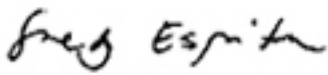


May 23, 2012

To : Graduate Council

From : 
Medy Espiritu
Assistant Secretary and SynApps System Administrator

The next meeting of Graduate Council will be held on **Tuesday, May 29, 2012** at **2:00 p.m.** in **MUSC-311/313**.

Listed below are the agenda items for discussion.

If you are unable to attend the meeting, please email espiritu@mcmaster.ca.

A G E N D A

- I. Report from the Associate Vice-President and Dean of Graduate Studies
- II. Report from the Associate Deans of Graduate Studies
- III. Report from the Assistant Dean, Graduate Student Life and Research Training
- IV. Report from the Associate Registrar and Graduate Secretary
- V. 2012 Spring Graduands (*to be circulated*)
 - Faculty of Business
 - Faculty of Engineering
 - Faculty of Health Sciences (Nursing)
 - Faculty of Humanities
 - Faculty of Science
 - Faculty of Social Sciences
- VI. Graduate scholarships
- VII. Parenting leave policy
- VIII. Proposed changes for the 2012-2013 Graduate Calendar
- IX. Calendar copy sections: Biochemistry
- X. Calendar copy sections: Occupational Therapy
- XI. Calendar copy sections: Physiotherapy
- XII. Revisions to the *Guide for the Preparation of Master's and Doctoral Theses* (to be circulated)
- XIII. Other business

GRADUATE SCHOLARSHIPS - FOR GRADUATE COUNCIL APPROVAL

The Dr. John A. Hansuld Ontario Graduate Scholarship

Established in 2011 by Dr. John A. Hansuld (Class of '54) in honour of family members who attended McMaster University to contribute to the funding of Ontario Graduate Scholarship programs. To be awarded by the School of Graduate Studies to master or doctoral students enrolled full time at McMaster University in the Faculty of Science. Preference will be given to students studying in the area of geochemistry within the Department of Geography and Earth Sciences.

Dr. Jordan Page Harshman Bursary

Established in 2011 by the Harshman Fellowships Society, to honour Dr. Jordan Page Harshman, past president of the Society. To be awarded annually by the School of Graduate Studies, based on the recommendation of the Associate Dean, Health Sciences (Graduate) to a graduate student in the Faculty of Health Sciences who is engaged in medical research and who demonstrates financial need as well as good citizenship, good social responsibility and leadership in society. Preference will be given to students in the following three areas in descending order: The Michael G. DeGroot Institute for Infectious Disease Research, the Farncombe Family Digestive Health Research Institute and the Department of Clinical Epidemiology and Biostatistics. Recipients will be provided with a certificate from the Faculty of Health Sciences detailing the purpose and history of this award at McMaster University. Students who are recipients of an Ontario Graduate Scholarship are not eligible for this bursary.

The Drs. Jolie Ringash and Glen Bandiera Renaissance Award

The award, with its emphasis on experiential learning, is intended to create transformative opportunities for students from all faculties and programs, from undergraduate to graduate and professional. The recipient of the award shall be an individual who wishes to engage in a 4-12 month, self-directed, enrichment experience, outside their chosen program of study, and wishes to explore a project of personal significance that will amplify the recipient's university experience while engaging in experiential learning at home or abroad.

David L. Sackett Scholarship

Established in 2010 by the Faculty of Health Sciences Development Office through Dr. Sackett's colleagues and the departments and institutions in which he was based, in honour of Dr. Sackett's leadership in the fields of clinical epidemiology and evidence-based medicine. To be awarded by the School of Graduate Studies, on the recommendation of the Associate Dean of Graduate Studies (Health Sciences), to doctoral students in the Faculty of Health Sciences who demonstrate outstanding academic achievement. Preference will be given to students enrolled in the Health Research Methodology program.

PARENTING LEAVE POLICY

Intent

The Parenting Leave Policy (the “Policy”) is intended to assist parents in successfully combining their graduate studies and family responsibilities with minimum financial and/or academic impact. The University will provide the following arrangement for parents requiring parenting leave from their studies. The Policy applies only to full time graduate students as defined by the School of Graduate Studies.

Definitions

“McMaster Graduate Scholarship Funds”- The sum total of departmental and graduate scholarships as well as research account support committed to the student. It does not include funding from external sources; funding from employment such as Teaching Assistantships or Research Assistantships, or; most scholarships held in trust.

“Parent”- Includes the birth mother of a child; a person with whom a child is placed for adoption; and a person who is in a relationship of some permanence with a parent of a child and who intend to treat the child as his or her own.

“Parenting Leave”- An unpaid leave of absence from studies of up to 52 weeks’ duration for a birth mother of a child or up to 37 weeks’ for the parent of child who is not the birth mother.

Leave of Absence from Studies

Eligibility

A leave of absence for up to 52 weeks is permitted for Parenting Leave. A student electing not to take the maximum amount of time available for parenting leave will not have the option of taking any unused portion at a later date.

Parameters

A Parenting leave for the birth mother may consist of two parts – a pregnancy leave and parental leave. The pregnancy leave must begin at the earliest up to 17 weeks before the anticipated due date or on the date the child comes into the care and control of the parent for the first time and lasts for 17 weeks. The parental leave must begin right after the pregnancy leave and lasts for up to 35 weeks. Or the birthing mother may only take the parental leave. In this case the leave can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

The parenting leave for a non-birth mother can be a maximum of 37 weeks in length and must begin at latest within 52 weeks after the birth of the child or the date on which the child comes into the care and control of the parent for the first time.

It is understood that when a student takes a Parenting leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program.

In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's absence, students are expected to provide as much notice as possible of the intention to take a Parenting Leave under this Policy.

