018	8-09-01 📰	2022-12-31 📰
- Annual Amounts to be Paid -							Total Amount to be Paid to Applicant
Indicate in the Assistantship Ex	pectations section if a	annual Research Assistantsh	ip stipend will no	t be paid in even m	onthly instalments		Enter 0 in if no funding is available.
Year 1 RA Stipend :		Year 1 RA Start Term :		Year 1 R	A End Term :		*Total amount of funds to be paid to applicant. :
21000		Spring 2018		Fall 201	7		42000
Year 2 RA Stipend :		Year 2 RA Start Term :		Year 2 R	A End Term :		
21000		Spring 2019		Fall 201	9		Δ
Year 3 RA Stipend :		Year 3 RA Start Term :		Year 3 R	A End Term :		
							These sections must be completed by the
Year 4 RA Stipend :		Year 4 RA Start Term :		Year 4 R	A End Term :		supervisor for the application to move forward
							for further review and endorsement.
Assistanship Expectations —							Trust Account Holder Certification
Note here if no funding is avail	able if funding is c	oming from a different sou	rce or if funding	n will not be naid i	in even monthly installments		I certify that the information on this form is true and accurate.
				-	Contraction of the second s		
					appointments. These positions an duties unrelated to the program of		
							*Trust Account Holder Certification :
Research stipends are intended	to allow faculty to su	upport students as they comp	lete duties relate	ed to their program	of study.		I Agree
Funds to be paid as : Graduate Assistantship (Re		h stimourt					Trust Account Holder Name :
0		n superio					Viviana Lartiga
Assistantship Notes :							Date : 2018-11-28
Just Testing will be required to c	complete lab work.						
							Evaluation Complete Save Close

PPE Form (Supervisor)

PPE Form	RTA Form	Program Details	Educational Backgroun	d References	Ed References	English Langu	age Proficiency	Program C	ommittee Recommend	dation Applicatio	n Notes Logs	s 🖨 🔑 🌡	ی 🔕
Scroll to bottom of	form to ent	er application end	orsement.										
					Part 1: P	rogram Pr	oposal						
(if the applicant is of Home faculty :	ent is the dep	ppointment). Applicant's	e applicant will be expecte s Home Department :	d to complete the r	najority of coursew	ork and/or Gradu	ate Assistantship	o (GA) duties	Prentice Graduate Complete this section Graduate Student Re for the fellowship her graduate-research-fe	n if you wish to non esearch Fellowship e: <u>ulethbridge.ca/g</u>	inate this applicant for You can access the	terms of refer	
Arts and Science	~	Chemistry	& Biochemistry					*	Nominate applicant?				
									Yes	*			
Supervisor(s) Info	rmation —						Co	BoG Grad Stu omplete this se	dent Research Scholar	ship	or's Chair and you w	ish to nomine	ate
LETTER OF SUPPO	ORT: Each S	upervisor must atta	notify <u>sgsinquiries@ule</u> ch a Letter of Support that nic history or other pertine	includes funding a			th ac nay also <u>sc</u>	is applicant for	the Board of Governor of reference for the av	rs (BoG) Graduate ward here: <u>ulethbri</u>	Student Research So	cholarship. Yo	ou can
attended). The Co-S	Supervisor Le	tter of Support is or	nly required if there is mor	e than one Supervi	sor	2		es	it bog chair?.	Yes	e applicant 7.		~
Primary Supervisor other	~	Email : sgsinquiries@u		rtment :	*Superv	isor Letter of Sup	port:	This se	ction must be c	ompleted by	the		
Co-Supervisor :		Email :		rtment .		Dervisor Letter or	support :		sor before the				
	~				✓ ③				d for further re				
Supervisory Comr	mittee Memb	ers											
Enter email address Supervisory Commi co1email@uleth.ca	ttee Member		committee member (do n Supervisory Cor co2email@ulet	nmittee Member 2			tion). ry Committee Me	ember 3 :	S	upervisory Committ	ee Member 4 :		
			cozemaii@ulet	1.08		-							
Courses to be Add													
Year	Terr		for course requirements, ourse Cours	e # (if not li Title		es. orresponding U	Section	Instruc	tor Lab/Tut	Lab I	nstructor Com	iments	
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2 2018	Spri	-	CHEN	6000 The	sis								
3 2018	Fall		HEM 5740 Physi										
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5													
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9 10													
11													-
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Interest in Co-op op	tion? :	Co-opera Year	tive Education/Internship (Courses	Ter	m			Course				
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		3											_
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- A: Endorsement of	of Supervisor	(s)											_
			n in addition to the PP more than one Superviso		e application wil	I move forward	for further en	dorsement.					
			ram with the applicant. I		proposed program	1:							
 is feasible within is within the appl is within the stan 	icant's abilit	y to complete suc											
Furthermore, I am imposed by my ex			ervision to the student durch commitments.	iring the tenure of	the program of st	udy and to offer	appropriate res	sources to sup	port the student's re	search and can do	so within the const	traints that a	are
*Supervisor Endors				aust he serve	alatad by the	*Co-Super	visor Endorseme	ent :					
Yes	~	_	This section r supervisor be					*					
Supervisor User :			move forwar			Co-Superv							
Supervisor Endorse	ement Date :		endorsement			Co-Superv	sor Endorsemer	nt Date :					
<u> </u>									Evalu	ation Complete	Save	Clo	ose

