



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

To : Members of Graduate Council
From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday May 15th at 9:30 am in Council Chambers (GH-111)**

Listed below are the agenda items for discussion.

Please email cbryce@mcmaster.ca if you are unable to attend the meeting.

A G E N D A

- I. Minutes of the meeting of April 17th, 2018**
- II. Business arising**
- III. Report from the Vice-Provost and Dean of Graduate Studies**
- IV. Report from the Graduate Associate Deans**
- V. Report from the Associate Registrar and Graduate Secretary**
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training**
- VII. Faculty of Business Graduate Curriculum and Policy Committee Report**
- VIII. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
- IX. Faculty of Science Graduate Curriculum and Policy Committee Report**
- X. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
- XI. Spring 2018 Graduands (to be distributed)**
- XII. Thesis Working Group Recommendations**
- XIII. Graduate Calendar Administrative Section Changes**



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Tuesday April 17th at 9:30 am in Council Chambers (GH-111)

Present: Dr. M. Thompson (Chair), Ms. C. Bryce, Ms. S. Baschiera, Dr. K. Hassanein, Dr. S. Corner, Dr. A. Sills, Ms. A. Devitt, Dr. C. Hayward, Ms. S. Ramsammy, Mr. P. Self, Ms. L. Yousefi, Ms. M. Badv, Dr. J. Gillett, Dr. E. Badone, Dr. B. Doble, Dr. S. Feng, Ms. S. Oikawa, Dr. W. Farmer, Mr. R. Narro Perez, Dr. B. Gupta, Dr. P. Mhaskar, Dr. I. Marwah, Dr. E. Grodek

Regrets: Ms. C. Garneau, Dr. S. Pope, Dr. M. Verma

A G E N D A

I. Minutes of the meeting of March 20th, 2018

The minutes of the meeting of March 20th were approved on a motion by Dr. Hayward, seconded by Dr. Hassanein, with one minor correction.

II. Business arising

There was no business arising.

III. Report from the Vice-Provost and Dean of Graduate Studies

There was no report.

IV. Report from the Graduate Associate Deans

There were no reports.

V. Report from the Associate Registrar and Graduate Secretary

There was no report.

VI. Report from the Assistant Dean, Graduate Student Life and Research Training

Mr. Self reported on a SPICES project that had been running over the course of the last year. He noted that SPICES involve graduate students and postdocs presenting various proposals, some of which receiving funding from McMaster. The SPICES project in question was called Symbiosis and is a program of co-housing with

seniors in Hamilton and graduate students. There were three matches and the program was really well received, so they've applied for a renewal for next year and are optimistic that it'll grow a bit next year.

He also reported that the IUSRS program is in its fourth year and that there would be 11 students coming in for May and June and partnered with faculty members.

He also reported that they were developing a graduate student family network. A member of the Student Life Team along with students will be running the program to help offer more support to students who have children and such.

VII. Faculty of Engineering Graduate Curriculum and Policy Committee Report

Dr. Mhaskar introduced the changes for the Faculty of Engineering. He explained that SEPT proposed changing their admission requirements to include an online system because their application numbers had grown too large to conduct face to face interviews for each candidate. Civil Engineering proposed changing MENG from 6 courses plus project to courses only. Computing and Software proposed a change to their requirements to limit the areas in which students can take courses. Engineering Physics changed their requirements so that the industrial project is no longer a requirement. Dr. Gupta asked about the course requirements increasing for engineering physics. Dr. Thompson responded that the internship was considered equivalent to a number of courses and that they internship hasn't been popular in a number of years, so they're changing the requirements and also changing name of degree.

Dr. Gupta moved and Dr. Hassanein seconded, 'that Graduate Council approve the changes proposed by the Faculty of Engineering as described in the documents'

The motion was carried.

VIII. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report

Dr. Hayward explained that the OT and PT programs originally had policies in place that are now replaced by procedures in their handbooks or a new policy that is FHS-wide (as in the case of vulnerable sector screening replacing the police check). They are getting rid of things that are now no longer being used and anything different from what is in the Graduate Calendar will be described in program handbooks.

Dr. Hayward also noted they were for information changes to two HRM courses.

Dr. Hayward moved and Dr. Raha seconded, 'that Graduate Council approve the changes proposed by the Faculty of Health Sciences as described in the documents'

The motion was carried.

IX. Faculty of Humanities Graduate Curriculum and Policy Committee Report

Dr. Corner explained that English and Cultural Studies proposed a simple change to their calendar copy. They are replacing a research methods requirement with a seminar and that seminar has an unusual structure broken into three sessions across the first two years. So, they proposed to administratively handle the first two sections as new Milestones and then complete with a course that would appear on the transcript and have adjusted their calendar copy accordingly.

Dr. Corner moved and Dr. Hassanein seconded, 'that Graduate Council approve the changes proposed by the Faculty of Humanities as described in the documents'

The motion was carried.

X. Faculty of Health Sciences Spring 2018 Graduands

Dr. Hayward moved and Dr. Raha seconded, 'that Graduate Council approve the list of the 2018 Faculty of Health Sciences Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'

The motion was carried.

XI. Thesis Working Group Recommendations (to be distributed)

This item was removed from the agenda.

XII. Quality Assurance Committee Terms of Reference and Meeting Procedures

A council member commented that they thought the committee had been around for some time and asked what they'd been doing without terms of reference. Ms. Baschiera responded that they have had terms of reference but that they had not been approved formally. With the audit coming they wanted to ensure this was sorted out formally. She also said that the only new piece is the appeals procedure and that she thought this would be an asset going forward.

Dr. Hayward asked if there was student representation on the committee. Ms. Baschiera responded that it was a joint committee of Graduate and Undergraduate Council and that there was no requirement for student participation. Dr. Hayward suggested that there could be a potential change made to note that students could be members of the committee.

Dr. Gupta asked if meetings had not been held and minutes not been taken. Ms. Baschiera responded that meetings had happened and minutes been taken. She noted that the decisions have come to Graduate Council as well as Undergraduate Council.

Dr. Gupta moved and Dr. Corner seconded, 'that Graduate Council approved the Quality Assurance Committee Terms of Reference and Meeting Procedures as laid out in the documents.'

The motion was carried.

XIII. Change to Award Name

Dr. Hayward moved and Dr. Raha seconded, 'that Graduate Council approve the change to award name as laid out in the documents.'

The motion was carried.

XIV. IQAP Final Assessment Report

Dr. Thompson noted that the Final Assessment Report for Civil Engineering had been included in the meeting package. A council member commented that he had seen in the report and others a reference to an 18 month and asked if Graduate Council saw those reports. He noted that it seemed logical to him that Graduate Council would see them and asked if this was possible. Ms. Bryce commented that the policy mandated that final assessment reports come to Graduate Council and was silent on the 18-month report. She said that they could take it back as a recommendation. The council member commented that if it's coming to Graduate Council initially it would help to show the changes to graduate programs over time.



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To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meetings on March 9th and April 10th the Faculty of Business Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved at the April 19th meeting of the Faculty of Business.

For Approval of Graduate Council:

- a. Master of Finance**
 - i. Change to Admission Requirements, Course Requirements and Calendar Copy**
- b. M.B.A.**
 - i. Addition of Specialization Requirements to Graduate Calendar**
 - ii. Cancellation of Supply Chain Management Specialization**
 - iii. New Specialization Proposal – Business Analytics**
 - iv. New Program Calendar Copy – Blended Learning Part-Time M.B.A.**
 - v. Change to M.B.A. Calendar Copy**

For Information of Graduate Council:

- a. Master of Finance**
 - vi. Course Cancellation**
 - 1. 603 Financial Markets and the Macroeconomy
 - vii. Change to Course Title and Description**
 - 1. 602 Financial Decisions and the Microeconomic Environment
 - viii. New Course**
 - 1. 605 Financial Instruments and Their Markets
 - ix. Change to Requisite**
 - 1. 703 Derivatives
- c. Business Ph.D.**
 - i. Change to Course Title**
 - 1. B790 Management Theory
- d. M.B.A.**
 - i. Change to Course Title**

1. B715 Leadership

ii. Change to Course Description

1. I602 Economics & Business Statistics
2. I603 Competing Through Digital Transformation & Analytics
3. L611 Foundations 1: Analysis

iii. New Courses

1. F741 Introduction to FinTech
2. L624 Foundations 2: Advanced Professional Skills
3. BL 600 Leadership Fundamentals
4. BL 610 Management Fundamentals
5. BL601 Managing Financial Resources
6. BL602 Economics & Business Statistics
7. BL603 Competing Through Digital Transformation & Analytics
8. BL604 Creating Customer Value
9. BL 605 Managing Organizations

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	DeGroot School of Business		
NAME OF PROGRAM and PLAN	Master of Finance		
DEGREE	Master of Finance		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	X	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	
			CHANGE IN COURSE REQUIREMENTS
			X
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	X	EXPLAIN: The proposed changes require corresponding changes to the description of the Master of Finance program in the Graduate calendar.	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

- 1) The program currently has two required courses respectively in microeconomics and macroeconomics in the first academic term of the program: MFIN 602 (Financial Decisions and the Microeconomic Environment) and MFIN 603 (Financial Markets and the Macro Economy).
- 2) Currently, in the last academic term of the program, students choose two elective courses out of a selected list of 12 finance electives presently offered in the MBA program.
- 3) The following is currently stated in the description of the Master of Finance program in the Graduate calendar regarding choosing elective courses: "Electives courses will be from a selected list of finance electives presently offered in the MBA program or, with the approval of the Program Director and consent of the department involved, electives in mathematics, statistics or economics."
- 4) The current description of the program in the Graduate calendar regarding elective courses does not mention the fact that not all the courses on the list may be offered in a given academic term.
- 5) The current admission requirements do not include the participation in a video interview.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

- 1) It is recommended to cancel MFIN 603 and to revise MFIN 602 so as to incorporate topics on both microeconomics and macroeconomics. Topics on macroeconomics were originally covered in MFIN 603. In doing so, we streamline the content and focus on the core material that directly caters for the needs of the understanding of economic concepts within a finance curriculum. A new required course MFIN 605 (Financial Instruments and Their Markets) is created to provide students with a practical understanding of various financial instruments and their markets. The requests for revising MFIN 602, cancelling MFIN 603, and creating the new MFIN 605 are being submitted concurrently but separately. The curriculum after this change will consist of the same number of required courses.
- 2) It is recommended to expand the selected elective list to include four other MBA courses: F724 (Venture Capital and Private Equity), F725 (Personal Financial Management), F741 (Introduction to FinTech), and F743 (Big Data in Finance).
- 3) It is recommended to change the description to: "Electives courses will be from a selected list of finance electives presently offered in the MBA program or, with the approval of the Program Director and consent of the department involved, electives in business, mathematics, statistics or economics."
- 4) It is recommended to explicitly state in the description of the program in the Graduate calendar that not all the elective courses on the selected list may be offered in a given academic term.
- 5) It is recommended to include the participation in a video interview as an additional admission requirement.

Please see the details of these changes in the attached Appendix 1.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Please see the rationale for the changes in the attached Appendix 1.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Academic year 2018-19

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

No

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Please see the attached Appendix 2.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Peter Miu Email: miupete@mcmaster.ca Extension: 23981 Date submitted: February 28, 2018

Appendix 1: Descriptions and Rationales for the Proposed Changes

Five changes are being proposed. Here are their descriptions and rationales.

1. Changes in MFIN 602, cancelling MFIN 603, and replacing it with a new course MFIN 605 in the first academic term of the Master of Finance program

One of the goals of the Master of Finance (MFin) program is to prepare students to deal with complex financial decisions. In order to achieve that, students must possess good, practical understanding of different financial instruments, their trading environment, and how they fit into the whole financial systems. Under the program's existing curriculum, the treatment of these subjects is insufficient and also scattered among various courses. To be successful in their careers (and also competitive with graduates of Master of Finance programs at other institutions), our MFin students need to know the subjects in a more unified and deeper manner. To serve this purpose, we are proposing to replace an existing required course MFIN 603 (Financial Markets and the Macro Economy) with a new required course MFIN 605 (Financial Instruments and Their Markets) covering the topics mentioned above. The proposal for this new course is being submitted separately.

To make way for the new required course MFIN 605, it is recommended to streamline the content of MFIN 602 (Financial Decisions and the Microeconomic Environment) and to incorporate the essential topics on macroeconomics originally covered in MFIN 603. In revising MFIN 602, we focus on the core material that directly caters for the needs of the understanding of economic concepts within a finance curriculum. This revised course provides the foundation for students to understand the economic theories underlying the valuation of financial instruments and the behavior of financial markets. The tools and concepts introduced in the course are essential for the MFin students to perform as financial specialists upon graduation from the program. The proposals for revising MFIN 602 and cancelling MFIN 603 are being submitted separately.

The curriculum after these changes will consist of the same number of required courses. These changes are incorporated in the new description in the Graduate calendar as provided in Appendix 2.

2. Expand the selected list of electives

Currently, in the last academic term of the Master of Finance program, students choose two elective courses out of a selected list of 12 finance electives presently offered in the MBA program. The electives allow our MFin students to pursue their own interests in picking specific courses that are relevant to their individual career aspiration. To cater for the increasingly diverse interests among our MFin students (namely in venture capital, private equity, and personal finance) and the new frontiers in the practice of finance (namely in Big Data and FinTech), it is recommended to expand the selected elective list to include four other MBA courses: F724 (Venture Capital and Private Equity), F725 (Personal Financial Management), F741 (Introduction to FinTech), and F743 (Big Data in Finance). Please see the addition of these courses in the new description provided in Appendix 2.

3. Clarification of the condition for taking an elective outside the selected list of courses

Based on the current description of the MFin program in the Graduate calendar, the Program Director has the discretion to allow a student to take an elective that is not on the selected list specified on the calendar. The following is stated in the current description of the MFin program in the Graduate calendar regarding choosing elective courses: *“Electives courses will be from a selected list of finance electives presently offered in the MBA program or, with the approval of the Program Director and consent of the department involved, electives in mathematics, statistics or economics.”* As specified in the description above, exceptions may be granted for courses offered in the departments of mathematics, statistics, or economics, but not courses offered in the School of Business. This could be too restrictive to cater for specific situations. For example, an MFin student is interested in taking a new finance elective recently introduced in the MBA program on a new and popular area in the practice of finance. Given that it is a new course, it is not on the selected list. It takes time to go through the process of changing the curriculum to add this new course to the list. Besides, the new course may actually be offered on a trial basis, and thus it is premature to formally add it to the list. Since this new course is not on the selected list, even with the support of the Program Director, the student will not be able to choose this course unless she/he files for a petition for special considerations. To relax this restriction, it is recommended to allow the Program Director to grant exceptions also for courses offered in the School of Business. It is therefore proposed to change the description to: *“Electives courses will be from a selected list of finance electives presently offered in the MBA program or, with the approval of the Program Director and consent of the department involved, electives in business, mathematics, statistics or economics.”* Please see the change in the description provided in Appendix 2.

4. Clarification of the choice of elective courses

Currently, in the last academic term of the Master of Finance program, students choose two elective courses out of a selected list of finance electives presently offered in the MBA program. Due to changing course scheduling requirement, not all of the MBA elective courses on the selected list are offered when the Master of Finance students are taking their electives. The current description of the Master of Finance program in the Graduate calendar regarding elective courses does not mention the fact that not all the courses on the list may be offered in a given academic term. To avoid unnecessary confusion, it is recommended to change the description to clarify this in the Graduate calendar. The new description is provided in Appendix 2.

5. Adding the participation in a video interview as an admission requirement

In order to have a more comprehensive assessment of the language and communication skills of the applicants, it is recommended to include the participation in a video interview as an additional admission requirement. The related change in the Graduate calendar is provided in Appendix 2.

Appendix 2: New Description of the Master of Finance Program

Master of Finance Degree

The goal of the Master of Finance Program is to offer students a high-quality course of study that develops and enhances their understanding of the concepts and practice of modern finance. In doing so, the program equips students with knowledge and skills that are necessary in order to be successful in the increasingly complex finance world. These knowledge and skills cover various subjects including finance, economics, econometrics, numerical methods, and computer programming. The program endeavours to foster critical thinking and a passion for learning among its students.

The program's curriculum is spread over three academic terms. In addition, immediately prior to the start of the first term, students will participate in a Transition Program consisting of workshops in mathematics and statistics, computer programming and software packages, and career development skills.

Admission Requirements/Required Documentations

Normally, applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. Appropriate background for the program includes, but is not limited to, a degree in business, economics or any quantitative-oriented field, with at least a few relevant finance, economics or statistics courses.

The following documents are required in order to apply to the Master of Finance program:

- 1) Completed on-line application form (Please see a link to the form on <http://mfin.degroote.mcmaster.ca/apply/>)
- 2) An official transcript, to be sent directly from the issuing institution. If the final transcript does not show that a completed degree has been conferred, an official copy of your diploma is also required.
- 3) An official GMAT score report. Normally, a minimum score of 600 is required. In lieu of a GMAT score, a comparable GRE score will be considered.
- 4) Two letters of recommendation, with at least one from an academic source. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.

5) An official report of a TOEFL score or an IELTS score (for applicants whose native language is not English). A minimum TOEFL score of 92 (internet-based test) or IELTS score of 6.5 is required. Applicants who have completed a university degree for which English is the language of instruction may be exempted from this requirement.

6) Participation in a video interview.

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Program Requirements

The program's curriculum consists of fifteen half-courses, to be taken over three academic terms (i.e., five half-courses per term). Depending on a student's educational background, some of these half courses may be exempted and replaced with other courses. Requests for course exemptions and/or substitutions should be directed to the Master of Finance program's Administrative Coordinator at mfin@mcmaster.ca.

In addition to the fifteen half-courses, a career development course (FINANCE 610) consisting of lectures and interactive forums is also required. This course is spread over two terms (i.e., Terms 1 and 2). Its goal is to equip students with the necessary professional skills that will be beneficial for their employment search process. Topics covered include: skills assessment, resume and cover letter development, interview skills, networking, and job search strategies.

Curriculum

The curriculum of the Master of finance program is as follows:

Term 1

- MFIN 600 / Financial Reporting and Modelling
- MFIN 601 / Introduction to Finance
- MFIN 602 / ~~Financial Decisions and the Microeconomic Environment~~ Economics of Financial Decisions and Financial Markets
- ~~MFIN 603 / Financial Markets and the Macro Economy~~
- MFIN 604 / Statistics for Financial Applications
- MFIN 605 / Financial Instruments and Their Markets
- MFIN 610 / Career Development Tools and Strategies for Finance Professionals

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Term 2

- MFIN 701 / Financial Econometrics I
- MFIN 703 / Derivatives
- MFIN 704 / Numerical Methods
- MFIN 707 / Financial Modeling Using Excel and VBA
- MFIN 710 / Financial Theory
- MFIN 610 / Career Development Tools and Strategies for Finance Professionals

Term 3

- MFIN 705 / Financial Econometrics II
- MFIN 706 / Computational Finance
- MFIN 708 / Fixed-Income Securities
- Two electives

Electives

Electives courses will be from a selected list of finance electives presently offered in the MBA program or, with the approval of the Program Director and consent of the department involved, electives in business, mathematics, statistics or economics. The Finance electives from which Master of Finance students can choose are as follows (note that not all the courses on the list may be offered in a given academic term):

- BUSINESS F700 / Valuation for Finance Professionals
- BUSINESS F711 / Financial Institutions
- BUSINESS F712 / Applied Corporate Finance
- BUSINESS F715 / Portfolio Theory and Management
- BUSINESS F716 / International Financial Management
- BUSINESS F717 / Financial Statement Analysis
- BUSINESS F719 / Independent Research Project in Finance
- BUSINESS F721 / Mergers, Acquisitions and Corporate Control
- BUSINESS F722 / Market Trading and Risk Management
- BUSINESS F724 / Venture Capital and Private Equity
- BUSINESS F725 / Personal Financial Management
- BUSINESS F726 / Behavioural Finance
- BUSINESS F733 / Financial Risk Management
- BUSINESS F736 / Ethics and Professional Practice in Finance
- BUSINESS F741 / Introduction to FinTech
- BUSINESS F743 / Big Data in Finance

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Additional Information

In order to continue in the program and graduate, students must maintain an average of at least B. All instances of failures in individual courses are reviewed by the Faculty Committee on Graduate Admissions and Study or the Associate Dean of Graduate Studies and Research acting on its behalf. A letter will be sent to the Program Director asking for a recommendation regarding the student. In the absence of a recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course. A failing grade in a course remains on the transcript. Students who fail a second course will not normally be allowed to continue in the program

Graduate students not registered in the Master of Finance program may only enroll in the Master of Finance courses with the approval of the Program Director. Enquiries should be directed to the Administrative Coordinator of the Master of Finance program at mfin@mcmaster.ca.

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	DeGroote School of Business		
NAME OF PROGRAM and PLAN	Business Administration (Full-time, Co-op and Accelerated MBA)		
DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Details regarding specializations are currently included in the MBA Handbook

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

This is a "housekeeping" item. All specializations have been vetted by Area Chairs, the MBA Program Development Committee and GCPC. However, these details were included in the MBA handbook, but were not added to the official Graduate Calendar. As these are program requirements for graduation, best practice is that they should be also included in the Graduate Calendar.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Students are currently able to complete a Specialization, but this text would be included in the Graduate Calendar effective September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

ACCOUNTING AND FINANCIAL MANAGEMENT SERVICES

Required: P700 Business, Government and the Global Environment
P720 Strategic Management

and five of the following:

- A701 Intermediate Financial Accounting I
- A702 Intermediate Financial Accounting II

A703 Advanced Financial Accounting
A717 Seminar in Accounting Theory
A718/28/38/48... Selected Topics in Accounting
A721 Management Accounting Information for Strategic Development
A723 Accounting Information Systems
A727 Financial Fraud and Market Surveillance
A730 Canadian Taxation I
A732 Canadian Income Tax Fundamentals
A733 Canadian Taxation II
A745 Assurance
A750/F717/V701 Financial Statement Analysis
P745 Corporate Governance

plus 3 700 level electives

The Accounting and Financial Management Services Specialization emphasizes the fundamental areas and current issues in financial reporting, including the problems of measurement and reporting to both internal and external users of financial information. Course work is required in the various functional areas of business in Year 1 and the election of further work in finance, economics, information systems, and quantitative methods is strongly encouraged in Year 2.

This specialization provides students with a wide variety of career options. Graduates may pursue careers in financial reporting, public accounting (specializing in auditing and assurance, forensic accounting, taxation), business valuations, or bankruptcy trusteeship. Other career opportunities include management accounting positions in for-profit and not-for-profit business environments as Chief Financial Officers, controllers, financial analysts, and treasury officers responsible for developing reporting and control systems as well as decision support systems within organizations. A specialization in Accounting and Financial Management Services also provides opportunities for access to positions in financial institutions as credit officers and financial specialists as well as opportunities in management consulting in areas requiring financial expertise.

The Accounting and Financial Management Services specialization serves as a gateway to valuable professional financial designations and contains maximal embedded career options. Choosing this specialization enables one to be in a position to qualify for a financial designation such as Chartered Professional Accountant (CPA), Certified Public Accountant (CPA), and Chartered Financial Analyst (CFA).

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	DeGroote School of Business		
NAME OF PROGRAM and PLAN	Business Administration (Full-time, Co-op and Accelerated MBA)		
DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Details regarding specializations are currently included in the MBA Handbook

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

This is a "housekeeping" item. All specializations have been vetted by Area Chairs, the MBA Program Development Committee and GCPC. However, these details were included in the MBA handbook, but were not added to the official Graduate Calendar. As these are program requirements for graduation, best practice is that they should be also included in the Graduate Calendar.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Students are currently able to complete a Specialization, but this text would be included in the Graduate Calendar effective September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

FINANCE

Required: P700 Business, Government and the Global Environment
P720 Strategic Management

and five of the following:

E714 Business and Economic Forecasting
F700 Valuation for Finance Professionals

F701 Alternative Investments and Portfolio Management*
 F710 Financial Economics and Quantitative Methods
 F711 Financial Institutions
 F712 Applied Corporate Finance
 F713 Security Analysis*
 F714 Options and Futures: Theory and Applications
 F715 Portfolio Theory and Management
 F716 International Financial Management
 F717/A750/V701 Financial Statement Analysis*
 F718/28/38/48/58... Selected Topics in Finance
 F720 Small Business/Entrepreneurial Finance
 F721 Mergers, Acquisitions, and Corporate Control
 F722 Market Trading and Risk Management with Options
 F723 Fixed Income Analysis*
 F724/V705 Venture Capital and Private Equity
 F725 Personal Financial Management
 F726/V702 Behavioural Finance
 F727 Working Capital Management
 F730 Pension, Retirement and Estate Planning
 F731 Insurance and Risk Management
 F732 Personal Financial Planning and Advising
 F733 Financial Risk Management
 F734 Real Estate Finance and Investment
 F735/V703 Financial Modelling
 F736 Ethics and Professional Practice in Finance*
 F737 Financial Fraud and Market Surveillance
 F740 Islamic Finance
 F742 Market Trading and Risk Management with Futures

plus 3 700 level electives

The Finance specialization offers a complete range of courses to prepare the student for a career in finance. In Business ~~F600~~ F650, the introductory course which all MBA students must take, students are introduced to the financial market tools of valuation, market efficiency, arbitrage pricing, contingent claims, and risk-return tradeoffs. On the corporate side, students are introduced to concepts such as cost of capital, capital budgeting, dividend policy, and capital structure. In advanced courses, students deepen their practical understanding through the use of models currently used in financial markets: options, futures and other derivatives, portfolio management, and forecasting and quantitative methods. Students apply concepts in cases, computer simulations, projects, and market analysis. Among other things, the Specialization is designed to prepare students for the exams required to obtain the Chartered Financial Analyst (CFA) and Certified Financial Planner (CFP) designations. The Finance Specialization has been recognized by the CFA Institute as meeting the requirements for membership in its University Recognition Program. At a minimum, students pursuing the CFA designation should take the courses marked with an asterisk (*).

