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
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Updated December 2018

Contents

General information **1**
- Logging In 1
- Dashboard 2
- Using the Admit System 2
- Navigation Features 3

Supervisors (MA/MSc/PhD Only) **5**
- List view 5
- Instructions for Supervisors 5
- Ensuring you have completed the forms for further endorsement/review 6
- Completing the PPE Form (Supervisors) 7
- Completing the RTA Form 10

Department Chairs (MA/MSc/PhD Only) **13**
- List view 13
- Instructions for Department Chairs 13
- Completing the PPE Form (Department Chair) 15

Faculty Deans (MA/MSc/PhD Only) **17**
- List view 17
- Instructions for Faculty Deans 17
- Completing the PPE Form (Faculty Dean) 19

Departmental Graduate Education Committees **21**
- Admission recommendations 21
- Funding recommendations 21
- List view 22
- Instructions for Departmental Graduate Education Committee members 22
- Entering recommendations to Departmental Graduate Education Committee Chair 24
- Instructions for Departmental Graduate Education Committee Chair 25

Program Committees **28**
- Admission recommendations 28
- Funding recommendations 28
- List view 29
- Instructions for Program Committee members 29
- Entering recommendations to Program Committee Chair 31
- Additional Instructions for Program Committee Chair 31

Application subtabs **32**
- Program Details 32
- Educational Background 33
- References 34
- English Language Proficiency (ELP) 35
- Program Committee Recommendation 36
- Application Notes 37
- RTA Form 38
- PPE Form (Supervisor) 39
- PPE Form continued (Department Chair & Faculty Dean) 40

How-To for all reviewers **41**
- General instructions 41

I want to view a list of applications that have been assigned to me to evaluate. 41
I want to adjust the way my applications list looks. 42
I want to see the most up-to-date list of applications, including my recently-saved work. 42
I want to find one or more applications. 42
Filtering applications 42
Using existing searches 42
Creating a new search 42
Editing or deleting a saved search 43
I want to evaluate applications. 43
I want to edit information in an application. 44
I want to make notes for myself as I review an application. 44
I want to find all applications with a particular tag. 44

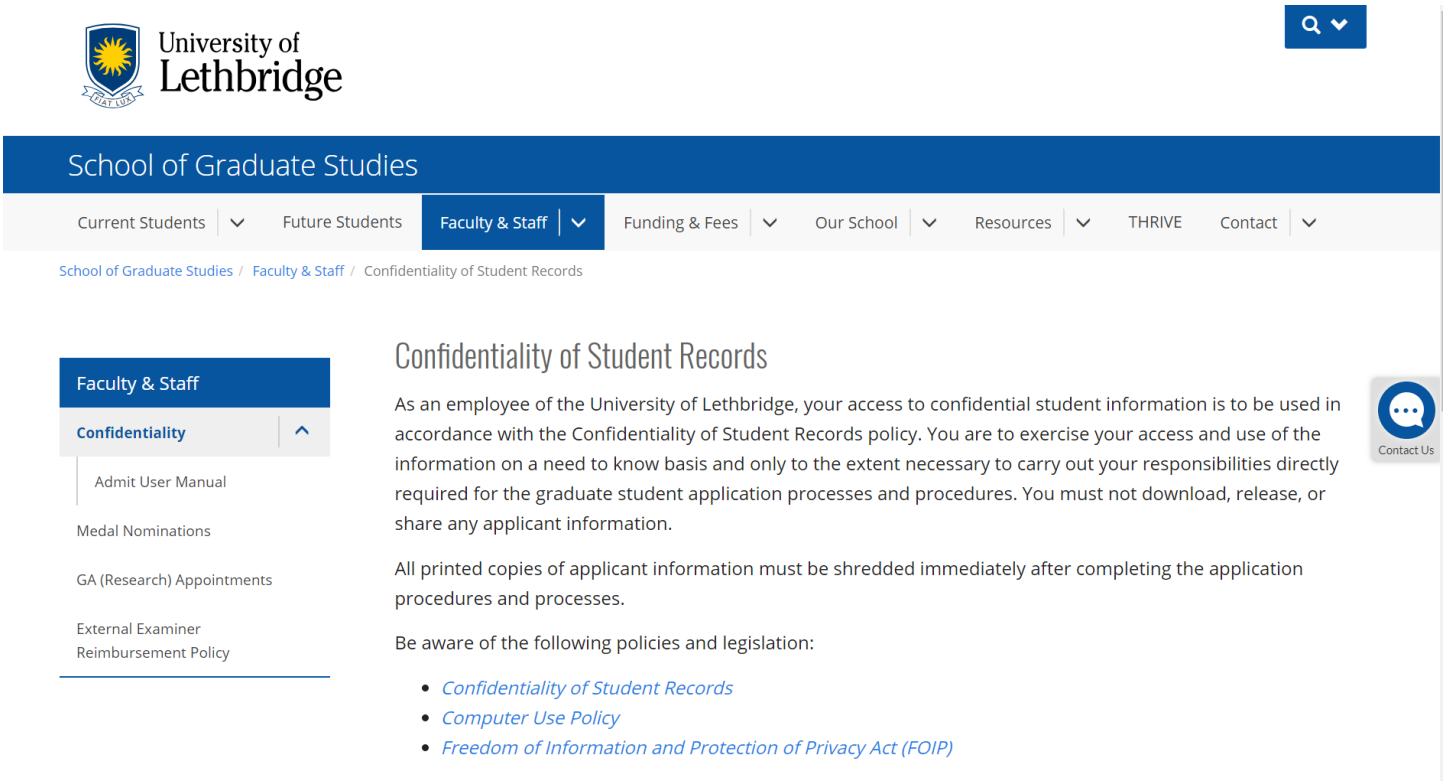
FAQ 45

Who can view the applications in a pool? 45
Who can assign applications? 45
Why don't I see any applications in my Worklist tab? 45
Why are the score and comment areas of an application assigned to me grayed out? 45
Why don't I see the changes I just made when viewing applications in a list? 45
Can evaluators read each other's comments? 45
Can I make changes to my evaluation score or notes after marking an application as complete? 45
What are tags? 45
What's the difference between Recommendations to Chair and Applications Notes? 45
Can applications be edited? 46
What do the entries in the Status column mean? 46
Can I upload and attach additional letters of recommendation or other files? 46

General information

Logging In

To log in to the CollegeNet CRM, you will need to visit the Confidentiality of Student Records page, as seen below and click Log In.



***Please remember to log out of the Graduate Online Application Review System when you have completed your required processes.*

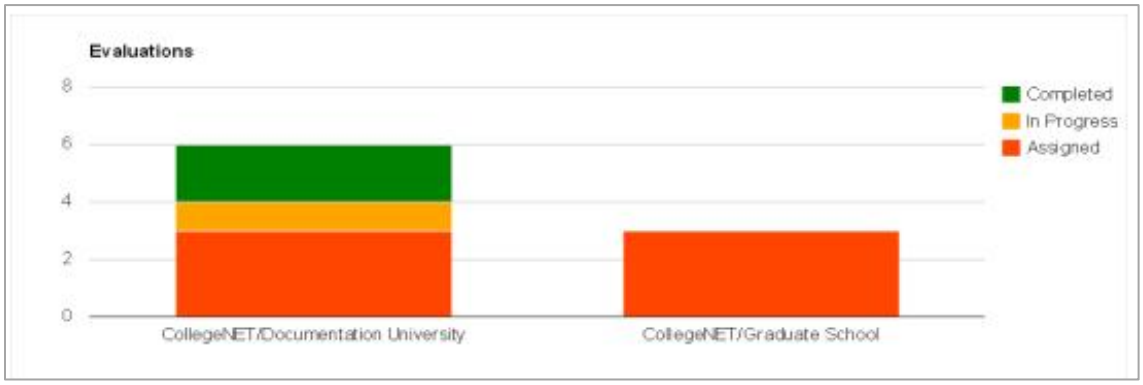
When you have reviewed the text on this page, click the button below to log in to the Graduate Online Application Review System:

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

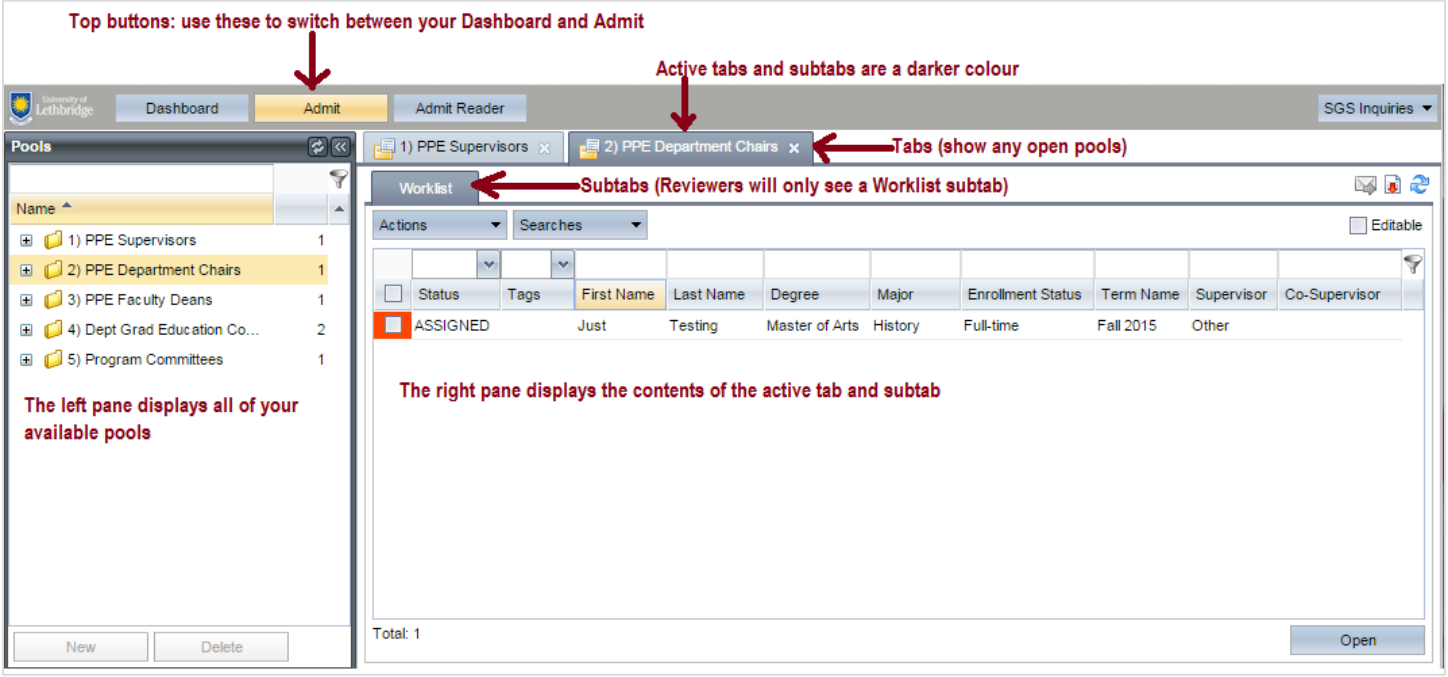
Once you've logged in, your Dashboard will appear and display a bar graph showing your current assigned evaluations grouped by their completion status:



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: Dashboard Admit Admit Reader

Using the Admit System

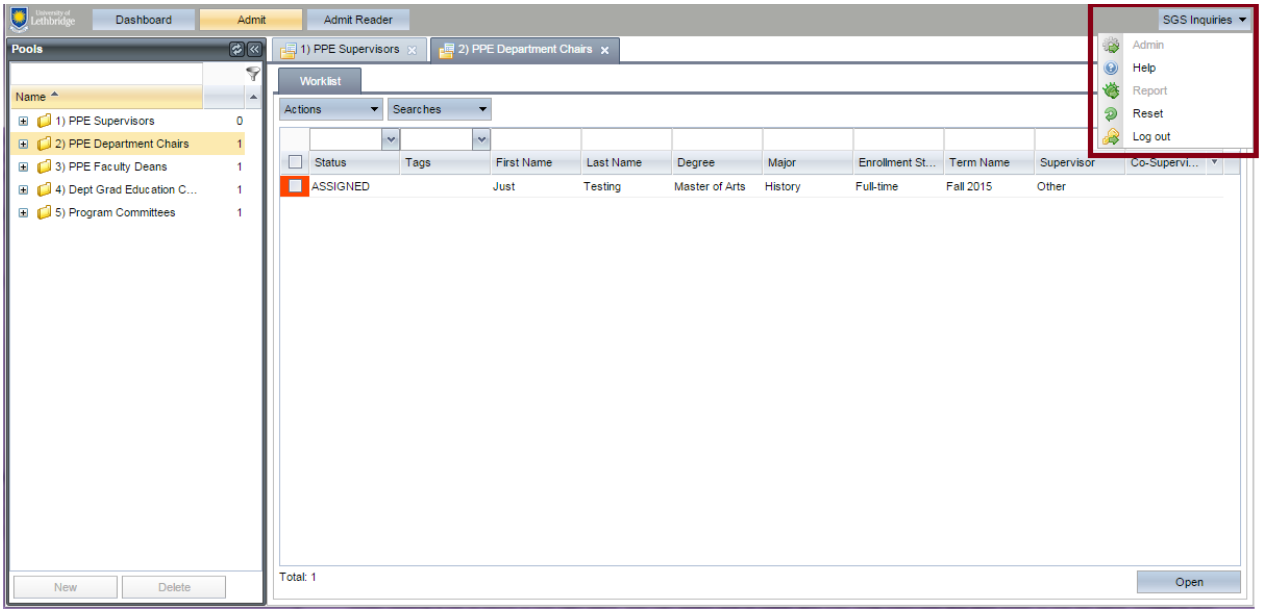
Click the Admit button to open the Admit page to begin reviewing applications. You will see all the pools you have been given access to on the left pane (ie. *1) PPE Supervisors, 2) PPE Department Chairs etc*), and contents of pools, including applications, on the right pane. As you open pools by clicking 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.