PPE Form continued (Department Chair & Faculty Dean)

B: Endorsement of Department Chair

Department Chair 2 endorsement only required if there is more than one Supervisor and they are housed in separate Departments

	upervisor. I agree that the proposed supervisor is able to provide the necessary supervision an be provided by the Department, and that the other resources required are available without Department's undergraduate teaching.
Department Chair Comments (if any) :	Department Chair 2 Comments (If any) :
Test Comments	
This section must be completed by	the Department Chair before
the application will move forward for	r further endorsement/review.
*Dept Chair Endorsement :	*Dept Chair 2 Endorsement :
Yes 💌	· ·
Department Chain Name . SGS Inquiries	Department Chair 2 Name :
Dept Chair Endorsement Date : 2014-12-23	Dept Chair 2 Endorsement Date :
	ort of the proposed program. I agree that the proposed supervisor is able to provide the y space requirements can be provided by the Department, and that the other resources
Faculty Dean Comments (if any) :	Faculty Dean 2 Comments (if any) :
This section must be completed by the Facult	ty Dean before the
application is eligible for admission consider	ation.
*Faculty Dean Endorsement : Yes Tacony Dean Hame : SGS Inquiries	*Faculty Dean 2 Endorsement (if required) : Faculty Dean Name :
Dean Endorsement Date : 2015-01-05	Dean 2 Endorsement Date :

How-To for all reviewers

General instructions

Left Pane:

1. Select the application pool in the left pane to open that pool. The number displayed to the right of the pool name shows the total number of applications from all program in it. You will only be able to view applications assigned to you in this pool. For example, the number may display 40 but when you open it, you only see three. That is because you have only been assigned to three out of the 40.

Right Pane:

- 2. The right pane will then populate. Click on the Worklist tab
- 3. The total number of assigned applications is at the bottom of the pane in the Worklist tab.
- 4. The list of applications is colour-coded in the left column (ie: \square \square \square):
 - green are those you have marked as completed;
 - yellow are those you have started but not yet marked as completed; and
 - red are those that are assigned to you but that you've not yet started.
- 5. If the list of applications is long, and you're looking for specific one(s), you may want to see only a subset of the applications in the pool. To narrow down the list of applications, you can type a string of letters (for example, part of a name) above the top row of any column (for example, the Last Name column) to show only applications that meet that criteria (for example, last names containing your requested string of letters).
- 6. To open one or more applications:
 - To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant).
 - To open multiple applications, select the checkboxes next to the applications you want to open, and click the Open