Career opportunities for graduates in finance include employment in the financial services sector, a sector which currently accounts for about one-fifth of the Canadian economy and continues to grow – banks, trusts, management consulting, investment banks, pension funds, mutual funds, real estate, and insurance companies. The financial function in corporations offers opportunities for the finance specialist as well. For more information, students should contact the Finance and Business Economics Area, Chair, Dr. Anna Danieleva at adaniel@mcmaster.ca or refer to the Finance and Business Economics Area's "Information for MBA Students" found at <http://mbastudent.degroote.mcmaster.ca/files/2012/01/Info-for-MBA-students-16-17-June-2016.pdf>

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
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DEPARTMENT	DeGroote School of Business		
NAME OF PROGRAM and PLAN	Business Administration (Full-time, Co-op and Accelerated MBA)		
DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Details regarding specializations are currently included in the MBA Handbook

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

This is a "housekeeping" item. All specializations have been vetted by Area Chairs, the MBA Program Development Committee and GCPC. However, these details were included in the MBA handbook, but were not added to the official Graduate Calendar. As these are program requirements for graduation, best practice is that they should be also included in the Graduate Calendar.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Students are currently able to complete a Specialization, but this text would be included in the Graduate Calendar effective September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

GENERAL MBA

Required: P700 Business, Government and the Global Environment
P720 Strategic Management

and eight 700-level courses

The General MBA is designed for students who are interested in preparing themselves for positions which require ability to co-ordinate several functional areas of business and other complex organizations. The General MBA might also be considered by those intending to start their own business enterprise as well as by those experienced students who are interested in preparing themselves for advancement to upper management levels.

The General MBA combines a required program of introductory courses in all the functional areas of management with a program of electives offering students considerable freedom to seek a broad education tailored to their individual backgrounds and career interests.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

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DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

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PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

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Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

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ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

HEALTH SERVICES MANAGEMENT

Required: P700 Business, Government and the Global Environment
P720 Strategic Management
C711 Health Economics and Evaluation
C721 Health Policy Analysis

and three of the following:

- C715 Health Care Funding and Resource Allocation
- C722 Management of Population Health
- C725 Managing Communications in Health Care
- C727 Pharma/Biotech Business Issues
- C735 Proposal Development for Health Care Leaders
- C736 Quality Management in Health Services
- C741/M722 Health Care Marketing
- C750 Ethical and Legal Issues in Health Care

plus 3 700 level electives, excluding C700

Co-op students are required to complete at least two out of three work terms in the Health Services Management field.

Students in programs other than Co-op, who have had full-time, management positions in the health services sector, may be able to take the Health Services Management specialization. Students' work experience will be assessed on a case-by-case basis by the Area.

Effective September 2018, students enrolled in the Blended Learning Part-Time MBA program are unable to declare specializations.

The competent professional health services manager is a critical element in the framework of effective and efficient delivery of health services. Such individuals need solid management grounding in the fundamentals of planning, operations and evaluation, and a broad orientation to the realities, limitations, and potentialities of our health "system".

The underlying assumption of this specialization is that a solid MBA training, including selected graduate courses in health services, coupled with a range of work term experiences in the health sector designed with specific educational objectives, will produce a unique graduate with accelerated capabilities in the health services field. The health services management (HSM) specialization also provides the added benefit of preparing students for a career and certification as a Certified Health Executive (CHE), Canada's only professional credential available to health leaders, under the DeGroote School of Business' strategic alliance with the Canadian College of Health Service Executives (CCHSE).

For those who choose Co-op, the work-study nature of the MBA co-op program is an excellent educational format. The three work terms provide a 12-month "residency" training period as an integral part of the total educational experience. To the extent possible, the work term sites and activities are based on the student's interests and needs. During each work term, the student receives on-the-job training under the guidance of a supervisor (preceptor) from the work setting. MBA co-op work terms in the Canadian health services management field can be credited towards the CHE practical experience requirement.

This specialization provides students a fast-track opportunity to earn the MBA degree and CHE designation. Students who enroll in the strategic alliance must complete the CHE program requirements within three years from the date of enrollment.

For more information, please visit <http://www.cchl-ccls.ca/>

This specialization is also available to students in the Accelerated Program provided they have a minimum of 1-year work experience in the Health Care industry at the time of their application.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

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DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Details regarding specializations are currently included in the MBA Handbook

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

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RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

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ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

STRATEGIC BUSINESS VALUATION

Required: P700 Business, Government and the Global Environment
P720 Strategic Management
V700 Strategic Business Analysis and Valuation
V704 Advanced Strategic Business Valuation

and three of the following:

F712 Applied Corporate Finance
F713 Security Analysis
F721 Mergers, Acquisitions, and Corporate Control
V701/A750/F717 Financial Statement Analysis
V702/F726 Behavioural Finance
V703/F735 Financial Modeling and Valuation
V705/F724 Venture Capital and Private Equity

plus 3 700 level electives

Students in the Strategic Business Valuation (SBV) specialization who successfully complete V700 (Strategic Business Valuation) and V704 (Advanced Strategic Business Valuation) will be exempt from taking the Level I and Level II Canadian Institute of Chartered Business Valuators (CICBV) courses (two of six required courses) for earning the CBV designation, as long as they pass the corresponding CICBV exams before the end of the third calendar year after completing V700 and V704.

Students in the Strategic Business Valuation specialization learn best practices for business valuation through a unique interdisciplinary approach using a blend of finance, economics, and accounting principles which include: investigative techniques to identify the drivers of value in an enterprise; case analysis and class discussion; and panel discussions with industry experts. They are exposed to valuation models and analytical techniques that value a business, including both tangible and intangible assets, drawing upon both traditional valuation techniques and newer, more contemporary approaches. The purpose is to accurately and exhaustively profile firms to identify those that meet rigorous standards of excellence and growth and to develop strategies for further value enhancement and preservation.

The underlying philosophy of this whole-business approach is that wise investments are made for the long run rather than for quick returns through rapid buying and selling. This approach requires the identification of firms for investment which have enduring financial health and growth. Such long-term potential can only be assessed through a complete analysis of the firm and the drivers of value.

The pedagogy in the specialization stresses the use of conceptual/theoretical material in analyses that have practical value in solving the kinds of problems and making the kinds of decisions that are encountered in the workplace. Graduates are thus prepared to enter unique positions in, business valuation, credit analysis, consulting, and corporate management, and are well prepared to assume positions of responsibility relatively quickly.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

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DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Details regarding MBA Specializations are not currently in Graduate Calendar	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

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PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

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Details regarding MBA Program Specializations need to be included in the Graduate Calendar.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Students are currently able to complete a Specialization, but this text would be included in the Graduate Calendar effective September 2018.

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PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

STRATEGIC MARKETING

Required: P700 Business, Government and the Global Environment
P720 Strategic Management
M731 Marketing Research

and four of the following:

M718/28/38/48... Selected Topics in Marketing
M721 Business Marketing
M722/C741 Health Care Marketing
M724 Innovation and New Products
M727 Marketing Communication
M732 Consumer Behavior
M733 Marketing Analytics
M734 Strategic Marketing Analysis
M736 Services Marketing
M740 Corporate Reputation and Brand Management
M750 Consultative Selling
M751 Sustainability and Corporate Social Responsibility
P715 Entrepreneurship
P731 Crisis Management and Communications

plus 3 700 level electives

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large. Professional marketers act in a forward looking manner to create, maintain, and enhance relationships among different stakeholders to facilitate such exchanges. Highly successful marketers understand both the quantitative (e.g. economics) as well as the qualitative (e.g. psychology, sociology and politics) aspects of customer behaviour in consumer and business markets.

The Strategic Marketing Specialization provides MBA students a diverse selection of courses to develop the broad understanding of the fundamental concepts, theories and applications needed to be a successful marketer. Integrated experiential learning is an important part of this education. This is achieved via projects with local and national businesses, cases, research projects, and marketing simulations.

Graduates in this specialization are well prepared for careers in marketing management, new product marketing, brand management, services marketing, marketing analytics, marketing research, retailing, sales, advertising, promotion etc. Students are provided with the education and experience to become highly successful in both consumer and business marketing professions as well as to effectively operate in domestic and international markets.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email:wiesner@mcmaster.ca Extension: 23985 Date submitted: November 13, 2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

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DEPARTMENT	DeGroot School of Business		
NAME OF PROGRAM and PLAN	Business Administration (Full-time, Co-op and Accelerated MBA)		
DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

SUPPLY CHAIN MANAGEMENT

Required: P700 Business, Government and the Global Environment
P720 Strategic Management

*and five of the following, including at least two denoted by *:*

- O701 Modelling and Analytics using Spreadsheets *
- O711 Risk Models in Operations Management *
- O715 Simulation for Business Analytics
- O718/28/38/48... Selected Topics in Operations Management
- O721 Inventory Management and Production Planning *
- O725 Business Logistics
- O726 Methods for Quality Management
- O734 Supply Chain Management *
- O735 Strategic Procurement

plus 3 electives

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We recommend to cancel the Supply Chain Management Specialization.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The cancellation is due to low enrolment in some courses and the resulting uncertainty in course offerings.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Delete the section on the supply chain management specialization.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Elkafi Hassini Email:hassini@mcmaster.ca Extension: 23985 Date submitted: February 2, 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

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NAME OF PROGRAM and PLAN	Business Administration (Full-time, Co-op and Accelerated MBA)		
DEGREE	Master of Business Administration (MBA)		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN:	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Not applicable.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

We propose the creation of a cross-discipline specialization on "Business Analytics."

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Data analytics has been touted by many industry leaders as the next frontier for innovation and productivity. The employment growth in data analytics is predicted to be the largest among all occupations in Canada. According to Canada's Big Data Consortium, there is an estimated shortage of 10,500 to 19,000 graduates with advanced data analytics skills and a further 150,000 for those with business analytics skills in 2018. There is also a growing interest from our MBA students in Business Analytics courses.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2019 (starting with new September 2018 cohort).

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (*please include a tracked changes version of the calendar section affected if applicable*):

The following would be added to the specializations section:

Business Analytics

Required: K723 Data Mining and Business Intelligence
O701 Modelling and Analytics Using Spreadsheets
O711 Predictive Modelling and Analytics
O715 Simulation for Business Analytics
P700 Business, Government and the Global Environment
P720 Strategic Management

And three courses from one of the following application tracks:

Finance track

Required

F741 Introduction to FinTech

F743 Big Data in Finance

Electives

F713 Security Analysis

F714 Options and Futures: Theory and Applications

F715 Portfolio Theory and Management

F719 Independent Research Project in Finance

F722 Market Trading and Risk Management with Options

F723 Fixed Income Analysis

F733 Financial Risk Management

F735 Financial Modelling

Information Systems track

eHealth 746 Healthcare Analytics

K724 eBusiness Strategies

K725 Business Process Management

K735 Managing the Implementation of Enterprise Planning Systems

K737 Cases in eBusiness, Innovation and Entrepreneurship

Marketing Track

M719 Independent Research Project in Marketing

M731 Marketing Research

M733 Marketing Analytics

M734 Strategic Marketing Analysis

Operations and Supply Chain Management Track

O719 Independent Research Project in Operations Management

O721 Inventory Management and Production Planning

O725 Business Logistics

O726 Methods for Quality Management

O734 Supply Chain Management

O735 Strategic Procurement

plus 1 700 level elective course.

The Business Analytics is a cross-discipline specialization that incorporates descriptive, predictive and prescriptive analytics courses as well as application courses. In addition to the required Year 1 foundational functional areas of business courses, the specialization offers foundational courses in predictive and prescriptive courses in Year 2. Most of the courses will make use of relevant analytics software to equip the students with the necessary analytics platforms.

Data analytics has been touted by many industry leaders as the next frontier for innovation and productivity. The employment growth in data analytics is predicted to be the largest among all occupations in Canada. This

specialization provides students with a wide variety of career options in the area of business analytics with three application tracks in finance, marketing and operations. The Business Analytics specialization serves as a gateway to valuable professional designations such as INFORMS Certified Analytics Professional (CAP) designation as well as the SAP Business Integration Certification program.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Elkafi Hassini Email:hassini@mcmaster.ca Extension: 27467 Date submitted: March 15, 2018

Approved by concerned Area Chairs:



March 8, 2018

_____, Date: _____

Narat Charupat, charupat@mcmaster.ca, 23987, Chair, Finance and Business Economics



Feb 28, 2018

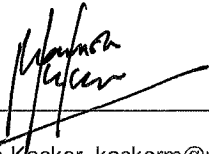
_____, Date: _____

Dr Brian Detlor, detlorb@mcmaster.ca, 23949, Chair, Information Systems Area



_____, Date: February 28, 2018

Dr. Elkafi Hassini, hassini@mcmaster.ca, 27467, Chair, Operations Management Area



_____, Date: March 13, 2018

Dr Manish Kacker, kackerm@mcmaster.ca, 21658, Chair, Marketing Area

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	MBA – DeGroot School of Business		
NAME OF PROGRAM and PLAN	Master of Business (all programs except E-MBA)		
DEGREE	MBA		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Revision to Calendar Copy for MBA Program	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Previous text contained irrelevant detail and did not clearly define admission criteria or requirements to graduate.
Launch of new Blended Learning Part-time Program required new calendar copy to be developed.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

Calendar copy now details the admission criteria and requirements to graduate for each program.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Housekeeping item to ensure program criteria are clear to prospective and current students. Streamlined and more organized text will also make annual updates easier to implement.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

Revised text has been reviewed and approved by MBA Program Development Committee.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

See attached.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Willi Wiesner Email: wisner@mcmaster.ca Extension: 23985 Date submitted: March 29, 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

Part-Time MBA Programs Option

For students wishing to complete their MBA but unable to commit to a full-time study schedule, ~~the DeGroot~~ a part-time option program is an ideal alternative. ~~For your convenience, MBA courses are offered in the evening in each of the 3 terms in a year allowing you to work while earning your degree. In terms of completing your program, you may take up to two courses per term~~

The Blended Learning Part-time MBA launched in September 2018. Admission into the previous Part-time MBA Program was discontinued in 2017. Part-time students generally may take up to 6 units of course work per term, with the exception of Terms 8 and 9 in the Blended Learning Part-time Program.

Students with a Bachelor of Commerce degree may complete an Accelerated MBA Program on a full-time or part-time basis. Please refer to the Accelerated MBA Program section for additional detail.

~~with the option of taking entire terms off, if needed. You have a maximum of 8 years to complete your degree. Part-time students will continue to follow the original program, which will be in place for another two years. Following this period, a redesigned Part-time MBA program will be introduced, pending requisite approvals.~~

Specific Program Information

For students enrolled after September 2018

Blended Learning Part-time MBA

Length: 9 terms. Please note this program follows a prescribed sequence.

Number of courses / units: 21 courses / 55.5 units

Admission Criteria

Applicants to the BLPT MBA are expected to meet the following requirements:

- 4-year bachelor's degree in any discipline, with a recommended B average (73-76% or 3.0 on a 4-point scale) in the two most recent years of university study.
- Résumé to assess work experience, with a *minimum* of 4 years expected.
- Two letters of recommendation; at least one from a non-academic referee (e.g., past or present employer)

~~— Graduate Management Admissions Test (GMAT) or other standardized scores⁴;~~

- ~~• Admissions interview, if necessary, to better understand a prospective student's capabilities, learning objectives and potential for success in the Program.~~
- ~~• TOEFL, IELTS, or PTE scores for those who have not resided in an English-speaking country for at least four years, or if English was not the primary language of instruction for at least three years of full-time post-secondary education, excluding ESL courses.~~

Program Specific Notes:

This program offers non-elective courses in a Blended Learning format. Students are required to engage in on-line learning activities, in addition to attending 3 mandatory weekend residencies per term.

Required Courses

Term 1 (6 units)

BL600 - Leadership Fundamentals (3 units)

BL610 – Management Fundamentals (3 units)

Term 2 (6 units)

BL 602 - Economics & Business Statistics (3 units)

BL604 - Creating Customer Value (3 units)

Term 3 (6 units)

BL601 - – Managing Financial Resources (3 units)

BL603 – Competing Through Digital Transformation and Analytics (3 units)

Term 4 (6 units)

BL605 - – Managing Organizations (3 units)

~~⁴In further contrast to the full-time and MBA Co-op programs, the Admissions Committee will also consider alternative standardized test scores in lieu of the GMAT, specifically the GRE, LSAT and MCAT, all of which require demonstrations of analytical, critical reasoning and verbal competences. Those who have successfully passed the CFA Level II exams will also be able submit scores to substitute for the GMAT based on the recognition that the competencies assessed are financial and economic in nature, and are considered more difficult than what is tested by the GMAT. Should there be any doubts about a candidate's suitability for the BLPT MBA, the Admissions Committee will retain the right to request higher GMAT test scores than those originally submitted.~~

BL651 – Intermediate Accounting (1.5 units)

BL652 – Intermediate Finance (1.5 units)

Term 5 (6 units)

P720 – Strategic Management (3 units)

BL653 – Intermediate Marketing (1.5 units)

BL654 – Intermediate Operations (1.5 units)

Term 6 (6 units)

P700 – Business and Global Environments (3 units)

BL751 – Innovation & Design Thinking (1.5 units)

BL752 – Co-Creating Strategic Foresight (1.5 units)

Term 7 (6 units)

Elective credits* (6 units)

Term 8 (9 units)

Elective credits* (6 units)

Strategic Integration Project A (3 units)

Term 9 (4.5 units)

Strategic Integration Project B (3 units)

Program Synthesis & Future Planning (1.5 units)

***12 units of elective credit are to be taken from the approved program elective credit list.**

For students enrolled on or before September 2016

Part-time MBA

Length: Variable. It takes most students 4 to 5 years, [but students have a maximum of 8 years to complete the program.](#)

Number of courses: 20

Program specific requirements: Work experience helps, but is not required.

Program specific notes:

- You can take a maximum of 2 classes per term.
- You may have the option of taking complete terms off. [Please consult an Academic Advisor.](#)
- ~~Classes for e~~Evening courses are held once a week and usually run from 7 p.m. to 10 p.m.
- [Students admitted prior to September 2016 are not permitted to transfer into the Blended Learning Part-time Program.](#)

MBA Courses

In addition to the elective courses listed, students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, [Academic \(MBA\) Programs](#), DeGroote School of Business.

Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, MBA Programs, DeGroote School of Business.

Year 1 Courses

- [BUSINESS A600 / Financial Accounting and Reporting](#)
- [BUSINESS A610 / Managerial Accounting](#)
- [BUSINESS B600 / Organizational Behaviour](#)
- [BUSINESS E600 / Economics](#)
- [BUSINESS F600 / Managerial Finance](#)
- [BUSINESS H600 / Human Resources Management](#)
- [BUSINESS K603 / Information Systems in Business](#)
- [BUSINESS M600 / Marketing Concepts and Applications](#)
- [BUSINESS O600 / Operations Management](#)
- [BUSINESS Q600 / Applied Business Statistics](#)

Year 2 Courses

Required Courses:

- [BUSINESS P700 / Business, Government and the Global Environment](#)
 - [BUSINESS P720 / Strategic Management](#)
-

Accounting and Financial Management Services

- [BUSINESS A701 / Intermediate Financial Accounting I](#)
- [BUSINESS A702 / Intermediate Financial Accounting II](#)
- [BUSINESS A703 / Advanced Financial Accounting](#)
- [BUSINESS A717 / Seminar in Accounting Theory](#)
- [BUSINESS *A718/28/38/48/ Selected Topics in Accounting](#)
- [BUSINESS A721 / Management Accounting Information for Strategic Development](#)
- [BUSINESS A722 / Market Trading and Risk Management](#)
- [BUSINESS A723 / Accounting Information Systems](#)
- [BUSINESS A730 / Canadian Taxation I](#)
- [BUSINESS A732 / Canadian Income Tax Fundamentals](#)
- [BUSINESS A733 / Canadian Taxation II](#)
- [BUSINESS A740 / Strategic Management Accounting](#)
- [BUSINESS A745 / Assurance](#)
- [BUSINESS A750 / Financial Statement Analysis](#)

Organizational Behaviour

- [BUSINESS B712 / Managerial Negotiations](#)
- [BUSINESS B715 / Leadership](#)
- [BUSINESS B716 / Strategic Organizational Change](#)
- [BUSINESS B717 / Management Development](#)
- [BUSINESS B730 / Strategic Management of Technology](#)
- [BUSINESS *B718/28/38/48/Selected Topics in Organizational Behaviour](#)
- [BUSINESS B733 / Multidisciplinary Entrepreneurship](#)

Health Services Management

- [BUSINESS C700 / Introduction to Health Management](#)
 - [BUSINESS C711 / Health Economics and Evaluation](#)
 - [BUSINESS C715 / Health Care Funding and Resource Allocation](#)
 - [BUSINESS C721 / Health Policy Analysis](#)
 - [BUSINESS C722 / Management of Population Health](#)
 - [BUSINESS C725 / Managing Communications in Health Care](#)
 - [BUSINESS C727 / Pharma/Biotech Business Issues](#)
 - [BUSINESS C735 / Proposal Development for Health Care Leaders](#)
 - [BUSINESS C736 / Quality Management in Health Services](#)
 - [BUSINESS C741 / Health Care Marketing](#)
-
- [BUSINESS D700 / Case Analyses and Presentations](#)

Business Economics

- [BUSINESS E714 / Business and Economic Forecasting](#)

Finance

- [BUSINESS F700 / Valuation for Finance Professionals](#)
- [BUSINESS F701 / Alternative Investments and Portfolio Management](#)
- [BUSINESS F710 / Financial Economics and Quantitative Methods](#)
- [BUSINESS F711 / Financial Institutions](#)
- [BUSINESS F712 / Applied Corporate Finance](#)
- [BUSINESS F713 / Security Analysis](#)
- [BUSINESS F714 / Options and Futures: Theory and Applications](#)
- [BUSINESS F715 / Portfolio Theory and Management](#)
- [BUSINESS F716 / International Financial Management](#)
- [BUSINESS F717 / Financial Statement Analysis](#)
- [BUSINESS *F718/28/38/48/58 / Selected Topics in Finance](#)
- [BUSINESS F720 / Small Business/Entrepreneurial Finance](#)
- [BUSINESS F721 / Mergers, Acquisitions and Corporate Control](#)
- [BUSINESS F722 / Market Trading and Risk Management](#)
- [BUSINESS F723 / Fixed Income Analysis](#)
- [BUSINESS F724 / Venture Capital and Private Equity](#)
- (cross-listed as [BUSINESS V705](#))
- [BUSINESS F725 / Personal Financial Management](#)
- [BUSINESS F726 / Behavioural Finance](#)
- [BUSINESS F727 / Working Capital Management](#)
- [BUSINESS F730 / Pension, Retirement and Estate Planning](#)

- [BUSINESS F731 / Insurance and Risk Management](#)
- [BUSINESS F732 / Personal Financial Planning and Advising](#)
- [BUSINESS F733 / Financial Risk Management](#)
- [BUSINESS F734 / Real Estate Finance and Investment](#)
- [BUSINESS F735 / Financial Modelling](#)
- [BUSINESS F736 / Ethics and Professional Practice in Finance](#)