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:



> **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 ⊞ to the left of the pool's name to expand and the minus icon ⊟ 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

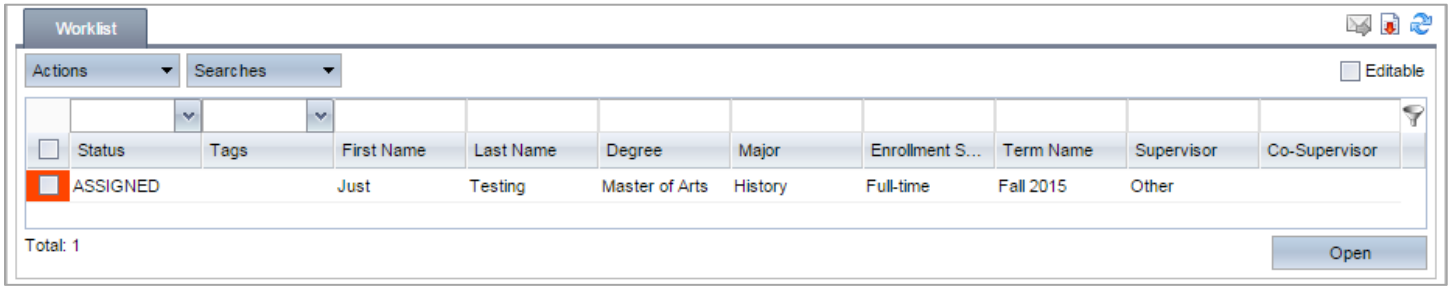
Once you start using the CRM, you'll discover that different views (such as a table of applications or a manage pool page) share common features:

- 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 ( ) 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



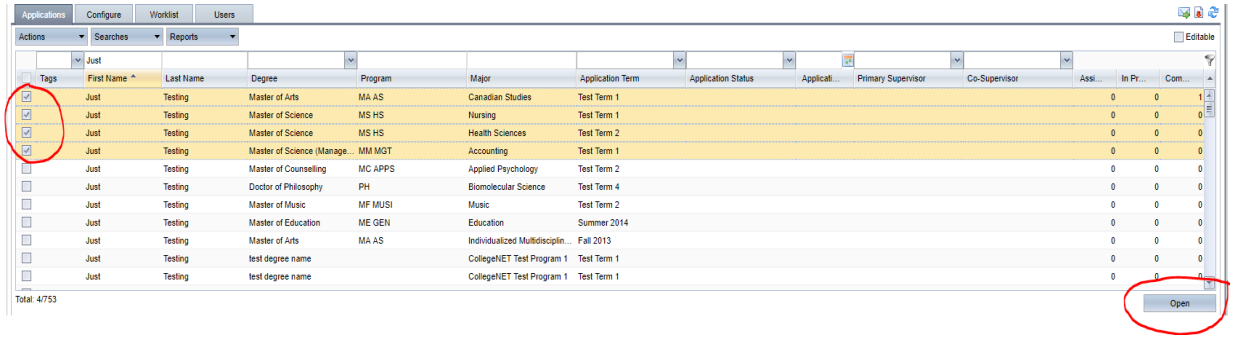
Instructions for Supervisors

Left Pane:

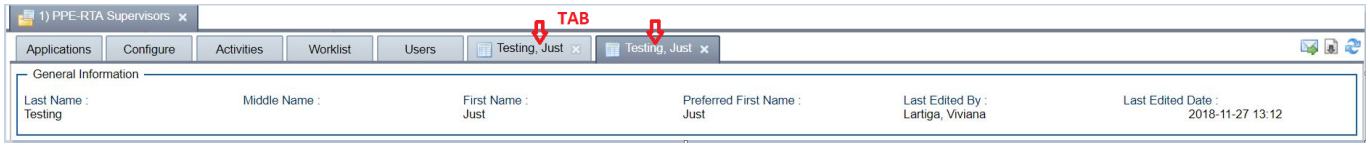
1. **Click the "1) PPE-RTA Supervisors" application pool in the left pane to open it.** The number displayed to the right of the pool name shows the total number of applications from all program in it. You will only be able to view applications assigned to you in this pool. For example, the number may 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:

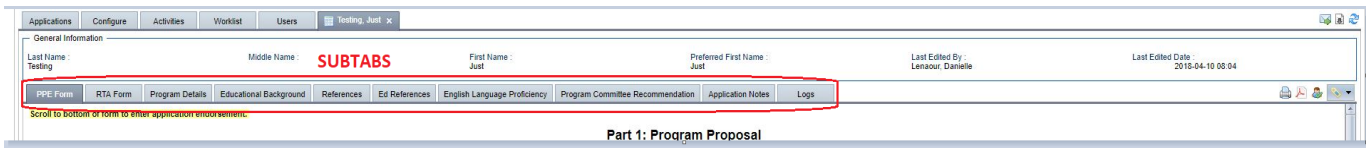
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom left of the right pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column (i.e., ( ):**
    - Green are applications you have marked as Evaluation Complete
        - If 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 (Open) in the bottom right.



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



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.

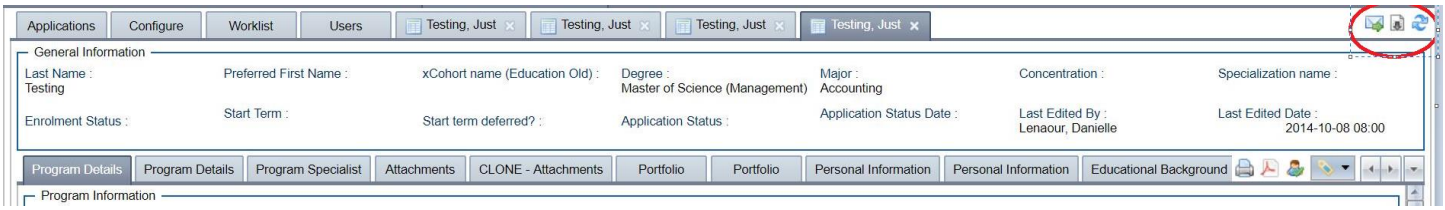


9. **Complete the PPE Form** (see the "Completing the PPE Form (Supervisors)" section for details)
    - Home faculty department, Letter of Support, and Endorsement of Supervisor(s) *must* be completed.
10. **Complete the RTA Form** (see the "Completing the RTA Form" section for details)
    - Total 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 (Save). See "Ensuring you have completed the forms for further endorsement/review".

> *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 ( ) 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), all required actions have not been completed.

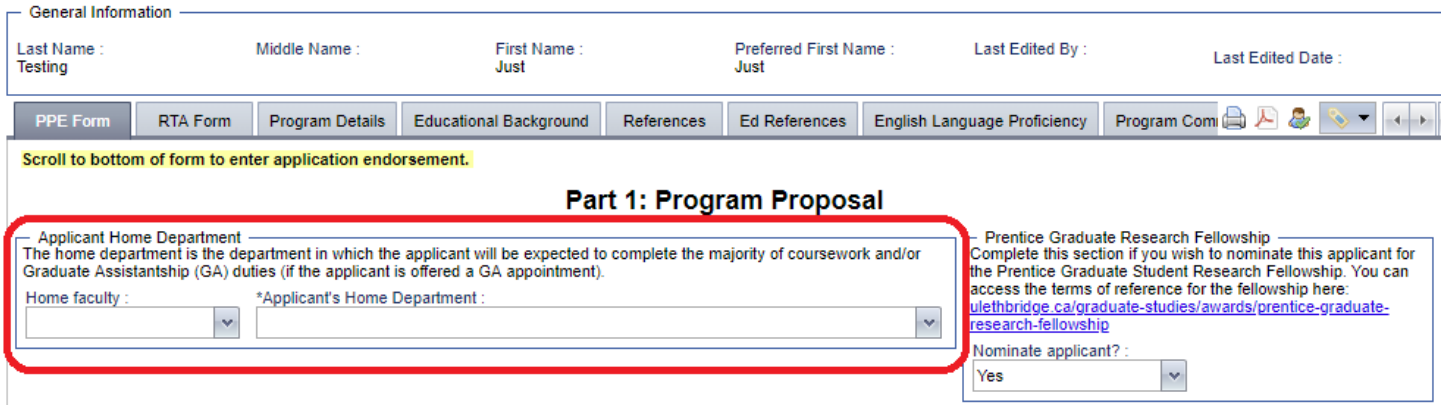


If there are Co-Supervisors, the file will remain visible until the RTA Form has been completed and both Co-Supervisors have completed the PPE Form.

Completing the PPE Form (Supervisors)

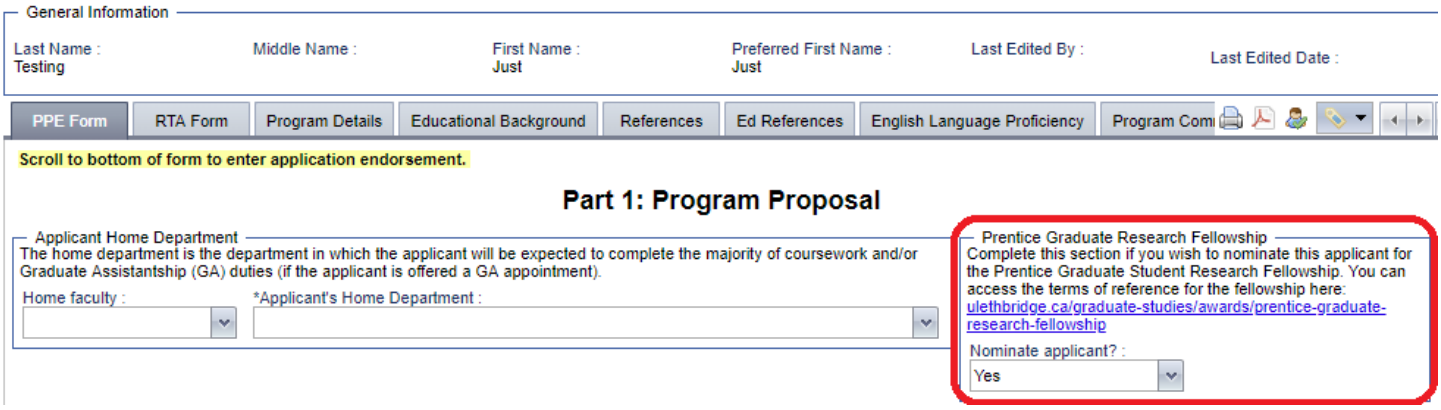
Applicant Home Faculty and Department

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).



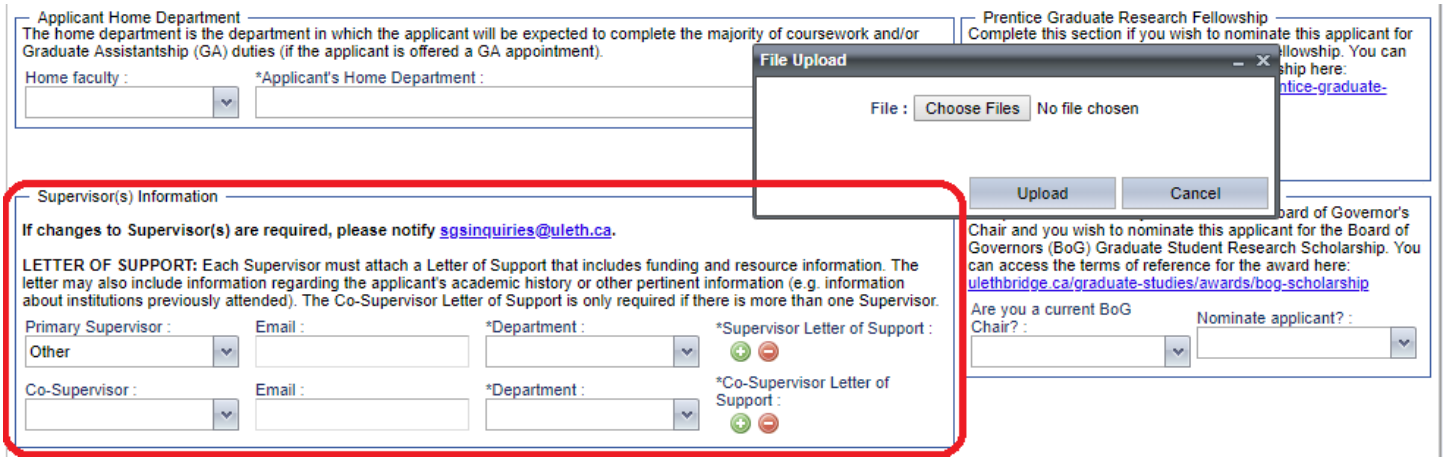
Prentice Graduate Research Fellowship (PGRF)

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



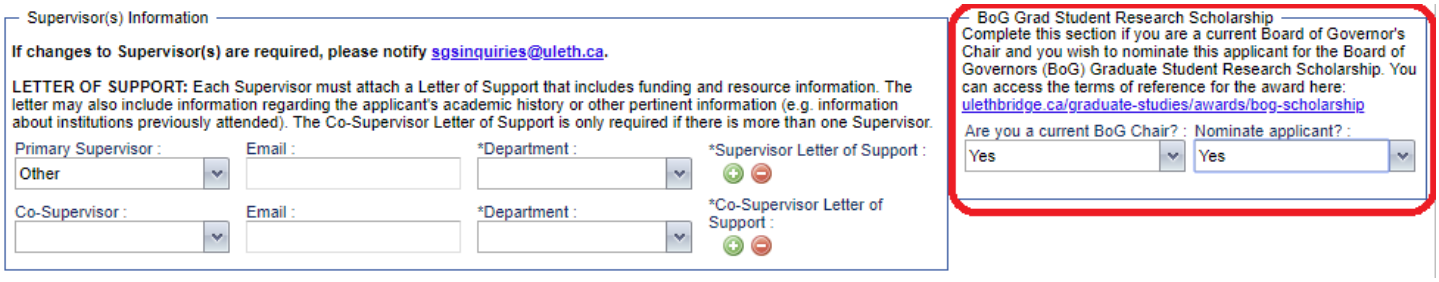
Supervisor(s) Information

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.



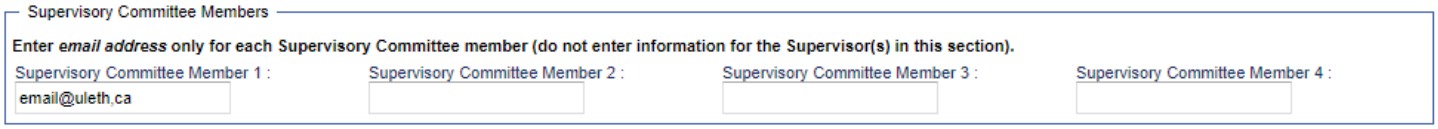
Board of Governor's (BoG) Grad Student Research Scholarship

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":



Supervisory Committee Members

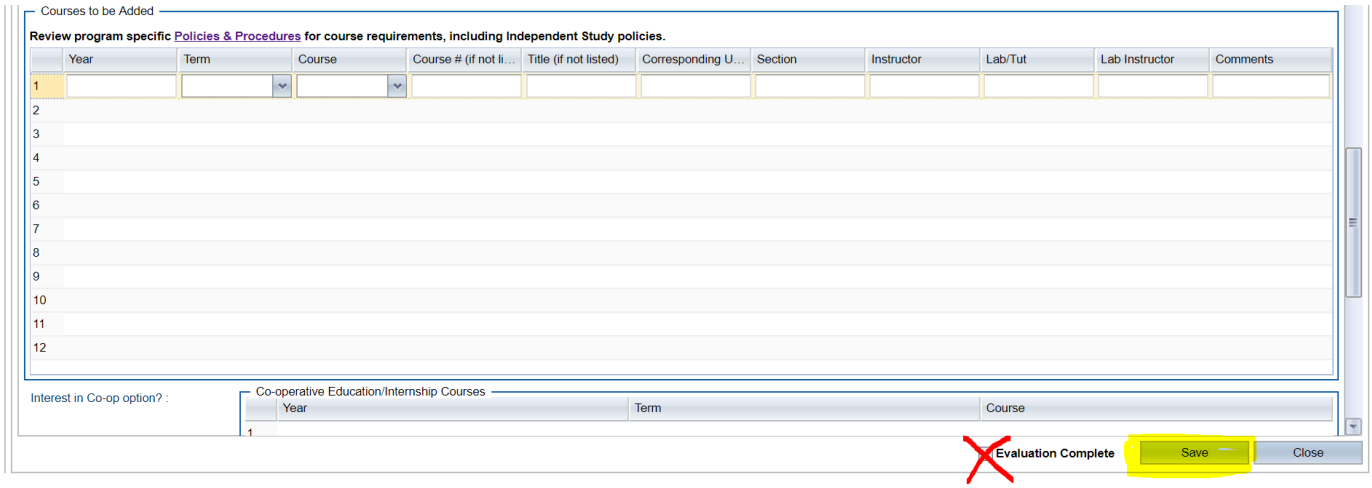
Enter Supervisory Committee Members, if known. If unknown, the supervisor coordinates establishment of the Supervisory Committee by the end of the first term (see Policies & Procedures).