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	Just	Testing	Master of Arts	MAAS	Canadian Studies	Test Term 1							0	0	
	Just	Testing	Master of Science	MS HS	Nursing	Test Term 1							0	0	
	Just	Testing	Master of Science	MS HS	Health Sciences	Test Term 2							0	0	
	Just	Testing	Master of Science (Manage	. MM MGT	Accounting	Test Term 1							0	0	
	Just	Testing	Master of Counselling	MC APPS	Applied Psychology	Test Term 2							0	0	
	Just	Testing	Doctor of Philosophy	PH	Biomolecular Science	Test Term 4							0	0	
	Just	Testing	Master of Music	MF MUSI	Music	Test Term 2							0	0	
	Just	Testing	Master of Education	ME GEN	Education	Summer 2014							0	0	
	Just	Testing	Master of Arts	MAAS	Individualized Multidisciplin	Fall 2013							0	0	
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	Just	Testing	test degree name		CollegeNET Test Program 1	Test Term 1							0	0	_
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7. All open applications open in new tabs, with the applicant's name on the tab. Click any tab to view the associated application.

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Applications Configure	Activities Worklist U	Jsers 🔄 Testing, Just 🛛	Testing, Just 🗙		🖂 🗟 🧟
General Information					
Last Name : Testing	Middle Name :	First Name : Just	Preferred First Name : Just	Last Edited By : Lartiga, Viviana	Last Edited Date : 2018-11-27 13:12

8. Each application has several subtabs (for example: *PPE Form, RTA Form, Program Details* and so on). Clicking a subtab lets you view the application data associated with that tab. You can see examples of the subtabs in the Application Subtabs section on this manual.

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PPE Fo		RTA Form	Program Detail	Educationa	I Background	References	Ed References	English Language Proficiency	Program Committee Recommendation	n Application Notes	Logs			- 🖉 🖉 🖳
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I want to view a list of applications that have been assigned to me to evaluate.

Select a pool (double click anywhere on the name) in the left pane (you only see those pools that you have access to). When the pool opens in the right pane, you will see your assigned applications in the *Worklist* tab.

I want to adjust the way my applications list looks.

Hold your cursor over any column header, and an arrow icon () appears to the right of the column name. Click it to reveal a menu of options for that column. You can:

- Check or uncheck column names to turn off columns you don't want to see.
- Click Freeze to freeze a column. Freezing a column moves it to the far left, and keeps it persistently in that position, even if you scroll to the right to view other columns.
- Columns can be easily resized by dragging your cursor to adjust their borders.

Any changes you make to columns in a pool are saved as your personalized view every time you log in and view that pool.

I want to see the most up-to-date list of applications, including my recently-saved work.

Click Refresh ($\stackrel{\textcircled{}}{\textcircled{}}$) found in the top right corner on the Worklist tab.

I want to find one or more applications.

There are two ways to find applications:

- <u>Filter</u>—This feature lets you view a subset of the items in a table by only displaying those items which match filter criteria you specify at the top of a column (for example, you could choose to filter by last name, birth year, or both).
- <u>Search</u>— This function lets you search all the applications in a pool using Boolean logic.

Filtering applications

To filter applications:

- 1. Click the empty text box above the column you wish to filter on. For example, if you want to filter on an applicant's last name, click the empty text box above the Last Name column.
- 2. Type the string of letters you want to filter by in the text box at the top of the column. You can type all or part of a word; the filter function will return any items that contain the filter string. The filter works automatically as you type, and adjusts the list in the table below.
- 3. If you want to refine your filter further, enter a text string in a different column and the table shows new results narrowed by the newly-entered filter text. For example, after filtering on last name, you may want to narrow your results to a specific first name.
- 4. To clear your current filter, delete any text you entered in the filter row.

Using existing searches

To run a search, click the Searches button, then...