Human Resources and Management

Organizational Behaviour

- [BUSINESS B600 / Organizational Behaviour](#)
 - [BUSINESS B712 / Managerial Negotiations](#)
 - [BUSINESS B715 / Leadership](#)
 - [BUSINESS B716 / Strategic Organizational Change](#)
 - [BUSINESS B717 / Management Development](#)
 - [B718/28/38/48 Selected Topics in Organizational Behaviour](#)
 - [BUSINESS B730 / Strategic Management of Technology](#)
 - [BUSINESS B733 / Multidisciplinary Entrepreneurship](#)
-
-

International Business

Management Information Systems

- BUSINESS *K718/28/38/48 / Selected Topics in Management Information Systems
- [BUSINESS K723 / Data Mining and Business Intelligence](#)
- [BUSINESS K724 / eBusiness Strategies](#)
- [BUSINESS K725 / Business Process Management](#)
- [BUSINESS K731 / Project Management](#)
- [BUSINESS K735 / Managing the Implementation of Enterprise Systems](#)
- [BUSINESS K736 / Management Issues in eHealth](#)
- [BUSINESS K737 / Cases in eBusiness, Innovation and Entrepreneurship](#)

Strategic Marketing

- [BUSINESS M721 / Business Marketing](#)

- [BUSINESS M722 / Health Care Marketing](#)
- [BUSINESS M724 / Innovation and New Products](#)
- [BUSINESS M727 / Marketing Communication](#)
- [BUSINESS M732 / Consumer Behaviour](#)
- [BUSINESS M733 / Marketing Analytics](#)
- [BUSINESS M734 / Strategic Marketing Analysis](#)
- [BUSINESS M736 / Services Marketing](#)
- [BUSINESS M740 / Corporate Reputation and Brand Management](#)
- [BUSINESS M750 / Consultative Selling](#)
- [BUSINESS M751 / Sustainability and Corporate Social Responsibility](#)

Supply Chain Operations Management

- [BUSINESS O701 / Modeling and Analytics using Spreadsheets](#)
- [BUSINESS O711 / Risk Models in Operations Management](#)
- [BUSINESS O715 / Simulation for Business Analytics](#)
- [BUSINESS *O718/28/38/48/ Selected Topics in Operations Management](#)
- [BUSINESS O721 / Inventory Management and Production Planning](#)
- [BUSINESS O725 / Business Logistics](#)
- [BUSINESS O726 / Methods for Quality Management](#)
- [BUSINESS O734 / Supply Chain Management](#)
- [BUSINESS O735 / Strategic Procurement](#)

Business Environment and Policy

- ~~[BUSINESS P700 / Business, Government and the Global Environment](#)~~
- [BUSINESS P715 / Entrepreneurship](#)
- ~~[BUSINESS P720 / Strategic Management](#)~~
- [BUSINESS P722 / Legal Aspects of Business](#)
- [BUSINESS P727 / Strategic Knowledge Management](#)
- [BUSINESS P731 / Crisis Management and Communications](#)
- [BUSINESS P737 / Profiting from Intellectual Property](#)
- [BUSINESS P745 / Corporate Governance](#)

Strategic Business Valuation

- [BUSINESS V700 / Strategic Business Analysis and Valuation](#)
- [BUSINESS V701 / Financial Statement Analysis](#)
- [BUSINESS V702 / Behavioural Finance](#)
- [BUSINESS V703 / Financial Modeling and Valuation](#)

- [BUSINESS V704 / Advanced Strategic Business Valuation](#)
- [BUSINESS V705 / Venture Capital and Private Equity](#)

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project

- [BUSADMIN A719 - Independent Research Project in Accounting](#)
- [BUSADMIN B719 - Independent Research Project in Organizational Behaviour](#)
- [BUSADMIN C719 - Independent Research Project in Health Services Management](#)
- [BUSADMIN E719 - Independent Research Project in Business Economics](#)
- [BUSADMIN F719 - Independent Research Project in Finance](#)
- [BUSADMIN H719 - Independent Research Project in Human Resources Management](#)
- [BUSADMIN I719 - Independent Research Project in International Business](#)
- [BUSADMIN M719 - Independent Research Project in Marketing](#)
- [BUSADMIN O719 - Independent Research Project in Operations Management](#)
- [BUSADMIN P719 - Independent Research Project in Business Environment and Policy](#)
- [BUSADMIN V719 - Independent Research Project in Strategic Business Valuation](#)

Masters of Business Administration (MBA) Degree

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGroote School of Business is also AACSB accredited - less than 5% of business schools worldwide earn this distinction in management education.

Canada's first Co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community. Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

MBA Program Information

The MBA Program offers a number of program options:

DeGroote MBA (full-time status, 4 academic terms)

DeGroote MBA with Co-op (full-time status, 4 academic terms alternating with 3 paid work terms)

DeGroote Accelerated MBA (10 courses, available full-time or part-time)

DeGroote Blended Learning Part-time Program (9 academic terms, part-time study only)

1

Students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, Academic (MBA), DeGroote School of Business.

Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, Academic (MBA).

DeGroote MBA (Full-time, 4 academic terms)

The DeGroote MBA is a carefully blended combination of practical and theoretical business education. During 4 academic terms there is an emphasis on both the learning of business fundamentals, and the development of practical skills required for you to advance your career. It is intended for those with at least one year of managerial, professional, or technical work experience.

Admission Requirements:

Work Experience: One year of full-time continuous professional, managerial or technical work experience.

GPA: Completion of an undergraduate degree with a B average or higher

GMAT: Required

Proof of English Language Proficiency: required if previous degree was not completed in English

2 Letters of Reference

Program Requirements

Level 1 (36 units)

[BUSINESS L611 / Foundations 1 \(3 units\)](#)
[BUSINESS I601 / Managing Financial Resources \(3 units\)](#)
[BUSINESS I602 / Economics & Business Statistics \(3 units\)](#)
[BUSINESS I603 / Competing Through Digital Transformation & Analytics \(3 units\)](#)
[BUSINESS I604 / Creating Customer Value \(3 units\)](#)
[BUSINESS I605 / Managing Organizations \(3 units\)](#)
[BUSINESS L624 / Foundations 2: Advanced Professional Skills \(1.5 units\)](#)
[BUSINESS A650 / Accounting for Decision Makers \(3 units\)](#)
[BUSINESS F650 / Firms and Markets \(3 units\)](#)
[BUSINESS L626 / Integrating Project \(1.5 units\)](#)

Students choose from 3 out of 5 from the following:

[BUSINESS B650 / Managing People in Organizations \(3 units\)](#)
[BUSINESS C650 / Introduction to Health Management \(3 units\)](#)
[BUSINESS K650 / Information Systems in Business \(3 units\)](#)
[BUSINESS M650 / Strategic Marketing Management \(3 units\)](#)
[BUSINESS O650 / Operations Management \(3 units\)](#)

Level 2 (30 units)

P700 – Business, Government and Global Environment (3 units)
P720 – Strategic Management (3 units)
Plus eight 700-level courses (see MBA Course List)

DeGroot MBA with Co-op (4 academic terms alternating with 3 paid work terms)

The DeGroot MBA with Co-op combines theoretical business education with the opportunity to complete three paid work terms. An emphasis on both the learning of business fundamentals, and the development of practical skills helps students advance their careers.

Admission Requirements:

Work Experience: Although work experience is an asset, it is not a requirement for domestic applicants. International applicants must have one year of full-time continuous professional, managerial or technical work experience.

GPA: Completion of an undergraduate degree with a B average or higher

GMAT: Required

Proof of English Language Proficiency: required if previous degree was not completed in English

2 Letters of Reference

Applicants who meet the admission requirements will be required to take part in a behaviour based interview.

Program Requirements

Level 1 (36 units)

[BUSINESS L611: Foundations 1 \(3 units\)](#)
[BUSINESS I601 / Managing Financial Resources \(3 units\)](#)
[BUSINESS I602 / Economics & Business Statistics \(3 units\)](#)
[BUSINESS I603 / Competing Through Digital Transformation & Analytics \(3 units\)](#)
[BUSINESS I604 / Creating Customer Value \(3 units\)](#)
[BUSINESS I605 / Managing Organizations \(3 units\)](#)
[BUSINESS L625 / Foundations 2: Review & Relaunch \(1.5 units\)](#)
[BUSINESS A650 / Accounting for Decision Makers \(3 units\)](#)
[BUSINESS F650 / Firms and Markets \(3 units\)](#)
[BUSINESS L626 / Integrating Project \(1.5 units\)](#)

Students choose from 3 out of 5 from the following:

[BUSINESS B650 / Managing People in Organizations \(3 units\)](#)

[BUSINESS C650 / Introduction to Health Management \(3 units\)](#)

[BUSINESS K650 / Information Systems in Business \(3 units\)](#)

[BUSINESS M650 / Strategic Marketing Management \(3 units\)](#)

[BUSINESS O650 / Operations Management \(3 units\)](#)

WT01 – Co-op Work Term

Level 2 (30 units)P700 – Business, Government and Global Environment (3 units)

P720 – Strategic Management (3 units)

WT02 – Co-op Work Term

WT03 – Co-op Work Term

Plus eight 700-level courses (see MBA Course List)

Accelerated MBA

If you have already completed a recognized undergraduate business degree within the last 10 years, or are a graduate of McMaster University's Engineering and Management program, you may be eligible for advanced standing in year one and be admitted directly into year two. You can earn your MBA degree in as little as 8 months of full-time study, or 20 months of part-time study. The Accelerated Program is intended for those with at least one year of managerial, professional, or technical work experience.

Length: 8 months full-time or approximately 20 months part-time

Admission requirements:

Completion of an undergraduate degree in business, or McMaster's Engineering and Management program, with a B average in the final two years of study.

Graduated within the last 10 years from a recognized Canadian or American university.

Minimum of one year of full-time continuous managerial, professional, or technical work experience.

Undergraduate co-op or internship placements (adding up to 12 months of work or more) from a North American institution will also be considered if they are noted on your official transcripts or are confirmed in a letter from your school.

GMAT: Required

2 Letters of Reference

Program Requirements:

P700 – Business, Government and Global Environment

P720 – Strategic Management

Plus eight 700-level courses

MBA Courses

Year 1 Courses - DeGroot MBA (Full-time) and DeGroot MBA with Co-op (For students admitted on or after September 2016)

[BUSINESS L611: Foundations 1 \(3 units\)](#)
[BUSINESS I601 / Managing Financial Resources \(3 units\)](#)
[BUSINESS I602 / Economics & Business Statistics \(3 units\)](#)
[BUSINESS I603 / Competing Through Digital Transformation & Analytics \(3 units\)](#)
[BUSINESS I604 / Creating Customer Value \(3 units\)](#)
[BUSINESS I605 / Managing Organizations \(3 units\)](#)
[BUSINESS L625 / Foundations 2: Review & Relaunch \(1.5 units\)](#)
[BUSINESS A650 / Accounting for Decision Makers \(3 units\)](#)
[BUSINESS F650 / Firms and Markets \(3 units\)](#)
[BUSINESS L626 / Integrating Project \(1.5 units\)](#)

Students choose from 3 out of 5 from the following:

[BUSINESS B650 / Managing People in Organizations \(3 units\)](#)
[BUSINESS C650 / Introduction to Health Management \(3 units\)](#)
[BUSINESS K650 / Information Systems in Business \(3 units\)](#)
[BUSINESS M650 / Strategic Marketing Management \(3 units\)](#)
[BUSINESS O650 / Operations Management \(3 units\)](#)

Year 1 Courses - All Programs except Part-Time. (For students admitted prior September 2016)

- [BUSINESS A600 / Financial Accounting and Reporting](#)
- [BUSINESS A610 / Managerial Accounting](#)
- [BUSINESS B600 / Organizational Behaviour](#)
- [BUSINESS E600 / Economics](#)
- [BUSINESS F600 / Managerial Finance](#)
- [BUSINESS H600 / Human Resources Management](#)
- [BUSINESS K603 / Information Systems in Business](#)
- [BUSINESS M600 / Marketing Concepts and Applications](#)
- [BUSINESS O600 / Operations Management](#)
- [BUSINESS Q600 / Applied Business Statistics](#)

Year 2 Courses

Required Courses:

- [BUSINESS P700 / Business, Government and the Global Environment](#)
- [BUSINESS P720 / Strategic Management](#)

Plus eight 700-level courses from the following:

Accounting and Financial Management Services

- [BUSINESS A701 / Intermediate Financial Accounting I](#)
- [BUSINESS A702 / Intermediate Financial Accounting II](#)
- [BUSINESS A703 / Advanced Financial Accounting](#)
- [BUSINESS A717 / Seminar in Accounting Theory](#)
- BUSINESS *A718/28/38/48/ Selected Topics in Accounting
- [BUSINESS A721 / Management Accounting Information for Strategic Development](#)
- [BUSINESS A722 / Market Trading and Risk Management](#)
- [BUSINESS A723 / Accounting Information Systems](#)
- [BUSINESS A730 / Canadian Taxation I](#)
- [BUSINESS A732 / Canadian Income Tax Fundamentals](#)
- [BUSINESS A733 / Canadian Taxation II](#)
- [BUSINESS A740 / Strategic Management Accounting](#)
- [BUSINESS A745 / Assurance](#)
- [BUSINESS A750 / Financial Statement Analysis](#)

Organizational Behaviour

- [BUSINESS B712 / Managerial Negotiations](#)
- [BUSINESS B715 / Leadership](#)
- [BUSINESS B716 / Strategic Organizational Change](#)
- [BUSINESS B717 / Management Development](#)
- [BUSINESS B730 / Strategic Management of Technology](#)
- BUSINESS *B718/28/38/48/Selected Topics in Organizational Behaviour
- [BUSINESS B733 / Multidisciplinary Entrepreneurship](#)

Health Services Management

- [BUSINESS C700 / Introduction to Health Management](#)
- [BUSINESS C711 / Health Economics and Evaluation](#)
- [BUSINESS C715 / Health Care Funding and Resource Allocation](#)
- [BUSINESS C721 / Health Policy Analysis](#)

- [BUSINESS C722 / Management of Population Health](#)
- [BUSINESS C725 / Managing Communications in Health Care](#)
- [BUSINESS C727 / Pharma/Biotech Business Issues](#)
- [BUSINESS C735 / Proposal Development for Health Care Leaders](#)
- [BUSINESS C736 / Quality Management in Health Services](#)
- [BUSINESS C741 / Health Care Marketing](#)
- [BUSINESS C750 – Ethical and Legal Issues in Health Care](#)
- [BUSINESS D700 / Case Analyses and Presentations](#)

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Business Economics

- [BUSINESS E714 / Business and Economic Forecasting](#)

Finance

- [BUSINESS F700 / Valuation for Finance Professionals](#)
- [BUSINESS F701 / Alternative Investments and Portfolio Management](#)
- [BUSINESS F710 / Financial Economics and Quantitative Methods](#)
- [BUSINESS F711 / Financial Institutions](#)
- [BUSINESS F712 / Applied Corporate Finance](#)
- [BUSINESS F713 / Security Analysis](#)
- [BUSINESS F714 / Options and Futures: Theory and Applications](#)
- [BUSINESS F715 / Portfolio Theory and Management](#)
- [BUSINESS F716 / International Financial Management](#)
- [BUSINESS F717 / Financial Statement Analysis](#)
- [BUSINESS *F718/28/38/48/58 / Selected Topics in Finance](#)
- [BUSINESS F720 / Small Business/Entrepreneurial Finance](#)
- [BUSINESS F721 / Mergers, Acquisitions and Corporate Control](#)
- [BUSINESS F722 / Market Trading and Risk Management](#)
- [BUSINESS F723 / Fixed Income Analysis](#)
- [BUSINESS F724 / Venture Capital and Private Equity](#)
- (cross-listed as [BUSINESS V705](#))
- [BUSINESS F725 / Personal Financial Management](#)
- [BUSINESS F726 / Behavioural Finance](#)
- [BUSINESS F727 / Working Capital Management](#)
- [BUSINESS F730 / Pension, Retirement and Estate Planning](#)
- [BUSINESS F731 / Insurance and Risk Management](#)
- [BUSINESS F732 / Personal Financial Planning and Advising](#)
- [BUSINESS F733 / Financial Risk Management](#)
- [BUSINESS F734 / Real Estate Finance and Investment](#)
- [BUSINESS F735 / Financial Modelling](#)
- [BUSINESS F736 / Ethics and Professional Practice in Finance](#)

Management Information Systems

- BUSINESS *K718/28/38/48 / Selected Topics in Management Information Systems
- [BUSINESS K723 / Data Mining and Business Intelligence](#)
- [BUSINESS K724 / eBusiness Strategies](#)
- [BUSINESS K725 / Business Process Management](#)
- [BUSINESS K731 / Project Management](#)
- [BUSINESS K735 / Managing the Implementation of Enterprise Systems](#)
- [BUSINESS K736 / Management Issues in eHealth](#)
- [BUSINESS K737 / Cases in eBusiness, Innovation and Entrepreneurship](#)

Strategic Marketing

- [BUSINESS M721 / Business Marketing](#)
- [BUSINESS M722 / Health Care Marketing](#)
- [BUSINESS M724 / Innovation and New Products](#)
- [BUSINESS M727 / Marketing Communication](#)
- [BUSINESS M732 / Consumer Behaviour](#)
- [BUSINESS M733 / Marketing Analytics](#)
- [BUSINESS M734 / Strategic Marketing Analysis](#)
- [BUSINESS M736 / Services Marketing](#)
- [BUSINESS M740 / Corporate Reputation and Brand Management](#)
- [BUSINESS M750 / Consultative Selling](#)
- [BUSINESS M751 / Sustainability and Corporate Social Responsibility](#)

Operations Management

- [BUSINESS O701 / Modeling and Analytics using Spreadsheets](#)
- [BUSINESS O711 / Risk Models in Operations Management](#)
- [BUSINESS O715 / Simulation for Business Analytics](#)
- BUSINESS *O718/28/38/48/ Selected Topics in Operations Management
- [BUSINESS O721 / Inventory Management and Production Planning](#)
- [BUSINESS O725 / Business Logistics](#)
- [BUSINESS O726 / Methods for Quality Management](#)
- [BUSINESS O734 / Supply Chain Management](#)
- [BUSINESS O735 / Strategic Procurement](#)

Business Environment and Policy

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- [BUSINESS P715 / Entrepreneurship](#)
 - [BUSINESS P722 / Legal Aspects of Business](#)
 - [BUSINESS P727 / Strategic Knowledge Management](#)
 - [BUSINESS P731 / Crisis Management and Communications](#)
 - [BUSINESS P737 / Profiting from Intellectual Property](#)
 - [BUSINESS P745 / Corporate Governance](#)

Strategic Business Valuation

- [BUSINESS V700 / Strategic Business Analysis and Valuation](#)
- [BUSINESS V701 / Financial Statement Analysis](#)
- [BUSINESS V702 / Behavioural Finance](#)
- [BUSINESS V703 / Financial Modeling and Valuation](#)
- [BUSINESS V704 / Advanced Strategic Business Valuation](#)
- [BUSINESS V705 / Venture Capital and Private Equity](#)

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project

BUSADMIN A719 - Independent Research Project in Accounting
BUSADMIN B719 - Independent Research Project in Organizational Behaviour
BUSADMIN C719 - Independent Research Project in Health Services Management
BUSADMIN E719 - Independent Research Project in Business Economics
BUSADMIN F719 - Independent Research Project in Finance
BUSADMIN H719 - Independent Research Project in Human Resources Management
BUSADMIN I719 - Independent Research Project in International Business
BUSADMIN M719 - Independent Research Project in Marketing
BUSADMIN O719 - Independent Research Project in Operations Management
BUSADMIN P719 - Independent Research Project in Business Environment and Policy
BUSADMIN V719 - Independent Research Project in Strategic Business Valuation

Masters of Business Administration (MBA) Degree

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGroote School of Business is also AACSB accredited - less than 5% of business schools worldwide earn this distinction in management education.

Canada's first Co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community. Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

Specific MBA Program Information

The MBA Program offers a number of program options:

DeGroote MBA (full-time status, 4 academic terms)

DeGroote MBA with Co-op (full-time status, 4 academic terms alternating with 3 paid work terms)

DeGroote Accelerated MBA (10 courses, available full-time or part-time)

DeGroote Blended Learning Part-time Program (9 academic terms, part-time study only)

Length: 28 months (typically 4 academic terms alternating with 3 paid work terms)

Students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, Academic (MBA), DeGroote School of Business. Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, Academic (MBA).

DeGroote MBA (Full-time, 4 academic terms)

The DeGroote MBA is a carefully blended combination of practical and theoretical business education. During 4 academic terms there is an emphasis on both the learning of business fundamentals, and the development of practical skills required for you to advance your career. It is intended for those with at least one year of managerial, professional, or technical work experience.

Admission Requirements:

Work Experience: One year of full-time continuous professional, managerial or technical work experience.

GPA: Completion of an undergraduate degree with a B average or higher

GMAT: Required

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Proof of English Language Proficiency: required if previous degree was not completed in English

2 Letters of Reference

Program Requirements

Level 1 (36 units)

BUSINESS L611: Foundations 1 (3 units)
BUSINESS I601 / Managing Financial Resources (3 units)
BUSINESS I602 / Economics & Business Statistics (3 units)
BUSINESS I603 / Competing Through Digital Transformation & Analytics (3 units)
BUSINESS I604 / Creating Customer Value (3 units)
BUSINESS I605 / Managing Organizations (3 units)
BUSINESS L624 / Foundations 2: Advanced Professional Skills (1.5 units)
BUSINESS A650 / Accounting for Decision Makers (3 units)
BUSINESS F650 / Firms and Markets (3 units)
BUSINESS L626 / Integrating Project (1.5 units)

Students choose from 3 out of 5 from the following:

BUSINESS B650 / Managing People in Organizations (3 units)
BUSINESS C650 / Introduction to Health Management (3 units)
BUSINESS K650 / Information Systems in Business (3 units)
BUSINESS M650 / Strategic Marketing Management (3 units)
BUSINESS O650 / Operations Management (3 units)

Level 2 (30 units)

P700 – Business, Government and Global Environment (3 units)
P720 – Strategic Management (3 units)
Plus eight 700-level courses (see MBA Course List)

DeGroote MBA with Co-op (4 academic terms alternating with 3 paid work terms)

The DeGroote MBA with Co-op combines theoretical business education with the opportunity to complete three paid work terms. An emphasis on both the learning of business fundamentals, and the development of practical skills helps students advance their careers.

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Admission Requirements:

Number of courses: 20, 3 Modules

Program specific requirements:

Work Experience: Although work experience is an asset, it is not a requirement for domestic applicants. International applicants must have one year of full-time continuous professional, managerial or technical work experience. ~~interested in the co-op MBA program.~~

GPA: Completion of an undergraduate degree with a B average or higher

GMAT: Required

Proof of English Language Proficiency: required if previous degree was not completed in English

2 Letters of Reference

Applicants who meet the academic admission requirements will be required to take part in a behaviour based interview. ✳

Program Requirements

Level 1 (36 units)

BUSINESS L611: Foundations 1 (3 units)
BUSINESS I601 / Managing Financial Resources (3 units)
BUSINESS I602 / Economics & Business Statistics (3 units)
BUSINESS I603 / Competing Through Digital Transformation & Analytics (3 units)
BUSINESS I604 / Creating Customer Value (3 units)
BUSINESS I605 / Managing Organizations (3 units)
BUSINESS L625 / Foundations 2: Review & Relaunch (1.5 units)
BUSINESS A650 / Accounting for Decision Makers (3 units)
BUSINESS F650 / Firms and Markets (3 units)
BUSINESS L626 / Integrating Project (1.5 units)

Students choose from 3 out of 5 from the following:

BUSINESS B650 / Managing People in Organizations (3 units)
BUSINESS C650 / Introduction to Health Management (3 units)
BUSINESS K650 / Information Systems in Business (3 units)
BUSINESS M650 / Strategic Marketing Management (3 units)
BUSINESS O650 / Operations Management (3 units)
WT01 – Co-op Work Term

Level 2 (30 units)

P700 – Business, Government and Global Environment (3 units)
P720 – Strategic Management (3 units)
WT02 – Co-op Work Term
WT03 – Co-op Work Term
Plus eight 700-level courses (see MBA Course List)

~~This program is for you if you are a recent graduate with little or no work experience, or if you are interested in changing directions in your career and want to gain experience in a new field.~~

~~Full-time Co-op students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term 1 which will be team taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.~~

~~International Students~~

~~International applicants who have at least one year of full-time continuous professional, managerial or technical work experience may also apply for the co-op option. There are a limited number of spots available for international students.~~

~~Co-op Students~~

~~As a co-op student, you will receive intensive career development assistance through Student Experience—Career & Professional Development team. One-on-one coaching and skills development programs will prepare you for high-level co-op positions and career success when you graduate.~~

~~Accelerated MBA~~

~~If you have already completed a recognized undergraduate business degree within the last 10 years, or are a graduate of McMaster University's Engineering and Management program, you may be eligible for advanced standing in year one and be admitted directly into year two. You can earn your MBA degree in as little as 8 months of full-time study, or 20 months of part-time study. The Accelerated Program is intended for those with at least one year of managerial, professional, or technical work experience.~~

~~Length: 8 months full-time or approximately 20 months part-time~~

~~**Admission requirements:**~~

~~Completion of an undergraduate degree in business, or McMaster's Engineering and Management program, with a B average in the final two years of study.~~

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Graduated within the last 10 years from a recognized Canadian or American university.

