

Email Communication to GPD's

January 2010

January 22: 2010 Graduate Admission Process

Included attachments: Admission Decision Form; International Document Checklist; Application Information Sheet

Forwarded on behalf of Charlotte Sheridan

I am pleased to provide you with the following details regarding improvements to the 2010 graduate admission process. Our three admission staff, Lorraine Sciamonte, Rayanne Brooks and Catharine Hartwick, are now responsible for specific graduate programs. Each staff person is responsible for all aspects of the admission process, e.g. application processing, offer letters, and queries from students and graduate programs.

#### Change to Admission Forms

Admission Decision Form (attached example to be printed on green paper)

Two changes have been made, one to the MEd section and the second change is a name change from Teaching Assistantship to Graduate Assistantship. This was done in order to have one title for all graduate student employment opportunities. For Graduate Assistantships, please specify the employment type and amount. Please note the Graduate Assistantship minimum is \$ 3595.

International Document Checklist (attached example)

This form has been streamlined to only show the most relevant information to assist you in determining if a student meets eligibility criteria.

Application Information Sheet (attached example)

This sheet has been streamlined to summarize the contents of the student's file and make it easier to read. This will be the top sheet in the student's file when forwarded to the graduate programs.

#### Other important Information

The offer letter package has been updated to include a revised letter from Dean Rose, the GSA, and an information brochure promoting the Niagara Region.

Copies of the offer letters will not be provided. The letters are standardized templates. Online access to all graduate funding information is available through the mybrocku.ca portal under the Brock DB menu item GradAdmission, submenu item GradFunding, submenu item GradStuFunding.

Approximately one week after the application deadline date, the student files will be forwarded to the graduate programs whether or not the file is complete.

The 2010/11 funding package remains the same as offered in 2009/10. One change has been made for students in a master's program with an entrance average below 75%. For students in a 4, 5 or 6 term master's funded program, grades will be calculated at the end of the first year and if the average is 75% or over, the graduate fellowship will be increased to \$ 6000 for the second year of the student's program.

We encourage you to provide graduate program information to include in the offer of admission package. Please attach these program letters/brochures, etc. to the admission decision form when the student file is returned to the FGS office.