- To run a saved search, click the *My Searches* option and select the name of any saved search. The list shown next to the *My Searches* option contains all searches in the current pool that you have previously saved. When you click the name of a search, it will run automatically.
- To run a shared search, click the *Other Users' Searches* option and select the name of the shared search. The list shown next to the Shared Searches option contains all searches in the current pool that other users have marked as "shared" when they saved them. When you click the search, it runs automatically.

Once you've run a search, the results load automatically in the tab you're viewing. To clear the search results and return to the full list of applications in the pool, click the Searches button and select Refresh.

Creating a new search

Admit allows you to create and edit complex searches.

- 1. On the Applications tab of the pool, click the Searches button and do one of the following:
 - Select New to create a completely new search, or

- Click Clone to select an existing search and edit it to create a new search. The list of available searches next to clone are all searches you have access to (those you created, and those others created and marked as shared).
- 2. Specify criteria for your search.

Criteria Report	
Name : Share with other Users	
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Match All V All V Ruroscience (Neuros V	
Search Save Cancel	

- 3. Add more search criteria as needed, by clicking the plus sign to add a new line.
- 4. (Optional) If you want additional columns shown in your search results (columns not normally shown when you view applications in the pool), select one or more fields under Additional Columns. Anything you select will appear as column(s) in your search results.
- 5. (Optional) Save your search by typing a name in the "Name" field. If you want other users in the pool to have access to this search, check the "shared" box. Click Save.
- 6. Click Search to run the search and see the results.
- 7. To clear your search results in the Applications pane and return to the list of all applications, click the Searches button and select Refresh.

Editing or deleting a saved search

- 1. Click the Edit option and select the name of the saved search. The list shown next to the Edit option contains all searches in the current pool that you've saved previously.
- If you're editing the search, make any changes or additions to the search criteria and click Save to save your changes. Note: You can also enter a new name for the search, and save it as a different search (which won't change your original search). If you're deleting the search, click Delete.

I want to evaluate applications.

If you are a member of a Departmental Graduate Education Committee or a Program Committee, you can enter comments in the Comments to Chair pane for your committee Chair.

*If the application will be reviewed by more than one Departmental Graduate Education Committee, both Departmental Graduate Education Committee Chairs will be able to view any comments entered by members of either committee.

- 1. From the Worklist tab, open the applications you want to evaluate in one of these ways:
 - To open a single application, double click the application row.
 - To open multiple applications, check the boxes of the applications you want to open and click the Open button.
- 2. A tab labelled with the applicant's name appears for each opened application. Click a tab to view that application.
- 3. Within the application view, use the subtabs at the top of the application to view various application data.

- 4. As you review the application, you can make comments for yourself in the Comment box, which is in the bottom of the evaluation pane on the far right.
- 5. Click the Save button (<u>Save</u>) at any time to save your work. Any comments and/or selected scores are saved with the application, and you can continue your work at a later time.
- 6. When you're ready to give the applicant a final score and complete your evaluation, choose a score from the drop-down list. You can also make any comments you want in the comments box.
- 7. Check the Completed box and click the Save button (^{Save}). This marks the application as completed (green) when you view all your assigned applications.

Note: Remember to click Refresh (C) if viewing the list of applications immediately afterwards.

I want to edit information in an application.

If you have are a Supervisor, Department Chair, Faculty Dean, or Departmental Graduate Education Committee Chair, you can update existing information in an application, such as the PPE Form and the Departmental Evaluation. To do so:

- 1. With the application open, click the tab containing information you want to edit.
- 2. To change existing information (for example, courses listed in the PPE Form), enter text in the appropriate field.
- 3. Click Save.

I want to make notes for myself as I review an application.

You can write notes that will not be part of the official evaluation in the Application Notes tab. You can create a note as follows:

- 1. Click the Application Notes tab in any application.
- 2. Type your notes.
- 3. If you do not want other people who view this application to be able to see the note, check Private. If you don't check Private, the note is available to anyone who has access to view the file.
- 4. When you're done, click Save.

To delete a note you've made, click its Delete button (🥯).