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Minimum of one year of full-time continuous managerial, professional, or technical work experience. Undergraduate co-op or internship placements (adding up to 12 months of work or more) from a North American institution will also be considered if they are noted on your official transcripts or are confirmed in a letter from your school.

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GMAT: Required

2 Letters of Reference

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Program Requirements:

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P700 – Business, Government and Global Environment

P720 – Strategic Management

Plus eight 700-level courses

MBA Courses

Year 1 Courses - DeGroote MBA (Full-time) and DeGroote MBA with Co-op (For students admitted on or after September 2016)

BUSINESS L611: Foundations 1 (3 units)

BUSINESS I601 / Managing Financial Resources (3 units)

BUSINESS I602 / Economics & Business Statistics (3 units)

BUSINESS I603 / Competing Through Digital Transformation & Analytics (3 units)

BUSINESS I604 / Creating Customer Value (3 units)

BUSINESS I605 / Managing Organizations (3 units)

BUSINESS L625 / Foundations 2: Review & Relaunch (1.5 units)

BUSINESS A650 / Accounting for Decision Makers (3 units)

BUSINESS F650 / Firms and Markets (3 units)

BUSINESS L626 / Integrating Project (1.5 units)

Students choose from 3 out of 5 from the following:

BUSINESS B650 / Managing People in Organizations (3 units)

BUSINESS C650 / Introduction to Health Management (3 units)

BUSINESS K650 / Information Systems in Business (3 units)

BUSINESS M650 / Strategic Marketing Management (3 units)

BUSINESS O650 / Operations Management (3 units)

Year 1 Courses - All Programs except Part-Time. (For students admitted prior September 2016)

- [BUSINESS A600 / Financial Accounting and Reporting](#)
- [BUSINESS A610 / Managerial Accounting](#)
- [BUSINESS B600 / Organizational Behaviour](#)
- [BUSINESS E600 / Economics](#)
- [BUSINESS F600 / Managerial Finance](#)
- [BUSINESS H600 / Human Resources Management](#)
- [BUSINESS K603 / Information Systems in Business](#)
- [BUSINESS M600 / Marketing Concepts and Applications](#)
- [BUSINESS O600 / Operations Management](#)
- [BUSINESS Q600 / Applied Business Statistics](#)

Year 2 Courses

Required Courses:

- [BUSINESS P700 / Business, Government and the Global Environment](#)
- [BUSINESS P720 / Strategic Management](#)

Plus eight 700-level courses from the following:

Accounting and Financial Management Services

- [BUSINESS A701 / Intermediate Financial Accounting I](#)
- [BUSINESS A702 / Intermediate Financial Accounting II](#)
- [BUSINESS A703 / Advanced Financial Accounting](#)
- [BUSINESS A717 / Seminar in Accounting Theory](#)
- [BUSINESS *A718/28/38/48/ Selected Topics in Accounting](#)
- [BUSINESS A721 / Management Accounting Information for Strategic Development](#)
- [BUSINESS A722 / Market Trading and Risk Management](#)
- [BUSINESS A723 / Accounting Information Systems](#)
- [BUSINESS A730 / Canadian Taxation I](#)
- [BUSINESS A732 / Canadian Income Tax Fundamentals](#)
- [BUSINESS A733 / Canadian Taxation II](#)
- [BUSINESS A740 / Strategic Management Accounting](#)
- [BUSINESS A745 / Assurance](#)
- [BUSINESS A750 / Financial Statement Analysis](#)

Organizational Behaviour

- [BUSINESS B712 / Managerial Negotiations](#)
- [BUSINESS B715 / Leadership](#)
- [BUSINESS B716 / Strategic Organizational Change](#)
- [BUSINESS B717 / Management Development](#)
- [BUSINESS B730 / Strategic Management of Technology](#)
- [BUSINESS *B718/28/38/48/Selected Topics in Organizational Behaviour](#)
- [BUSINESS B733 / Multidisciplinary Entrepreneurship](#)

Health Services Management

- [BUSINESS C700 / Introduction to Health Management](#)
- [BUSINESS C711 / Health Economics and Evaluation](#)
- [BUSINESS C715 / Health Care Funding and Resource Allocation](#)
- [BUSINESS C721 / Health Policy Analysis](#)
- [BUSINESS C722 / Management of Population Health](#)
- [BUSINESS C725 / Managing Communications in Health Care](#)
- [BUSINESS C727 / Pharma/Biotech Business Issues](#)
- [BUSINESS C735 / Proposal Development for Health Care Leaders](#)
- [BUSINESS C736 / Quality Management in Health Services](#)
- [BUSINESS C741 / Health Care Marketing](#)
- [BUSINESS C750 – Ethical and Legal Issues in Health Care](#)
- [BUSINESS D700 / Case Analyses and Presentations](#)

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Business Economics

- [BUSINESS E714 / Business and Economic Forecasting](#)

Finance

- [BUSINESS F700 / Valuation for Finance Professionals](#)
- [BUSINESS F701 / Alternative Investments and Portfolio Management](#)
- [BUSINESS F710 / Financial Economics and Quantitative Methods](#)
- [BUSINESS F711 / Financial Institutions](#)
- [BUSINESS F712 / Applied Corporate Finance](#)
- [BUSINESS F713 / Security Analysis](#)
- [BUSINESS F714 / Options and Futures: Theory and Applications](#)

- [BUSINESS F715 / Portfolio Theory and Management](#)
- [BUSINESS F716 / International Financial Management](#)
- [BUSINESS F717 / Financial Statement Analysis](#)
- [BUSINESS *F718/28/38/48/58 / Selected Topics in Finance](#)
- [BUSINESS F720 / Small Business/Entrepreneurial Finance](#)
- [BUSINESS F721 / Mergers, Acquisitions and Corporate Control](#)
- [BUSINESS F722 / Market Trading and Risk Management](#)
- [BUSINESS F723 / Fixed Income Analysis](#)
- [BUSINESS F724 / Venture Capital and Private Equity](#)
- [\(cross-listed as BUSINESS V705\)](#)
- [BUSINESS F725 / Personal Financial Management](#)
- [BUSINESS F726 / Behavioural Finance](#)
- [BUSINESS F727 / Working Capital Management](#)
- [BUSINESS F730 / Pension, Retirement and Estate Planning](#)
- [BUSINESS F731 / Insurance and Risk Management](#)
- [BUSINESS F732 / Personal Financial Planning and Advising](#)
- [BUSINESS F733 / Financial Risk Management](#)
- [BUSINESS F734 / Real Estate Finance and Investment](#)
- [BUSINESS F735 / Financial Modelling](#)
- [BUSINESS F736 / Ethics and Professional Practice in Finance](#)

Management Information Systems

- [BUSINESS *K718/28/38/48 / Selected Topics in Management Information Systems](#)
- [BUSINESS K723 / Data Mining and Business Intelligence](#)
- [BUSINESS K724 / eBusiness Strategies](#)
- [BUSINESS K725 / Business Process Management](#)
- [BUSINESS K731 / Project Management](#)
- [BUSINESS K735 / Managing the Implementation of Enterprise Systems](#)
- [BUSINESS K736 / Management Issues in eHealth](#)
- [BUSINESS K737 / Cases in eBusiness, Innovation and Entrepreneurship](#)

Strategic Marketing

- [BUSINESS M721 / Business Marketing](#)
- [BUSINESS M722 / Health Care Marketing](#)
- [BUSINESS M724 / Innovation and New Products](#)
- [BUSINESS M727 / Marketing Communication](#)
- [BUSINESS M732 / Consumer Behaviour](#)
- [BUSINESS M733 / Marketing Analytics](#)

- [BUSINESS M734 / Strategic Marketing Analysis](#)
- [BUSINESS M736 / Services Marketing](#)
- [BUSINESS M740 / Corporate Reputation and Brand Management](#)
- [BUSINESS M750 / Consultative Selling](#)
- [BUSINESS M751 / Sustainability and Corporate Social Responsibility](#)

Operations Management

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- [BUSINESS O701 / Modeling and Analytics using Spreadsheets](#)
- [BUSINESS O711 / Risk Models in Operations Management](#)
- [BUSINESS O715 / Simulation for Business Analytics](#)
- [BUSINESS *O718/28/38/48/ Selected Topics in Operations Management](#)
- [BUSINESS O721 / Inventory Management and Production Planning](#)
- [BUSINESS O725 / Business Logistics](#)
- [BUSINESS O726 / Methods for Quality Management](#)
- [BUSINESS O734 / Supply Chain Management](#)
- [BUSINESS O735 / Strategic Procurement](#)

Business Environment and Policy

- [BUSINESS P715 / Entrepreneurship](#)
- [BUSINESS P722 / Legal Aspects of Business](#)
- [BUSINESS P727 / Strategic Knowledge Management](#)
- [BUSINESS P731 / Crisis Management and Communications](#)
- [BUSINESS P737 / Profiting from Intellectual Property](#)
- [BUSINESS P745 / Corporate Governance](#)

Strategic Business Valuation

- [BUSINESS V700 / Strategic Business Analysis and Valuation](#)
- [BUSINESS V701 / Financial Statement Analysis](#)
- [BUSINESS V702 / Behavioural Finance](#)
- [BUSINESS V703 / Financial Modeling and Valuation](#)
- [BUSINESS V704 / Advanced Strategic Business Valuation](#)
- [BUSINESS V705 / Venture Capital and Private Equity](#)

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area

directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project

- BUSADMIN A719 - Independent Research Project in Accounting
- BUSADMIN B719 - Independent Research Project in Organizational Behaviour
- BUSADMIN C719 - Independent Research Project in Health Services Management
- BUSADMIN E719 - Independent Research Project in Business Economics
- BUSADMIN F719 - Independent Research Project in Finance
- BUSADMIN H719 - Independent Research Project in Human Resources Management
- BUSADMIN I719 - Independent Research Project in International Business
- BUSADMIN M719 - Independent Research Project in Marketing
- BUSADMIN O719 - Independent Research Project in Operations Management
- BUSADMIN P719 - Independent Research Project in Business Environment and Policy
- BUSADMIN V719 - Independent Research Project in Strategic Business Valuation

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In addition to the elective courses listed, students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, MBA Programs, DeGroote School of Business.

Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, MBA Programs, DeGroote School of Business.

Year 1 Courses

For Full-time and Co-op students admitted prior to September 2016 and all Part-time students (regardless of admission date)

- BUSINESS A600 / Financial Accounting and Reporting
- BUSINESS A610 / Managerial Accounting
- BUSINESS B600 / Organizational Behaviour
- BUSINESS E600 / Economics
- BUSINESS F600 / Managerial Finance
- BUSINESS H600 / Human Resources Management
- BUSINESS K603 / Information Systems in Business
- BUSINESS M600 / Marketing Concepts and Applications
- BUSINESS O600 / Operations Management
- BUSINESS Q600 / Applied Business Statistics

Year 1 Courses

For Full-time and Co-op students admitted on or after September 2016

Required Year 1 Term 1 Courses & Modules:

BUSINESS L611: Foundations 1 (3 units)

(Total Instruction hours = 70 hrs)

Please note that topics are listed in no particular order and the sequence may change. Topic areas may include but are not limited to the following:

- Analysis:
 - Leadership A, Case Analysis, Analytical Tool Box, Data Analytics and Statistics

- Data & Decisions
 - Financial Statements, Teamwork Dynamics, Economic Fundamentals, Business Modelling and Excel.
- Application
 - Financial Concepts, Persuasive Communication and Managerial Negotiations.
- Reflection
 - Leadership B, Hot Topics and Case Competition.

Required Year 1 Term 1 Courses

- [BUSINESS I601 / Managing Financial Resources](#)
- [BUSINESS I602 / Economics & Business Statistics](#)
- [BUSINESS I603 / Competing Through Digital Transformation & Analytics](#)
- [BUSINESS I604 / Creating Customer Value](#)
- [BUSINESS I605 / Managing Organizations](#)

Required Year 1 Term 2 Courses & Modules

- [BUSINESS L625 / Foundations 2: Review & Relaunch](#)
- [BUSINESS A650 / Accounting for Decision Makers](#)
- [BUSINESS F650 / Firms and Markets](#)
- [BUSINESS L626 / Integrating Project](#)

Elective Core Courses

MBA Degree

The MBA program at McMaster University was created in 1962, and boasts more than 16,000 alumni around the world. The DeGroote School of Business is also AACSB accredited—less than 5% of business schools worldwide earn this distinction in management education.

Canada's first co-op MBA program was established at McMaster in 1973, and today is a premier choice for students who want to gain work experience while studying, and for employers who want to hire future business leaders.

Full-time, part-time and accelerated programs are also offered to give students the flexibility they need to continue their education and become leaders in the business world and the community.

Classes are held at the Ron Joyce Centre in Burlington, Ontario in a state-of-the-art building designed to enrich the student learning experience.

Students interested in the MBA program can obtain full particulars on regulations, as well as full course descriptions, from the MBA Academic Calendar, available on the DeGroote School of Business MBA webpage at <http://www.degroote.mcmaster.ca/MBA/registration.html>.

The MBA current program consists of 20 courses; ten in year one and ten in year two. Twelve of the 20 courses are core courses, which all students are required to take. Traditional Full-time and Full-time Co-op students admitted in or after September 2016 will complete a redesigned Year 1 curriculum. This redesigned curriculum will begin with mandatory four-week intensive foundations modules which will convey baseline information regardless of undergraduate major or experience. There will be 5 required core courses in Term 1 which will be team-taught with content integrated across disciplines. Term 2 will begin with a required Foundations Week focusing on professional development and skill-based workshops. Each student will also need to complete two required courses followed by a choice of 3 out of 5 core electives. The final 3 weeks of Term 2 will be Integration Weeks: students will be required to complete an integrating project to implement all of the knowledge and skills they've learned throughout the first year.

In year two, all students (regardless of when they were admitted) must select a specialization and complete courses required for that specialization. For specific information, see the MBA Academic Calendar.

Topics covered in the Selected Topics courses will vary depending on recent developments in the subject area and the research interests of the instructor(s).

There is no thesis requirement for graduation in the MBA program. However, a student in the second year may, with the prior approval of the appropriate instructor, Area Chair, and the Director of the MBA Program, undertake an original paper, research study or project in an area directly associated with his/her program of study. Credit for one second-year course will be granted upon satisfactory completion of the project.

Graduate Studies

In addition to the elective courses listed, students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, MBA Programs, DeGroote School of Business.

Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, MBA Programs, DeGroote School of Business.

MBA Courses

In addition to the elective courses listed, students in Year 2 who wish to take graduate courses in other departments of the University as part of their MBA program may do so provided they secure approval from the particular department concerned and the Manager, MBA Programs, DeGroote School of Business.

Graduate students not registered in the Faculty of Business may enroll in MBA courses only with the prior approval of the Faculty of Business and their home department. Enquiries should be directed to the Manager, MBA Programs, DeGroote School of Business.

Year 1 Courses

For Full-time and Co-op students admitted prior to September 2016 and all Part-time students (regardless of admission date)

- ~~[BUSINESS A600 / Financial Accounting and Reporting](#)~~
- ~~[BUSINESS A610 / Managerial Accounting](#)~~
- ~~[BUSINESS B600 / Organizational Behaviour](#)~~
- ~~[BUSINESS E600 / Economics](#)~~
- ~~[BUSINESS F600 / Managerial Finance](#)~~
- ~~[BUSINESS H600 / Human Resources Management](#)~~
- ~~[BUSINESS K603 / Information Systems in Business](#)~~
- ~~[BUSINESS M600 / Marketing Concepts and Applications](#)~~
- ~~[BUSINESS O600 / Operations Management](#)~~
- ~~[BUSINESS Q600 / Applied Business Statistics](#)~~

Year 1 Courses

For Full-time and Co-op students admitted on or after September 2016

Required Year 1 Term 1 Courses & Modules:

BUSINESS L611: Foundations 1 (3 units)

(Total Instruction hours = 70 hrs)

Please note that topics are listed in no particular order and the sequence may change. Topic areas may include but are not limited to the following:

- Analysis:
 - Leadership A, Case Analysis, Analytical Tool Box, Data Analytics and Statistics
- Data & Decisions
 - Financial Statements, Teamwork Dynamics, Economic Fundamentals, Business Modelling and Excel.
- Application
 - Financial Concepts, Persuasive Communication and Managerial Negotiations.
- Reflection
 - Leadership B, Hot Topics and Case Competition.

Required Year 1 Term 1 Courses

- [BUSINESS I601 / Managing Financial Resources](#)
- [BUSINESS I602 / Economics & Business Statistics](#)
- [BUSINESS I603 / Competing Through Digital Transformation & Analytics](#)
- [BUSINESS I604 / Creating Customer Value](#)
- [BUSINESS I605 / Managing Organizations](#)

Required Year 1 Term 2 Courses & Modules

- [BUSINESS L625 / Foundations 2: Review & Relaunch](#)
- [BUSINESS A650 / Accounting for Decision Makers](#)
- [BUSINESS F650 / Firms and Markets](#)
- [BUSINESS L626 / Integrating Project](#)

Elective Core Courses

Students choose from 3 out of 5 core electives:

- [BUSINESS B650 / Managing People in Organizations](#)
- [BUSINESS C650 / Introduction to Health Management](#)
- [BUSINESS K650 / Information Systems in Business](#)
- [BUSINESS M650 / Strategic Marketing Management](#)
- [BUSINESS O650 / Operations Management](#)

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on April 18th the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following recommendations.

Please note that these recommendations were approved by the Executive Committee of the Faculty of Health Sciences.

For Approval of Graduate Council:

- **Global Health**
 1. **Change to Course Requirements**

- **Speech Language Pathology**
 1. **Change to Calendar Copy**

- **Health Sciences Education**
 1. **Changes to Calendar Copy**

- **Child Life and Pediatric Psychosocial Care**
 1. **Change to Calendar Copy**

For Information of Graduate Council:

- **Clinical Behavioural Sciences**
 1. **New Course**
 - 700 Independent Study Course

- **Rehabilitation Science**
 1. **New Course**
 - 719 Measurement of Outcomes in Rehabilitation Science

- **Speech Language Pathology**
 1. **New Courses**
 - 741 Problem-based Tutorial IV
 - 742 Clinical Skills Lab IV
 - 743 Evidence-Based Practice and Clinical Research
 - 744 Inquiry Seminar IV
 - 745 Clinical Practice III

- **Health Sciences Education**

- 1. **New Course**

- 710 Fundamentals of Program Evaluation in Health Sciences Education

- 2. **Changes to Course Description**

- 702 Learning and Curriculum in Health Science Education
 - 708 Scholarly Paper
 - 709 Thesis

- **Physiotherapy**

- 1. **Change to Course Title and Course Evaluation**

- 631 Fundamentals of Cardiorespiratory and Neurological Practice/Clinical Laboratory III

- 2. **Change to Course Evaluation**

- 613 Foundational Knowledge for the Physiotherapy Practitioner
 - 713 Research and Evidence-based Practice (REBP)
 - 731 Integrated Physiotherapy Practice – Problem-based VI
 - 735 Professional Transition



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		School of Nursing	
NAME OF PROGRAM and PLAN		Interdisciplinary MSc (GINMS) Global Health Masters' (GHLTHMAS; GHLTH CRP; GHLTH THS)	
DEGREE	MSc Global Health		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
		CHANGE IN COURSE REQUIREMENTS	<input checked="" type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

- 1) NURSING 715 Quantitative Research Methods

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

- 1) Changing to course GLOBHTH 713 Research Methods: A Global Health Perspective

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

This course was offered in Academic Year 2017/18. It more accurately addresses the programs learning outcomes. The learning objectives GLOBHTH 713 respond directly to the IQAP review's recommendation to incorporate global health case study examples into the curriculum.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (*please include a tracked changes version of the calendar section affected if applicable*):

All references to NURSING 715 Quantitative Research Methods Methods should be changed to GLOBHTH 713 Research Methods: A Global Health Perspective These references are highlighted in yellow below.

Global Health Courses

Courses – all students

Required Courses - Term 1

GLOBHTH 701 / Global Health Foundations I

GLOBHTH 710A / Learning Symposium and Field Orientation

BUSADMIN C721 / Health Policy Analysis

GLOBHTH 713 / Research Methods: A Global Health Perspective

GLOBALST 710 / Globalization: An Introduction

Required Course - Term 2

GLOBHTH 702 / Global Health Foundations II

GLOBHTH 710B / Learning Symposium and Field Orientation

Course-based stream

Courses by Field of Study (Term 2)

Globalization & Equity

GLOB HTH 708/ Challenges in Global Health Equity

GLOB HTH 709 / Refugee Health Policies and Practice

GLOB HTH 713/ Research Methods: A Global Health Perspective

GLOBAL ST 704 / Global Social Policy

GLOBAL ST 749 / Global Health Crises

GLOBAL ST 777 / Global Governance

POLSCI 782 / Development Theory and Administration

Global Health Management

BUSADMIN C711 / Health Economics and Evaluation

BUSADMIN C715 / Health Care Funding and Resource Allocation

BUSADMIN C722 / Management of Population Health

BUSADMIN C741 / Health Care Marketing

Global Health: Disease Burden, Challenges and Changes

GLOBHTH 707 / Global Burden of Disease

GLOB HTH 709 / Refugee Health Policies and Practice

GLOB HTH 713/ Research Methods: A Global Health Perspective

MOL BIO 6P03 / Medical Microbiology

MEDSCI 717 / Vaccines and Vaccine Immunology

Elective Courses

GLOB HTH 715 / Independent Study Course

HTHRSM 770 / Mixed Methods Research Designs for Health Services and Policy Research

PUBHLTH 706 / Introduction to Health and Public Health Economics

BUSADMIN 725 / Managing Communications in Health Care

BUSADMIN 750 / Ethical and Legal Issues in Health Care

SOCSCI 702 / Indigenous Ways of Knowing in Research

ANTHROPOLOGY 796 / RELIGIOUS STUDIES 786 / Ritual and Symbolic Healing

GLOBAL ST 725 / Political Economy of Global Climate Change

GLOBAL ST 732 / Global Environment and Health Policy

GEOG 734 / Qualitative Approaches to Health Geography

HRM 726 / The Science and Practice of Knowledge Translation: Foundations

PUBHLTH 706 / Introduction to Health and Public Health Economics

Fields of Study in Maastricht & HSN Norway

Implementing Innovations on a Global Scale (Maastricht)

MGH 4010 / Globalization and Transferability

MGH 4011 / Health in Times of Crisis

MGH 4012 / Medical Mobility

Global Health Leadership and Organization (Maastricht)

MPH 0005 / Global Health Policy Analysis

MPH 0006 / Global Health Economics

MPH 0007 / Global Health Management

Global Transitions within Local Communities. Small Places. Big Changes (HSN Norway)

Global Processes and Migration

Welfare Systems and Health Care

Challenges in Local Communities

Term 3 Courses

Upon completing GLOB HTH 710A/B students will proceed to their Global Health practicums (GLOB HTH 712A/B) or continue with their thesis research. The Global Health practicums can be anywhere from eight weeks to three months depending on the student's learning objectives. During the remainder of the summer term, students in the course-based stream will complete a scholarly paper (GLOBHTH 711A/B) relevant to the area of research they selected. Thesis students continue with their thesis work throughout the summer semester.

Course-Based Stream

GLOB HTH 711A/B / Scholarly Paper

GLOB HTH 712A/B / Global Health Practicum

Thesis Stream

Students taking the thesis stream will spend the remainder of term three, and should expect to spend terms four and five to complete their research and theses, which may involve the collection and analysis of field data or developing major conceptual works based on the literature.

Fields of Study in the Program

The fields of study in the program are not mutually exclusive; students will choose from a wide spectrum of research interests that straddle traditional disciplinary boundaries. All students will take the core courses Global Health Foundations I and Global Health Foundations II that are interdisciplinary. In addition, they will choose scholarly projects (course-based or thesis stream) in areas of individual interest, to build upon and advance their knowledge of Global Health in a manner that will promote interdisciplinary thinking.