Note: Enter in the email addresses 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 Save at the bottom. Do not check *Evaluation Complete* at this point.



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

Courses to be Added

Review program specific Policies & Procedures for course requirements, 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		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	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									

Interest in Co-op option? :
No

Co-operative Education/Internship Courses

	Year	Term	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 (Save). 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 Endorsement

A: Endorsement of Supervisor(s)

Co-Supervisor endorsement only required if there is more than one Supervisor

I certify that I have discussed the proposed program with the applicant. In my opinion, the proposed program:
- 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.

Furthermore, I am willing to provide quality supervision to the student during the tenure of the program of study and to offer appropriate resources to support the student's research--and can do so within the constraints that are imposed by my existing instructional and research commitments.

The RTA Form must be completed *in addition* to the PPE Form before the application will move forward for further endorsement by the Department Chair.

*Supervisor Endorsement :
Yes

*Co-Supervisor Endorsement :

Supervisor User :
SGS Inquiries

Co-Supervisor User :

Supervisor Endorsement Date :
2014-12-23

Co-Supervisor Endorsement Date :

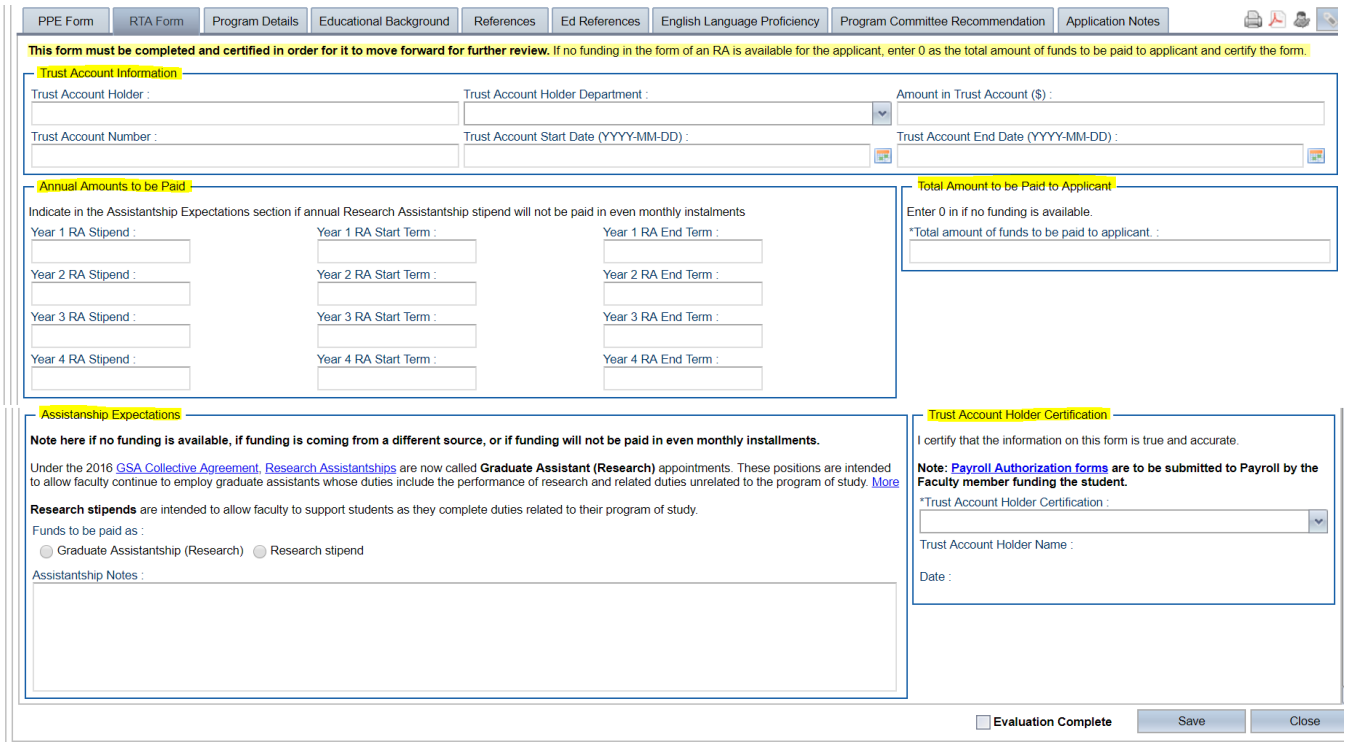
Completed | Save | Close

Completing the RTA Form

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

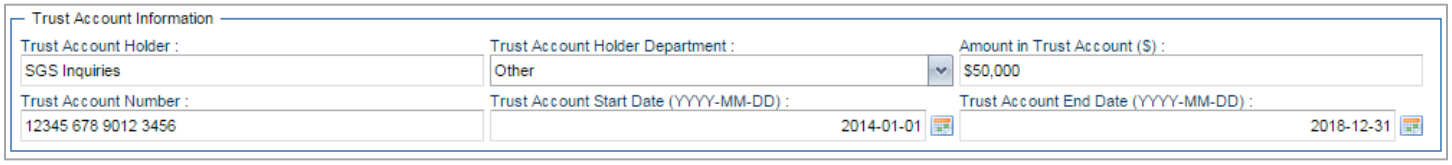
Namely (highlighted below), i) *Trust Account Information*, ii) *Annual Amounts to be Paid*, iii) *Total Amount to be Paid to Applicant*, iv) *Assistantship Expectations* and v) *Trust Account Holder Name*.

> ***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



Trust Account Information

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

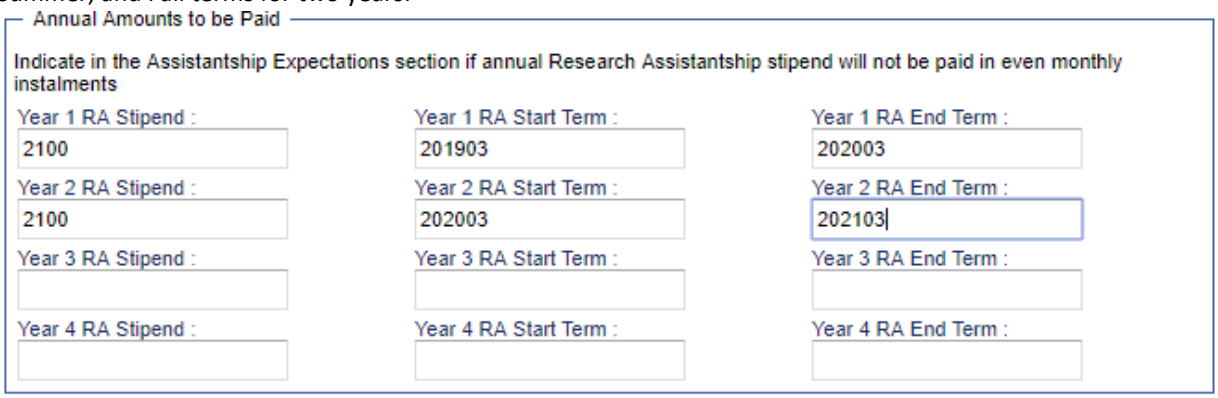


Annual Amount to be Paid

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

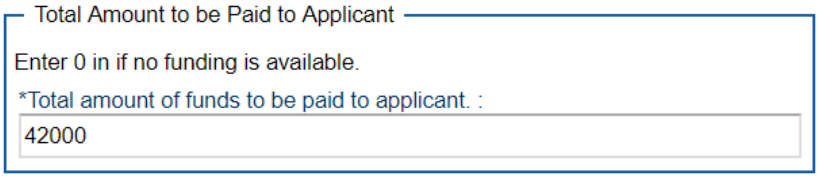
Assistantship Paid From Trust Account Year 1-4.

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:



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.

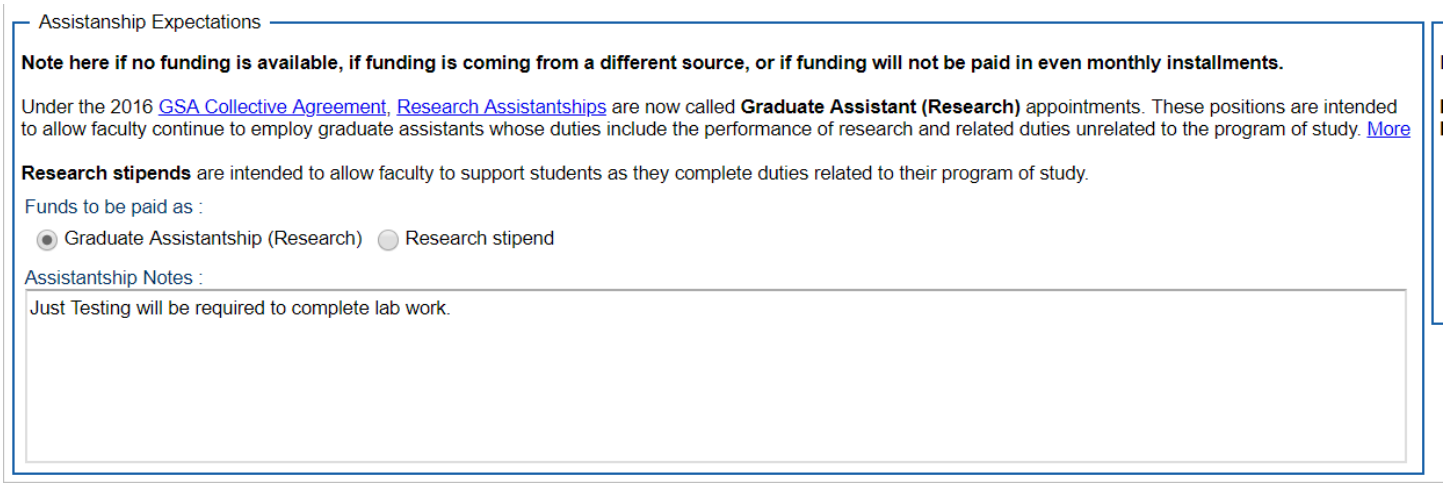


> *** When entering numeric amounts, do not enter decimals (e.g., 42000.00)**

Assistantship Expectations

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

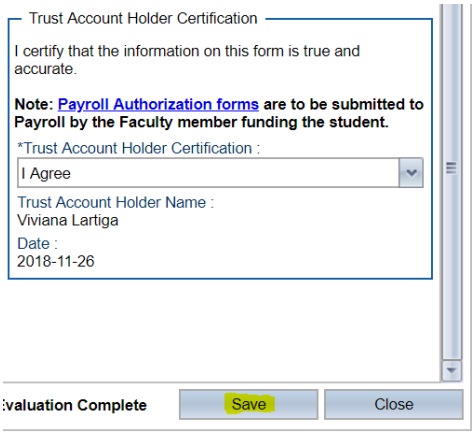
Then, enter your expectations from the applicant in exchange for the RA funding you intend to provide. If no funding is available, or if applicant will receive funding from another source, note that here.



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.



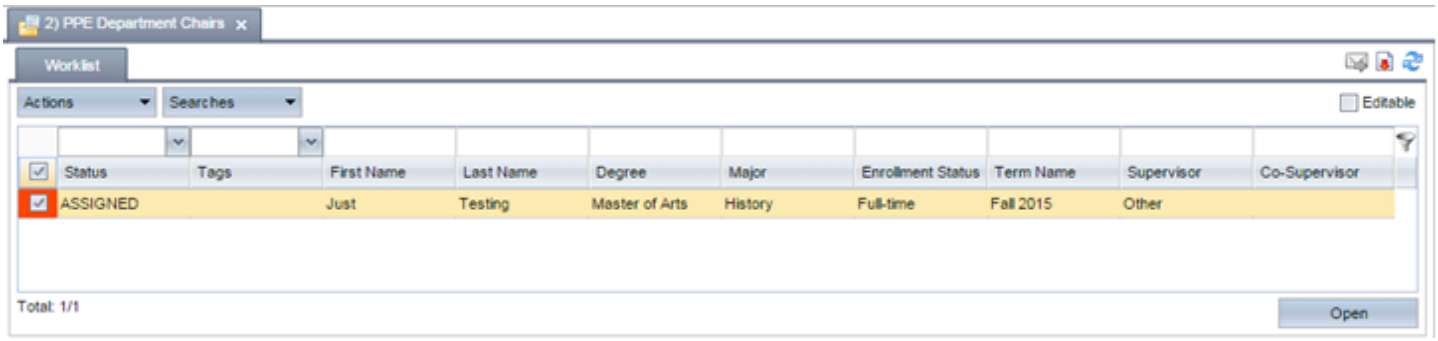
The RTA form is now complete! You can click “Close” after you have saved the data you entered.

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



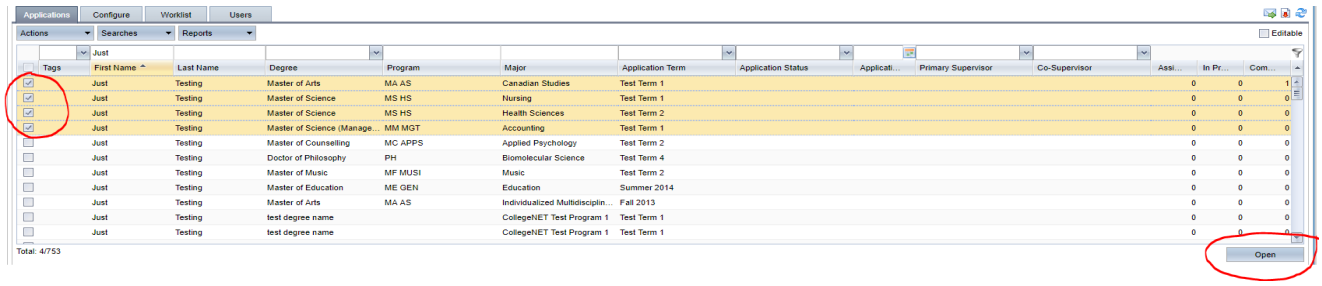
Instructions for Department Chairs

Left Pane:

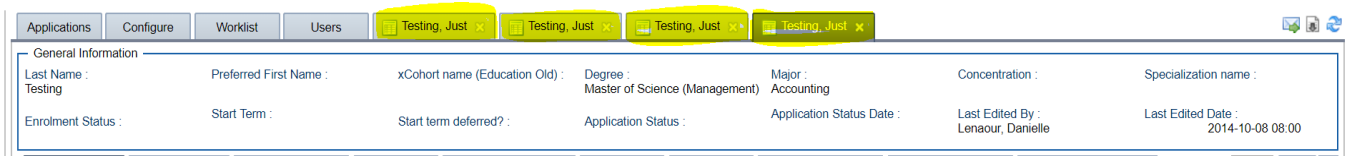
1. **Click the "2) PPE Department Chairs" application pool in the left pane to open it.** In the right pane, the number displayed to the right of a pool name shows the total number of applications in it. You will only be able to view applications that have been assigned to you in this pool.