To make comments only you can see

You can't make private notes in the Recommendation to Chair pane's official Comments field, because anyone with permission to view your evaluations will be able to see any comments saved there. Instead, use the Notes tab to make a private note.

As a reminder, notes entered in the Application Notes tab that are not marked as Private become part of the public record for this file. Applicants may request a copy of the application file and may be granted access to these public notes.

I want to find all applications with a particular tag.

All applications are tagged with the round of admission the application will be considered in and may contain other identifying tags as well.

- 1. On the Applications tab, click the arrow icon () to the right of the tags column header, and select Group by Tags.
- 2. Click the plus sign next to a tag to show the applications that have this tag.
- 3. To return to your original applications list, click the arrow icon next to the Tags column header and select Ungroup.

FAQ

This section contains frequently asked questions about evaluating in Admit.

Who can view the applications in a pool?

Users are only able to view applications in a pool that have been assigned to them.

Who can assign applications?

The Program Specialist can assign applications. If you require an application to be assigned or re-assigned to you, email <u>sgsinguries@uleth.ca</u> for assistance.

Why don't I see any applications in my Worklist tab?

If a pool is not marked as "Open," there won't be a Worklist tab for that pool, even if you have applications assigned to you in it. Contact the Program Specialist at <u>sgsinguiries@uleth.ca</u> to find out when the pool will be opened for the evaluation period.

Why are the score and comment areas of an application assigned to me grayed out?

If a pool is not marked as "Open," then the evaluation score and comments are grayed out, and you can't enter information. Contact the Program Specialist at <u>sgsinquiries@uleth.ca</u> to find out when the pool will be opened for the evaluation period.

Why don't I see the changes I just made when viewing applications in a list?

After performing work on an application and returning to the Applications tab, you must click Refresh (to see your saved changes (for example, a green background showing an application was marked completed).

Can evaluators read each other's comments?

All Admit users are given specific permissions by a manager, including your ability to view the comments of others. Only Departmental Graduate Education Committee and Program Committee Chairs have access to view the comments of members of their committee and can see those comments on the Shared Evaluations tab when you have an application open.

What if the Shared Evaluations tab is blank?

When viewing an application, if the Shared Evaluations tab contains no data, it either means you don't have permission to view comments, or that no one has entered any evaluation comments in that application.

Can I make changes to my evaluation score or notes after marking an application as complete?

Yes, you can continue to make changes and save your changes to an application, as long as the pool is open. When an administrator of a pool marks it as closed, applications in that pool can no longer be evaluated.

What are tags?

Tags are keywords you add to applications to make them easier to find later. When you're viewing the application list, you can click the empty line above the Tags column and select a tag from the drop-down list to see only applications that have that tag.

What's the difference between Recommendations to Chair and Applications Notes?

Data entered in the Recommendations to Chair pane will only be visible to either the Departmental Graduate Education Committee or Program Committee Chair (depending on which pool the recommendation was entered in). Data entered in the Application Notes tab is visible to anyone who has access to the application and the applicant may request to access this information. A person making a note can choose whether to share it (so that other people viewing that application see it on the Application Notes tab) or keep it private (so that only the writer of the note sees it on the Application Notes tab). To delete a note you've made, click its Delete button ().

Can applications be edited?

Application data can be edited by any user who has "Edit Application" permissions in the pool containing the application, provided that the layout has not been configured as "Read-Only." Such users can change the existing information in the application, add new information (such as a Supervisory Committee Members), and can upload files (as long as they're standard file types). For further instructions on editing applications, see "How-To for All Reviewers".

What do the entries in the Status column mean?

- Assigned (Red): The application has been assigned to you and is new (meaning that you may have viewed it but have never saved any work on it).
- In Progress (Orange): The application has been assigned to you, and you have saved your work in progress at least one time.
- **Completed (Green)**: The application has been assigned to you, and you have marked it completed.

Can I upload and attach additional letters of recommendation or other files?

Only Supervisors are able to attach files (the Letter of Support) using the Upload feature in Admit. For instructions on attaching files, see "How-To for All Reviewers".