The M.Sc. program is designed so that students will achieve these core competencies:

- Develop an understanding of Global Health as a series of dynamic relationships and interrelated themes
- Gain a working knowledge of selected topics within one of the Global Health fields of study
 - Develop a specialized working knowledge of one of these fields of study

- Be able to identify the macro-dynamics of globalization and their consequences for micro-level health outcomes
- Build an awareness of the new practices, instruments, insights, and perspectives needed to work in a global health setting
- Develop the tools to analyze critically and measure the relationships which define the global meaning of health
- Understand and appreciate the changing roles and responsibilities of old and new actors in the global health field (universities, citizens, governments, health professionals, international organizations, private foundations, etc.)
- Use reflective practice as a critical tool for knowledge acquisition, personal and professional growth, and effective intercultural exchange

The three fields of study in the program offered at the McMaster campus are as follows:

a) Globalization and Equity

From international flows of capital, to the role of corporations, to global social movements, this field examines how the ebb and flow of globalizing processes affect politics and policies, economic development, trade, health, healthcare, and education around the globe. Students investigate and learn about the socio-economic and political moorings that inform and shape global health. They acquire career-relevant skills relating to policy analysis and formulation in a global context.

b) Global Health Management

Students learn about the business of global health, developing essential knowledge related to health, healthcare, economic development and education viewed through the disciplinary lenses of the business of health systems. Students acquire career-relevant skills ranging from healthcare marketing to strategic and financial decision-making at a macro level.

c) Global Health: Disease Burden, Challenges and Changes

Students study critical challenges within global health from a health sciences perspective. Learning from a network of leading professionals, students examine the threat to public health from existing, new and re-emerging diseases that spread through immigration, travel and global trade.

Finally, all students will be required to attend [GLOBHTH 710 Learning Symposium and Field Orientation](#) with students from partner universities; seminars by experts in the field; student presentations on selected research topics, and fields visits to sites that involve research activities in global health. This will be followed by research and thesis writing for thesis stream students and a Global Health practicum and scholarly paper writing for course-based students.

For student in the course-based stream, there are three fields available at partner universities.

At Maastricht University students can choose to follow either:

d) Implementing Innovations on a Global Scale

Students develop an understanding of the co-evaluation of science/technology, local and global society; including traditional and contemporary theories and approaches to design and implementation of innovations in health. Students also acquire the knowledge to critically evaluate innovations, involve stakeholders from different sectors (public, private, government) both locally and globally – ensuring that the implementation of innovation is “responsive” to the evolving needs of the stakeholders.

e) Global Health Leadership and Organization

Students develop an in-depth understanding of health management, policy, and leadership. Students learn how to approach policies from different perspectives, from the micro to macro, and international level, as well as issues of access and equity. Students are also exposed to the complexity and inter-relationships in global health and challenged to compare different systems, including funding mechanisms, governance structures, and health system models.

In Norway students focus on:

f) Global Transitions within Local Communities: Small Places - Big Changes

Health issues, both public and personal, are strongly affected by global transition. Accelerated and intensified contact - a defining characteristic of globalization - leads to migration and environmental degradation, and places constraints on the livelihood of many in local communities. Such rapid changes can often lead to tensions, contradictions, conflicts and changed opportunities in ways that affect local peoples' lives and health. A special emphasis is placed upon peoples of the Arctic. Students will learn about the background of central global transitions, and about the various models of national welfare systems, applying them to a local community or area.

Admission

Admission to the M.Sc. Global Health program requires an honours bachelor's degree with at least a B+ from an accredited university (equivalent to a McMaster 8.5 out of 12) based on a full year equivalent of final year courses (300 or 400 level) relevant to the program. Students with no background in health may be required to complete a make-up course in health before entering the program. Finally, applicants must have a strong interest in one of the fields of study offered in the program.

Admission requirements include:

One official transcript of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). If the final transcript does not show that a completed degree has been conferred, an official copy of the diploma is also required.

1. Two academic letters of recommendation from instructors most familiar with the applicant's academic work, sent directly from the instructors.
2. A personal curriculum vitae (résumé).
3. A written personal essay (submitted online within the application). The essay should explain why the applicant is seeking graduate education; describe how the applicant plans to benefit from the program; and finally, outlines the selected field of interest from the three tracks offered in the program in order of preference; if no preference, please indicate (no more than 750 words.)
4. Evidence of proficiency in the English language. The most common evidence is an official copy of the applicant's TOEFL (Test of English as a Foreign Language) score or IELTS score. A minimum TOEFL (iBT) score of 92 (580 on the paper-based TOEFL or 237 on the computer-based test) is required. For IELTS, a minimum overall score of 6.5 is required with at least 5.5 in each section.

M.Sc. Degree

The general requirements for the M.Sc. degree appear under the regulations for the Master's degrees near the beginning of this Calendar.

M.Sc. by Thesis

Students enrolled in the thesis stream should expect to spend 16 months on their research and theses, which may involve the collection and analysis of field data or developing major conceptual works based on the literature.

Requirements

Requirements for thesis-based students include:

Course Requirements

Completion of the program with at least a B- standing, a minimum of seven graduate half courses which must include:

GLOBHTH 701 / Global Health Foundations I
GLOBALST 710 / Globalization: An Introduction
GLOBHTH 713 / Research Methods: A Global Health Perspective
BUSADMIN C721 / Health Policy Analysis
GLOBHTH 702 / Global Health Foundations II
GLOBHTH 710A/B / Learning Symposium and Field Orientation
One elective decided by the student in conjunction with his/her supervisory committee, which may be at the 600 level.

Thesis

Completion of a thesis on an approved global health issue and defend the thesis at a final oral examination.

**M.Sc. by Course Work
Requirements**

Requirements for the course-based M.Sc. degree include:

Course Requirements

Completion of the program with at least a B- standing, a minimum of eleven graduate half courses which must include the eight required courses:

GLOBHTH 701 / Global Health Foundations I

GLOBALST 710 / Globalization: An Introduction

GLOBHTH 713 / Research Methods: A Global Health Perspective

BUSADMIN C721 / Health Policy Analysis

GLOBHTH 702 / Global Health Foundations II

GLOBHTH 710A/B / Learning Symposium and Field Orientation

GLOBHTH 711A/B / Scholarly Paper

GLOBHTH 712A/B / Global Health Practicum

Two courses from the selected field of study and one additional course from the elective offerings.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Christy Gombay Email: gombayc@mcmaster.ca Extension: 22281 Date submitted:
9/21/2017

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		School of Rehabilitation Science	
NAME OF PROGRAM and PLAN		Speech-Language Pathology Program	
DEGREE	MSc		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Addition to the section "Application Procedure"	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	
DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:			
<p>Application Procedure All applicants (domestic and international) must apply through the Ontario Rehabilitation Science Programs (ORPAS) online application service http://www.ouac.on.ca/orpas/. Application deadline is available on the ORPAS website. Applicants who are academically eligible will be ranked on the basis of their preadmission GPA. The top-ranked (approximately 125) applicants will be invited to participate in an in-person mini multiple interview (MMI). Personal qualities and life experiences are assessed at these "mini" interviews, two of which are written stations. These interviews will take place in person at McMaster University Campus. Final offers of admission will be based</p>			

on a combination of pre-admission GPA and MMI score. Interview dates and Offer dates can be found on the program's website <http://srs McMaster.ca/slp-program-information/>.

In addition to the academic requirements, all students are required to meet certain requirements of the Public Hospitals Act, and submit a Police Vulnerable Sector Screen.

Enquiries: 905 525-9140 Ext. 27344, SLP Program Coordinator

Fax: 905 524-0069

Email: askslp@mcmaster.ca

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

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

Addition of application policies as follows:

Applicants should understand that where it is discovered that any application information is false or misleading, or has been concealed or withheld, the application will be deemed invalid, and the matter will be forwarded to the Office of Academic Integrity. If the student has already been admitted and registered, withdrawal from the university may be required, pending a university investigation.

Professionalism is an important requirement of the McMaster Speech-Language Pathology Program. In keeping with the standard of excellence required in our program, we expect applicants to the MSc(SLP) program to conduct themselves in a professional manner throughout all phases of the application process. Any and all interactions throughout the admissions process, where applicants are engaged with Speech-Language Pathology program staff, faculty, students, and/or community volunteers may be taken into consideration in making admissions decisions. Admission may be denied to applicants who, among other critical determinants, behave in a manner that is considered below the level of professionalism expected of similarly situated candidates, regardless of their academic standing or interview performance.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

To provide advance notice and clarity to students regarding the admission procedures and to harmonize SLP information with that of other SRS programs.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

NO

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (*please include a tracked changes version of the calendar section affected if applicable*):

Application [Policy &](#) Procedure

All applicants (domestic and international) must apply through the Ontario Rehabilitation Science Programs (ORPAS) online application service <http://www.ouac.on.ca/orpas/>. Application deadline is available on the ORPAS website. Applicants who are academically eligible will be ranked on the basis of their preadmission GPA. The top-ranked (approximately 125) applicants will be invited to participate in an in-person mini multiple interview (MMI). Personal qualities and life experiences are assessed at these "mini" interviews, two of which are written stations. These interviews will take place in person at McMaster University Campus. Final offers of admission will be based on a combination of pre-admission GPA and MMI score. Interview dates and Offer dates can be found on the program's website <http://srs McMaster.ca/slp-program-information/>.

In addition to the academic requirements, all students are required to meet certain requirements of the Public Hospitals Act, and submit a Police Vulnerable Sector Screen.

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Enquiries: 905 525-9140 Ext. 27344, SLP Program Coordinator
Fax: 905 524-0069
Email: askslp@mcmaster.ca
Website: <http://srs-mcmaster.ca>

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vanessa Killinger Email: killinv@mcmaster.ca Extension: 27344 Date submitted: April 12/18

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Graduate Program in Health Science Education		
NAME OF PROGRAM and PLAN	Master of Science in Health Science Education – Changing Graduate Calendar for additional thesis information		
DEGREE	Master of Science		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	x	EXPLAIN: These changes are intended to improve the clarity and accuracy of the content contained in the “Additional Thesis Information” section in the Graduate Calendar.	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The proposal will be individualized to the student's area of interest that addresses the Thesis Guidelines established by the MSc Health Science Education program. Some components of the paper maybe started in a preliminary form by the student during their program. Students will be encouraged to present part of their thesis research (e.g. literature review) during the Health Science Education II Scholarly paper presentations course. Students who plan to conduct fieldwork to collect necessary data will seek appropriate ethics approval. Supervision feedback will be provided on an on-going basis by email online, telephone, videoconference, or in person should a face-to-face meeting at McMaster University be required.

Thesis students must submit a written thesis and oral defense (in person) before a committee comprised of the Graduate Program Director, the student's Supervisory Committee and an external examiner.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

The thesis project will reflect an area of mutual interest to the Student and Supervisor that is commensurate with graduate studies in health sciences education. The thesis project and dissertation should be started by the student in collaboration with the Supervisory Committee at the outset of the program. Students will be encouraged to present ongoing aspects of their thesis research during the Program's second residency week (HS EDUC 707).

Thesis students will be required to obtain appropriate ethics approval.

Thesis Supervisors will be required to provide ongoing instruction and feedback to Thesis Students. Thesis students and supervisors should ensure that sufficient funds are available to complete proposed research projects prior to beginning thesis work. Thesis students must submit a written thesis and defend an oral thesis presentation (in person) before a Thesis Defense Committee comprised of the Supervisor, Supervisory Committee, An external examiner, and a Defense Chair

While distance studies are possible, it is the Program's position that thesis students should be physically present to conduct research, meet with the members of their Supervisory committee, and attend HSED scholarship events at one of the McMaster University campuses.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The original text did not accurately reflect the Program's position on many aspects of the Thesis process. The edited text better represents the Program's arrangement as it pertains to Thesis studies.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September, 2018
<p>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</p> <p>N/A</p>
<p>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):</p> <p>The thesis project will reflect an area of mutual interest to the Student and Supervisor that is commensurate with graduate studies in health sciences education. The thesis project and dissertation should be started by the student in collaboration with the Supervisory Committee at the outset of the program. Students will be encouraged to present ongoing aspects of their thesis research during the Program’s second residency week (HS EDUC 707).</p> <p>Thesis students will be required to obtain appropriate ethics approval.</p> <p>Thesis Supervisors will be required to provide ongoing instruction and feedback to Thesis Students. Thesis students and supervisors should ensure that sufficient funds are available to complete proposed research projects prior to beginning thesis work. Thesis students must submit a written thesis and defend an oral thesis presentation (in person) before a Thesis Defense Committee comprised of the Supervisor, Supervisory Committee, An external examiner, and a Defense Chair</p> <p>While distance studies are possible, it is the Program’s position that thesis students should be physically present to conduct research, meet with the members of their Supervisory committee, and attend HSED scholarship events at one of the McMaster University campuses.</p> <p>**This is the recommended change in the Calendar.</p>
<p>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Lawrence Grierson Email: griersle@mcmaster.ca Extension: 22738 Date submitted: 04/12/18</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Graduate Program in Health Science Education		
NAME OF PROGRAM and PLAN	Master of Science in Health Science Education – Changing Graduate Calendar for Program Requirements in admissions		
DEGREE	Master of Science		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	x	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	CHANGE IN COURSE REQUIREMENTS
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		<p>EXPLAIN:</p> <p>Changes to the admissions requirement. In particular, we are requesting to remove the previous requirement of a “free form” Statement of Interest and ask applicants to instead provide written answers to a series of pre-determined questions; the answers to which will ensure relevance to our Admissions Committee’s decision-making process.</p>	

OTHER CHANGES	EXPLAIN:
<p>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</p> <ul style="list-style-type: none"> • A four-year undergraduate degree with at least a B+ from an AUCC Member School (equivalent to a McMaster 8.5 GPA out of 12.0) in the final year in all courses in the [health science related] discipline. • An official transcript of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). If the final degree does not show that a completed degree has been conferred, an official copy of the diploma is also required. • Two confidential letters of recommendation from recent mentors (either those in an academic position or health practitioners) most familiar with the applicant’s academic work. • Curriculum Vitae to include work experience and list of educational experiences. • Written personal Statement of Intent that explains why the applicant is seeking graduate education in this program (2 pages, 12 pt font, 1” margins): <ul style="list-style-type: none"> ○ Explanation of what is desired from this degree, and if they are applying for the course-based or thesis-based stream, full or part time. ○ Explanation of their area of interest. • Preference will be given to those with teaching experience in a health-related discipline. However, applicants without teaching experience will be considered. • Full time thesis students can find information on funding at http://sfas.mcmaster.ca/, and item 5.2.1 (Financial Support for Full-time Students) in the Graduate Calendar. 	

<p>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>)</p> <ul style="list-style-type: none"> • A four-year undergraduate degree with at least a B+ from an AUCC Member School (equivalent to a McMaster 8.5 GPA out of 12.0) in the final year in all courses in the [health science related] discipline. • An official transcript of academic work completed to date at all post-secondary institutions attended, sent directly from the issuing institution(s). If the final degree does not show that a completed degree has been conferred, an official copy of the diploma is also required. • Two confidential letters of recommendation from recent mentors (either those in an academic position or health practitioners) most familiar with the applicant’s academic work. • Curriculum Vitae to include work experience and list of educational experiences. • Written answers to a series of pre-determined questions concerning the applicant’s interest and goals for studying in the Health Sciences Education Graduate Program. These questions are: <ul style="list-style-type: none"> ○ What will you gain from completing a Master’s of Science in Health Science Education? ○ What constraints and barriers do you face in your life to completing an MSc, and how will you make time and space for this work? ○ What are your educational responsibilities now? What do you imagine your educational

<p>responsibilities may be in the future?</p> <ul style="list-style-type: none"> ○ [For thesis applicants only]: What area of research do you wish to pursue for your thesis? What questions might you answer in this topic area? (500 words) <ul style="list-style-type: none"> ● Preference will be given to those with teaching experience in a health-related discipline. However, applicants without teaching experience will be considered. ● Full time thesis students can find information on funding at http://sfas.mcmaster.ca/, and item 5.2.1 (Financial Support for Full-time Students) in the Graduate Calendar.
<p>RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):</p> <p>This change is intended to improve the Admissions Committee's selection of suitable candidates for the Program. The previous use of an essay style statement of interest gave way to a variety of letters; many of which did not adequately convey to the Committee pertinent information regarding the relevance and alignment of an education-centric degree with the candidate's professional work and/or aspirations. It is our hope that these questions will standardize the nature of the submitted letters and improve the Committee's ability to select the most appropriate students.</p>
<p>PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)</p> <p>September, 2018</p>
<p>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</p> <p>N/A</p>
<p>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):</p> <ul style="list-style-type: none"> ● Written answers to a series of pre-determined questions concerning the applicant's interest and goals for studying in the Health Sciences Education Graduate Program. These questions are: <ul style="list-style-type: none"> ○ What will you gain from completing a Master's of Science in Health Science Education? ○ What constraints and barriers do you face in your life to completing an MSc, and how will you make time and space for this work? ○ What are your educational responsibilities now? What do you imagine your educational responsibilities may be in the future? ○ [For thesis applicants only]: What area of research do you wish to pursue for your thesis? What questions might you answer in this topic area? (500 words) <p>*** Within the admission requirements section, this will be included instead of the Letter of Intent.</p>
<p>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Lawrence Grierson Email: griersle@mcmaster.ca Extension: 22738 Date submitted: 04/12/18</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT	Graduate Program in Health Science Education
NAME OF PROGRAM and PLAN	Master of Science in Health Science Education – Changing Graduate Calendar for anticipated completion time

DEGREE	Master of Science
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NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

Is this change a result of an IQAP review? No

CREATION OF NEW MILESTONE

CHANGE IN ADMISSION REQUIREMENTS		CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		CHANGE IN COURSE REQUIREMENTS	
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CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	x	EXPLAIN: Changes to the stated “anticipated completion time” for Part-time students to more accurately reflect the anticipated completion time.
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OTHER CHANGES	EXPLAIN:
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DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The anticipated completion time of all program requirements for students enrolled in the FHS

Health Science Education program is 2 years for a full-time student and 4 years for a part-time student from initial enrolment.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)

The anticipated completion time of all HSED program requirements for students enrolled is 2 years for full-time students and between 3 and 5 year for part-time students.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Currently, the course description indicates that Part-time students anticipate to complete the Program in 4 years. It is more accurate to indicate that part-time students can finish their studies in 3 to 5 years.

PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)

September, 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

n/a

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

The anticipated completion time of all HSED program requirements for students enrolled is 2 years for full-time students and between 3 and 5 year for part-time students.

** This will be included on the Calendar, replacing the old anticipation to complete program.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Lawrence Grierson Email: griersle@mcmaster.ca Extension: 22738 Date submitted: 04/12/18

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Graduate Program in Health Science Education		
NAME OF PROGRAM and PLAN	Master of Science in Health Science Education – Changing Graduate Calendar for the description of the program requirements		
DEGREE	Master of Science		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Changes to accurately capture the Program’s recommendations concerning the relationship between thesis and course-based studies as it pertains to part-time and full-time enrolment. These edits also serve to update the relevant contact information for the Program’s Graduate Officer.	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

The Master of Science in Health Science Education (MSc HS Education) is an interprofessional program designed to develop skills in both research and scholarship in health professions education. The program is targeted to health care practitioners and clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, social workers, etc.), and others who teach or would like to conduct research in health professions education. Non-Health practitioners will only be considered for the full-time, thesis stream. The MSc in Health Science Education program provides students with opportunities to develop a comprehensive understanding of current professional practice in health science pedagogy and research principles in health science education. This program strives to synthesize core competencies in the research scholarship of health professions education with practical application. Students will gain the research skills, pedagogical knowledge and professional experience necessary to succeed in a variety of areas of health science education and practice.

The MScHS Education program offers online courses in cognition and curriculum, technical and non-technical skills, online learning, educational leadership, assessment and evaluation, and research methods. In addition, two mandatory in-person residency periods must be completed. The program offers students two completion pathways: a course-based option which is offered in online format through part-time studies (full time may be considered with special permission), or a thesis-based option offered in either part-time or full-time studies. The program will be highly accessible through blended delivery of online and in-class formats.

The objectives of the program are to:

- Integrate graduate level training in research scholarship, evidence-based education pedagogy, educational leadership, interprofessionalism, and McMaster's FHS signature health science curriculum
- Enable knowledge, academic skill and attitude pertaining to health science education at the graduate level
- Enhance preparedness for advanced professional and inter-professional academic roles including leadership and research in health science education
- Engage learners with interactive learning strategies in both classroom and online learning formats
- Enable learners to utilize theory and education pedagogy for classroom and online learning, communication and assessment
-

Enquiries: Darci Hill
Master of Science in Health Science Education
Faculty of Health Sciences, McMaster University

David Braley Health Sciences Centre
100 Main St. W.
Hamilton, ON

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

The Master of Science in Health Science Education (HSED) is an inter-professional program designed to develop skills in both research and scholarship in health professions education. The program is targeted to health care practitioners and clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, social workers, etc.), and others who teach or would like to conduct research in health professions education. Non-health practitioners will only be considered for the full-time, thesis stream. The HSED program provides students with opportunities to develop a comprehensive understanding of current professional practice in health science pedagogy and research principles in health science education. This program strives to synthesize core competencies in the research scholarship of health professions education with practical application. Students will gain the research skills, pedagogical knowledge, and professional experience necessary to succeed in a variety of areas of health science education and practice.

The HSED program offers online courses in cognition and curriculum, technical and non-technical skills, online learning, educational leadership, assessment, evaluation, and research methods. In addition, two mandatory in-person residency periods must be completed. The program offers students two completion pathways: a course-based option that is offered in online format either through part-time or full-time studies, or a thesis-based option offered primarily via full-time studies. Part-time thesis studies may be considered for full-time McMaster faculty that engage the Program as students provided that an appropriate supervisory relationship is established. The program will be highly accessible through blended delivery featuring primarily online coursework.

The objectives of the program are to:

- Integrate graduate level training in research scholarship, evidence-based education pedagogy, educational leadership, inter-professionalism, and McMaster's FHS signature health science curriculum
- Enable knowledge, academic skill, and attitude pertaining to health science education at the graduate level
- Enhance preparedness for advanced professional and inter-professional academic roles including leadership and research in health science education
- Engage learners with interactive learning strategies through online learning formats
- Enable learners to utilize theory and education pedagogy for classroom and online learning, communication and assessment

Enquiries:

Marija Radomirovic
Health Science Education Graduate Program
Faculty of Health Sciences, McMaster University
David Braley Health Sciences Centre
100 Main St. W.
Hamilton, ON

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The described changes are requested in order to more appropriately represent the Program's recommendations concerning the relationship between Course-based Studies and Thesis-based Studies. In the previous version, the calendar describes Course-based studies as occurring primarily in part-time fashion with the full-time stream available for these students with "special permission" and the Thesis-based stream as appropriate for either Part-time or Full-time studies. In actuality, the Program's position is that either Full-time or Part-time studies are appropriate for Course-based studies, but that Thesis studies should be, in most cases, reserved for Full-time studies. These requested changes now reflect that position. Some typographical edits have also been made.

PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)

This change is already in effect; however, we are hopeful that it is captured in the next calendar.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

NA

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

The Master of Science in Health Science Education (HSED) is an inter-professional program designed to develop skills in both research and scholarship in health professions education. The program is targeted to health care practitioners and clinical educators (physicians, nurses, occupational therapists, physiotherapists, midwives, physician assistants, social workers, etc.), and others who teach or would like to conduct research in health professions education. Non-health practitioners will only be considered for the full-time, thesis stream. The HSED program provides students with opportunities to develop a comprehensive understanding of current professional practice in health science pedagogy and research principles in health science education. This program strives to synthesize core competencies in the research scholarship of health professions education with practical application. Students will gain the research skills, pedagogical knowledge, and professional experience necessary to succeed in a variety of areas of health science education and practice.

The HSED program offers online courses in cognition and curriculum, technical and non-technical skills,

online learning, educational leadership, assessment, evaluation, and research methods. In addition, two mandatory in-person residency periods must be completed. The program offers students two completion pathways: a course-based option that is offered in online format either through part-time or full-time studies, or a thesis-based option offered primarily via full-time studies. Part-time thesis studies may be considered for full-time McMaster faculty that engage the Program as students provided that an appropriate supervisory relationship is established. The program will be highly accessible through blended delivery featuring primarily online coursework.