A student is normally expected to give at least four weeks' notice of the date on which he/she intends to take his/her leave(s) and at least four weeks' notice of the date on which he/she intends to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

A Parenting Leave or a portion thereof *may* be taken simultaneously with a Pregnancy and/or Parental leave from employment, in accordance with the Employment Standards Act, should the student also be an employee of McMaster University.

If both parents of a child are McMaster Graduate Students, only one parent is eligible to access Parenting Leave under this Policy at any one time. This Policy does not preclude the other parent from applying for a leave of absence under another policy or program and the approval or denial of that leave application will be determined on the basis of the parameters of that leave policy or program.

Combination with Other Leaves

If a student is also an employee it is incumbent upon the student to review their terms and conditions of employment and/or Collective Agreement (if any) and apply for the appropriate leave of absence from employment there under.

Financial Support from the School of Graduate Studies for Parenting Leave

Eligibility

Students who have not completed a minimum of 16 weeks of graduate studies at McMaster will not be eligible for Financial Support under This Policy. They will remain eligible for a leave of absence from studies, in accordance with the above.

Parameters

A student in receipt of McMaster Graduate Scholarship Funds who has a child (or children) by birth or adoption may receive the financial support available under the Policy for a minimum period of 4 months and a maximum period of 8 months.

A student electing not to take the maximum amount of time available will not have the option of taking any unused leave at a later date.

A student in receipt of McMaster Graduate Scholarship Funds who takes a Parenting Leave under the Policy will be entitled to continue to receive graduate scholarship funds at the normal monthly rate, to a maximum of \$750 per month and to a maximum total of \$3,000, provided that a "Leave of Absence Information Form" has been submitted to and approved by the School of Graduate Studies.

The formula used to determine the "normal monthly rate" when a student is not currently in receipt of scholarship funds is the total of their McMaster Graduate Scholarship Funds averaged over the previous or current academic year depending on the start date of the parenting leave.

Combination with Other Forms of Financial Support

To maximize flexibility, the financial support available under the Policy can be combined with stipends from sources, excluding those from the Tri-Agencies (noted below) and can be spread over a period of between 4 and 8 months at the discretion of the student. However, in no case will funding for Parenting Leave from the School of Graduate Studies exceed a total of \$3000 (and \$750.00/month).

If the parent of the child for whom the Parenting Leave is being taken is eligible, for CIHR, NSERC, or SSHRC at any time during the Parenting leave, the parent is not eligible for financial support under the Policy.

When two McMaster graduate students are the parents of a child, only one of those students will be entitled to claim the financial support under the Policy.

Financial support during Parenting Leave for students who are also employees of the University, provided as part of their terms and conditions of employment, are distinct and separate from the financial support available under this Policy. Other financial benefits, except as specifically excluded herein, can be taken concurrently with the financial support provided under this Policy provided that the individual meets the eligibility requirements for those plans for the duration for which they are accessing financial support under those plans.

The financial support provided under this Policy is not considered an approved Supplemental Unemployment Benefit Plan for the purposes of receiving Employment Insurance. Therefore, students wishing to access financial support under this Policy in addition to Employment Insurance ("EI") benefits should be aware that Human Resources and Skills Development Canada ("HRSDC") may consider financial support under this Policy to be earnings and could therefore require repayment of some of all EI benefits received. It is incumbent upon the student accessing financial support under this Policy to contact HRSDC if they have questions in this regard.

For questions on the administration of the Policy, contact the School of Graduate Studies.

2.4.7 Appeals and Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. ~~Students may petition the office of the Associate Dean of the School of Graduate Studies for special consideration when there are compelling medical, personal or family reasons to justify an exception to University regulations.~~ Students may submit, in a prompt and timely manner, a *Petition for Special Consideration* to the office of the Associate Dean of the School of Graduate Studies in those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception be made because of special circumstances (compelling medical, personal or family reasons). The appropriate form may be found on the School of Graduate Studies website. The student's supervisor and Associate Chair are normally required to provide their independent assessments of the student's statement in the petition. Supporting documentation will be required but will not ensure approval of the petition. The authority to grant petitions lies with the School of Graduate Studies and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

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In accordance with the Student Appeal Procedures, decisions made on *Petitions for Special Consideration* cannot be appealed to the Senate Board for Student appeals. However, if a student believes that a decision is a violation of his/her human rights, he or she must contact the office of Human Rights and Equity Services in room 212 of the McMaster University Student Centre, to initiate a complaint.

4.3 Examinations

All Ph.D. candidates at McMaster are expected to acquire, during the course of their studies, a comprehensive knowledge of the discipline or sub-discipline to which their field of research belongs. The Comprehensive Examination is designed to test students for this breadth of knowledge and the ability to integrate ideas. The form of the exam and its administration are the responsibility of the department in which the student is registered, not of the student's supervisory committee. The outcome will be reported to the School of Graduate Studies as "pass with distinction", "pass", or "fail."

If the result of the examination is "fail", the student must be given a second opportunity to take the examination, or those portions on which the failure occurred. This second opportunity is given in place of any 're-read' of a comprehensive exam, which is explicitly excluded from the Student Appeal Procedures, and in recognition of the fact that the failure may occur on the oral part of the examination. If a student chooses to withdraw from the program prior to that second opportunity, the result "fail" will remain on the student's record. A second failure will result in the student being withdrawn by the beginning of the following month.

The Comprehensive Examination for full-time students will normally take place between 12 and 20 months after the student has begun Ph.D. work at McMaster, with an upper limit of 24 months. Individual exceptions require the approval of the appropriate Faculty Committee on Graduate Admissions and Study. Programs which offer part-time Ph.D. programs must require such students to take the Comprehensive Examination by the end of the 36th month.