Right Pane:

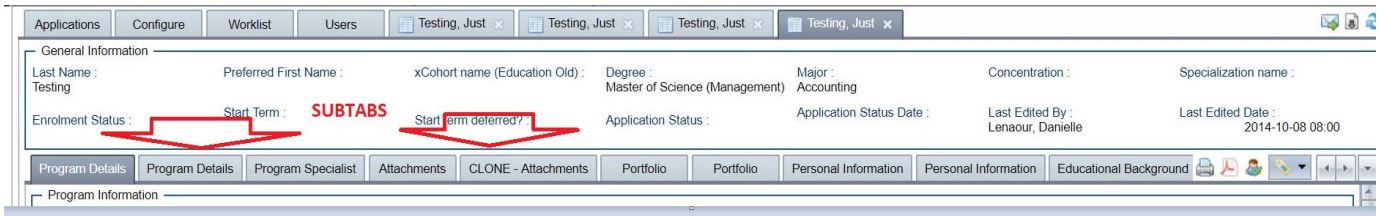
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom of the pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column (i.e., ( ):**
   - Green are applications you have marked as Evaluation Complete
   - Red are applications 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 (Open) in the bottom right.



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



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.



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 (Save).

> *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.

General Information

Last Name :	Middle Name :	First Name :	Preferred First Name :	Last Edited By :	Last Edited Date :
Testing		Just	Just	Lartiga, Viviana	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 enter application endorsement. The relevant Department Chair and Faculty Dean may submit comments on this application to the Program Committee; the Program Committee adjudicates the quality of an application.

Part 1: Program Proposal

Applicant Home 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 the applicant is offered a GA appointment).

Home faculty : Arts and Science
*Applicant's Home Department : Chemistry & Biochemistry

Supervisor(s) Information

If changes to Supervisor(s) are required, please notify sgsinquiries@uleth.ca.

LETTER OF SUPPORT: Each Supervisor must attach a Letter of Support that includes funding and resource information. The letter may also include information regarding the applicant's academic history or other pertinent information (e.g. information about institutions previously attended). The Co-Supervisor Letter of Support is only required if there is more than one Supervisor.

Primary Supervisor : Email : *Department : *Supervisor Letter of Support :

Co-Supervisor : Email : *Department : *Co-Supervisor Letter of Support :

*Supervisory Committee Members

Enter *email address* only for each Supervisory Committee member (do not enter information for the Supervisor(s) in this section).

Supervisory Committee Member 1 : Supervisory Committee Member 2 : Supervisory Committee Member 3 : Supervisory 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).

Courses to be Added

Review program specific Policies & Procedures for course requirements, 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		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	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									

Interest in Co-op option? : No

Co-operative Education/Internship Courses

	Year	Term	Course
1			
2			
3			

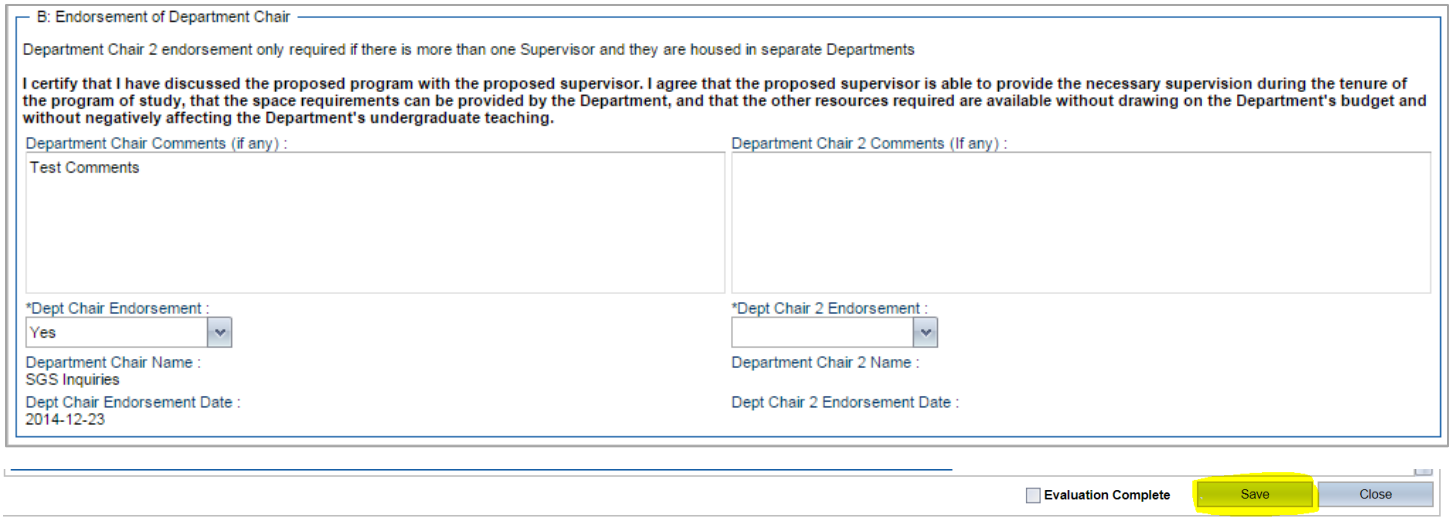
Part 2: Program Endorsement

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 (Save).



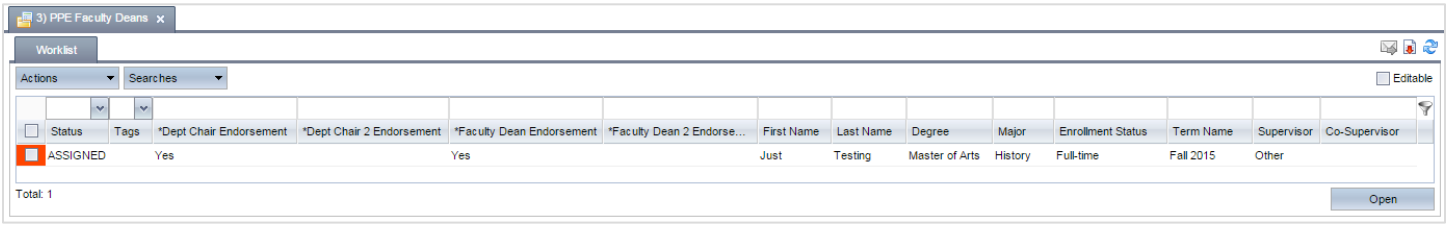
The PPE form is now complete! You can click "Close" after you have saved the data you entered.

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.

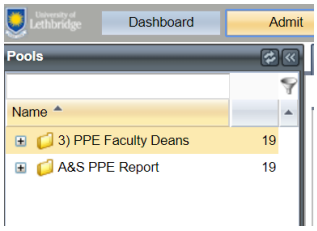
List view



Instructions for Faculty Deans

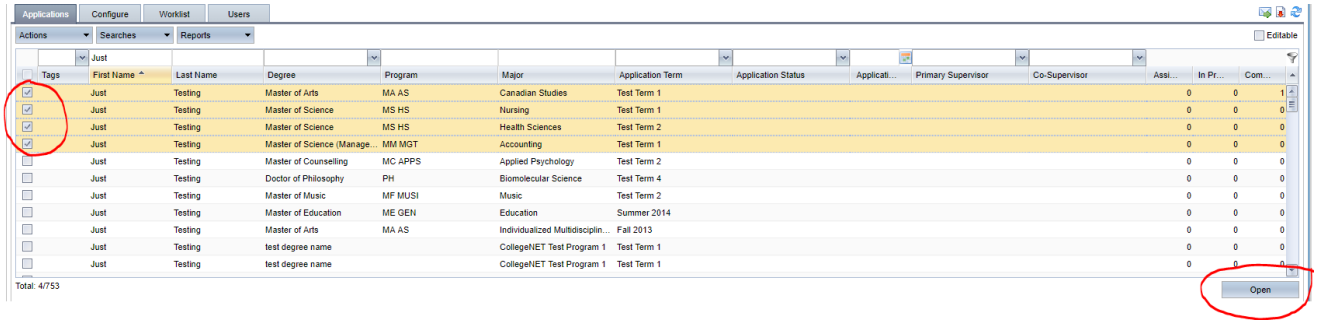
Left Pane:

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.

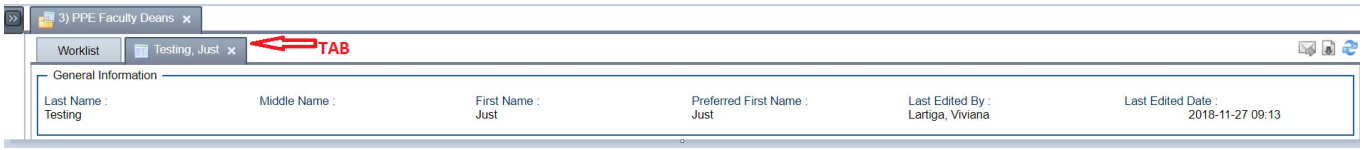


Right Pane:

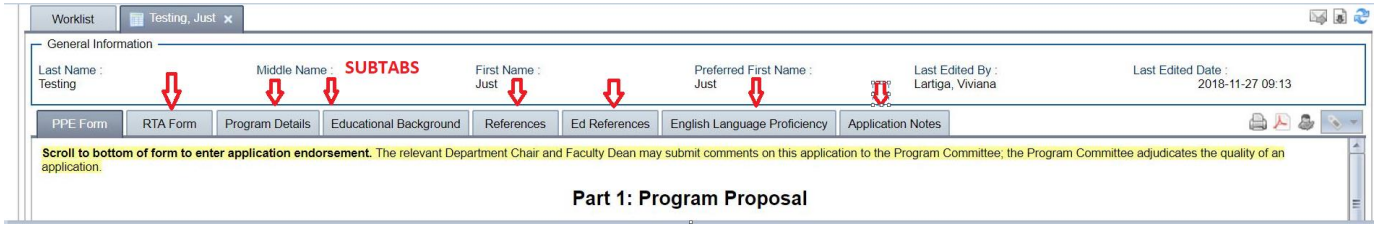
2. **Click on the Worklist tab**
3. **The total number of assigned applications is at the bottom left of the right pane in the Worklist tab.**
4. **The list of applications is colour-coded in the left column (i.e.,):**
   - Green are applications you have marked as Evaluation Complete
   - Red are applications 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.



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



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.

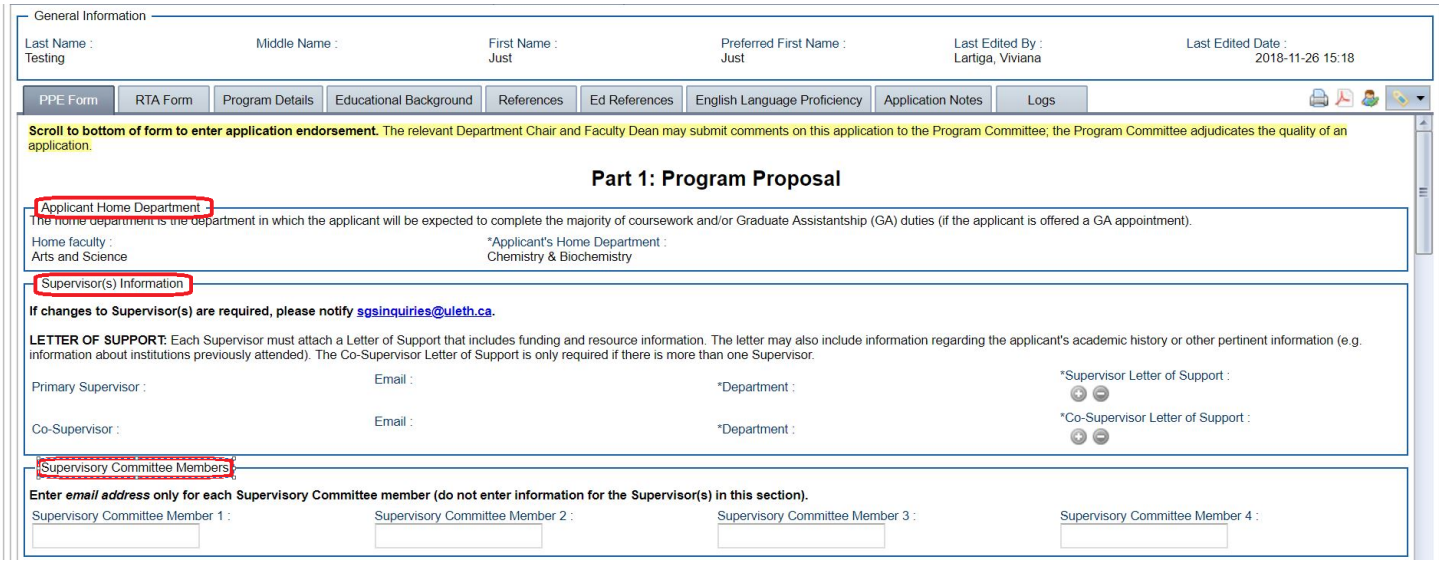


9. **Complete the PPE Form** (see the "Completing the PPE Form (Faculty Dean)" section for details)
    - Endorsement of Faculty Dean Chair *must* be completed for each application to move forward for further review.
10. **Submit the application endorsement** after the PPE Form has been completed by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

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

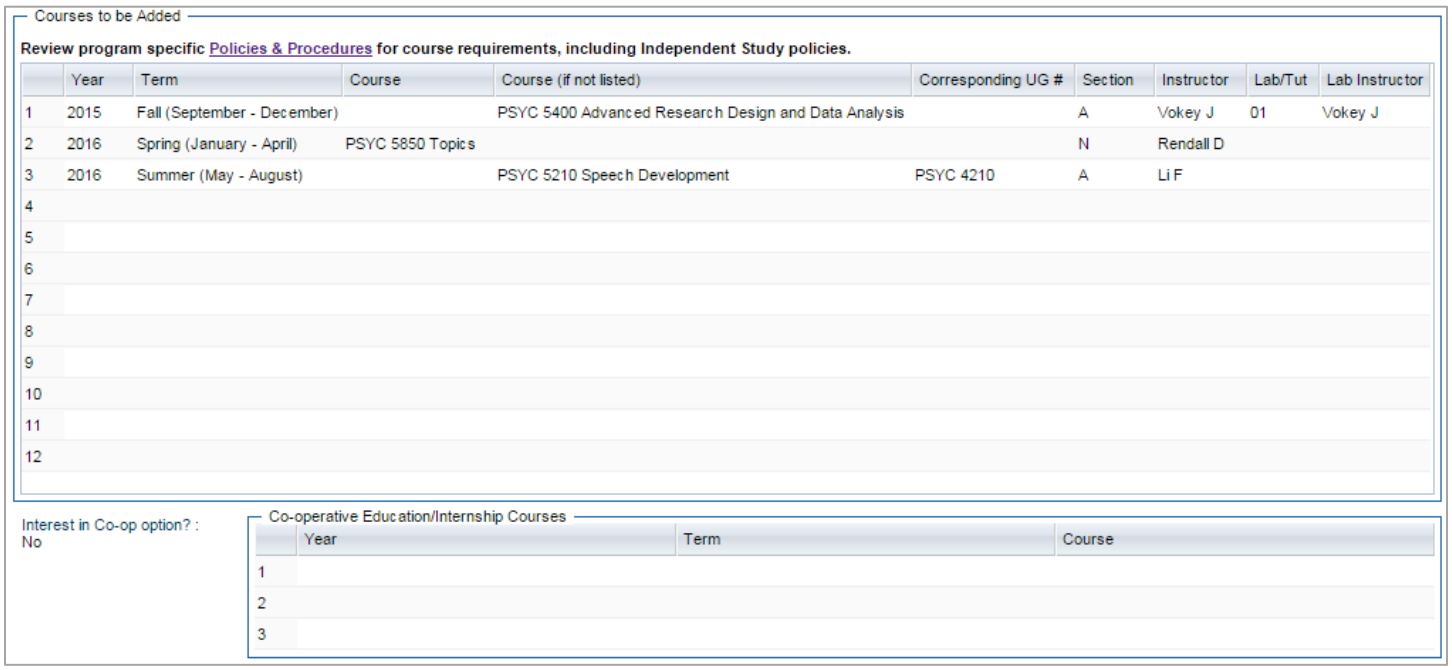
Completing the PPE Form (Faculty Dean)

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.