The objectives of the program are to:

- Integrate graduate level training in research scholarship, evidence-based education pedagogy, educational leadership, inter-professionalism, and McMaster's FHS signature health science curriculum
- Enable knowledge, academic skill, and attitude pertaining to health science education at the graduate level
- Enhance preparedness for advanced professional and inter-professional academic roles including leadership and research in health science education
- Engage learners with interactive learning strategies through online learning formats
- Enable learners to utilize theory and education pedagogy for classroom and online learning, communication and assessment

Enquiries:

Marija Radomirovic

Health Science Education Graduate Program

Faculty of Health Sciences, McMaster University

David Braley Health Sciences Centre

100 Main St. W.

Hamilton, ON

*****This will replace the current Description of Program section in the Grad Calendar**

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Lawrence Grierson Email: griersle@mcmaster.ca Extension: 22738 Date submitted: 04/12/18

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Pediatrics		
NAME OF PROGRAM and PLAN	Child Life and Pediatric Psychosocial Care		
DEGREE	Master of Science		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input type="checkbox"/>	EXPLAIN: The changes are to clarify that students cannot switch from Stream 2 to Stream 1. Edits also identify the new remediation course for eligible students.	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

There is currently no information listed within the graduate calendar about switching streams of study. This addition is to provide clarity that this is not an available option should this request arise.

There has not previously been a remediation course offered. The edits made to the graduate calendar copy highlight that this course will be offered to eligible students.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

See below in the recommended change for the calendar section.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Stream 1 is highly competitive at entrance with 80+ applications for the 12-14 admissions spots. There are different admission requirements for Stream 1 candidates (prerequisite courses, minimum of 100 hours of volunteer experience in a child life program) and MMIs to determine admission whereas Stream 2 does not. Stream 2 candidates already have health professional designations. While the situation has not arisen to date, should a Stream 2 student wish to make a career change to become a child life specialist while within the program, it is believed they should still be subject to the same admission requirements as other Stream 1 candidates. The Stream 1 curriculum has also been mapped to child life competencies and follows a cohort based sequence of courses. Switching to this stream part way through would mean taking courses out of sequence, and not adhering to the progression of knowledge and skills as intended. Including this statement within grad. calendar would clarify that switching streams is not available.

The CLPPC 720 Theory and Practice Remediation course is a new offering. Students who have failed a course, and are deemed eligible for *formal* remediation, will be considered to register for this replacement course. The recommended edits identify that this may be a course available to eligible students.

Other minor wording edits such as the inclusion of course codes next to course titles for both Stream 1 and Stream 2 courses have been recommended to centralize information for interested students.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

Pending approval, this will be implemented at the time of next calendar copy. The option to offer the remediation course in the summer of 2018 only if needed is however requested.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Stream 2 the Child Life and Pediatric Psychosocial Care program provides advanced practice skills in pediatric psychosocial care. It is offered on both a full and part-time basis to applicants who already hold ~~child life specialist~~ qualifications as a ~~or~~ healthcare professionals with an interest in pediatric psychosocial care. Clinical internships and clinical skills seminars are therefore not required. The anticipated completion time of all Stream 2 program requirements for full-time students is 1 year, and 2-4 years from initial enrollment for part-time students. Students admitted as a Stream 2 student are not permitted to transfer to Stream 1. Changing streams requires reapplication.

Course requirements

Complete with at least a B- standing 7 core and 3 elective graduate courses. All courses are half courses with the exception of 4 quarter courses (*).

Core Courses:

- [CLPPC 701/CLPPC 701/Pediatric Psychosocial Care Residency 1*](#)
- [CLPPC 703/CLPPC 703/Educational Research Methods in Health Sciences Education](#)
- [CLPPC 707/CLPPC 707/Evaluating Evidence: An Approach to Critical Evaluation of the Literature*](#)
- [CLPPC 712/CLPPC 712/Professional Ethics*](#)
- [CLPPC 711/CLPPC 711/Pediatric Psychosocial Care Residency 2*](#)
- [CLPPC 704/CLPPC 704/Current Issues in Pediatric Psychosocial Care](#)
- [CLPPC 713/CLPPC 713/Independent Master's Project](#)

Elective Options

- [CLPPC 714/CLPPC 714/Special Topics in Pediatric Psychosocial Care](#)
- RS 708 Reasoning and Decision Making
- RS 770 Leadership in Rehabilitation
- [CLPPC 709/CLPPC 709/The Vulnerable Child and Youth](#)
- [CLPPC 706/CLPPC 706/Pediatric Psychosocial Assessment](#)
- [CLPPC 705/CLPPC 705/Grief, Loss & Bereavement in Childhood and Adolescence](#)
- [CLPPC 717/CLPPC 717/Program Planning and Evaluation](#)
- [CLPPC 702/Children, Youth and Families in Healthcare](#)
- Other graduate elective(s) approved in advance by the program

All courses are offered online with the exception of the mandatory on-campus residency week courses.
[Course CLPPC 720 is only offered to students eligible for remediation.](#)

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Cathy Humphreys Email: humphrc@mcmaster.ca Extension: 22795 Date submitted: April 13, 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on March 7th and via e-ballot on April 10th the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee approved the following recommendations.

Please note that these recommendations were submitted for approval to the May 24th meeting of the Faculty of Science.

For Approval of Graduate Council:

- i. **Psychology**
 - 1. **Change to Course Requirements and Calendar Copy**

For Information of Graduate Council:

- i. **Psychology**
 - 2. **New Course**
 - a. 761 Clinical Internship
- ii. **Kinesiology**
 - 1. **Course Cancellations**
 - a. 709 Neuromuscular Function in Aging and Disease
 - b. 724 Sensorimotor Neurophysiology
 - c. 726 Cognitive Neuroscience of Exercise
 - 2. **New Course**
 - a. 729 Neurobiology of movement; impact of disease and exercise



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:			
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DEPARTMENT	Psychology, Neuroscience & Behaviour		
NAME OF PROGRAM and PLAN	Science PhD Psychology, Neuroscience & Behaviour PNB Research & Clinical Stream		
DEGREE	PhD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: We are creating a course for the final internship year. This will allow us to make the expectations more explicit in the course description and in the section of the calendar that describes the RCT stream. It will also allow the internship and Pass/Fail grade to show up on the transcript.	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Note that the following base is the calendar copy that was already submitted (and approved) in the fall of 2017, to appear in the 2018-2019 calendar. Our proposed changes are shown as if the approved changes have already been implemented in the calendar.

Psychology Research & Clinical Training (RCT) Stream

Overview

The McMaster Psychology Research & Clinical Training (RCT) PhD stream augments the McMaster Psychology graduate program, by providing a subset of Psychology graduate students, who are in good standing in the program, with an opportunity for clinical training. The Psychology RCT stream has as its primary objective to train clinician scientists skilled in core competencies surrounding the pursuit of scientific knowledge and the provision of psychological services. Accordingly, our training model is focused on: i) rigorous training in research methodology, experimental design and statistics and ii) clinical psychology training including both in-class learning and practica experiences. Following completion of the program, it is expected that students will have met the requirements for licensing in Psychology in the Province of Ontario.

Admission

Applicants are asked to apply through the regular Psychology admission process, identifying their interest in the RCT program stream. Enrolment in the Psychology RCT stream is limited and is awarded according to academic excellence, merit and space availability. Admission to the RCT stream is decided by the Psychology RCT Admissions Committee following a screening and interview process.

Entry to the Psychology RCT Stream

Students entering the RCT stream typically begin at the Master's level. In most instances, students entering directly at the PhD level will not be exempted from the Masters level coursework. Any exemptions will be discretion of the Graduate Studies Committee (GSC).

During the first year at the Masters level students in the RCT stream are engaged in the regular Psychology Masters coursework and must take an additional course in Scientific and Professional Ethics in Clinical Psychology (PSYCH 751). Master's level students are expected to proceed to the PhD level according to the process detailed above.

The RCT stream is a Doctoral training stream. As such, the stream does not offer a clinical Masters specialization. Students enrolled in the RCT stream and who choose to terminate at the Masters level finish with an MSc in Psychology as outlined above.

Students must satisfy the regular Psychology PhD thesis and comprehensive requirements outlined above.

The following Graduate-level training courses are required;

- [PSYCH 710 / Statistics and Research Design](#)
- [PSYCH 720 / Contemporary Problems in Psychology, Neuroscience and Behaviour](#)
- [PSYCH 750 / Understanding Personality and Personality Disorders](#)
- [PSYCH 751 / Scientific and Professional Ethics in Clinical Psychology](#)
- [PSYCH 752 / Psychological Assessment](#)
- [PSYCH 753 / Psychological Intervention](#)
- [PSYCH 754 / Research Design and Test Construction](#)
- [PSYCH 755 / Advanced Psychopathology](#)

- [PSYCH 756 / Clinical Practicum I](#)
- [PSYCH 757 / Clinical Practicum II](#)
- [PSYCH 758 / Longitudinal Practicum: Psychodiagnostics](#)
- [PSYCH 759 / Longitudinal Practicum: Core Skills](#)
- [PSYCH 760 / History of Psychology](#)

In addition to the above courses, as in the regular PhD stream, students are expected to carry out their thesis research, report the progress of this research annually, and show that satisfactory progress is being made. Students are expected to complete the doctoral thesis and all other requirements for the Ph.D. RCT stream degree by the end of six years of graduate training.

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

Note that the following base is the calendar copy that was already submitted (and approved) in the fall of 2017, to appear in the 2018-2019 calendar. Our proposed changes are shown as if the approved changes have already been implemented in the calendar.

All deletions and additions are shown in “track changes” format and descriptions of these changes are shown in yellow highlighting just prior to the section being changed.

Psychology Research & Clinical Training (RCT) Stream

Overview

1: Reword to improve clarity.

The McMaster Psychology Research & Clinical Training (RCT) PhD stream augments the McMaster Psychology graduate program, by providing a subset of Psychology graduate students, who are in good standing in the program, with an opportunity for clinical training. The Psychology RCT stream has as its primary objective to train ~~clinician scientists~~ scientist practitioners skilled in core competencies surrounding the pursuit of scientific knowledge and the provision of psychological services. The training model focuses on scientific inquiry, providing rigorous training in research while also providing students with the necessary clinical knowledge to become professional providers of psychological services through ~~Accordingly, our training model is focused on:~~ i) rigorous training in research methodology, experimental design and statistics and ii) clinical psychology training including both in-class learning and ~~practica~~ experiences in practicum courses. Following completion of the program, it is expected that students will have met the requirements for licensing in Psychology in the Province of Ontario.

Admission

Applicants are asked to apply through the regular Psychology admission process, identifying their interest in the RCT program stream. Enrolment in the Psychology RCT stream is limited and is awarded according to academic excellence, merit and space availability. Admission to the RCT stream is decided by the Psychology RCT Admissions Committee following a screening and interview process.

Entry to the Psychology RCT Stream

Students entering the RCT stream typically begin at the Master's level. In most instances, students entering directly at the PhD level will not be exempted from the Masters level coursework. Any exemptions will be discretion of the Graduate Studies Committee (GSC).

During the first year at the Masters level students in the RCT stream are engaged in the regular Psychology Masters coursework and must take an additional course in Scientific and Professional Ethics in Clinical Psychology (PSYCH 751). Master's level students are expected to proceed to the PhD level according to the process detailed above.

The RCT stream is a Doctoral training stream. As such, the stream does not offer a clinical Masters specialization. Students enrolled in the RCT stream and who choose to terminate at the Masters level finish with an MSc in Psychology as outlined above.

Students must satisfy the regular Psychology PhD thesis and comprehensive requirements outlined above.

2: Add the new course to the list.

The following Graduate-level training courses are required;

- PSYCH 710 / Statistics and Research Design
- PSYCH 720 / Contemporary Problems in Psychology, Neuroscience and Behaviour
- PSYCH 750 / Understanding Personality and Personality Disorders
- PSYCH 751 / Scientific and Professional Ethics in Clinical Psychology
- PSYCH 752 / Psychological Assessment
- PSYCH 753 / Psychological Intervention
- PSYCH 754 / Research Design and Test Construction
- PSYCH 755 / Advanced Psychopathology
- PSYCH 756 / Clinical Practicum I
- PSYCH 757 / Clinical Practicum II
- PSYCH 758 / Longitudinal Practicum: Psychodiagnostics
- PSYCH 759 / Longitudinal Practicum: Core Skills
- PSYCH 760 / History of Psychology
- PSYCH 761 / Clinical Internship

3: Add information to make the Clinical Internship requirements explicit.

It is the responsibility of the student in the RCT stream to secure a Clinical Internship placement (PSYCH 761) in the final year of RCT stream studies. The Clinical Internship placement will be done through the Association of Psychology Postdoctoral and Internship Centers (APPIC) system. In the event that the student is unable to secure an internship placement, or does not pass the Clinical Internship, but has successfully completed all other program requirements, the student will be eligible to defend a PhD but will not be eligible for completion of the RCT stream.

Internships will begin only after a full progress review and confirmation that all research and data collection for the PhD thesis has been finalized and permission to write has been granted. Students are responsible for arranging their own travel to and from the Clinical Internship placement. During the Clinical Internship year, students are expected to fulfill annual program requirements, which include holding a Supervisory Committee meeting, submitting the Supervisory Committee Meeting form, and submitting a Progress Report on May 15th.

Eligibility for Clinical Internship placements: Students must meet all medical and security checks required by the Internship site. All costs associated with the pre-placement requirements specified by the Internship site are the responsibility of the student.

In addition to the above courses, as in the regular PhD stream, students are expected to carry out their thesis research, report the progress of this research annually, and show that satisfactory progress is being made. Students are expected to complete the doctoral thesis and all other requirements for the Ph.D. RCT stream degree by the end of six years of graduate training.

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The Clinical Internship, which is required for clinical licensing in Ontario, is required for all RCT stream students, and it is the responsibility of the student to secure the internship placement. The internship was mentioned only briefly in previous versions of the graduate calendar. Defining the internship as a course (PSYCH 761) in the graduate calendar will make the requirements and expectations explicit, and will also allow it to be represented clearly on the student's transcript. This internship leads to a professional outcome.

PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

N/A

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Psychology Research & Clinical Training (RCT) Stream

Overview

The McMaster Psychology Research & Clinical Training (RCT) PhD stream augments the McMaster Psychology graduate program, by providing a subset of Psychology graduate students, who are in good standing in the program, with an opportunity for clinical training. The Psychology RCT stream has as its primary objective to train ~~clinician-scientists~~ scientist practitioners skilled in core competencies surrounding the pursuit of scientific knowledge and the provision of psychological services. The training model focuses on scientific inquiry, providing rigorous training in research while also providing students with the necessary clinical knowledge to

~~become professional providers of psychological services through Accordingly, our training model is focused on: i) rigorous training in research methodology, experimental design and statistics and ii) clinical psychology training including both in-class learning and practica-experiences in practicum courses.~~ Following completion of the program, it is expected that students will have met the requirements for licensing in Psychology in the Province of Ontario.

Admission

Applicants are asked to apply through the regular Psychology admission process, identifying their interest in the RCT program stream. Enrolment in the Psychology RCT stream is limited and is awarded according to academic excellence, merit and space availability. Admission to the RCT stream is decided by the Psychology RCT Admissions Committee following a screening and interview process.

Entry to the Psychology RCT Stream

Students entering the RCT stream typically begin at the Master's level. In most instances, students entering directly at the PhD level will not be exempted from the Masters level coursework. Any exemptions will be discretion of the Graduate Studies Committee (GSC).

During the first year at the Masters level students in the RCT stream are engaged in the regular Psychology Masters coursework and must take an additional course in Scientific and Professional Ethics in Clinical Psychology (PSYCH 751). Master's level students are expected to proceed to the PhD level according to the process detailed above.

The RCT stream is a Doctoral training stream. As such, the stream does not offer a clinical Masters specialization. Students enrolled in the RCT stream and who choose to terminate at the Masters level finish with an MSc in Psychology as outlined above.

Students must satisfy the regular Psychology PhD thesis and comprehensive requirements outlined above.

The following Graduate-level training courses are required;

- PSYCH 710 / Statistics and Research Design
- PSYCH 720 / Contemporary Problems in Psychology, Neuroscience and Behaviour
- PSYCH 750 / Understanding Personality and Personality Disorders
- PSYCH 751 / Scientific and Professional Ethics in Clinical Psychology
- PSYCH 752 / Psychological Assessment
- PSYCH 753 / Psychological Intervention
- PSYCH 754 / Research Design and Test Construction
- PSYCH 755 / Advanced Psychopathology
- PSYCH 756 / Clinical Practicum I
- PSYCH 757 / Clinical Practicum II
- PSYCH 758 / Longitudinal Practicum: Psychodiagnostics
- PSYCH 759 / Longitudinal Practicum: Core Skills
- PSYCH 760 / History of Psychology
- PSYCH 761 / Clinical Internship

It is the responsibility of the student in the RCT stream to secure a Clinical Internship placement (PSYCH 761) in the final year of RCT stream studies. The Clinical Internship placement will be done through the Association of Psychology Postdoctoral and Internship Centers (APPIC) system. In the event that the student is unable to secure an internship placement, or does not pass the Clinical Internship, but has successfully completed all

other program requirements, the student will be eligible to defend a PhD but will not be eligible for completion of the RCT stream.

Internships will begin only after a full progress review and confirmation that all research and data collection for the PhD thesis has been finalized and permission to write has been granted. Students are responsible for arranging their own travel to and from the Clinical Internship placement. During the Clinical Internship year, students are expected to fulfill annual program requirements, which include holding a Supervisory Committee meeting, submitting the Supervisory Committee Meeting form, and submitting a Progress Report on May 15th.

Eligibility for Clinical Internship placements: Students must meet all medical and security checks required by the Internship site. All costs associated with the pre-placement requirements specified by the Internship site are the responsibility of the student.

In addition to the above courses, as in the regular PhD stream, students are expected to carry out their thesis research, report the progress of this research annually, and show that satisfactory progress is being made. Students are expected to complete the doctoral thesis and all other requirements for the Ph.D. RCT stream degree by the end of six years of graduate training.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: **Judith M Shedden**

Email: shedden@mcmaster.ca Extension: **24345** Date submitted: **March 27, 2018**

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

Phone 905.525.9140
Ext. 23679
<http://graduate.mcmaster.ca>

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on March 6th and via e-ballot on March 23rd the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved at the April 12th meeting of the Faculty of Social Sciences.

For Approval of Graduate Council:

- a. **Economics**
 - i. **Change to Calendar Copy**

For Information of Graduate Council:

- a. **Social Sciences**
 - ii. **Change to Course Description**
 - 1. 701 Critical Approaches to Community Based Research



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		Economics	
NAME OF PROGRAM and PLAN		MA in Economic Policy (MAEP)	
DEGREE	Master's of Arts in Economic Policy		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR		EXPLAIN:	
		X A separate coop fee was approved by the Fee Committee on March 9, 2018. Subsequently, the language around the co-op option in the MAEP program needs to be revised to reflect this approved coop fee.	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The recommended calendar changes reflect the approved coop fee for the co-op option in the MAEP program.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Replace the following paragraph:

`While registered in ECON 796 or ECON 797 in Term 3 or earlier of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay full-time fees. While registered in ECON 796 or ECON 797 in Term 4 or higher of the M.A. degree program, a M.A. student will be considered as a full-time student, but will pay discounted fees.'

with

`While registered in either ECON 796 or ECON 797 of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay the coop fee.'

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Katherine Cuff Email: cuffk@mcmaster.ca Extension: 23827 Date submitted: 21 March 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbruce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for <u>ALL</u> changes involving degree program requirements/procedures. <u>All</u> sections of this form <u>must</u> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <u>not</u> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <u>required to attend</u> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT	Economics		
NAME OF PROGRAM and PLAN	MA in Economics		
DEGREE	Master's of Arts in Economics		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: A separate coop fee was approved by the Fee Committee on March 9, 2018. Subsequently, the language around the co-op option in the MA program needs to be revised to reflect this approved coop fee.	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The recommended calendar changes reflect the approved coop fee for the co-op option in the MA program.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018.

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Replace the following paragraph:

'While registered in ECON 796 or ECON 797 in Term 3 or earlier of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay full-time fees. While registered in ECON 796 or ECON 797 in Term 4 or higher of the M.A. degree program, a M.A. student will be considered as a full-time student, but will pay discounted fees.'

with

'While registered in either ECON 796 or ECON 797 of the M.A. degree program, a M.A. student will be considered as a full-time student and will pay the coop fee.'

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Katherine Cuff Email: cuffk@mcmaster.ca Extension: 23827 Date submitted: 21 March 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013



RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT		Economics	
NAME OF PROGRAM and PLAN		PhD in Economics	
DEGREE	Doctor of Philosophy in Economics		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: A separate coop fee was approved by the Fee Committee on March 9, 2018. Subsequently, the language around the co-op option in the PhD program needs to be revised to reflect this approved coop fee.	
OTHER CHANGES	<input type="checkbox"/>	EXPLAIN:	

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The recommended calendar changes reflect the approved coop fee for the co-op option in the PhD program.

PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)

September 2018

ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):

Replace the following paragraph:

'While registered in either ECON 796 or ECON 797, a PhD student will be considered as a full-time student, but will pay discounted fees and the student's term count will be rolled back at the end of the co-op placement(s).'

with

'While registered in either ECON 796 or ECON 797, a PhD student will be considered as a full-time student, pay the co-op fee, and the student's term count will be rolled back at the end of the co-op placement(s).'

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Katherine Cuff Email: cuffk@mcmaster.ca Extension: 23827 Date submitted: 21 March 2018

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,
cbryce@mcmaster.ca

SGS/2013

Proposal for New PhD Thesis Defence Process

Our centralized model of coordinating PhD defences is no longer sustainable and is not in line with the practices of most other U15 universities. A main issue is the centralized process of securing external examiners through School of Graduate Studies (SGS). A Graduate Council Working Group¹ was formed and tasked with looking for a possible solution to this problem. The group consulted with SGS; PhD administrators as well as the Associate Deans.

While the group recognized all the diligent effort made by SGS in this process, it identified that SGS's oversight of the process is overly restrictive and prevents useful correspondence between the supervisor and external examiners. This leads to inflexible and increased timelines which results in poor service for students wishing to defend. The group sees value in a decentralized solution that is in line with the best practices of the U15 group of universities. Easing of restrictive oversight will allow supervisors to take a more participatory role in this process and allow for more flexible scheduling and better service. The working group's proposed a solution is summarized below:

- Supervisors in consultation with the supervisory committee will select a suitable external examiner while strictly observing clear guidelines of "arm's length". Selected examiner shall be approved by Department Authority.
- Supervisor approaches selected external examiner directly to secure their agreement to serve in this capacity. A standard template for this correspondence will be supplied by SGS. This template will also outline McMaster's "arm's-length" policy. This interaction will also allow the supervisor to negotiate a suitable date and time that allows the examiner to attend either in person or electronically (attendance of the external examiner is required). Supervisors will also have the option to nominate a Chair for the defence while observing arm's-length guidelines.
- Students will initiate the defence process via SGS. Defences require the approval of the supervisory committee and department authority to proceed. The committee will acknowledge that the thesis is ready for defence and the committee and department authority will acknowledge that the external examiner is acceptable and at arm's length.
- SGS will provide access to GH 212/B and available equipment for defences. SGS will continue to pay for \$200 in travel expenses and an additional \$200 in honorariums for examiners and will pay for phone service for defences held in GH 212/B and MUSC. SGS will be responsible for ordering phone service when needed.
- To make the introduction of the new process smoother, the old process will also be maintained for the time being in addition to the new process. Thus, supervisors will make a choice as to which process they would like to use when they initiate a defence.
- The external's report will be received by SGS and is to be shared with supervisory committee and the PhD candidate two weeks in advance. If the report cannot be shared with the student two weeks in advance, the student will have the option to continue with the defence without having the external report in that time frame. If the student does not agree, the defence will be rescheduled.
- PhD candidates will not be allowed to communicate in any way with the external examiner prior to the defence.

¹ The membership of this working group is included at the end of this document

- The external examiner will have the option to withhold their name in the report in cases where they are casting a negative vote regarding the thesis and defence.

The table below provides a summary of the responsibilities of the different stakeholders under the proposed new process.

