

PROGRAM GUIDELINES AND APPLICATION PROCEDURES

Program Guidelines

The **UofS-China Doctoral Scholar Partnership** program was initiated by the College of Graduate Studies and Research (CGSR) to recruit top doctorate students from selected Chinese Universities who are eligible for graduate scholarship support from the China Scholarship Council (<http://en.csc.edu.cn/>).

Memorandums of Understanding have been signed, or agreed to in principal, with three long standing CGSR partners - Beijing Institute of Technology (Beijing), Jilin University (Changchun), and Xi'an Jiaotong University (Xi'an) – and with three new partners - Northwestern Agriculture and Forest University (Yangling), Northwestern Polytechnical University (Xi'an), and Northeastern Normal University (Changchun).

The partner institutions were selected on the basis of consultations with faculty and administrators at the UofS, historical experience with these Chinese institutions and onsite visits. The MOUs with these partner institutions commit CGSR to:

1. Provide to a maximum of twenty (20) students each year who have been granted an offer of admission to a UofS graduate program and a 4-year PhD scholarship by the Chinese Scholarship Council (CSC):
 - A tuition scholarship for each year of their CSC scholarship to be paid by the CGSR.
 - A supplemental scholarship of \$4,000 each year of their CSC scholarship to be paid by the graduate program in which they have been accepted (funds to come from the College, the programs devolved funding, faculty research grants or elsewhere).
2. Accept student grades from the partner institution on par with those of the UofS.
3. Recognize undergraduate and master's degrees with the understanding that, if the student is deficient in an area determined to be critical by the academic unit, they may be required to take an additional class.

The partnering Chinese universities have committed to recruit, screen and recommend a short-list of applicants that:

1. Are eligible for or in receipt of a scholarship from the CSC to go abroad for a PhD program, and
2. Meet the academic and language requirements for admission into the CGSR.

Awards under the UofS-China Doctoral Scholar Partnership program will be made by the CGSR on a competitive basis. While the CGSR is only able to offer tuition scholarships to twenty (20) students in each academic year, academic units may choose to support additional qualified applicants by providing both the tuition scholarship and the \$4,000 "top-up" award.

Application Procedures

Pre-UofS Application:

1. The student must comply with all of the application, screening and testing processes required by the partnering Chinese University. These may include submission of transcripts, and proof of College English Test scores, a written statement of interest and an interview.
2. The partnering Chinese University reviews all of the applicants and prepares a recommended short list of student applicants.
3. The short list of student applicants is sent to by email to Ms. Penny Skilnik in the College of Graduate Studies and Research at penny.skilnik@usask.ca.
4. The partnering Chinese University provides the recommended students with the UofS application procedures described below.

UofS Application Process for Recommended Students from Partner Chinese Universities

1. Contact the graduate chair in the department in which you hope to study at the UofS to:
 - a. Confirm your field of study and qualifications meet with the department's expectations.
 - b. Ask if there is additional information required by the department that is not on the standard on-line application form.
 - c. See if there is a professor that matches your research interests.
 - d. If a professor is identified, you may find it useful to send an email to inquire about current research projects and what the professor is looking for in a graduate student.
2. Complete the UofS online application at the CGSR website http://www.usask.ca/cgsr/prospective_students/get_ready.php;
 - a. As a new student, you will start at a sign in page where you will create your own username and password.
 - b. When starting the application, you will be asked to choose the application type. Please choose **Grad Studies – PHD Level**.
 - c. The admission term is **2010-2011 Term 1**.
 - d. Under Tests for Graduate Studies (Checklist item 6 of 9) for *Test of English Proficiency and date written/will write (if score not known)* please note your scores for the Chinese university College English Test (CET) Band 6 and CET - Spoken English Test. Fore example **China College English Test 595/710**.
 - e. In the next section, Graduate Studies Tests, you must indicate your test scores for the applicable English language test such as TOEFL or IELTS.
 - f. Under Additional Information (Checklist item 8 or 9):
 - **For Academic Awards and Distinctions, write UofS-China DSP;**
 - **Answer Yes to the question "Do you currently hold a scholarship or assistantship that will finance your first year of graduate study?"**
 - g. Submit application and payment of administration fee of \$75.00 electronically.