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).



Courses to be Added

Review program specific Policies & Procedures for course requirements, 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		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	Li F		
4									
5									
6									
7									
8									
9									
10									
11									
12									

Interest in Co-op option? : No

Co-operative Education/Internship Courses

	Year	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 housed in separate Faculties

I 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 drawing 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	*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**: www.ulethbridge.ca/graduate-studies/tuition-scholarship
- **SGS Dean's Scholarship**: www.ulethbridge.ca/graduate-studies/deans-scholarship

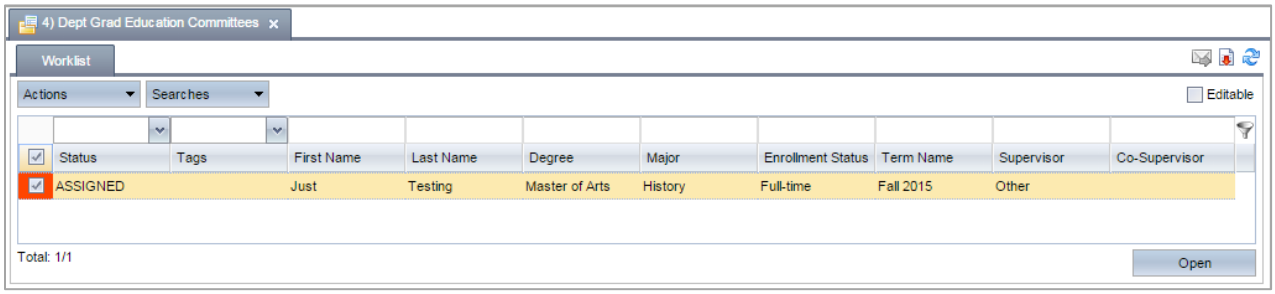
Departmental Graduate Education Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding may be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings based on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

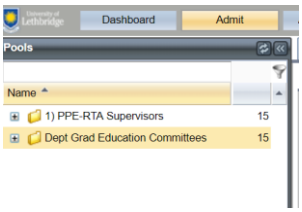
List view



Instructions for Departmental Graduate Education Committee members

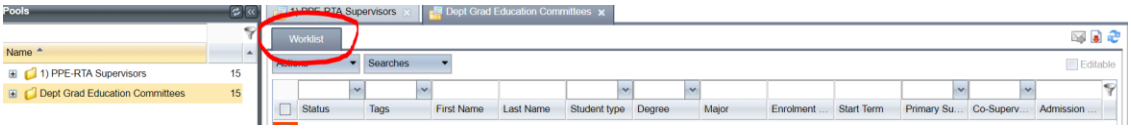
Left Pane:

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.



Right Pane:

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



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.
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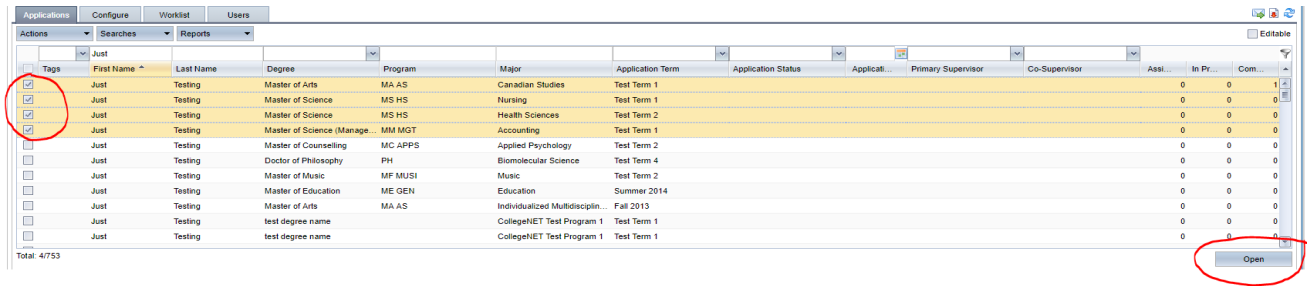
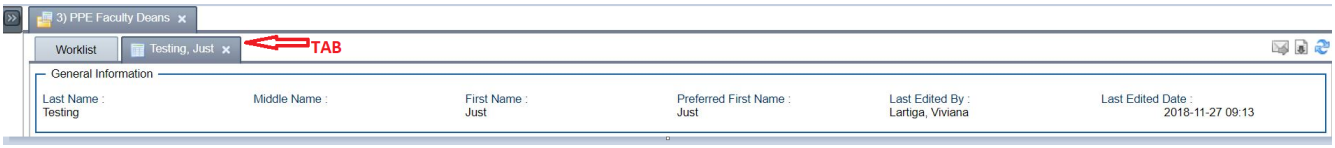
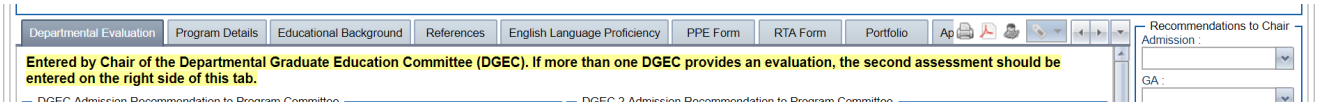


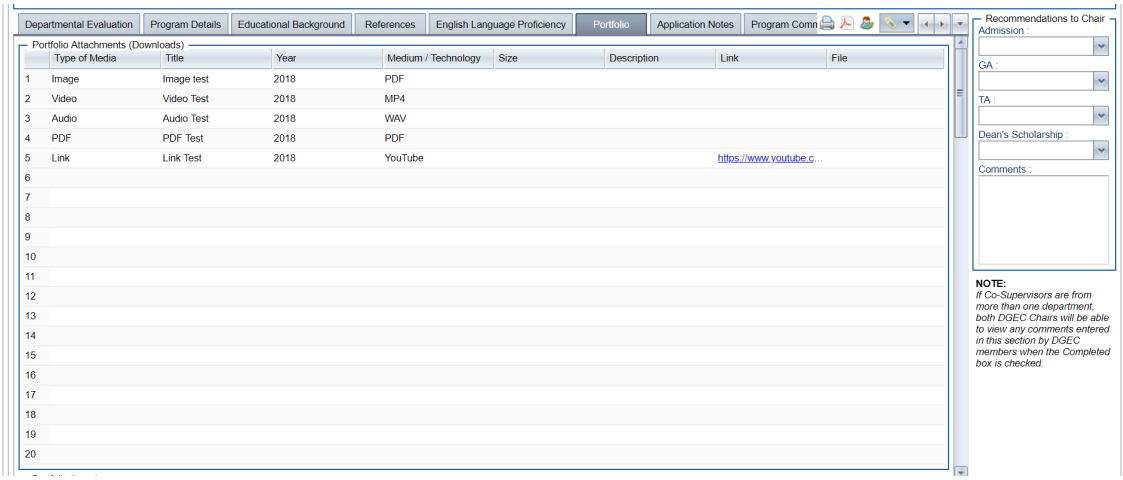
7. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.



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.



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



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.

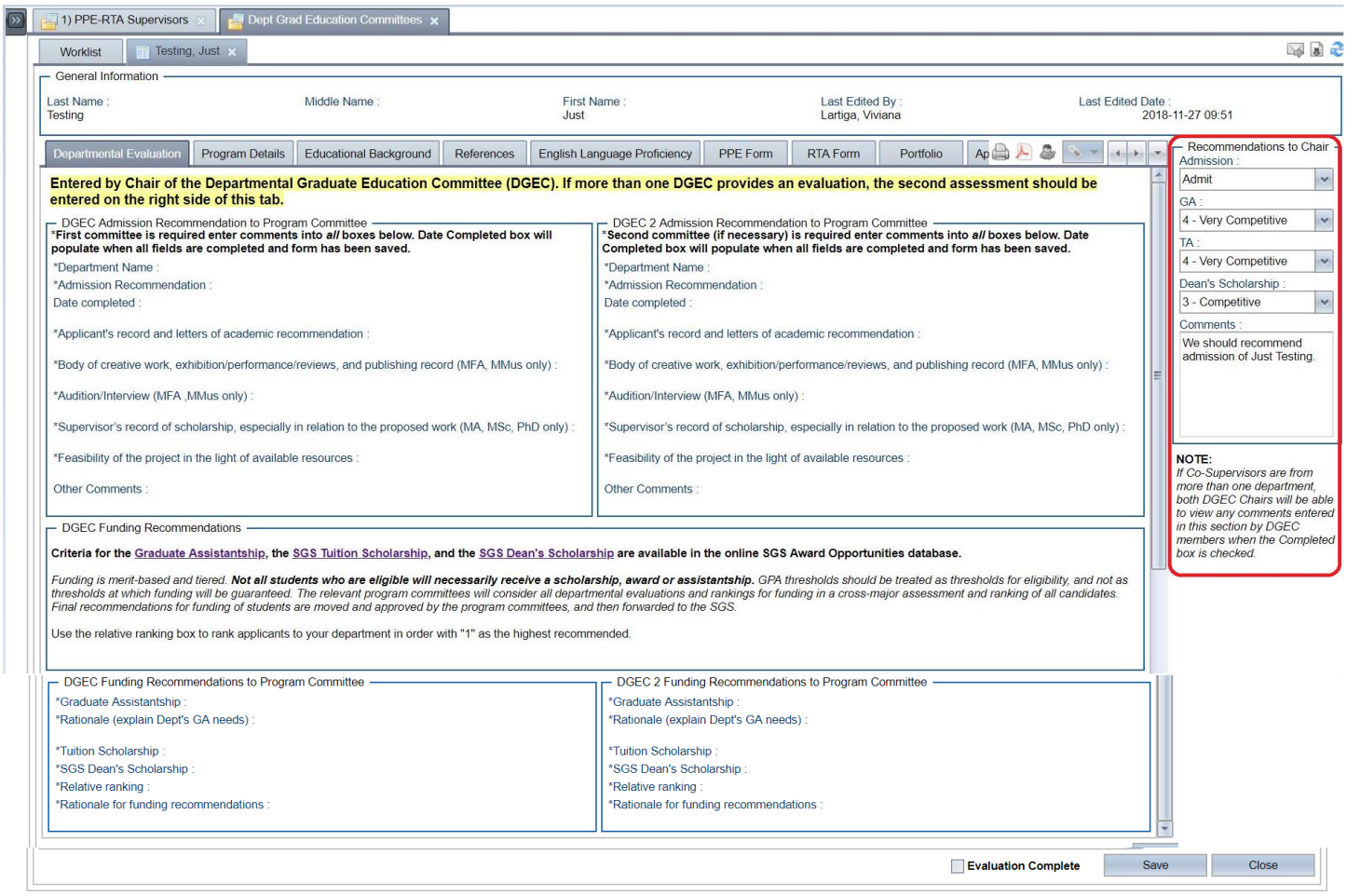
Applications will stay in the "Dept Grad Education Committees" pool until final admission recommendations are made by the Graduate Program Committees.

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.

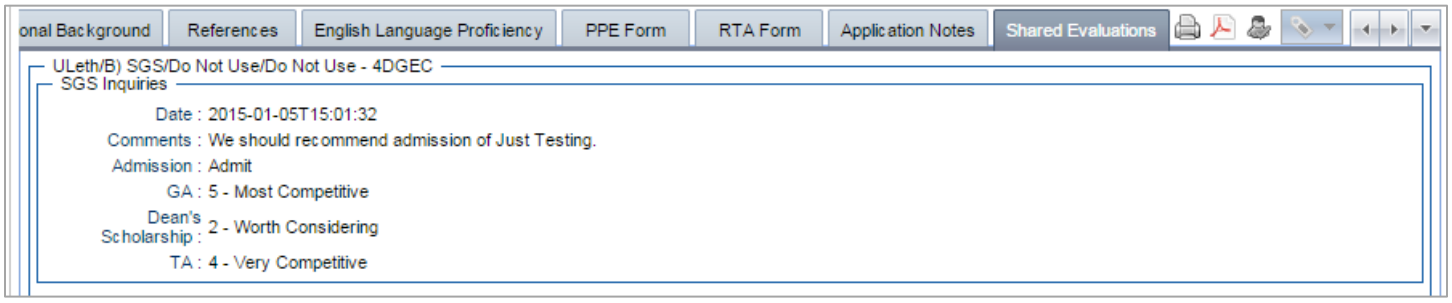


Instructions for Departmental Graduate Education Committee Chair

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.



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.

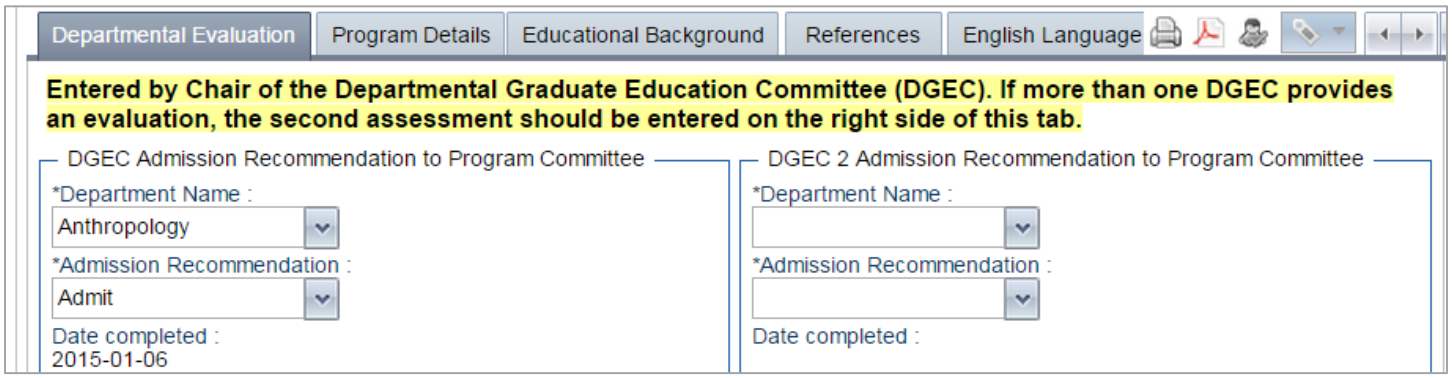
> You will know that you have filled in all necessary fields when you save the application and the Date Completed box populates with the current date.