Student/Supervisory Committee	Department Authority	Grad Studies
Student initiates a defence	Approves External Examiner	Serves as a service desk for booking GH 212/B, projectors, laptops, and phone services
Supervisor invites and Secures External Examiner & will have the option to nominate a Chair	Acknowledges External Examiner is at arm's length	Confirms Chair and creates and distributes chair packages
Acknowledges External Examiner and Chair are at arm's length		

Graduate Council PhD Thesis Defence Working Group

Dr. Khaled Hassanein (Chair)

Dr. Bradley Doble (Health Sciences)

Dr. Shui Feng (Science)

Dr. Elzbieta Grodek (Humanities)

Dr. Prashant Mhaskar (Engineering)

Rodrigo Narro Perez (Student Representative)

Dr. Susanna O'Brien (Humanities)

Dr. Mahmut Parlar (Business)

Stephanie Baschiera (SGS)

Sessional Dates ~~2017-2018~~ 2018-2019

DEADLINE DATES FOR GRADUATE PROGRAMS	FALL TERM	WINTER TERM	SUMMER TERM
	Sept.- Dec., 201 8 ⁷ Sept. - Oct., 201 8 ⁷ (1HF) Nov. - Dec., 201 8 ⁷ (2HF)	Jan. - April, 201 9 ⁸ Jan. - Feb., 201 9 ⁸ (1HF) March - April, 201 9 ⁸ (2HF)	May - August, 201 9 ⁸
On-Time Registration	Tuesday, July 24 ⁵ to Tuesday, August 29 ²⁸	Thursday, November 30 ²⁹ to Thursday, December 14 ¹³	Thursday, April 5 ⁴ to Thursday, April 19 ¹⁸
Class Start Dates *	Classes begin <u>on or</u> after September 4, 201 7 ⁸ - check with program for details	Classes begin <u>on or</u> after January 2, 2018 <u>2019</u> - check with program for details	Class start dates vary - check with program for details
Late Registration	Wednesday August 30 ²⁹ to Monday, September 11 ¹⁰	Friday, December 15 ¹⁴ to Tuesday <u>Wednesday</u> , January 2	Friday, April 20 ¹⁹ to Tuesday, May 1 <u>April 30th</u>
Final Dates to Add Courses:			
6 Unit Courses	Friday, September 29 ²⁸		
3 Unit Courses or 1.5 Unit Courses (1HF)	Friday, September 29 ²⁸	Friday, January 26 ²⁵	Friday, May 18 ¹⁷
1.5 Unit Courses (2HF)	Friday, October 27 ²⁶	Friday, March 21 ²⁰	Friday, June 29 ²⁸
Final Dates to Drop Courses: **			
6 Unit Courses	Friday, January 5 ⁴		Friday, August 24 ²³
3 Unit Courses	Friday, October 6 ⁵	Friday, February 21 ²⁰	Friday, June 8 ⁷
1.5 Unit Courses (1HF)	Friday, September 29 ²⁸	Friday, January 26 ²⁵	Friday, June 8 ⁷
1.5 Unit Courses (2HF)	Friday, November 32 ³¹	Friday, March 9 ⁸	Friday, July 13 ¹²
Final Dates to Submit Grades:			
6 Unit Courses		Friday, May 34 ³¹	Friday, August 24 ²³
3 Unit Courses	Thursday, January 4 ³	Friday, May 4 ³	Friday, August 24 ²³
1.5 Unit Courses (1HF)	Friday, October 27 ²⁶	Friday, March 21 ²⁰	Friday, August 24 ²³

1.5 Unit Courses (2HF)	Thursday, January 4 ³	Friday, May 4 ³	Friday, August 24 ²³
Final Date to Submit Results of Incomplete (INC) Grades for Previous Term with Permission of Associate Dean	Friday, March 9 ⁸	Friday, July 13 ¹²	Friday, November 9 ⁸

Thesis

	FALL 2017 ²⁰¹⁸	SPRING 2018 ²⁰¹⁹	FALL 2018 ²⁰¹⁹
Final Date to Submit Ph.D. Theses to Graduate Studies (Prior to Defense) to Initiate Thesis Defence in Mosaic	Friday, July 14 ^{June 29th}	Tuesday, Feb. 6 ^{Wednesday January 23} (Health Sci.) Tuesday, Feb. 20 ^{Wednesday February 6} (All others)	Friday, July 13 ^{June 28}
Final Date to Submit Master's Theses to Departments (Prior to Defense)	Friday, August 11	Friday, March 9	Friday, August 10
Final Date to File Theses with Graduate Studies and Complete Degree Requirements***			
- Faculty of Health Sciences	Friday, September 29 th	Thursday, April 5 th <i>(except Nursing)</i>	Sunday, September 30 th
- All Other Faculties	Friday, September 29 th	Thursday, April 26 <i>(including Nursing)</i>	Sunday, September 30 th

The University welcomes and includes students, staff, and faculty from a wide range of cultural, traditional, and spiritual beliefs. As per the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances, the University will arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays. For more information, please refer to <https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. Graduate students will be graded under the graduate grading scale. **Students should consult the undergraduate calendar for enrolment.**

Programs may establish earlier deadlines to add/drop courses but these dates must clearly be communicated to students. Please note that the last date to cancel a course or registration with no academic penalty is not the same as the last date to be eligible for a refund.

*The precise dates of commencement of courses are determined by the program; students are urged to contact their program for details. SGS maintains the 13-week graduate instruction period; however, if a course does not fall into the

traditional 13-week period, the graduate program will inform students of important dates and deadlines in the course syllabus. There is no official fall break or reading week for graduate students (except MBA). Students should check with their program and their course instructor(s) as to whether classes will be held during these periods. Please see sections 1.3 (Responsibilities of Graduate Students to the University) and 2.5.6 (Vacations) of the calendar for more information.

**All courses on a student's record after these dates will require a grade. Exceptions require submission of a Petition for Special Consideration. Graduate programs may establish earlier deadlines for completion of course work and may prescribe penalties for late completion of work and for failure to complete work, provided that these penalties are announced at the time the instructor makes known to the class the methods by which student performance shall be evaluated.

***A final thesis is the corrected, approved version of [the](#) thesis which is submitted to SGS following the Final Oral Examination. Note there is no grace period at the end of December or April for final thesis submission and completion of degree requirements.

Convocation Dates

Please consult the link below for convocation dates:

<http://registrar.mcmaster.ca/grad/convo-dates/>

Graduate Study at McMaster University

When McMaster moved to its current graduate organization, the aims of graduate work were described as "the highest development of the powers of reasoning, judgment, and evaluation in intellectual concerns; specialized training in professional skills; initiation into research or scholarly work and development of a capacity for its successful and independent pursuit; the fruitful pursuit of research and scholarly work". This description remains as valid today as it was then.

Research is central to graduate work, and McMaster's strong research orientation has a pronounced effect on the character of its graduate programs. The numerous research achievements of McMaster faculty members have been recognized by grants, prizes, medals, and fellowships in academic societies. Such distinctions attest to the qualifications and dedication of faculty members in developing and disseminating knowledge. The education that McMaster faculty provide is valuable not only for the graduate student's career but also for the student's development as a person.

1.1 Programs of Study

McMaster University offers graduate programs that lead to one of the following degrees or diplomas:

Graduate Diplomas in Advanced Neonatal Nursing, Critical Leadership, [Clinical Behavioural Sciences](#), Clinical Epidemiology, [Community Engaged Research](#), Gender Studies and Feminist Research, Nuclear Engineering, Primary Health Care Nurse Practitioner (PHCNP), Professional Accountancy, Water Without Borders

Master of Arts in Anthropology, Classics, Communication and New Media, Cultural Studies and Critical Theory, Economics, Economic Policy, English, French, Gender Studies and Feminist Research, Geography, Globalization, Health and Aging, History, International Relations, Philosophy, Political Science, Religious Studies, Sociology, and Work and Society;

Master of Biomedical Discovery and Commercialization

Master of Business Administration

Master of Applied Science in Biomedical Engineering, Chemical Engineering, Civil Engineering, Computational Science and Engineering, Electrical and Computer Engineering, Engineering Physics, Materials Engineering, Mechanical Engineering, Software Engineering

Master of Communications Management

Master of Engineering in Chemical Engineering, Civil Engineering, Computational Science and Engineering, Computer Science, ADMI Design and Manufacturing, Electrical and Biomedical Engineering, Electrical and Computer Engineering, Engineering Physics, Manufacturing Engineering, Mechatronics, Nuclear Engineering (UNENE), Software Engineering; Software Engineering and Virtual Systems Design

Master of Engineering in Manufacturing Engineering

Master of Engineering Design

Master of Engineering Entrepreneurship and Innovation

Master of Engineering and Public Policy

Master of Finance

[Master of Financial Math](#)

Master of Health Management

Master of Public Health

Master of Science in Biochemistry, Biology, Chemical Biology, Chemistry, Child Life and Pediatric Psychosocial Care, Cognitive Science of Language, Computational Science and Engineering, Computer Science, Earth and Environmental Sciences, eHealth, Geography, Global Health, Health and Radiation Physics, Health Research Methodology, Health Science Education, Kinesiology, Materials Science, Mathematics, Medical Sciences, Neuroscience, Nursing, Occupational Therapy, Physics and Astronomy, Physiotherapy, Psychology, Radiation Sciences (Radiation Biology), Radiation Sciences (Medical Physics), Rehabilitation Science, Speech Language Pathology, and Statistics.

Master of Social Work

Master of Technology Entrepreneurship and Innovation

MD/Ph.D. in Medicine and Biochemistry, ~~Medical~~ Medicine and Biomedical Engineering, Medicine and Health Research Methodology, Medicine and Medical Sciences, and Medicine and Neuroscience.

Doctor of Philosophy in Anthropology, Biochemistry, Biology, Biomedical Engineering, Business Administration (Accounting; Finance; Health Management; Information Systems; Management of Organizational Behaviour and Human Resources; Management Science; Marketing), Chemical Biology, Chemical Engineering, Chemistry, Civil Engineering, Classics, Cognitive Science of Language, Computational Science and Engineering, Computer Science, Earth and Environmental Sciences, Economics, Electrical and Computer Engineering, Engineering Physics, English, French, Geography, Health Policy, Health Research Methodology, Health Studies, History, Kinesiology, Labour Studies, Materials Engineering, Materials Science, Mathematics, Mechanical Engineering, Medical Sciences, Neuroscience, Nursing, Philosophy, Physics and Astronomy, Political Science, Psychology, Radiation Sciences (Radiation Biology), Radiation Sciences (Medical Physics), Rehabilitation Science, Religious Studies, Social Gerontology, Social Work, Sociology, and Software Engineering.

1.2 Responsibilities to Graduate Students

The principal responsibilities that McMaster University has for the academic endeavours of its graduate students are shared by the School of Graduate Studies, the Faculty, the Department, the Supervisory Committee, and the Faculty Advisor. The following summarizes the responsibilities of each of these bodies.

1.2.1 The School of Graduate Studies

The name "School of Graduate Studies" refers to the Vice-Provost & Dean and Associate Deans of Graduate Studies, the Graduate Council, and the registrarial duties associated with graduate administration.

The Vice-Provost & Dean of Graduate Studies provides leadership in maintaining and improving the standards of graduate scholarship in the University. The responsibilities include: being the School's voice in graduate matters concerning research and its funding, scholarships and assistantships, the development of graduate programs and policy statements affecting graduate work; being the designated chair of Ph.D. dissertation oral examinations; approving the nomination of external examiners for Ph.D. theses and receiving the examiners' reports. The Associate Deans of Graduate Studies routinely act as the Dean's delegates. They recommend revision or development of regulations or policies affecting graduate work, refer matters of policy and curriculum to the Graduate Curriculum and Policy Committees, and deal with student appeals. In addition to acting on behalf of the Graduate Admissions and Study Committees as described below, the responsibilities of the Associate Deans include the awarding of McMaster Graduate Scholarships by acting on recommendations received from departments offering graduate work.

The Associate Graduate Registrar and Secretary of the School administers the academic affairs of students enrolled in the School of Graduate Studies. This responsibility includes: registering graduate students; assessing tuition fees; maintaining records and files for applicants and new or in-course students and arranging Ph.D. oral examinations.

1.2.2 The Faculty

For each Faculty there is a Graduate Admissions and Study Committee, which is chaired by an Associate Dean of the School of Graduate Studies. This committee, or the Associate Dean on its behalf, is responsible for matters concerning both incoming and in-course graduate students. More specifically, these responsibilities include:

- determining the admissibility of applicants;
- receiving reports on the progress of students and making decisions thereon, including recommendations to require a student to withdraw;
- ensuring that program requirements have been met prior to the awarding of degrees; approving off-campus courses and leaves of absence; and
- deciding on applications from students for special consideration with respect to academic regulations.

In all of these matters, the Committee or the Associate Dean acts on recommendations made by departments.

1.2.3 The Department (or Graduate Program)

Typically, many of the duties of the Department in regard to graduate students are carried out by the Department Chair and the Graduate Advisor (in some programs these are referred to as Graduate Coordinators or Area Coordinators) for the Department. For some programs (e.g. interdisciplinary graduate programs), these duties are carried out by the Program Director, Co-Director or Associate Director and for some Health Science programs, the Assistant Dean. For purposes of graduate studies policies stated in sections 1 through 6 of the Graduate Calendar, all reference to Department Chair shall mean, in the graduate programs of the Faculty of Health Sciences, the Program Director, Co-Director, Associate Director or appropriate Assistant Dean. The departmental duties include making recommendations to the Graduate Admissions and Study Committee of the Faculty as noted above. The Department is responsible for matters such as:

- ensuring that every student has, at all times, a faculty advisor or a properly constituted supervisory committee;
- reviewing annually each student's academic progress and reporting thereon;
- conducting comprehensive examinations and language examinations, when these are required;
- preparing and distributing guidelines and departmental regulations for supervisors and students;
- ensuring that each student is properly trained in all safety practices, guidelines, and policies for the use of any resources required in carrying out their work, where appropriate.

In performing those duties that relate to individual students, the Department relies on advice from the Supervisory Committee or the faculty advisor.

In those cases in which a Supervisory Committee or faculty advisor determines that a student's progress is unsatisfactory, and recommends that the student be required to withdraw, the Department is expected to verify the reasons for the recommendation. If the recommendation is confirmed, the Department will forward the recommendation to the Associate Dean of Graduate Studies, who will receive it and act on behalf of the Faculty Admissions and Study Committee.

If the Department is not convinced that the recommendation is appropriate, the Department may attempt to mediate between the supervisor and student, or may attempt to find an alternate Supervisory Committee or faculty advisor. If that is not possible because all members with expertise in the student's topic are already on the Supervisory Committee, then the Department may find it best to encourage the student to transfer elsewhere. If the student is very close to

completion, the Department may advise the student to continue in the program despite the lack of Supervisory Committee support.

1.2.4 The Supervisory Committee

The Supervisory Committee, or the faculty advisor when no such committee is required, provides advice to the Department as noted above. Additional responsibilities include, where applicable:

- planning and approving the student's program of courses and research;
- approving thesis proposals;
- deciding, within departmental regulations, on the timing of the comprehensive examination and, language and other examinations;
- maintaining knowledge of the student's research activities and progress;
- giving advice on research;
- providing the student with regular appraisals of progress or lack of it;
- initiating appropriate action if the student's progress is unsatisfactory, including any recommendation that the student withdraw;
- deciding when the student is to write the thesis and giving advice during this process;
- acting as internal examiners for the thesis.

1.2.5 The Faculty Advisor

When a supervisory committee is not required, a faculty advisor will be assigned by the Department. Like the supervisory committee, the advisor will provide advice to the Department as noted in Section 1.2.3 above. His/her responsibilities will include: planning and approving the student's program of courses and research; deciding within departmental regulations, on the timing of the comprehensive examination, and language and other examinations; maintaining knowledge of the student's research activities and progress; giving advice on research; providing the student with regular appraisals of progress or lack of it (i.e., the student and student advisor have a mutual obligation to meet on a regular basis); initiating appropriate action if the student's progress is unsatisfactory, including any recommendation that the student withdraw. In course-based, professional or clinical programs, a program committee or the department chair for the program acts as the faculty advisor. The faculty advisor is expected to respond in a timely fashion to requests for clarification by the student on elements of academic and research progress.

1.2.6 Guidelines for Graduate Course Instructors

For most faculty members and graduate students alike, the graduate classroom offers a unique site of intellectual development, exploration, and exchange. The following guidelines are intended to highlight best practices to help instructors plan and run successful graduate courses, and to optimize the learning experience for graduate students. These guidelines supplement the official *Policy on Graduate Course Outlines*, to which all graduate courses must adhere.

In fields that include diverse knowledge bases or skill sets, the instructor may wish to meet with prospective students before the course starts, particularly with students who are from outside the home program or department. Such a meeting might include a discussion of the overall objectives and content of the course, an explanation of the methods of assessment, and a description of the expertise and skill level expected of the student.

The graduate course instructor may decide to recruit one or more faculty members or field experts to give special lectures during the course. Such an invitation should be made well in advance of the lecture date. Invited instructors usually are not expected to evaluate the students. However, there may be rare cases in which an invited instructor

contributes some aspect of course evaluation. In that event, the official course instructor still bears ultimate responsibility for overall evaluation and course outcome. Accordingly, best practice would be for the invited instructor to receive information, preferably in writing, about evaluation criteria and expectations that are consistent with the course outline. Students also should be informed of the mechanism and mode of evaluation.

To receive credit for a course, each student is responsible for confirming in the Mosaic Student Center that his/her enrollment status is appropriate for that course. Students are responsible for ensuring that they have formally enrolled for the course through their department or graduate program. Best practice suggests that the instructor should remind students of their responsibilities at the first meeting of the course. If the instructor becomes aware that a student is not listed on the class list/grade roster, or that the class list/grade roster includes the name of a student who has not been attending the class, the instructor should inform the department/graduate program.

As noted in the *Policy on Graduate Course Outlines*, the course instructor is responsible for providing each student with evaluations of the student's academic performance at various stages during the course, and, whenever possible, a list of due dates. It is best practice in graduate courses for each student to receive at least one written evaluation prior to the 'drop' date so that students can have the chance to withdraw from the course without academic penalty. Such an evaluation could take any of a number of forms (e.g., evaluations of a seminar presentation, a written assignment, or a collaborative work).

At the graduate level, students normally are expected to actively participate in courses (i.e., contribute to discussion, be encouraged to ask questions), and instructors often award marks for participation. Some students, particularly those whose first language is not English, may be reluctant to participate in a discussion in class. Best practice suggests that these students should be recognized early and, whenever possible, tactfully drawn into the discussion by the instructor. The ultimate aim of any graduate course is not only to convey information to and exchange information with students, but also to equip students with the confidence and ability to exchange information with others, both in the spoken word and in writing.

Although instructors are required to provide written course outlines at the beginning of courses, the *Policy on Graduate Course Outlines* also provides instructors with the opportunity to alter a course's content to reflect shifting research interests as long as the students are informed of such changes promptly and *in writing*. Even in the case of changing content, best practice is for instructors to adhere to the original course outline in terms of the amount of work expected from the students, the schedule of assignments, due dates, and the evaluation scheme.

Best practice suggests that instructors should calculate and provide final grades to the School of Graduate Studies for *all students* by the date stipulated in the Graduate Calendar. Final marks also should be provided to the students in a timely manner. Although there may be rare instances in which the instructor may need to report grades before all work is complete for a student, instructors should be aware that a grade of "incomplete" will be converted to an "F" and recorded on the student's transcript.

1.3 Responsibilities of Graduate Students to the University

Just as the University has responsibilities to graduate students, they have responsibilities to the University.

The student's responsibilities include, but are not limited to:

- enroll annually until graduation, withdrawal, or withdrawal in good standing due to time limit;
- paying fees as required;
- complying with the regulations of the School of Graduate Studies as set out in this Calendar.

Where applicable, students are responsible for complying with such conditions as may be laid out in an accepted letter of offer. Students are also responsible for complying with the regulations governing graduate students at McMaster University with respect to full- and part-time status (see sections 2.5.2 and 2.5.3). Students are further responsible for

informing the School of Graduate Studies within two weeks, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal.

Research-Based Programs

With regard to research and study, students are responsible for maintaining contact and meeting regularly with the faculty advisor, thesis/project supervisor or supervisory committee, for observing departmental guidelines, and for meeting the deadlines of the department and the School of Graduate Studies. If there is a problem with supervision, it is the student's responsibility to contact the Department Chair or Graduate Advisor. It is also the expectation that students will seek clarification when necessary on questions regarding elements of academic and research progress. The provisions for changing a supervisor are outlined in Section 2.7.

Students who undertake to write a master's or doctoral thesis assume responsibility both for creating drafts of the thesis and for responding to direction from the Supervisory Committee. The student shall have the responsibility to write and ultimately to defend the thesis, and the Supervisory Committee has the responsibility to offer guidance in the course of the endeavour, and to recommend or not recommend the completed thesis for defence.

Since enrollment permits access to libraries and certain other academic facilities (including off-campus facilities), it also implies a commitment on the part of each graduate student to use such facilities in accordance with applicable rules, including all safety practices, guidelines and policies. Inappropriate behaviour that is deemed to be in violation of such practices and/or policies may lead to denial of access to the facility. If such a denial of access to facilities means that a student can no longer fulfill his/her academic obligations, the student will be required to withdraw involuntarily from his/her academic program. (see also Section 6.2)

Full-time students are obliged to be on campus, except for vacation periods or authorized off-campus status, for all three terms of the university year. Vacation entitlement is discussed in 2.5.8. Any student who is away from campus for longer than one week, which is not part of the student's vacation entitlement, requires their supervisor's approval in writing. If this period of time exceeds two weeks, the approval of the department chair is also required. In accordance with government regulations (see Section 2.5.2) students who will be away from campus for more than four weeks ~~in~~ require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus. Note that this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be "full-time off-campus" for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made. An exception to this policy would be programs that deliver their curriculum either partially or fully in on-line formats. Please refer to details in individual program descriptions.

In order to receive a degree, the student must fulfill all departmental or program requirements and all University regulations, including those of the School of Graduate Studies. Students who have outstanding financial accounts at the end of the academic year will not receive their academic results, diplomas, or transcripts.

General Regulations of the Graduate School

Please note: if there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail.

It is the student's responsibility to:

- Maintain current contact information with the University, including address, phone numbers, and emergency contact information.

- Use the University provided e-mail address or maintain a valid forwarding e-mail address.
- Regularly check the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias.

Collection of Personal Information

Under the authority of the McMaster University Act, 1976, and by applying to McMaster or by enrolling in a program at the University, students expressly acknowledge and agree that the collection, retention, use and disclosure of relevant personal information is necessary for McMaster University to:

- establish a record of the student's performance in programs and courses;
- to assist the University in the academic and financial administration of its affairs;
- to provide the basis for awards and government funding; and
- to establish the student's status as a member of relevant student governmental organization.

Similarly, and in compliance with McMaster University's access to information and protection of privacy policies and Canadian and Ontario privacy laws, the University provides personal information to:

- the Canadian and Ontario government for the purposes of reporting purposes; and
- to appropriate student government organizations for the purposes of allowing such organizations to communicate with its membership and providing student government-related services consistent with the enrolment by a student at the University.

By applying and/or enrolling at McMaster University the student expressly consents to this collection, retention, use and disclosure of such personal information in this manner. Questions regarding the collection or use of personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

Retention of Documents

All documentation submitted in support of an application for admission becomes the property of the University and is not returnable.

If an applicant ~~student~~ is not accepted, or fails to enroll following acceptance, their documentation will be destroyed at the end of the admissions cycle. If the ~~student~~ applicant reapplies, they must submit any new academic information in addition to the documentation submitted previously.

2.1 Admission Requirements

McMaster University seeks candidates for graduate study who show high scholarly promise. Admission to a graduate program is based on a judgement by the University that the applicant can successfully complete the graduate degree program. The University's minimum requirements are identified in this section. Degrees and grades from foreign universities are evaluated for their equivalency to McMaster's. Departments or programs may establish additional requirements, such as scores on the Graduate Record Examination (GRE). Applicants should read the admission statement for the program or department, as well as the section here. Admission is competitive: meeting the minimum requirements does not guarantee admission. Final decisions on matters of admission rest with the Graduate Admissions and Studies Committee for each Faculty. The admission decision is not subject to appeal.

2.1.1 Admission Requirements for Master's Degree

The majority of graduate programs at McMaster University require the holding of an Honours bachelor's degree from a recognized university with at least a B+ average (equivalent to a McMaster 8.5 GPA out of 12) in the final year in all courses in the discipline, or relating to the discipline, in which the applicant proposes to do graduate work. Programs which consider applications with a mid-B average identify this in the relevant section of the calendar. In a Master's program in the Faculty of Engineering the requirement is at least a B- average (equivalent to a McMaster 7.0 GPA). Strong letters of recommendation are also required. Some programs may have different admission requirements, for example, some programs may consider professional practice or experience within the application process so please consult the program section of the calendar for details.

In recognition of the changes taking place in the structure of university education as a consequence of the Bologna Accord, three-year, first-cycle degrees that meet the criteria of the "Framework for Qualifications of the European Higher Education Area" will be accepted in place of a four-year Honours degree. Standard admission requirements will still apply. A Diploma Supplement should accompany the official transcript [item (a) under Section 2.2].

Prospective applicants who lack some background in the discipline they wish to enter should consult the Undergraduate Calendar with regard to Continuing Student status. A continuing student is a university graduate who is not currently enrolled in a degree program, but who wishes to take one or more undergraduate classes.