Departments may hold qualifying or entrance examinations at the beginning of a student's doctoral studies.

There is no University-wide foreign language requirement for Ph.D. students. Many departments, however, do have such a requirement (see departmental regulations).

All departmental examination rules and practices are subject to approval by the Faculty Committee on Graduate Curriculum and Policy, which may refer questions to Graduate Council.

4.4 Thesis

~~A candidate must present a thesis which embodies the results of original research and mature scholarship.~~ A candidate must present a thesis which embodies the results of original research and mature scholarship. In the case of sandwich theses, mature scholarship specifically includes substantial and significant contributions to the composition of text in papers with multiple authors. The student must be authorised by a majority of the supervisory committee before ~~preparing-producing~~ the final version of the thesis for oral defense. Normally the thesis will be distributed to committee members and examiners in an electronic format (see the e-thesis; section 2.7).

When a majority of the supervisory committee have approved the final version of the thesis, it may be submitted to the School of Graduate Studies for examination. The oral defense will not be arranged by the Thesis Coordinator until a majority of the the supervisory committee has submitted a report approving the thesis for defense and an agreed date of defense has been received.

Selection of the Examining Committee

Selection of an external examiner is the responsibility of the Associate Vice-President & Dean of Graduate Studies. To aid in that selection, the supervisory committee is required to provide, through the Chair of the Department (or equivalent), the names and contact information for three potential examiners, at least one month prior to the submission of the thesis. The nominees must not have primary appointments at McMaster University, and they must be at arm's length* from all members of the supervisory committee and the student. To maintain this distance, all communication with a potential or selected external examiner that is related to the examination and defense of the student must originate only from the School of Graduate Studies. The external examiner will provide a written report to the Associate Vice-President & Dean of Graduate Studies judging whether the written thesis is satisfactory for defense or not. The external examiner will provide this assessment regardless of their ability to be present at the defense.

The examining body will consist of the following members: the student's supervisor, two representatives of the department selected by the chair (normally from the supervisory committee), and an external examiner. If the external examiner cannot attend the oral defense, either in person or through tele- or video-conferencing, one additional representative of the faculty at large will be selected as an attending external examiner. In unusual situations where the supervisor is not available to participate in the defense for an extended period, the program Chair may designate a different faculty member to serve on the examining committee in place of the supervisor.

The definition of 'arm's length' is as follows: The nominees should not have been a research supervisor or student of the supervisor or the student within the last 6 years; should not have collaborated with the supervisor or the student within the past 6 years, or have made plans to collaborate with these individuals in the immediate future. There also should be no other potential conflicts of interest (e.g., personal or financial). External examiners should not have been employed by or affiliated with the student's or supervisors' Department within the past 6 years, nor expect to become employed in the Department in the immediate future.

5.2.1 Financial Support for Full-time Students

The University normally provides four types of financial support to full-time students. They are employment income, graduate department or research scholarships, internal scholarships and bursaries, and external awards tenable at the university. A student's letter of offer or award letter from the University will include all details of financial support. Students with questions regarding financial support should contact their department or graduate program directly for assistance.

The University provides graduate scholarship awards to most regular graduate students in Ph.D. programs and in many Master's programs. These students must be full-time as defined in section 2.4. Such scholarships are awarded annually. A Ph.D. student is normally eligible for her/his first four years. Students in Master's programs are usually supported for their first three to six terms depending on the department. Subsequent support is at the department or graduate program's discretion, unless the offer of admission guarantees otherwise.

Teaching Assistantships (TA) (or Research Assistantship-in-lieu under the collective agreement between Canadian Union of Public Employees, Local 3906, Unit 1 and McMaster University) and contract employment income are offered to many graduate students registered in full-time programs. TA duties vary according to department but will normally consist of performance in connection with undergraduate teaching, such as leading tutorials, demonstrating labs, and marking assignments. The award of a TA consists of an average of 10 hours per week, plus three (3) hours of training per term, and is contingent on fulfillment of your employment obligations and maintaining satisfactory work performance, as stated in your letter of offer or employment contract. Employment is paid as earned over the period in which the work is performed. Note, employee number and students number are different.

5.2.2. Financial Payments to Graduate Students

International students must provide a clear demonstration of their means of financial support in order to obtain a student visa. The Faculties may provide tuition bursary funds to visa students to assist with tuition fees. These monies are paid over the same time period that the tuition is deducted.

For students receiving scholarship support and/or employment income, graduate pay is distributed on the last Thursday of each month, except in December when wages shall be paid by the 15th of the month. The direct deposit method of payment is mandatory. A Statement of

Earnings, showing details of your payment, will be mailed to you at your department's general address.

The University is required by law to deduct Canada Pension Plan and Employment Insurance premiums on all employment income. Income Tax will be assessed on employment income only.

Payment of employment or scholarships and bursaries may be distributed unevenly during the academic year in order to provide approximate equal payments throughout the year. Generally, this approach will result in a graduate student receiving a greater percentage of his/her scholarship funding during the summer than during the first eight months of the year. Students should consult with their program or department about the schedule of payments.

If you withdraw or graduate part way through an academic year, you are not entitled to any further portion of the award. Note that monies owing to McMaster, such as taxes or award repayments to an external agency, will be deducted from your financial support as necessary.