DGEC Admission Recommendation to Program Committee

Department information

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

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



Applicant's record and letters of academic recommendation

Example:

*Applicant's record and letters of academic recommendation :	*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.	

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) :

Audition/Interview

**Only required for MFA and MMus applications*

Example:

*Audition/Interview (MFA,MMus only) :	*Audition/Interview (MFA,MMus 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:

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

Feasibility in the light of available resources

Example:

*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.

*Feasibility of the project in the light of available resources :

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 :

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

*Graduate Assistantship :
5 - Most Competitive

*Rationale (explain Dept's GA needs) :
Applicant has completed the relevant coursework in the undergraduate program with good grades overall.

*Tuition Scholarship :
4 - Very Competitive

*SGS Dean's Scholarship :
3 - Competitive

*Relative ranking :
3

*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.

DGEC 2 Funding Recommendations to Program Committee

*Graduate Assistantship :

*Rationale (explain Dept's GA needs) :

*Tuition Scholarship :

*SGS Dean's Scholarship :

*Relative ranking :

*Rationale 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**: www.ulethbridge.ca/graduate-studies/ga
- **SGS Tuition Award**: www.ulethbridge.ca/graduate-studies/tuition-scholarship
- **SGS Dean's Scholarship**: www.ulethbridge.ca/graduate-studies/deans-scholarship

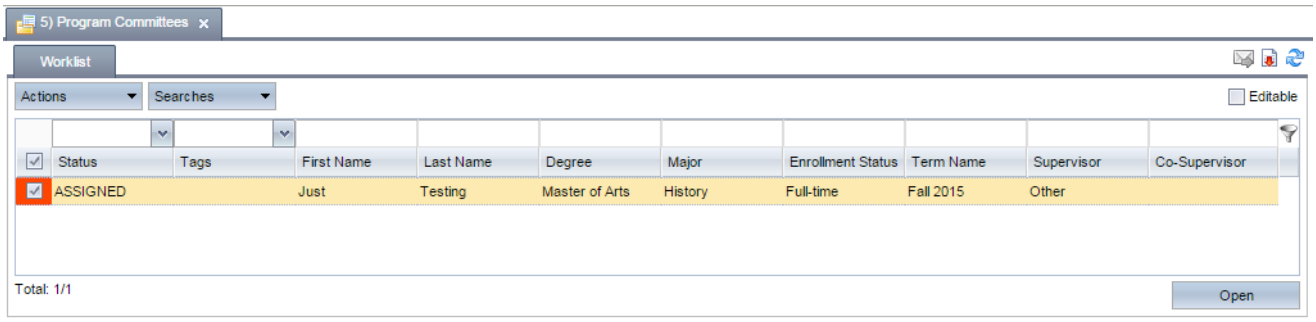
Program Committees will evaluate all applicants for these funding sources. Only students who meet the eligibility criteria for a particular source of funding may be considered. In the general spirit of the tri-council guidelines, departmental evaluations and rankings are based on two broad criteria:

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.

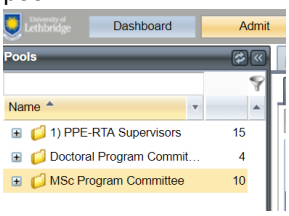
List view



Instructions for Program Committee members

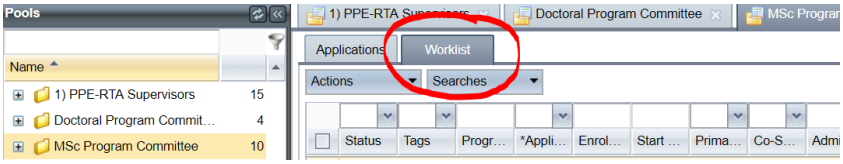
Left Pane:

1. **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.

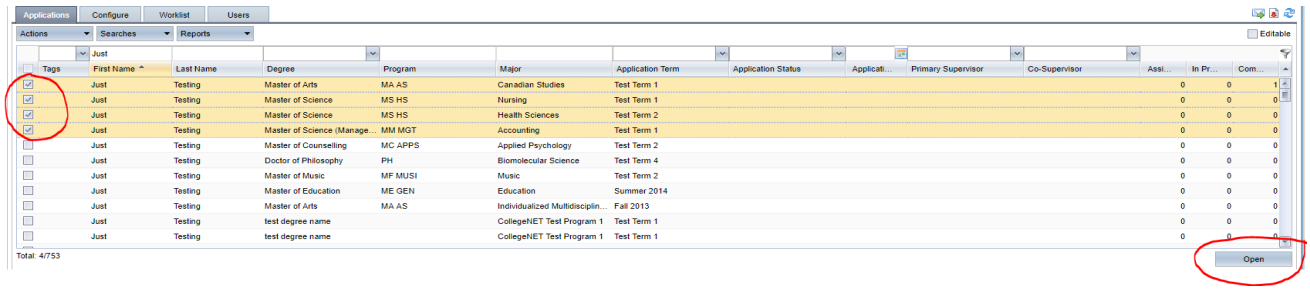


Right Pane:

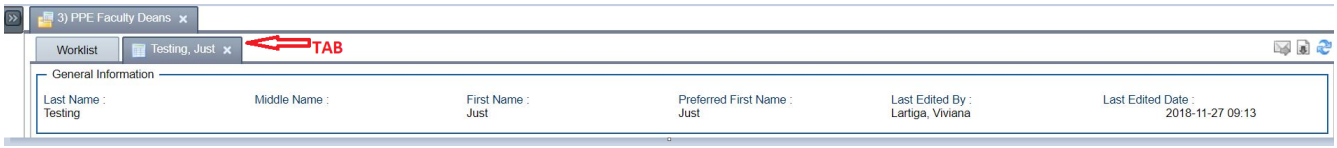
2. **The right pane will then populate. Click on the Worklist tab:**



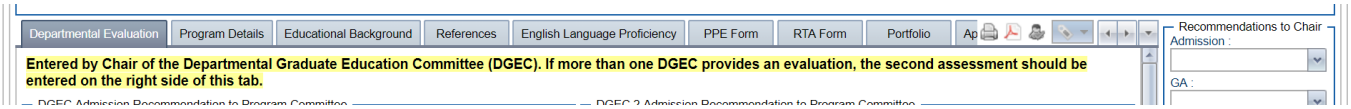
11. **The total number of assigned applications is seen on the bottom left of the pane in the Worklist tab.**
12. **The list of applications is colour-coded in the left column (i.e.,):**
    - Green are applications you have marked as Evaluation Complete
    - Red are applications in your queue for action 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.



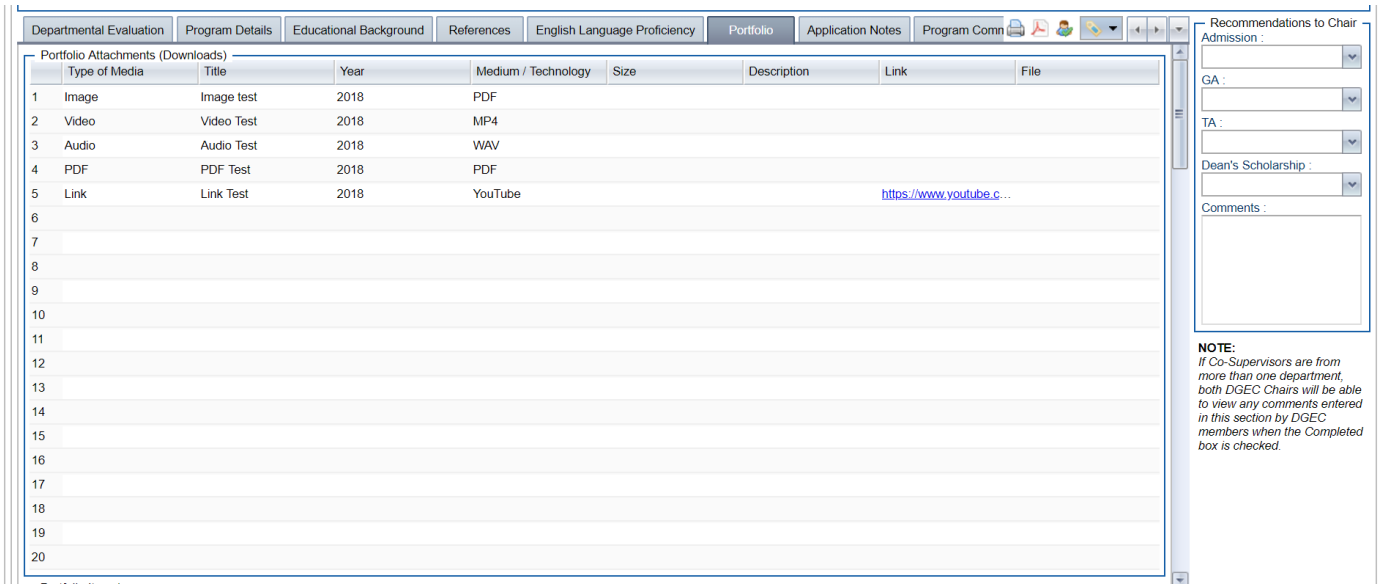
3. **All open applications open in new tabs, with the applicant's name on the tab**. Click any tab to view the associated application.



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 [Application Subtabs section]() on this manual.



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



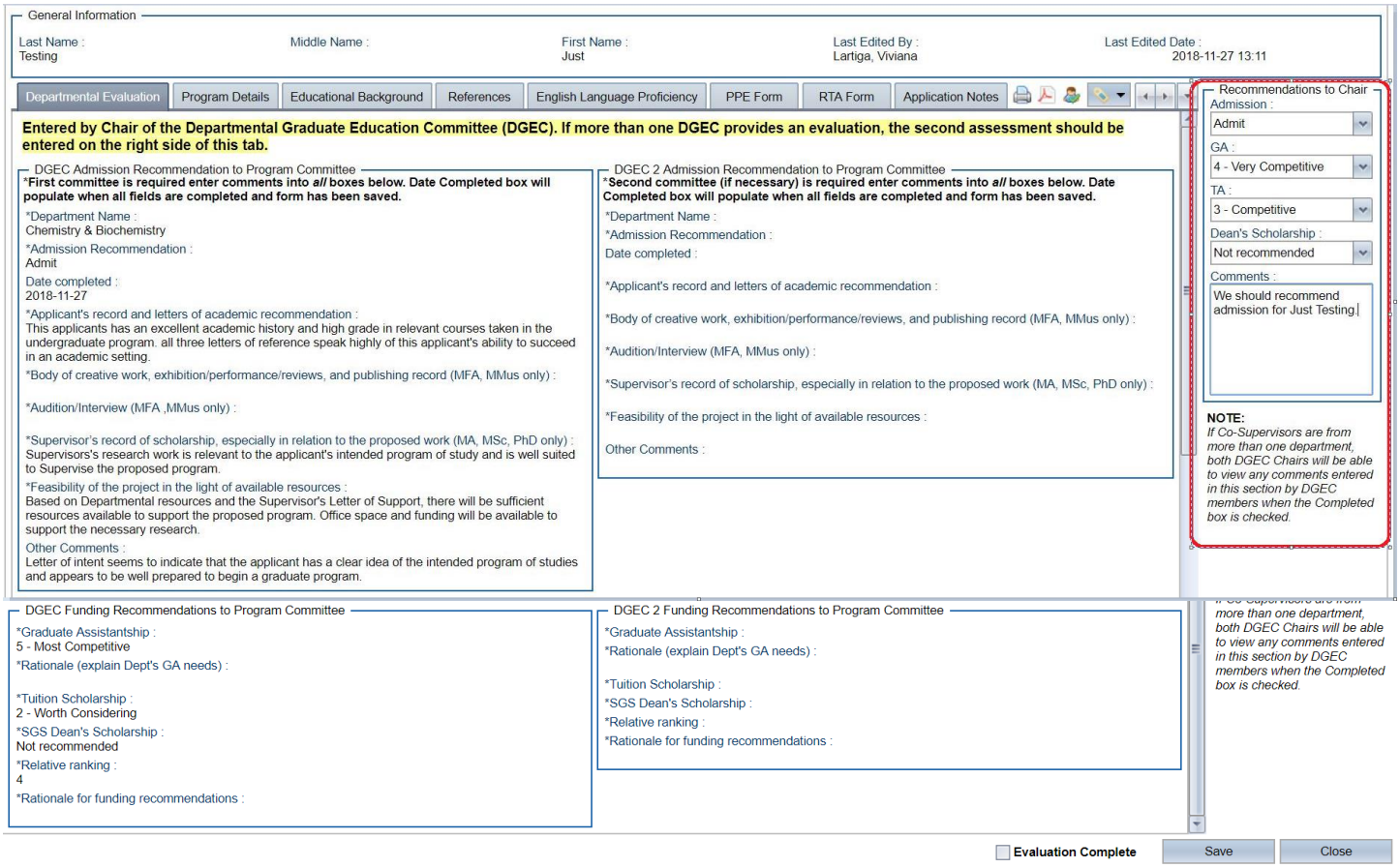
5. **Committee Members may enter individual recommendations/comments** that are visible only to the Program Committee Chair. See "[Entering Recommendations to Program Committee Chair]()" section for details.

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.

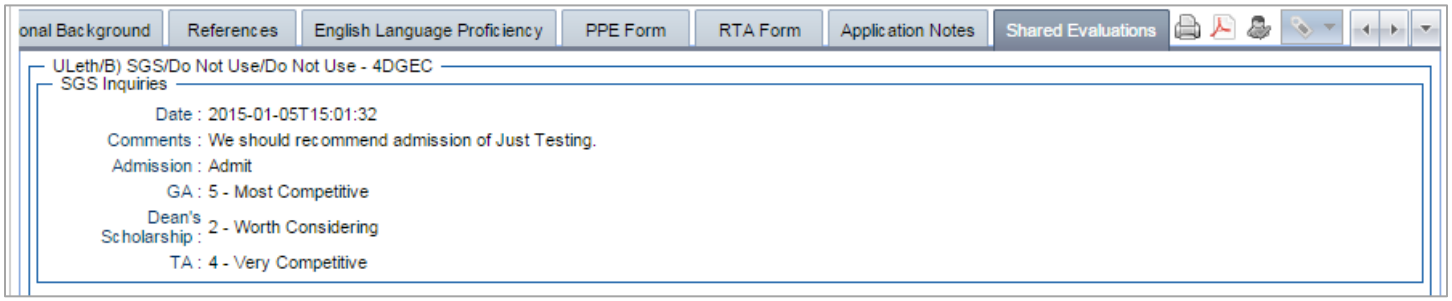


Additional Instructions for Program Committee Chair

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.