- h. Print out a paper copy of the completed application form to be included in your application package.
 - i. You will receive an automatically generated email message from grad.applications@usask.ca. Disregard this message and follow the instructions below.
3. Submit a complete UofS paper application to the [office at your university](#) that is administering this program. This application must include:
 - a. A cover sheet listing all the documents included in the package.
 - b. A print copy of your on-line application form (item h above).
 - c. A personal statement indicating your research interests and why you would like to pursue a doctorate degree at the University of Saskatchewan (no more than two pages in length).
 - d. An up-to-date copy of your curriculum vitae (include all publications, patents).
 - e. A copy of your most recent TOEFL, IELTS or other English Language test results. The original document must be sent to the UofS directly from the testing agency.
 - f. A certified copy of your most recent transcript translated into English.
 - g. A certified copy of your CET Band 6 test results and your CET Spoken English Test results.
4. Request confidential letters of reference from two individuals who are familiar with your academic work. The letters should be sent in sealed envelopes directly to administrative office, division or college at your university that is responsible for administering this program.

UofS Application Process for the Partner Chinese University Administrator

1. The partner Chinese University administrative office responsible for this program receives the paper applications from the recommended students.
2. Include another confidential letter of reference, from your office, for a total of three letters of reference for each recommended student.
3. In order to facilitate the tight timelines for the first year of this program, applications can be scanned by the partnering Chinese university and sent electronically as PDF attachments in an email to penny.skilnik@usask.ca. Each application should be sent in a separate email and the original documents must be sent by priority post as soon as possible after the electronic submission.
4. For mailing, each application should be in an individual sealed envelope, and all of the envelopes bundled into one package. Send the package of applications by priority post or courier to the attention of Ms. Penny Skilnik at:
College of graduate Studies and Research
University of Saskatchewan
Room C180 Administration Building
105 Administration Place
Saskatoon, SK S7N 5A2
Canada

5. Send an email to penny.skilnik@usask.ca to advise the package has been sent.

UofS Application Process for the UofS Academic Unit

1. Students recommended by the partner Chinese University will complete an online application. These students are identifiable by the notation **UofS-China DSP** in the field for Academic Awards and Distinctions.
2. When you receive an application from a PhD candidate under this program, please send an email, identifying the applicant by name, to penny.skilnik@usask.ca.
3. Ms. Skilnik will confirm that the student had been recommended by one of the Chinese university partners, and will send you an electronic copy of their scanned documents.
4. After completing their internal review and selection processes, the academic unit must forward a letter of recommendation for the student to Ms. Skilnik no later than January 15, 2009. The letter must indicate a positive recommendation for admission under the UofS-China Doctoral Scholar Partnership, and, confirm the unit's commitment to provide the \$4,000 "top-up" scholarship.
5. To facilitate the tight timeframes, an electronic copy of the signed letter to recommend admission can be sent by email to penny.skilnik@usask.ca. The original can follow by mail.
6. Should you receive an application and find you do not have an available or suitable faculty supervisor, or, you are unable to comply with the short turn-around times, please immediately advise the CGSR by email to penny.skilnik@usask.ca. In these instances, the student's application will be shared with other units to determine if a suitable academic match can be made.

Application Timelines for 2010

1. The University of Saskatchewan must receive the application package from the partner Chinese university no later than January 4, 2010.
2. In order to facilitate the tight timelines for the first year of this program, applications can be scanned by the partnering Chinese university and sent electronically as attachments in an email to penny.skilnik@usask.ca. Each application should be sent in a separate email and the original documents must be sent by priority post as soon as possible after the electronic submission.
3. The participating departments at the UofS must submit their recommendation on admission to the College of Graduate Studies and Research no later than January 15, 2010.
4. The College of Graduate Studies and Research will issue the letter of offer to the student by January 23, 2010. A second letter with additional details about the scholarship, registration and other information will be issued at the same time.