~~The endowed scholarships and bursaries have various conditions attached to them. A full listing may be found in Section 8 of this Calendar. Eligibility conditions as stated above also apply. All incoming students and currently enrolled students are automatically eligible and considered for all four types of financial assistance subject to the above eligibility conditions. No separate application is required.~~

~~Additional funding may be available through the Office of Student Financial Aid & Scholarships.~~

6.3 Appeal Procedures

The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising ~~from out of~~ University regulations, policies and actions that affect ~~them~~ students directly. The procedures described in the Student Appeal Procedures are intended to provide a mechanism to remedy fairly address alleged injustices ~~and may culminate in a hearing before the Senate Board for Student Appeals.~~

Students who wish to raise questions or who have a concern are strongly encouraged, ~~however, to pursue any complaint or grievance through informal channels, before following to communicate informally with their instructors, the Chair of his/her Supervisory Committee (or the Department Graduate Advisor where no committee exists), the Department Chair and/or the Associate Dean of Graduate Studies, the University Ombud, or the appropriate administrative officer before seeking a review under~~ the formal procedures. Experience has shown that many complaints can be resolved satisfactorily through informal communication. Students are requested to speak with the University Secretary regarding a complaint before submitting an application.

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~~A graduate student should consult with the Chair of his/her Supervisory Committee (or the Department Graduate Advisor where no committee exists), the Department Chair and/or the Associate Dean of Graduate Studies before beginning the formal appeal process.~~

Students should seek remedies for their grievances as promptly as possible and must do so within the time limitations set out in ~~Section II of~~ the Student Appeal Procedures.

A Master's or doctoral thesis is specifically excluded from the re-read procedures identified in the Student Appeal Procedures, as is a Ph.D. comprehensive exam. If a student does poorly in any of these examinations, the original examining committee is required to allow the student a second opportunity at the examination after at least a week. If the student fails on that second attempt, no further "re-read" of the examination is permitted.

~~Copies of the~~ The Student Appeal Procedures may be ~~obtained from the website found~~ at:

~~[http://www.mcmaster.ca/policy/Students-AcademicStudies/Student Appeal Procedures 2009 \(09\)sep 01.doc](http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppealProcedures2009-09sep01.doc)~~

<http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>

8. Graduate Scholarship, Bursaries and Other Awards

graduate.mcmaster.ca/graduate-scholarships

8.1 Overview

The following information is intended to provide details about the various forms of scholarship support available at McMaster. Students with questions regarding financial support should contact their department or graduate program (hereafter referred to as the department) directly for assistance.

All efforts have been made to ensure the accuracy of information of awards on the School of Graduate Studies website. However, it is ultimately the responsibility of fellowship and award applicants themselves to verify program deadlines and/or requirements with external agencies. The School of Graduate Studies cannot be held responsible for any error or omissions, but would appreciate being informed of these, for correction or addition in the next edition.

8.1.1 General Regulations

Graduate students at McMaster University are expected to apply annually for external funding opportunities that may be available to them.

Scholarships (including fellowships, prizes, medals and awards) and bursaries may be cancelled without notice if the conditions under which they are granted are violated. To hold an award at McMaster University, students must:

- Have been unconditionally admitted into the eligible graduate degree program for which funding was granted;
- Be registered full-time and progressing satisfactorily in the eligible graduate degree program; Part-time students are normally not eligible to receive scholarship support.
- Accept the terms and conditions of the award;
- Comply with all academic regulations of McMaster University and the requirements of the scholarships and/or award;
- Not hold or accept full-time employment while holding the award; and

- Agree to have McMaster University administer the award in accordance with its policies and procedures.

In accordance with the Freedom of Information and Protection of Privacy Act and McMaster University's Statement on the collection of Personal Information and the Protection of Privacy, where notice is given, the University is permitted to publish an individual's name, Faculty, program and award information. McMaster University publishes the names of recipients of most scholarships and awards, in the University's convocation program and other award publications.

8.1.2 Value and duration of award

The value and duration of scholarships and awards are detailed in the terms of the letter of offer or award letter. McMaster's normal practice is to reduce the letter of offer of funding or replace Graduate, Department and/or Research Scholarship funds in the event a student receives an internal scholarship or external award. Practice with regard to Entrance Scholarships varies by program. Any approved change in degree, program, registration, supervisor or research must be reported to the School of Graduate Studies and may result in a change to the value and/or duration of the award.

8.2 Graduate scholarships

Upon admission to McMaster, graduate students are automatically considered for funding by the various departments. Offers that include funding will state the amount and duration of funding, conditions for renewal (if any), terms of continued funding, and other relevant details. Continued funding for graduate students from the university or from individual programs will be based on satisfactory progress of the student in his/her program as determined by academic criteria or as specified in an offer of funding. If you have been awarded a Graduate or Departmental Scholarship, you should be aware that the funds for this scholarship might come from funds awarded by the School of Graduate Studies and/or from your department. You may also receive a Research Scholarship provided by funds from your supervisor. If you have been

awarded an Entrance Scholarship, you should realize that it is for the first term of study only and is not renewable.

8.2.1 Internal Scholarships and Bursaries

Internal scholarships (including fellowships, prizes, medals and awards) and bursaries (hereafter referred to as awards) support students registered in a specific program or Faculty through the generous contributions of our benefactors and donors, and initiatives from the School of Graduate Studies. Selection is based on academic merit, research excellence and potential, or financial need. Adjudication for internal awards normally occurs at the department level. Departments forward their recommendations to the School of Graduate Studies for final approval. It is critical that students consult with their departments regarding eligibility, application procedures and deadlines as each department will have its own process for internal review. Deadlines for the various internal awards vary and are explained in more detail on the School of Graduate Studies website, which are listed alphabetically by their complete official names.

The University reserves the right not to grant an award in the absence of a suitable candidate, or to limit the number of awards where too few suitable candidates exist. Where the terms of such awards become impossible to fulfill, the University may amend the terms of an award to carry out the nearest possible intent of the donor, while still ensuring that the benefit of such award continues. The University also reserves the right to withdraw and/or to suspend granting of an award, or to adjust the stated value and/or number of awards in years in which insufficient income is available due to fluctuations in investment markets.