Application subtabs

Program Details

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 13:26

PPE Form | RTA Form | Program Details | Educational Background | References | Ed References | English Language Proficiency | Program Committee Recommendation | Application Notes | Logs

Program Information

Date Submitted : 2017-06-17
Preferred First Name : Just
Last Name : Testing
Domestic/International : Domestic
Application Status :
Application Status Date :
Application Term : Fall 2018
Start Term : Fall 2018
Start term deferred? :
Student type : Master's degree holder
Campus Name :
Interest in Co-op option? :
Enrolment Status :
Degree : Doctor of Philosophy
Major : Biomolecular Science
Specialization name :
Concentration : Biotechnology
Alternate Program Choice :
xCohort (Old) :
xCohort code (DL Old) : GR
xCohort code (Education Old) :
xCohort name (Education Old) :
xCohort (Old) :
Cohort name : Graduate

Potential Supervisor Information

Primary Supervisor : other
Supervisor Name (if Other) : Test Supervisor
Email : sgsinquiries@uleth.ca
*Department : Other
Contact Initiated? : Yes
Co-Supervisor :
Co-Supervisor Name (if Other) :
Email :
*Department :
Contact Initiated? :

Supporting Documents

Click "View" on attachement to open it in a new subtab

CV/Resume : View
Letter of Intent : View
*Supervisor Letter of Support :
*Co-Supervisor Letter of Support :
ELP Upload :
Financial Assistance Upload :
Financial Support Upload :
Fieldwork Experience form :
# of Years :
# of Months :
Applicant Other Documents Upload :
Additional Documents 1 :
Additional Documents 2 :
Additional Documents 3 :
Additional Documents 4 :
Nursing Registration :

GPA Calc

Interim GPA :
Interim GPA Date :
Final Masters GPA :
Final Masters GPA Date :
Final PhD GPA :
Final PhD GPA Date :
Admission GPA : 3.7

Program Committee Recommendation
Entered by the Program Specialist

Program committee reviewed by : Doctoral Program Committee
PC Recommendation :
PC Recommendation Date :

Application Notes

Date	User	Note
No items to show.		

Public Notes are seen here (entered in the Application Notes tab)

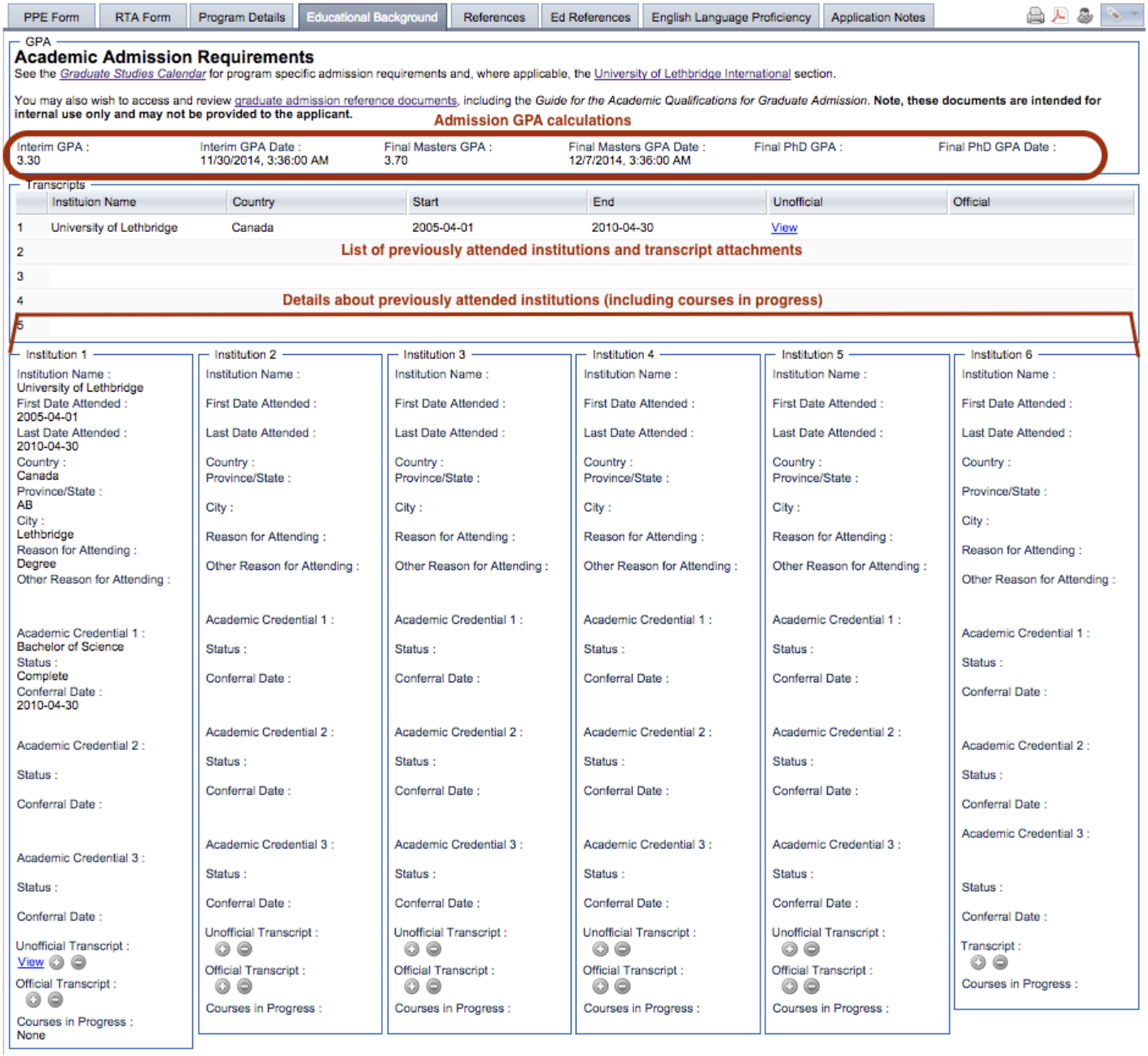
Evaluation Complete | Save | Close

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



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

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.

PPE Form | RTA Form | Program Details | Educational Background | References | English Language Proficiency | Application Notes

Referee Applicant Ratings

KEY: 5 = Exceptional (Top 2%); 4 = Superior (Top 15%); 3 = Good (Top 25%); 2 = Average (Top 50%); 1 = Marginal; null = Inadequate opportunity to observe

	First Name	Last Name	Academic Achieve...	Scholarly Promise	Research Ability	Originality of Ideas	Industriousness	Independence
1	Danielle	Lenaour	Exceptional	Marginal	Superior	Average	Superior	Good
2	Just	Testing 2						
3	Just	Testing 3						

	First Name	Last Name	Ability to work with ...	Judgment	Verbal Skills	Writing Skills	Artistic/Creative Pot...	Overall Rating
1	Danielle	Lenaour	Average	Superior	Average	Marginal	Superior	Average
2	Just	Testing 2						
3	Just	Testing 3						

Averaged Overall Rating : 2.0

Referee 1 Information

First Name Referee 1 : Danielle
Last Name Referee 1 : Lenaour
Position : Employee
REC 1 Institution : University of Lethbridge
Department : School of Graduate Studies
Referee 1 Letter : View
Email Referee 1 : sgsinquiries@uleth.ca
Phone Referee 1 :
Relationship to Applicant : Colleague
Relationship (Other) :
Years Known : 5
Months Known : 2
Comparison Group : 100+ graduate students
Ref 1 Overall Rating : 2
Overall Comments : See attached file
Artistic/Creativity Comments (MMA/MMus only) : Very creative

Referee 2 Information

First Name Referee 2 : Just
Last Name Referee 2 : Testing 2
Position :
REC 2 Institution :
Department :
Referee 2 Letter :
Email Referee 2 : danyell10@gmail.com
Phone Referee 2 :
Relationship to Applicant :
Relationship (Other) :
Years Known :
Months Known :
Comparison Group :
Ref 2 Overall Rating :
Overall Comments :
Artistic/Creativity Comments (MMA/MMus only) :

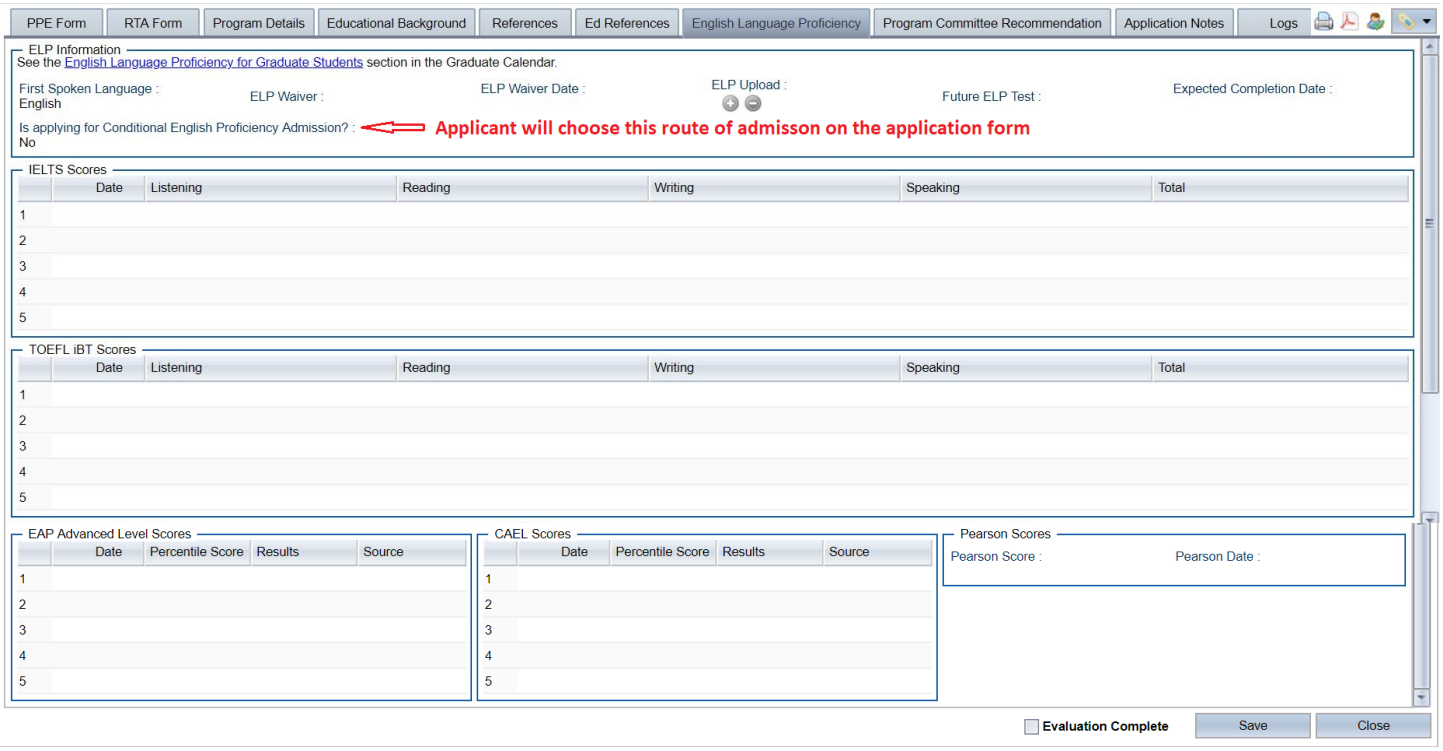
Referee 3 Information

First Name Referee 3 : Just
Last Name Referee 3 : Testing 3
Position :
REC 3 Institution :
Department :
Referee 3 Letter :
Email Referee 3 : dan_yell10@hotmail.com
Phone Referee 3 :
Relationship to Applicant :
Relationship (Other) :
Years Known :
Months Known :
Comparison Group :
Ref 3 Overall Rating :
Overall Comments :
Artistic/Creativity Comments (MMA/MMus only) :

English Language Proficiency (ELP)

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

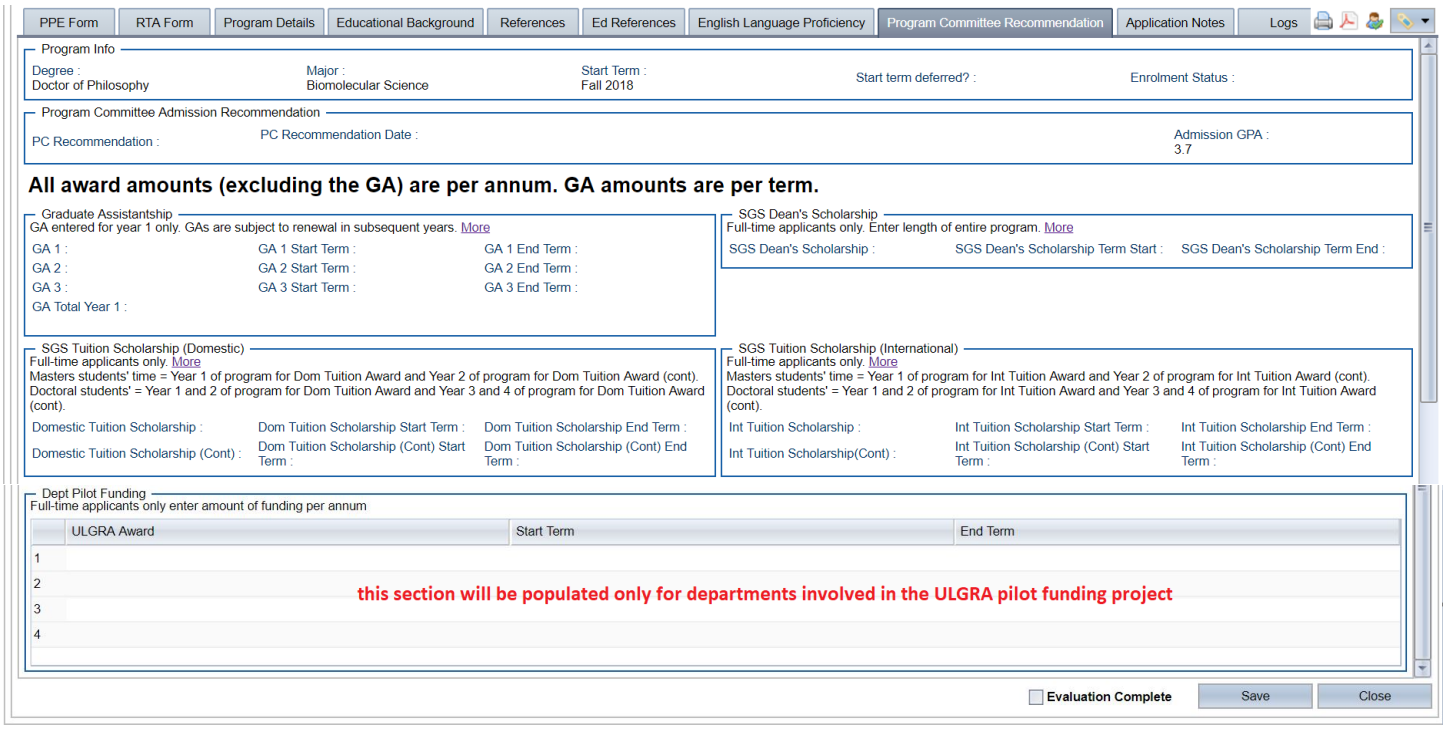
More information regarding the ELP requirement and the Conditional English Proficiency Admission route is available on the Registrar's Office website: www.ulethbridge.ca/ross/admissions/elp_sgs



