

Email Communication to GPD's

December 2010

December 23: Important Information - Application and Admission Process 2011-12  
Attachment: Admission Decision Form & Pre-Admission Checklist

Hello,

I am sending this information on behalf of Gail Pepper. Please take the time to read the information prior to the beginning of the New Year.

Thank you & Happy Holidays!  
Darlene

**Darlene St-Denis**

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Please consider the environment before printing this email.

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## **APPLICATION AND ADMISSION PROCESS 2011-12**

As discussed in the last two Graduate Council meetings, the FGS has spent a great deal of time over the last few months analyzing and re-structuring the application and admission process.

This work has been undertaken to ensure an improved process that will provide increased communication with our graduate programs and efficiency in processing applications and decisions in a timely and accurate manner. Charlotte Sheridan our Associate Director and I will closely oversee the 11/12 application and admission cycle. More specifically, Charlotte directly supervises all of the student assistants, graduate assistants and officer staff within the Faculty of Graduate Studies and will be overseeing and ensuring that the 11/12 admissions cycle runs smoothly and efficiently.

To ensure coordination within our office, your main contact regarding the processing of your applications and decisions will now be our Admissions Officer, Trish Finn. Please direct all of your inquiries and communication to Trish [tfinn@brocku.ca](mailto:tfinn@brocku.ca), copied to Charlotte at [csheridan@brocku.ca](mailto:csheridan@brocku.ca). Our other employees should not be contacted by your program as they will be busy processing the various components related to applications and decisions and will not be available or well-placed to answer your inquiries.

## PROCESSING APPLICATIONS

Web applications are now downloaded on a daily basis and documents/referee reports attached to the files on an ongoing basis. Each hard copy applicant file will contain the PDF web application summary, the transcripts, the reference reports, the program-specific additional application materials, and a Graduate Pre-Admission Checklist. This Pre-Admission Checklist will identify whether the file is complete, the basis of admission degree, indicating whether it meets University minimum requirements, the admission average, and English Language Proficiency and international audit information if relevant. Please note that all master's admission entrance averages will be calculated for 2011/12 admissions on the last two years of full-time undergraduate study per the recently approved change to FHB Regulation 14.5.3 ([http://www.brocku.ca/university-secretariat/facultyhandbook/section3#\\_genIndex90](http://www.brocku.ca/university-secretariat/facultyhandbook/section3#_genIndex90))

Application files will be forwarded to programs in sealed, secure envelopes marked confidential and we would appreciate it if they were returned to us in the same manner if the return method is internal mail. (We will provide you with a supply of the secure envelopes we will be using.)

Complete files will be forwarded to your program on a continuous basis. In addition Trish will communicate directly with our programs that have one main application deadline and initial review of applications for the Fall entry point, within 5-8 days of your deadline, to determine what additional and possibly incomplete applications you would like forwarded to you for your initial admission review meetings. We consider a complete file to contain all of the required material outlined by the University and the program but are willing to forward incomplete files (provided that they include transcripts at minimum) to your program whenever requested.

Applicants and our graduate programs have access to information via the portal and admission reports enabling them to monitor the progress of their applications. If you are unfamiliar with the tools available to either the applicant or the graduate programs please contact Trish and she will be happy to familiarize you with them. In addition we will be actively communicating with our applicants through the application and admission process using EXBU to send email messages to applicants as well as additional customized messages from our Admissions Officer. Such messaging is designed to push applicants to complete their files as soon as possible so that we can forward them to the program for consideration. Some programs may have also worked with our Recruitment Officer, Tammy Woodhouse-Gilby, on additional communication steps and these additional messages will also be sent.

We encourage you to communicate with your applicants throughout the application and admission cycle. Typically a graduate program will at minimum send an email informing applicants that they are forwarding an admission recommendation to the FGS for processing, and will then continue to communicate with the applicant through the offer

conversion process. If you would like assistance with this communication re: using EXBU to automate this process, Tammy would be happy to set this up.

For those programs reviewing applications in a batch format, following a once per year application deadline, please send an email to Trish (copied to Charlotte) as soon as possible to inform us of the planned date of your admission meeting(s) so that we can review all timelines/dates and ensure that we can accommodate our planned turn-around commitments. If we anticipate particular bottlenecks re: many programs delivering admission decisions at the same time, Trish will be in touch with you to discuss our expected turn-around timeline.

### **PROCESSING ADMISSION DECISIONS**

Admission decisions are communicated to the FGS by returning the applicant file with a completed Admission Decision Form (green paper if possible). Please ensure that this form is completed in full and that all required signatures are obtained prior to forwarding the admission decision to our office. We will work quickly to review, approve and process your admission decisions within a maximum of 5-8 working days. Trish will contact you on an ongoing basis to inform you of the expected turnaround of large bundles of admission decisions. Don't hesitate to be in touch with Trish (copied to Charlotte) regarding your admission decisions and their processing timeline.