Additional bursaries or financial assistance may be available through the Office of Student Financial Aid & Scholarships (Gilmour Hall, Room 120).

8.2.2 External Awards Tenable at the University

External awards tenable at the University are given by federal and provincial government agencies and other private organizations that rely on McMaster University to recommend

candidates, facilitate payments, and ensure compliance of terms and conditions of the award. Examples of these agencies include the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Ontario Graduate Scholarships (OGS). Applicants must be invited by their department to submit an application to these competitions and verify eligibility requirements with the external agencies.

Awards from external agencies are sometimes renewable. The application process for the majority of these awards is usually held one year in advance of receipt of the award (for example, competitions are held in October for awards starting in May, September or January of the following year). Applications and eligibility requirements are usually indicated on respective government agency web sites by late August. Deadlines vary but can occur in early October of each academic year.

As the recipient of a CIHR, NSERC, SSHRC, OGS or similar award, you may be required to complete additional acceptance/refusal forms, and provide copies to your department. If you change your status, or are granted a leave of absence, you may be required to notify the external agency as outlined in their guidelines (or terms and conditions of the award). It may also be the case that the external award is subject to restrictions that require altered terms of the original letter of offer, or forfeit the award.

8.3 Funding Application Deadlines

Students interested in applying for scholarships and awards should contact their home departments for specific details on the application process and department internal deadlines. Dates and information from external agencies may be updated periodically and without notice. Changes to internal due dates within departments or programs, and the School of Graduate Studies, will be updated accordingly. The following is a selection, but not exhaustive list, of external awards tenable at McMaster University and the expected agency due dates. <table insert>

Note: Students interested in applying for scholarships, fellowships and awards should contact their home departments for specific details on the application process and departmental internal deadlines. Dates and information from External Agencies may be updated periodically and without notice.

Award	SGS Due Date	Agency Due Date	Summary
Rhodes Scholarship	September (via Student Financial Aid)	September	Scholarships are available in Ontario each year to two exceptional students to study at the University of Oxford for two or three years. Scholarship includes tuition, fees, and a stipend for living expenses.
Banting Postdoctoral Fellowship	September	November	The Banting Postdoctoral Fellowships provide financial support of \$70,000 per year for two years to elite national and international postdoctoral researchers who will positively contribute to the country's economic, social and research-based growth.
Vanier CGS (CIHR, NSERC, SSHRC)	September	November	The Vanier Scholarships Program offers funding of \$50,000 per annum for up to 36 months to Canadian or international doctoral students.
Michael Smith Foreign Study Supplement (CIHR, NSERC, SSHRC)	September and May	October and June	The Canada Graduate Scholarship Michael Smith Foreign Study Supplements (CGS-MSFSS) Program supports Canadian graduate students pursuing research experiences at institutions outside of Canada with awards of up to \$6,000.
Governor General Academic Medals	October	N/A	A medal is awarded to the graduate student who has achieved the most outstanding academic record in the

			graduating class for the Doctoral degree, and a second gold medal is awarded to the graduate student who has achieved most outstanding academic record in the graduating class for the master's degree with thesis.
Alexander Graham Bell CGS and NSERC PGS	October	November	NSERC provides financial support to outstanding eligible students pursuing master's or doctoral studies in a Canadian university in natural sciences or engineering.
Ontario Graduate Scholarships (OGS)	October	November	The Ministry provides graduate students in the master's and doctoral levels with scholarships of \$5,000 per term up to a maximum of \$15,000.
Fulbright Canada	N/A	November	The Canada-U.S. Fulbright Program encourages and promotes bi-national collaborative research and thoughtful public debate on topics that reflect the broad range of contemporary issues relevant to Canada, the United States, and the relationship between the two countries. The Canada-U.S. Fulbright Program operates on the principle of reciprocal exchange and provides the opportunity for outstanding Canadian students to pursue graduate study and/or research in the United States.
Social Sciences & Humanities (SSHRC) CGS Master's	November	January	SSHRC provides financial support to outstanding students pursuing master's studies in social sciences or humanities.
Social Sciences & Humanities (SSHRC) CGS	November	January	SSHRC provides financial support to outstanding students pursuing doctoral

Doctoral			studies in social sciences or humanities.
Pierre Elliott Trudeau Doctoral Fellowships	November	December	Trudeau Scholarships are awarded each year to support highly gifted and actively engaged doctoral students pursuing research in one or more of the four themes: human rights and social justice, responsible citizenship, Canada and the world, and humans and their natural environment.
John Charles Polanyi Prize	December	January	The Government of the Province of Ontario has established a fund to provide annually up to five prizes to outstanding researchers in the early stages of their career who are continuing to postdoctoral studies at an Ontario university. In 2011, the prizes have a value of \$20,000 each and are available in the areas broadly defined as Physics, Chemistry, Physiology or Medicine, Literature, and Economic Science.
CIHR Master's	January	January	CIHR provides financial support to outstanding students pursuing master's or doctoral studies in health sciences.
Mackenzie King Open/Travel Scholarships	February	March	The Open Scholarship is available each year to graduates of Canadian universities who pursue graduate study in any discipline, in Canada or elsewhere. One Open Scholarship is available each year. The value has recently been about \$10,000 but it is subject to change. The Traveling Scholarship is available to graduates of Canadian universities who

			pursue graduate study in the United States or the United Kingdom in the areas of international relations or industrial relations. Recently four scholarships of \$11,000 each have been awarded annually, but the number and the amount are subject to change.
CAGS/UMI Distinguished Dissertation Awards	March	March	The awards recognize doctoral students whose dissertations make an original contribution to their academic field. Two awards are offered each year: one in engineering, medical sciences and natural sciences; and one in fine arts, humanities and social sciences.

