

**UM****Clayton H. Riddell Faculty of
Environment, Earth, and Resources**

**Department of Environment and
Geography**
Room 220 Sinnott Building
70 Dysart Road
Winnipeg, MB R3T 2M6

The Department of Environment and Geography Graduate Committee strives to ensure the integrity and excellence of the graduate program. To assist us in this effort we ask you to go through this checklist for each new graduate student you wish to engage. By completing the checklist and ensuring the accuracy of the application, you will expedite the process and allow the Graduate Committee to fulfill its duties in a timely fashion. Failure to ensure that all aspects of the checklist have been completed can result in the Graduate Committee declining to review an application.

Name of Applicant:

Name of Advisor(s):

Program:

Start Date:

Have I completed a formal and signed letter attesting to my intentions to take on the new graduate student? Have I described in my letter of support how the student and their experience will fit into my research program? (Emails are not acceptable, but electronic versions of full letters, e.g., PDFs, are acceptable)

Does the proposed student have the necessary degree requirements for the program in which they are registering? If not, it is very likely the application will be rejected.

Have I reviewed the student's letter of intent describing the project they intend to work on for their thesis?

Will the student be full-time? If the student is planning on being full-time at the same time as they work full-time, please address in your letter how they will be able to complete their program on time in your letter.

What is the funding package that the student will receive? The suggested minimum amount for Master's students is \$20,000 annually for 2 years, and for Ph.D. students is \$25,000 annually for 4 years. If the funding level is less than the suggested minimum, the student must provide a letter stating that they are aware that their funding is outside of the typical conditions for graduate students in the department.

The department requires 3.25 for Masters (last 60 credit hours in their undergraduate degree) and 3.5 for Ph.D.? If this student does not have this required GPA, please describe why the committee should support an exception for the student? If their previous program and experience does not mesh with their proposed graduate field of interest, how will the student be reconciling this deficiency? How will you support them in getting the required skills?

Based on the letter of intent and proposed project, what are the expected research requirements to the student, especially around field work if there will be any. Does the student have the kind of skills that are required for that research and/or field work, including certifications and equipment. If not, please describe how the student will be able to gain the required skills and knowledge.

For adjunct faculty only. Do I have a departmental co-advisor in place? Have I confirmed their willingness to perform this role? Please state in your letter of reference who they will be and why they are suitable for this role.

Student Signature

Advisor Signature

Advisor Signature (if co-advising)