Program Committee Recommendation

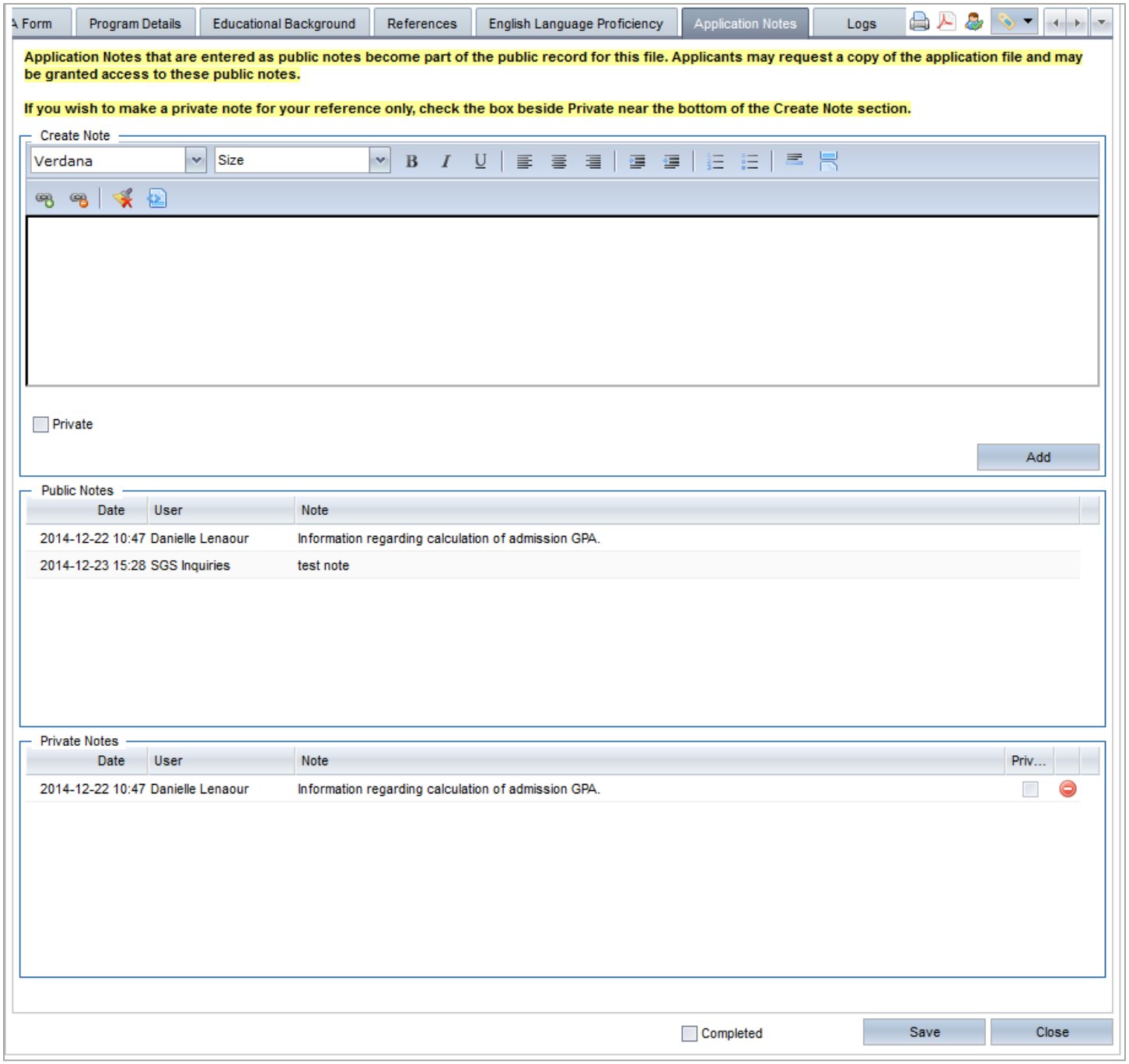
This tab contains detailed information about the Program Committee's decision on admission and funding for the applicant.

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



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.



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 order for it to move forward for further review. If no funding in the form of an RA is available for the applicant, enter 0 as the total amount of funds to be paid to applicant and certify the form.

Trust Account Information

Trust Account Holder : SGS Inquiries
Trust Account Holder Department : Other
Amount in Trust Account ($) : 50000
Trust Account Number : 123 456789 012
Trust Account Start Date (YYYY-MM-DD) : 2018-09-01
Trust Account End Date (YYYY-MM-DD) : 2022-12-31

Annual Amounts to be Paid

Indicate in the Assistantship Expectations section if annual Research Assistantship stipend will not be paid in even monthly instalments

Year 1 RA Stipend : 21000	Year 1 RA Start Term : Spring 2018	Year 1 RA End Term : Fall 2017
Year 2 RA Stipend : 21000	Year 2 RA Start Term : Spring 2019	Year 2 RA End Term : Fall 2019
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 0 in if no funding is available.
*Total amount of funds to be paid to applicant. : 42000

These sections must be completed by the supervisor for the application to move forward for further review and endorsement.

Assistantship Expectations

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 GSA Collective Agreement, Research Assistantships 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. More

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

I certify that the information on this form is true and accurate.

Note: Payroll Authorization forms are to be submitted to Payroll by the Faculty member funding the student.

*Trust Account Holder Certification : I Agree
Trust Account Holder Name : Viviana Lartiga
Date : 2018-11-28

☐ **Evaluation Complete** | Save | Close

PPE Form (Supervisor)

PPE Form | RTA Form | Program Details | Educational Background | References | Ed References | English Language Proficiency | Program Committee Recommendation | Application Notes | Logs

Scroll to bottom of form to enter application endorsement.

Part 1: Program Proposal

Applicant Home 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 the applicant is offered a GA appointment).

Home faculty : Arts and Science

*Applicant's Home Department : Chemistry & Biochemistry

Prentice Graduate Research Fellowship

Complete this section if you wish to nominate this applicant for the Prentice Graduate Student Research Fellowship. You can access the terms of reference for the fellowship here: ulethbridge.ca/graduate-studies/awards/prentice-graduate-research-fellowship

Nominate applicant? : Yes

Supervisor(s) Information

If changes to Supervisor(s) are required, please notify sgsinquiries@uleth.ca.

LETTER OF SUPPORT: Each Supervisor must attach a Letter of Support that includes funding and resource information. The letter may also include information regarding the applicant's academic history or other pertinent information (e.g. information about institutions previously attended). The Co-Supervisor Letter of Support is only required if there is more than one Supervisor.

Primary Supervisor :	Email :	*Department :	*Supervisor Letter of Support :
other	sgsinquiries@uleth.ca	Other	
Co-Supervisor :	Email :	*Department :	*Co-Supervisor Letter of Support :

This section must be completed by the supervisor before the application can move forward for further review and endorsement

BoG Grad Student Research Scholarship

Complete this section if you are a current Board of Governor's Chair and you wish to nominate this applicant for the Board of Governors (BoG) Graduate Student Research Scholarship. You can access the terms of reference for the award here: ulethbridge.ca/graduate-studies/awards/bog-scholarship

Are you a current BoG Chair? : Yes

Nominate applicant? : Yes

Supervisory Committee Members

Enter *email address* only for each Supervisory Committee member (do not enter information for the Supervisor(s) in this section).

Supervisory Committee Member 1 :	Supervisory Committee Member 2 :	Supervisory Committee Member 3 :	Supervisory Committee Member 4 :
co1email@uleth.ca	co2email@uleth.ca		

Courses to be Added

Review program specific Policies & Procedures for course requirements, including Independent Study policies.

	Year	Term	Course	Course # (if not li...	Title (if not listed)	Corresponding U...	Section	Instructor	Lab/Tut	Lab Instructor	Comments
1	2018	Spring	CHEM 5550 Orga...								
2	2018	Spring		CHEM 6000	Thesis						
3	2018	Fall	CHEM 5740 Physi...								
4											
5											
6											
7											
8											
9											
10											
11											
12											

Interest in Co-op option? :

Co-operative Education/Internship Courses

	Year	Term	Course
1			
2			
3			

Part 2: Program Endorsement

A: Endorsement of Supervisor(s)

The supervisor must complete the RTA Form *in addition* to the PPE Form before the application will move forward for further endorsement.

Co-Supervisor endorsement only required if there is more than one Supervisor

I certify that I have discussed the proposed program with the applicant. In my opinion, the proposed program:
- 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 graduate level.

Furthermore, I am willing to provide quality supervision to the student during the tenure of the program of study and to offer appropriate resources to support the student's research and can do so within the constraints that are imposed by my existing instructional and research commitments.

*Supervisor Endorsement : Yes

Supervisor User :

Supervisor Endorsement Date :

This section must be completed by the supervisor before the application can move forward for further review and endorsement

*Co-Supervisor Endorsement :

Co-Supervisor User :

Co-Supervisor Endorsement Date :

☐ **Evaluation Complete** | Save | Close

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

I certify that I have discussed the proposed program with the proposed supervisor. I agree that the proposed supervisor is able to provide the necessary supervision during the tenure of the program of study, that the space requirements can be provided by the Department, and that the other resources required are available without drawing on the Department's budget and without negatively affecting the Department's undergraduate teaching.

Department Chair Comments (if any) :

Test Comments

Department Chair 2 Comments (If any) :

This section must be completed by the Department Chair before the application will move forward for further endorsement/review.

*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 :

C: Endorsement of Faculty Dean (SGS Dean)

Faculty Dean 2 endorsement only required if there is more than one Supervisor and they are housed in separate Faculties

I 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 drawing 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) :

This section must be completed by the Faculty Dean before the application is eligible for admission consideration.

*Faculty Dean Endorsement :

Yes

*Faculty Dean 2 Endorsement (if required) :

Faculty Dean Name :

SGS Inquiries

Dean Endorsement Date :

2015-01-05

Dean 2 Endorsement Date :

How-To for all reviewers

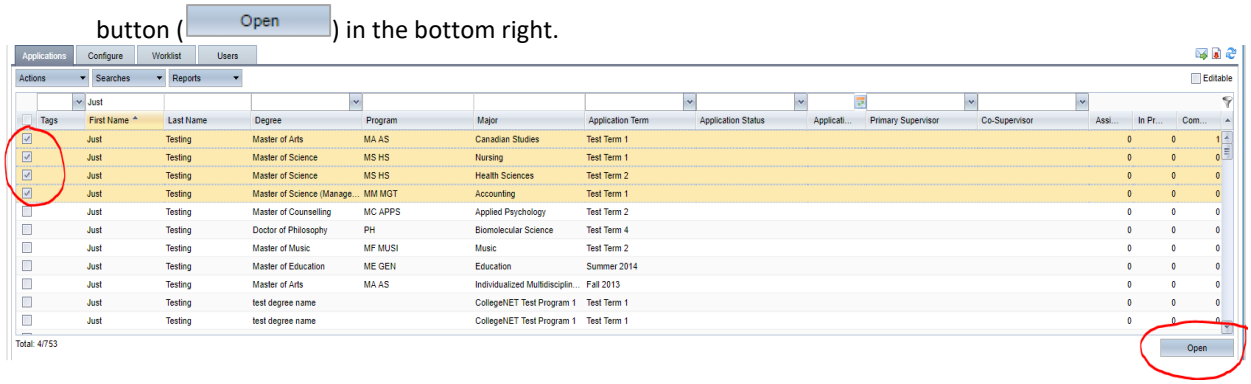
General instructions

Left Pane:

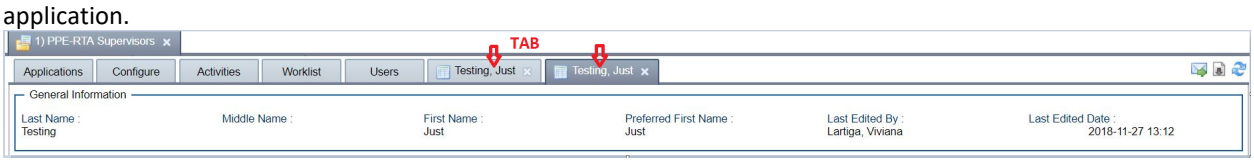
1. **Select the application pool in the left pane to open that pool.** The number displayed to the right of the pool name shows the total number of applications from all program in it. You will only be able to view applications assigned to you in this pool. For example, the number may display 40 but 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: ( ):**
   - 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 button (Open) in the bottom right.



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



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.

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 ( ) 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:

- **Filter**—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).
- **Search**— 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.

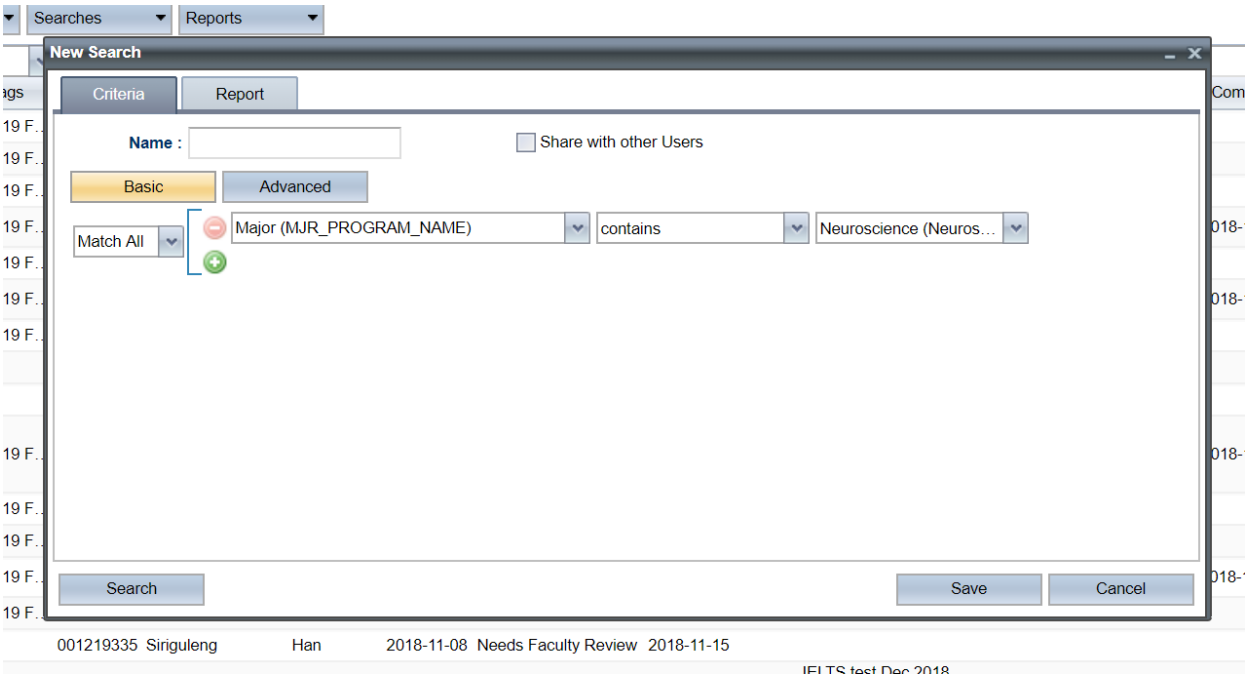
Creating a new search

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.



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.
2. 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 (Save) 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 ( ) 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 sgsinquries@uleth.ca 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 sgsinquiries@uleth.ca 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 sgsinquiries@uleth.ca 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 ".