M.Sc. Degree

~~A candidate for the M.Sc. degree is required to spend at least one calendar year in full time study at McMaster University. The candidate is required to complete satisfactorily no fewer than one full graduate course, which must be at the 700 level. The candidate must also present a thesis which will embody the results of original research. The thesis must be defended in an oral examination. The candidate will be required to participate in the departmental seminar program.~~

Ph.D. Degree

~~There is no minimum course requirement for the completion of a Ph.D. degree, unless a specific recommendation has been made by the student's supervisory committee. The candidate will be required to participate in the departmental seminar program. All Ph.D. candidates must pass a Comprehensive Examination, consisting of a seminar based on their thesis research and oral defense. Candidates must present a thesis which embodies the results of original research and high scholarship. This thesis must be defended in a Final Oral Examination.~~

M.Sc. Degree:

The general requirements for the M.Sc. degree appear under the Regulations for the Master's degree near the beginning of this Calendar. A candidate for the M.Sc. degree is required to spend at least one calendar year in full-time study at McMaster University.

The candidate must complete, with at least B- standing, at least one full graduate course (or two half-courses), which must include at least one 700-level half course in Biochemistry. The candidate is required to present a thesis in a final oral examination that embodies the results of their original research. All MSc students are required to present one public seminar in the Departmental seminar program. Meetings of the Supervisory Committee, consisting of the supervisor and two additional faculty members, will take place every 6 months.

Not sooner than two terms after initial registration in the Master's program, students may request to be reclassified to the Ph.D. program. Students wishing to be transferred to the Ph.D. program prior to the completion of a Master's degree must successfully pass the Transfer Examination (see Calendar Section 2.1.2 of the General Regulations of the Graduate School and refer to the appropriate section of the Program Handbook available from the Department of Biochemistry and Biomedical Sciences). The candidate must present requests for transfer to the supervisor and the Supervisory Committee and all must be in agreement to proceed with the transfer process. The Transfer Exam includes a written research proposal representing the student's own original proposed work for Ph.D. studies and an oral defense. Details of the Transfer Exam and its administration are as outlined in the Program Handbook available from

the Department of Biochemistry and Biomedical Sciences. Students enrolled in the Master's program beyond 22 months must complete the degree requirements including the thesis prior to admission to the Ph.D. program. As such, all students seeking reclassification to the Ph.D. program from the M.Sc. program must successfully pass the Transfer Examination before going beyond 22 months following registration in the M.Sc. program. Approval to transfer will be determined at the meeting of the Transfer Committee following the oral defense.

Ph.D. Degree:

A candidate for the Ph.D. degree must comply with the School of Graduate Studies Regulations for the Degree Doctor of Philosophy. There is no minimum course requirement for the completion of the Ph.D. degree, unless the student's supervisory committee has made a specific recommendation for additional course work to supplement the student's knowledge in their area of research. The candidate will be required to participate in the Departmental seminar program and meet at least annually with their Supervisory Committee. All Ph.D. candidates must pass a Comprehensive Examination, consisting of a public Department seminar based on their thesis research, followed by an oral examination by the Comprehensive Examination Committee. The Comprehensive Examination is designed to test students for breadth of knowledge and the ability to integrate ideas. The Comprehensive Examination typically takes place at 18 months after the student has begun Ph.D. studies, with an upper limit of 24 months. Candidates must present a thesis that embodies the results of original research and high scholarship. This thesis must be defended in a Final Oral Examination as outlined in the School of Graduate Studies Regulations for the Degree Doctor of Philosophy.

Qualification Exam

Direct-entry PhD students are required to schedule their first Supervisory Committee Meeting within 6 months of initial registration. Students who enter our Ph.D. program directly with an M.Sc. from another McMaster Department or Institution, or with only a first degree (B.Sc.) are also required to pass the Qualification Exam within 9-12 months following registration. The Qualification Exam follows the guidelines and procedure as outlined for the Ph.D. Transfer Exam and involves a written submission and oral defense of a CIHR-style grant proposal on the student's proposed doctoral work. Please consult the Program Handbook for additional details related to the Qualifying Exam, available from the Department of Biochemistry and Biomedical Sciences. The Qualification Exam Committee consists of the members of the Supervisory Committee and the Exam Chair, who is appointed by the Program. The outcome of the exam will be Pass or Fail. If the candidate fails the Qualification Exam, The Exam Chair will notify the student whether the written, oral or both parts of the exam were insufficient and in need of a second attempt. The student will be allowed a second opportunity for re-examination, which must be successfully completed within 3 months of the first attempt. Students who entered the program with an M.Sc. Degree who fail their second attempt at the Qualification Exam are required to withdraw from the Ph.D. Program. Students who entered the program directly from a B.Sc. may be given the opportunity to re-register as a Master's student, provided that their work to date has met the standards for the Biochemistry Master's program.

Combined MD/Ph.D. Program

Students in the MD/Ph.D. program will complete both the MD curriculum requirements (eligible for MD residency programs), and the Ph.D. curriculum requirements in order to be eligible for particular academic placements across institutions. The program will seek to train individuals who will pursue research as a major priority and to prepare graduates for leadership roles in integrated research initiatives, particularly those involving interdisciplinary and translational health research endeavors. The program expects that McMaster MD/Ph.D. graduates will contribute significantly to the need for clinician scientists in a variety of roles. The MD/Ph.D. program is offered in an integrated format with specific blocks of time provided for activities either in full- or part-time studies in either program. There will be opportunity for flexibility in the arrangement of a student curriculum, if requested and/or deemed appropriate. These requests will be reviewed by the MD/PhD program committee and the student's doctoral program, before making a recommendation to the Associate Deans. The Program utilizes the established MD curriculum and Biochemistry is one of the established graduate programs that participates in MD/Ph.D. training.