Offer packages and rejection letters will be prepared and mailed to applicants on an ongoing basis. We will be able to provide you with an electronic copy of the letters and are in the process of determining with IT how that will be facilitated. Further information regarding this will be forwarded to you early in January. We are more than happy to include program-specific letters/brochures etc. with the offer package. Please forward any material you would like us to include with the applicant file when returning it to our office. We will send each program a sample 2011/12 Admission package in the New Year once we have received the new package material from the printer

Admission letters will be developed through a new mail merge process. All letters are standardized with necessary University language and information. Individual student funding package information is embedded in the letter where relevant. Limited program-specific information is included in the admission letter where necessary. Study Permit information forms are also provided to international admits. We will quote 10/11 fee information on this form with the expected percentage increase for 11/12 until specific 11/12 fee information is available (typically in February/March).

Admission offers typically ask applicants to inform [gradresp@brocku.ca](mailto:gradresp@brocku.ca) of their decision within three weeks. Throughout this conversion time period EXBU will send the applicant prompts to respond to the offer/ask any questions. If we do not hear back from the applicant following the three-week time period, during week 4, EXBU will send an automated reminder asking the applicant to respond to the offer. If we still do not receive a response re: the offer of admission (week 5) Trish will be in touch with you to determine how much longer you wish to allow the applicant to respond prior to us sending the applicant a message of final notice to respond/withdrawal of offer.

Applicants who positively respond to our offer will receive a series of emails re: registration, orientation, etc. via EXBU. If an applicant requests an admission acceptance deferral through [gradresp@brocku.ca](mailto:gradresp@brocku.ca), Trish will be in contact with you to discuss. Admission deferrals can be granted for up to one year.

## **GRADUATE FUNDING PACKAGES**

Graduate Fellowship amounts for 11/12 remain at \$6000/year for master's and \$12,000/year for doctoral. We will however discontinue penalizing master's admissions with averages below 75% with lower value graduate fellowships (they were \$1000 in 10/11). This means that all approved full-time master's admits to our funded programs, including exceptional admits with averages below the minimum 75%, will receive a \$6000 graduate fellowship in 11/12. Graduate Fellowships are paid in three equal instalments, one-third per term.

International Tuition Fellowships for 11/12 will also remain the same as in 10/11. The international tuition fellowships are \$4500/year and are paid in three equal instalments, one-third per term. UHIP fees for our funded international students will also continue to be part of the funding package.

The minimum required Graduate Assistantship amount provided by the graduate program on each funding offer remains the equivalent of a 120 hour GTA, \$3595 (10/11 rate) as no new rates have been finalized. We hope however to continue to see as many offers as possible with the equivalent of two 120 hour GTAs at the amount of \$7190/year. Please be sure to specify clearly per offer the total amount of Graduate Assistantship you are attaching to each individual offer. We will quote the amount you specify as long as it meets the minimum.

We will confirm the specifics of the DGS Entrance Scholarship program for 11/12 in early January. We are in the process of determining whether the entrance average requirements (currently set at 80% and 90% respectively) need to be increased in light of the change in entrance average calculation (now the last 2 years of UG study rather than the overall average.)

We will be continuing the International Entrance Bursary program in 11/12, are in the process of confirming the specifics of how the program will operate in 11/12, and will inform you of this in early January. Some programs have indicated that instead of dispersing this bursary in 3 equal payments it would be better to disperse \$1500 in term 1 and \$750 in each of terms 2 and 3. If you have comments/suggestions regarding this bursary please forward them to Joanne Kremble and me.

We are continuing the DGS/DM&S Research Fellowship program with the Faculty of Mathematics and Science. A detailed message regarding this program will be sent to the Mathematics and Science GPDs in early January.

We are pleased to announce that we are also now able to offer a new 2011-12 Research Fellowship matching program to our funded graduate programs in the Faculties of Humanities, Social Science, Applied Health Sciences, Business and Education. Under this program matching funds can be requested for any full-time domestic master's admission that includes a committed faculty/program Research Fellowship. The matching funds will be available on a first-come, first-serve basis, and we have \$200,000 available in matching funds for 11/12. Graduate programs can apply for a matching FGS Research Fellowship from FGS up to a maximum of \$5000 match per student. Please identify requests on the Admission Decision Form under the Research Fellowship section. Joanne Kremble will confirm all approved matches.

We look forward to a successful 11/12 admission process and hope that this information is informative and clear. Please do not hesitate to contact me directly at any time with any questions regarding the process/plan we have outlined or any difficulties you experience through the 11/12 application and admission cycle. Communication between our graduate programs and our office is key to a successful 11/12 application and admission process.

With best wishes for a happy holiday season and much deserved break.

Gail Pepper  
Director, Graduate Studies