MD program fulfillment (in the MD/Ph.D. program): The new MD curriculum, electives and clerkship periods. Horizontal electives (optional in current MD program, not optional in the MD/Ph.D. program) must be completed during graduate research block (3 years). A minimum of 80 hours in horizontal electives must be completed satisfactorily. Ph.D. program fulfillment (in the MD/Ph.D. program): Time will be allowed for attendance at regular research group meetings while in the MD curriculum. Attendance at MD/Ph.D. program group meetings (faculty and students) will be held a minimum of 3 times annually. In addition, students must complete the requirements of their PhD program, as outlined in the relevant section of Graduate Calendar, including the comprehensive examination and the submission and defense of a research thesis (the research proposal should be completed as early as possible in the program).

Program Requirements

~~The Master of Science in Occupational Therapy is a full time course-based accredited professional Master's program. It prepares students with knowledge, skills, and professional behaviours to practice as entry level occupational therapists. The program utilizes a problem-based self-directed learning philosophy. Students will complete course work, fieldwork, and an independent evidence-based practice project during their two extended study years, from September to July (Year 1) and September to September (Year 2). All courses are required. Students will receive a General Guide, a Curriculum Guide, and a Professional Practice handbook which provide more detail regarding procedures and requirements. Regulations described in the Graduate Calendar over ride these documents in cases of discrepancy. The University reserves the right to cancel the academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing. Serious deficits in matters pertaining to work in clinical settings, research ethics, or professionalism when interacting with human or other subjects may result in termination of the work in a clinical practicum or research project. Serious deficits include, but are not limited to: patient safety, professionalism, ethical behavior and technical skills, as articulated in the Essential Competencies of Practice for Occupational Therapists in Canada and Occupational Therapy Standards of Practice (available at www.coto.org). Such termination of work in a clinical rotation or on research project will result in the student receiving a grade of F in the course, or an unsatisfactory rating for research work, and may result in dismissal from the program. For Health Sciences Graduate programs with clinical courses, all clinical activities associated with such courses must be successfully achieved for attainment of a passing grade in the course.~~

Admission Requirements

To be eligible for admission to the M.Sc.(OT) program, applicants must have completed a four-year baccalaureate degree or the equivalent number of courses (120 units/credits) and have achieved a minimum grade-point average of "B" or 75% or 3.0/4.0 or 8.0/12.0 in their final 60 units of credit. Post-graduate coursework is also considered in this GPA calculation, and calculated on a case-by-case basis.

Applicants may apply during the fourth year of their degree. In this case, the pre-admission GPA for eligibility purposes is calculated using the most recent 60 units of credit towards their degree. If an applicant in this category is subsequently offered admission to the program, the offer is "conditional" upon successful completion of their four-year degree by June 30 in that year and maintenance of a B average in their final 60 units of credit.

An offer of admission is contingent upon a "clear" approved ~~Police Check (including vulnerable sector screening and a police record check)~~ or approval by the Assistant Dean (as per the Police Records Check Policy approved by McMaster University Senate December 8, 2010). See

~~www.srs-mcmaster.ca/Portals/20/pdf/admission/OT_PT_Student_Police_Records_Check.pdf~~
http://fw4.bluewirecs.ca/Portals/20/pdf/admission/OT_PT_Student_Police_Records_Check.pdf

Field Code Changed

for the full policy.

Application Procedure

Applicants are required to apply via the ORPAS online application service located at the Ontario Rehabilitation Sciences Programs Application Service (ORPAS), Guelph, Ontario website: <http://www.ouac.on.ca/orpas/>.

Top ranked applicants (based on GPA) will be invited for a personal interview, which entails a series of seven “mini interviews.” Personal qualities and life experiences are assessed at these “mini” interviews. Interviewers are drawn from the faculty, the community, and current students.

Enquiries: 905 525-9140 Ext. 27829, Admissions Coordinator

Fax: 905 524-0069

Email: otpt@mcmaster.ca

Website: <http://www.discovermacsrs.ca/>

Program Requirements

The Master of Science in Occupational Therapy is a full time course-based accredited professional Master's program. It prepares students with knowledge, skills, and professional behaviours to practice as entry level occupational therapists. The program utilizes a problem-based self-directed learning philosophy. Students will complete course work, clinical practica, and an independent evidence-based practice project during their two extended study years, from September to July (Year 1) and September to September (Year 2). All courses are required.

The university reserves the right to cancel academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing. For details on procedures and requirements related to university-based courses, clinical practica courses, remediation, and required withdrawals for the Occupational Therapy Program, students should consult the relevant sections of Graduate Calendar and the program's Student General Guide, Curriculum Guide, Professional Practica Handbook, and Term handbooks. In the event of a discrepancy between these documents and the Graduate Calendar, the Graduate Calendar represents the official policy.

Review of Student Progress

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The progress of graduate students enrolled in the Master's Program in Occupational Therapy is overseen by a team of McMaster faculty and registered therapists. Student progress in the program is regularly reviewed by a Program Academic Study Committee (PASC). The committee is responsible for, but not limited to, determining if a student may proceed to the next term of study.

The program may, in appropriate circumstances, defer or remove a student from a clinical practicum if the student, including but not limited to, fails to maintain communication with the program, exhibits behaviours that place clients or others at risk, or fails to comply with other academic or non-academic (e.g., obtain and receive clearance for mandatory health screening, mask fit testing, etc.) requirements. Deficits in matters pertaining to work in clinical settings, research ethics, or professionalism may result in restrictions or termination of the work in a clinical practicum or research project. Unsatisfactory standing or deficits in matters pertaining to professionals skills, which include, but are not limited to: patient safety, professionalism, ethical behavior, and technical skills, as articulated in the Essential Competencies of Practice for Occupational Therapists in Canada and Occupational Therapy Standards of Practice (available at www.coto.org), may result in a decision to terminate the clinical placement or research project. Termination of the clinical placement or research project constitutes a failure and will result in the student receiving a grade of F in the course, and may result in dismissal from the program.

Accreditation

The M.Sc. (OT) Program is accredited by the Canadian Association of Occupational Therapists (CAOT).

Regulation of Practice

All occupational therapists in Canada must be registered with the appropriate provincial regulatory organization in order to practice in that province. Each regulatory body has a separate and distinct registration process; however, in all circumstances, an approved degree in occupational therapy and successful completion of the CAOT national certification examination are required. In Ontario, graduates from the M.Sc. (OT) Program will be granted a provisional practicing certificate of registration by the College of Occupational Therapists of Ontario (COTO) until they write and pass the Canadian Association of Occupational Therapists (CAOT) examination, at which point a general practicing certificate is granted.

PHYSIOTHERAPY

The Faculty of Health Sciences Graduate Program and the School of Rehabilitation Science offer a Master of Science degree program in Physiotherapy, M.Sc. (PT). The Master of Science in Physiotherapy is a full-time accredited course-based professional Master's program that will prepare students with the knowledge, skills and professional behaviours to practice as an entry level physiotherapist in a variety of health care and community settings. The program's curriculum is problem-based and incorporates a self-directed learning philosophy. Students will complete academic and clinical course work and a research and evidence-based practice project, and will learn to integrate theory, evidence and practice to become evidence-based practitioners in the present and future health care environment.

~~The Faculty of Health Sciences Graduate Program and the School of Rehabilitation Science offer a Master of Science degree program in Physiotherapy. The Master of Science in Physiotherapy will prepare students with the knowledge, skills and professional behaviours to practice as an entry level physiotherapist in a variety of health care and community settings. The M.Sc. (PT) is a full-time course-based Master's degree. Its curriculum is based on the principles of problem-based, small group, self-directed learning. Students will learn to integrate theory, evidence and practice to become evidence-based practitioners in the present and future health care environment. Graduates with a strong research bias may be eligible to proceed to thesis-based graduate programs should they wish to do so in the future.~~

Enquiries: 905 525-9140 Ext. 27829, Admissions Coordinator

Fax: 905 524-0069

Email: otpt@mcmaster.ca

Website: <http://www.srs-mcmaster.ca>

Program Requirements

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~~The Master of Science (PT) will meet professional accreditation and practice standards. Students will complete course work, clinical placements and an independent research project. All students will be required to complete the equivalent of 23 half courses over 6 terms of full-time study across two extended study years. All courses are required.~~

~~Students will receive a Student General Guide, a Curriculum Guide, a Clinical Education Handbook and Unit Handbooks which provide additional information and details regarding procedures, guidelines and requirements. In the event of a discrepancy between these documents and the Graduate Calendar, the Graduate Calendar represents the official policy.~~

Admission Requirements

To be eligible for admission to the M.Sc. (PT) program, applicants must have completed a four-year baccalaureate degree or the equivalent number of courses (120 units/credits), and have achieved a minimum grade-point average of "B" or 75% or 3.0/4.0 or 8.0/12.0 in their final 60 units of credit. Post-graduate coursework is also considered in this GPA calculation.

Applicants may apply during the fourth year of their degree. In this case, the pre-admission GPA for eligibility purposes is calculated using the most recent 60 units of credit towards their degree. If an applicant in this category is subsequently offered admission to the program, the offer is "conditional" upon successful completion of their four-year degree by June 30 in that year, and maintenance of a B average in their final 60 units of credit.

Additional requirements include:

(a) a minimum of one biological or life science course at any level with a grade of at least B (75%) or higher

(b) a minimum of one social science or humanities course at any level with a grade of at least B (75%) or higher

Please see program website for more details regarding prerequisites.

An offer of admission is contingent upon a "clear" approved Criminal Record Check or approval by the Assistant Dean (as per the Police Records Check Policy approved by McMaster University Senate December 8, 2010). See http://www.srs-mcmaster.ca/Portals/20/pdf/admission/OT_PT_Student_Police_Records_Check.pdf for the full policy.

Application Procedure

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Applicants are required to apply via the ORPAS on-line application service located at the Ontario Rehabilitation Sciences Programs Application Service (ORPAS), Guelph, Ontario website: <http://www.ouac.on.ca/orpas/>.

- Top ranked applicants (based on GPA) will be invited for a personal interview, which entails a series of seven “mini interviews.” Personal qualities and life experiences are assessed at these “mini interviews.” Interviewers are drawn from the faculty, the community, and current students.

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Deficits in matters pertaining to work in clinical settings, research ethics or professionalism may result in restrictions or termination of the work in a clinical placement or research project. Unsatisfactory standing or deficits in matters pertaining to professional skills, which include but are not limited to patient safety, professional and ethical behavior, and knowledge and skills, as described in the *Essential Competency Profile for Physiotherapists in Canada* (www.physiotherapy.ca), may result in a decision to terminate the clinical placement or research project. Termination of the clinical placement or research project constitutes a failure and will result in the student receiving a grade of F in the Clinical Education course or the Research in Evidence-Based Physiotherapy Practice course, and may result in dismissal from the program.

Accreditation

The M.Sc. (PT) Program is accredited by the Physiotherapy Education Accreditation Canada (PEAC).

Regulation of Practice

All physiotherapists in Canada must be registered with the appropriate provincial regulatory body in order to practice in that province. Each regulatory body has a separate and distinct registration process; however, in all circumstances, a degree in physiotherapy is required. In Ontario, successful completion of the Physiotherapy Competence Examination (PCE) is also required.