Prospective applicants who did not attain the required standing in their undergraduate degree, but who have five years of work experience that is relevant to the program they wish to undertake, may be admitted to a ~~Masters~~ Master's program as mature students provided they are recommended by their program. Submission of a complete resume is required to determine eligibility as a mature student. Such recommendations must be approved by the Graduate Associate Dean of the Faculty in question and evidence of ability to do graduate work will still be required.

2.1.2 Admission Requirements for Ph.D. Degree

Applicants may be admitted to a regular Ph.D. program at one of three stages in their academic work: (1) after completion of a Master's program; (2) Directly from a Master's program at McMaster without completing the Master's degree; (3) in exceptional cases, directly from a Bachelor's program. Students still enrolled in a Master's with thesis program beyond 22 months must complete the degree requirements including the thesis prior to admission to the Ph.D. program.

1. For applicants who hold a Master's degree, the primary requirements are distinction in their previous graduate work (equivalent to at least a McMaster B+), and strong letters of reference.
2. Students enrolled in a Master's program at McMaster University may be transferred to the Ph.D. program prior to completion of the Master's degree. Not sooner than two terms and no later than 22 months after initial registration in the Master's program here, students may request to be reclassified as Ph.D. students. After proper review, the department will recommend one of the following:
 - a. admission to Ph.D. studies following completion of the requirements for the Master's degree;
 - b. admission to Ph.D. studies without completion of a Master's program;
 - c. admission to Ph.D. studies but with concurrent completion of all requirements for a Master's degree within one term from the date of reclassification;
 - d. refusal of admission to Ph.D. studies.

In no case does successful completion of a Master's degree guarantee admission to Ph.D. studies.

For students in (b), the recommendation for admission to Ph.D. must identify which if any courses taken as a Master's student can be credited toward the requirements for the Doctoral program.

A student in (b) may re-register as a candidate for the Master's degree, provided that work to date has met the standards for the Master's program.

Students in (c) who do not complete the requirements for the Master's degree within the one term will lose their status as a Ph.D. candidate and be returned to Master's status.

3. In certain programs, applicants with a first degree only, may be admitted directly to Ph.D. studies. Such students must show sufficient promise, including at least an A average. Within one calendar year the progress of students admitted to Ph.D. studies directly from a Bachelor's degree will be reviewed by their supervisory committee and the program. The program then will recommend one of the following:
 - a. proceed with Ph.D. studies;
 - b. not proceed with Ph.D. studies but re-register as a Master's candidate;
 - c. withdraw from the University.

A student admitted to a Ph.D. program who re-registers as a candidate for a Master's degree must meet all of the requirements for the Master's degree in order for it to be awarded.

Transfers to a Ph.D. program take effect at the start of the next term, or are retroactive to September 1st for students whose request to transfer is received by the School of Graduate Studies by the end of the second week of October. Students are encouraged to transfer ~~before the fall term~~ prior to the start of the next term.

2.1.3 Transfer to Ph.D.

Transfers to a Ph.D. program take effect at the start of the next term, or are retroactive to September 1st for students whose request to transfer is received by the School of Graduate Studies by the end of the second week of October. Students are encouraged to transfer early (i.e., well before the end of the 5th term of their Masters) given that the time-limit on transfers described in 2.1.2. ~~before the fall term.~~

2.1.4 Admission Requirements for Part-Time Ph.D. Degree

Admission to a part-time Ph.D. program is possible only for an individual holding a Master's degree whose circumstances preclude uninterrupted full-time doctoral studies. Because of the divergent nature of academic disciplines, part-time doctoral work is not feasible in some areas. Accordingly, no Department or Program is obligated to offer part-time doctoral work. As part of their applications prospective part-time students are required to provide a plan of study, including a clear account of when and where the thesis research is to be conducted. If facilities at the place of employment are to be used for the research, the signed agreement of the employer, recognizing the conditions surrounding graduate work, is also required. In addition, departments may have other requirements for admission to a part-time doctoral program. A part-time doctoral student must be geographically available on a regular basis, and must be able to participate regularly in departmental seminars and colloquia.

2.1.5 Admission of Students to a Cotutelle Ph.D. Degree

A cotutelle is a single Ph.D. awarded by two post-secondary institutions, typically from different countries. A cotutelle degree is a unique way to promote and structure research ~~collaborations, and~~ collaborations and allows students access to a broader range of research supervision than would be available at a single institution.

Students interested in a cotutelle Ph.D. degree must have finalized arrangements completed within the first 12 months of their Ph.D. study. Partner university arrangements may vary and students must investigate what is required to fulfill that institution's cotutelle requirements. For information on how to apply please view the Cotutelle Policy on the McMaster Senate Secretariat's website: <http://www.mcmaster.ca/policy/index.html>

2.1.6 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree

As noted in Section 2.1 of the Graduate Calendar, "Admission to a graduate program is based on a judgement by the University that the applicant can successfully complete the graduate degree program". Some potential applicants may not satisfy our admission requirement for a 4-year honours degree with a B+ average in the final year. However, work experience and/or completed course work beyond the Bachelor's degree, may have some bearing on the applicant's ability to complete a graduate program. The admissions process will recognize these accomplishments as follows.

Admission to graduate studies for a student with related work experience and/or course work beyond the Bachelor's degree will be based on the following criteria:

1. References from reliable sources, which specifically identify the applicant's aptitude for research and graduate education.
2. University 4-year undergraduate degree or equivalent, completed more than 4 years ago, together with additional course work taken since that time.
3. Significant record of workplace experience, the relevance of which will be assessed by the graduate program of choice.

2.1.7 Admission Requirements for Graduate Diploma Programs

The admission requirements for a graduate diploma are the same as are identified in Section 2.1.1 for admission to a Master's program.

Graduate Diploma students with at least a B+ average in their diploma course work may be eligible to transfer to a Master's degree in a related program, subject to the recommendation of the department or program to the relevant Faculty Graduate Admissions and Study Committee. If the diploma has not been completed, transfer credit may be given toward the degree requirements for all graduate courses completed successfully. Approval of the department is required for any such credit to be applied toward a degree; it is not automatic. Departmental or program approval is normally based on an assessment of the amount of additional coursework that will be required for the degree.

If a student wishes to enter a related Master's program after the diploma has been completed, credit may be granted towards the subsequent degree program for those courses completed successfully, with a limit of one full course or half of the course requirements for the degree, whichever is less.

2.1.8 Admission Requirements for Post-Degree Students

A Post-degree Student is one who has not been admitted to a graduate degree or diploma program but who holds a university degree and has been given permission to take a specific graduate course. Permission to take a course as a post-degree student requires the approval of the course instructor, the Department Chair, and the School of Graduate Studies. An application is required for each course.

Although acceptance as a post-degree student carries no implications with respect to acceptance for a degree program in the School of Graduate Studies, the level of academic achievement expected for admission under this category is the same as that required of students admitted to a Master's program (Section 2.1.1). Courses taken as a post-degree student may be eligible for credit toward a Master's degree in a related program, to a maximum of one-half of the degree's

course requirement, subject to the recommendation of the department or program to the relevant Faculty Graduate Admissions and Study Committee.

A student who has completed a relevant undergraduate degree and is not admissible under current standards, but who is currently in (or has had) full-time employment in the intended area of study may be admitted as a post-degree student. In such cases, any courses taken as a post-degree student will not be available for credit in a subsequent graduate program, because they will have been necessary to demonstrate admissibility.

The deadline for registration is the same as for graduate degree programs (see Sessional Dates, Registration).

Post-degree students are not allowed to take graduate courses for Audit.

(Note: A Graduate Diploma is distinct from a baccalaureate, undergraduate diploma, Master's or Ph.D. degree, or diplomas and certificates awarded by the Centre for Continuing Education at McMaster University).

2.1.9 Non-Credit Participants in Graduate Courses

Graduate courses are not normally open to "auditors" who attend a course without the usual qualifications and without seeking academic credit. Under some circumstances, however, people who are not registered graduate students and who do not meet the requirements for admission as Post-degree (see Section 2.1.8) may attend a graduate course. This requires the written permission of the course instructor, the Department Chair, and the School of Graduate Studies.

A fee is charged for each course taken as a non-credit participant (by persons who are not registered graduate students). See Section 5.1, Fees for Graduate Students, for the fee schedule.

2.1.10 Visiting Students

Visiting Students are individuals who are currently registered in a graduate degree program in another university, and who have made arrangements through both their home university and a graduate program at McMaster to spend some time at McMaster as part of their degree program at the home university. While they are visiting students, they will not be enrolled in a degree program at McMaster. They are not part of any official exchange agreement including Ontario Visiting Graduate Student (OVGS) arrangement, although there may be an agreement between the McMaster program and their home institution. For more information on Ontario Visiting Graduate Student arrangements please consult section 6.10. McMaster currently allows out-of-province and international students to visit in one of three ways: to take course work in a specific program; to conduct research in a specific lab; or to participate in an internship with a specific program or faculty member. In any case, students will be enrolled as ~~full-time~~full-time students for a maximum of one year. Acceptance is on the recommendation of the department or program at McMaster. For every term that the student is here in residence they must register in SGS 302.

The student is expected to pay the supplementary fees (see Section 5.1, Fees for Graduate Students) and the appropriate Canadian or international equivalent per course fee for the time that they are registered here. It is necessary for them to enroll in the UHIP program to ensure adequate health insurance coverage during their stay.

2.1.11 Incoming Exchange Students

Exchange students are individuals who much like visiting students, are enrolled in a graduate degree program in another university and are paying fees to that university. The difference between a visiting student and an exchange student is that the exchange student participates in a formal exchange program between McMaster University and their home institution. A complete list of exchange agreements that McMaster participate in can be found on the Office of International Students Affairs webpage (<http://oisa.mcmaster.ca>). For every term that the student is here in residence the must register in SGS 702.

Students participating in a formal exchange program are not assessed supplementary, or course fees, and are entitled to take a full course load (assuming they are registered for a full course load at their home institution). It is necessary for them to enroll in the UHIP program to ensure adequate health insurance coverage during their stay.

2.1.12 English Language Requirements

English is the language of instruction and evaluation at McMaster, except in the M.A. and Ph.D. programs in French. Hence it is essential that all students (except in the French program) be able to communicate effectively in English.

Applicants whose native language is not English will be required to furnish evidence of their proficiency in the use of the English language. Such applicants are required to supply this evidence as part of their application. Applicants may be exempted from this requirement if they have completed a university degree at which English is the language of instruction.

The most common evidence is a score on the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). Equivalent scores on other recognized tests may also be considered.

Students taking the IELTS are required to achieve a minimum score of 6.5 with a minimum score of 5.5 in each category.

TOEFL requirements may vary across programs.

- In most Faculties a minimum of 92 IBT (internet-based test) is required.
- In Business, Ph.D. and MBA programs require a minimum score of 100 with a minimum of 22 in the reading component, 22 in the listening component, 26 in the speaking component and 24 in the writing component on the IBT. The Master of Finance Program Requires a minimum score of 92.
- In Engineering the faculty requires a minimum score of 88 TOEFL (internet-based) or 6.5 IELTS. Please check with the program to see specific requirements, which may be higher.

Students who have completed an Academic ESL program through Canadian academic institutions may petition to have this considered in lieu of TOEFL.

2.2 Application for Admission

Enquiries about graduate work should be made directly to the department of interest. Our online application system is located at

<https://gs.mcmaster.ca/academic-services/how-apply>

Applications may be submitted at any time but applicants should refer to the department or program to which they are applying for department specific deadlines. However, most University scholarships and awards are adjudicated in late March or early April, so students applying later than March cannot be considered for these awards.

Applications from outside Canada should be completed at least five months before the desired date of entry in order to allow for any delays and for obtaining the necessary visa.

Application Fee

Applications must be accompanied by the required application fee. This fee is non-refundable and must be paid in Canadian dollars by means of a credit card payment or electronic transfer.

The following items are required before your online application will be considered complete.

- a. One official transcript of academic work completed to date, sent directly from the issuing institution. If the final transcript does not show that a completed degree has been conferred, an official copy of your diploma is also required.
- b. Two confidential letters of recommendation from instructors most familiar with your academic work or appropriate relevant experience. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.
- c. see Section 2.1.12 - *English Language Requirements*
- d. Statement of interest in pursuing graduate studies.

Programs may have additional admission requirements including, but not limited to, interviews. Please consult your program for details.

A graduate of a university outside Canada may also be required to submit a description of undergraduate and graduate courses taken in the field of specialization and in similar fields.

2.3 Transfer/Advance Credit and Determination of Course Equivalency

Transfer Credit

Application for transfer credit is normally done through the admissions process or as a petition for special consideration before taking the course for in course students and in both cases requires an Associate Dean's approval. Credits from other institutions must have been received in the last 5 years with a minimum grade of B-. In general, no credits used towards a previous degree or used as a basis of admission will be approved as credit toward a McMaster graduate degree. Normally, a maximum of 50% of the course degree requirements only will be approved for transfer credit. Approved transfer credit appears as a course with a grade notation of T on the student's transcript.

Credits from other institutions can be used to substitute a specific McMaster University course requirement; however, the student may be required to take additional courses. Students wishing to apply for advance credit or course requirement equivalency should normally inquire when they apply or accept an offer of admission. Requests should be submitted to the program office for consideration using a petition for special consideration.

Advance Credit

Eligible students enrolled in a program with an advanced credit option in Engineering may request advance credit for up to two courses based on courses taken in their undergraduate degree at McMaster. For full details, please refer to descriptions of the individual programs. Requests for advance credit are done by petition to the Associate Dean of the Faculty once enrolled in the graduate program.

2.4 Acceptance

Initial assessment of completed applications is the responsibility of departments. If that assessment is favourable, the department will recommend to the School of Graduate Studies Office of a favourable decision, or by the department of a negative decision. Applicants may be accepted conditionally before completing their present degree programs. Such conditions must be cleared at the time of registration.

Official letters of admission are sent only by the School of Graduate Studies, and are valid only for the program and term stated in the admission letter. Successful applicants are required to respond in writing to the offer of admission within the interval identified in the offer letter. Some programs require a deposit fee. The value of the deposit fee will

be deducted from the student's tuition fees. If circumstances develop making it impossible for a student to begin graduate work in the specified term, the department and the School reserve the right to revoke the offer of admission, and any financial aid offered.

The graduate program and the University reserve the right to revoke an offer of admission if any submitted materials are falsified, if a final transcript does not meet admission requirements or if it contains an annotation about an academic integrity or code of conduct matter.

2.5 Enrollment

2.5.1 Continuity of Registration

All graduate students, in both the regular and part-time programs, are required to enroll and pay supplementary fees annually and tuition fees term by term (within the first month of the term) until they graduate or withdraw. If they fail to do so they do not retain the status of graduate student, will be withdrawn in good standing, and must apply for re-admission if they wish at a later date to continue their studies. If the department approves a re-admission, a student may be allowed to begin graduate work in the winter or summer term (January or May), in which case they will first register at the start of that term, but in any following years will enroll in September for all three terms. A student can either be:

- ~~re-admitted~~readmitted to defend if all that remains is the thesis defence and student is ~~re-admitted~~readmitted for one term only
- if a student needs more than one term to complete - they should be ~~re-admitted~~readmitted to program and maintain continuous enrollment until they complete their studies

A student who doesn't enroll for each term will be withdrawn in good standing unless there is a scheduled break in the program.

See also section 3.6 or 4.6 for more information on program progression.

2.5.2 Definition of Full- and Part-time Status

Full-Time Status

A full-time graduate student must:

- a. have been admitted to a graduate program as a full-time student;
- b. be pursuing his or her studies as a full-time occupation;
- c. identify himself or herself as a full-time graduate student;
- d. be designated by the university as a full-time graduate student;
- e. for most programs (and all ~~research-based~~research-based programs) student be geographically available and visit the campus regularly. Other programs may have different requirements and may be conducted fully on-line. Without forfeiting full-time status, a graduate student, while still under supervision, may be away from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period exceeds four weeks in any one term, written evidence shall be available in the Graduate Studies Office to the effect that this request has the approval of the department or program Chair and Graduate Associate Dean. For information on full time off campus please consult section 2.5.6.
- f. be considered to be a full-time graduate student by his/her supervisor or equivalent (designated by the program office)
- g. students who change status from full to part time, do not receive any more time to complete their program and will continue to be charged tuition fees at the ~~full-time~~full-time level.
- h. students who change part to full time will have their term count re-set on a ratio of 2:1

All active graduate students other than full-time graduate students as defined above are part-time graduate students. See also section 3.6 or 4.6 for more information on program progression.

2.5.3 McMaster University's Regulations for Full- and Part-time Status

In accordance with the above provincial regulations, McMaster requires students to register annually, and to confirm their status as a full-time graduate student. Only full-time graduate students are eligible for scholarship support.

McMaster University complies with the OCGS document "Principles for Graduate Study at Ontario's Universities" (March 2017) which, in Resolution 5, states the following:

"Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. Accordingly, OCGS is committed to the principle that full-time graduate students are employed no more than an average of 10 hours per week on campus."

Full-time students who are participating in McMaster-based paid employment ~~not directly related to their studies~~ should work no more than an average of 10 hours a week to a maximum of 505 hours in the academic year. Normally students who exceed this limit are asked drop down to part-time status, to stop working or reduce their hours of work. Changing student status from full-time to part-time will affect a student's scholarship funding, OSAP, and student visa.

The University considers full-time students to be those that have their studies as their priority. All full-time students must be available to conduct research (as appropriate), participate in courses and the other activities required by their program. In some cases award holders may face employment restrictions, it is the responsibility of the student to ensure their work arrangements are compliant with the terms of their awards.

All active graduate students other than full-time graduate students as defined above are part-time graduate students.

2.5.4 Employment Regulations

In the McMaster context, there are three terms in the School of Graduate Studies for purposes of interpreting the rule in Section 2.5.3 limiting employment with the University to ten hours per week on average: Fall (September through December); Winter (January through April); and Summer (May through August). These are deemed to have 17, 17, and 18 weeks respectively. The ten-hour limit includes but is not limited to work as a Teaching Assistant at McMaster.

2.5.5 Enrolment - International Students on Study Permits

International students admitted to graduate studies degree programs must have a valid Study Permit issued by Citizenship and Immigration Canada (CIC), provided that their program of study is longer than six months. A copy of the Study Permit must be submitted to the School of Graduate Studies (SGS) upon arrival at the University. International graduate students without valid Study Permits will not be allowed to enroll.

If a Study Permit expires prior to program completion, students must apply to CIC for renewal and submit a copy of the renewed Study Permit to the School of Graduate Studies (check the 'valid until' date on the Study Permit). Make sure you apply at least 30 days before your current permit expires. If your Study Permit expires and you have made an

application to renew it, but have not had a decision yet, you can continue studying until you receive a decision. Proof of application for renewal must be submitted to the School of Graduate Studies to permit continuing enrolment.

There are additional rules for students whose program is delivered either partially or wholly on-line. Students whose program is delivered entirely on-line do not need a study permit. Students whose program is delivered partially on-line and is longer than six months will need a study permit for the period of time when they are required to be on campus - for example to attend a residency week.

For information on status change to permanent resident status during the course of your study, please see section 5.1.4.

2.5.6 Full Time Off-Campus

On admission to a full-time program, the assumption is that you will full-time on-campus. This is known as being "in residence". If a student wants to spend a period of time away from the university in order to complete their research, they must apply to be full-time off campus and complete the form RMM 801.

Students admitted to a degree program on a part-time basis are responsible for maintaining close contact with faculty members and students in their field of study.

2.5.7 Leaves of Absence

General Regulations

Leaves of ~~A~~absence (~~"LOA"~~) are normally granted on a term-by-term basis. Whenever possible the ~~leave-LOA~~ should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During the period of a ~~Leave LOA~~ the student ~~cannot expect to be given~~ will not receive supervision or be entitled to use the University's academic facilities ~~for the purposes of academic progression~~. During a ~~Leave of Absence LOA~~, no tuition will be charged, nor will the student be eligible for any scholarship support. Students on a ~~leave of absence LOA~~ have to pay applicable supplemental fees and will be able to use the services associated with those fees. The length of time for completing the degree, and for scholarship support eligibility (see qualifier below), will be extended by the duration of the ~~Leave LOA~~ on the resumption of studies. If a ~~leave LOA~~ begins or ends in the middle of a term, term count will be determined upon return in consultation with the Associate Dean.

~~Leaves of absence LOA~~ affecting Teaching Assistantship duties are covered by the Collective Agreement with Local 3906 (Unit 1) of the Canadian Union of Public Employees. ~~Please refer to the collective agreement for additional information: <http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/>~~

Students should be aware that in the event of ~~Leaves of Absence a LOA~~, continuation of the same research project and/or supervisor cannot be guaranteed. Students applying for a ~~leave of absence LOA~~ for personal reasons must normally have completed at least one year of full time graduate studies. ~~Students who have not completed a minimum of 16 weeks of graduate studies at McMaster will not be eligible for parenting leave scholarship funding as noted below.~~ For additional information related to ~~parental parenting and maternity~~ leaves, please refer to the next section.

Students returning earlier than planned from a ~~leave of absence LOA~~ must provide ~~a minimum of 4~~ four week's notice to the School of Graduate Studies, in writing.

Reasons for Leaves of Absence

A ~~leave of absence LOA~~ for up to one year is permitted for reasons of illness, provided that the request is supported by adequate medical documentation. Students who have successfully completed at least one full year in a graduate program may apply for a ~~leave of absence LOA~~ once for up to one year for other personal circumstances, provided that the student's supervisor and the department support the request. Alternatively, the student may request withdrawal

(Withdrawal at the Request of the Student). Should the student opt to withdraw, ~~he/she/they~~ may be eligible for reinstatement, at the University's discretion upon reapplication.

A ~~leave of absence~~LOA to obtain externally paid relevant work experience may be granted for one term for a Master's student and for two terms for a Ph.D. student. A LOA for purposes of obtaining relevant work experience cannot be for two consecutive terms~~No two Leaves taken to obtain relevant work experience may be consecutive.~~

A ~~leave of absence~~LOA will not be granted to pursue another program of study.

Under certain circumstances the ~~AVP-Vice-Provost~~ and Dean of Graduate Studies may allow for a special ~~leave of absence~~LOA. In this case, application should be made directly to the ~~AVP-Vice-Provost~~ and Dean of Graduate Studies.

It is understood that when a student takes a LOA, 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 LOA, students are expected to provide as much notice as possible of the intention to take a LOA.

Note: Students who hold fellowships, scholarships or grants from ~~INSERC, SSHRC, CIHR, or OGS~~ should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on ~~leaves of absence~~LOA. Students holding such awards and who intend to keep them are responsible for ensuring that any ~~leave of absence~~LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

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 at the time of pregnancy, birth or adoption and/or to provide care during the child's first year. ~~The Policy applies only to full time graduate students as defined by the School of Graduate Studies.~~

A LOA for up to one year is permitted for Parenting Leave. The form to apply is available on the School of Graduate Studies Resources page (insert appropriate link). 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. Any leave beyond one year would require an application for a leave of absence.

Eligible students can also apply for a Parenting Grant. More information on this is available on the School of Graduate Studies Website (insert link to webpage where the applicable information will be listed).

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. Alternatively, 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 lleave, 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~~their 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/they~~ intends to take ~~his/her/their~~ leave(s) and at least four weeks' notice of the date on which ~~he/she/they~~ 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

~~A Parenting Leave or a portion thereof *may* be taken concurrently with a Pregnancy and/or Parental leave from employment, in accordance with the Employment Standards Act, 2000, should the student also be an employee of the University.~~

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.

Normally, pregnancy/parental leave is completed within 18 months of the date of birth or custody.

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 to receive parental support from CIHR, NSERC, SSHRC or another agency that provides parental support for the leave at any time during the Parenting leave, the parent is not eligible for financial support under McMaster's Parenting Leave 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.

2.5.8 Vacations

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the ~~weeklong closing~~closure of the University ~~from normally~~ late December until early January, normal vacation entitlement ~~for a graduate student~~ is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor ~~and the employment supervisor~~. An exception to this allotment requires approval from the supervisor or in the supervisor's absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

2.5.9 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. Please note that academic accommodation requests related to a disability are processed under the Academic Accommodation of Students with Disabilities policy. This includes accommodation requests for Permanent Disability, Temporary Disability, and Retroactive Accommodation.

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 student may submit, in a prompt and timely manner, a Petition for Special Consideration. The appropriate form is available 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.

In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student appeals. Where any student feels there may have been discrimination on grounds in a protected social area as outlined in the Ontario Human Rights Code, they may contact the Equity and Inclusion Office to discuss initiating a complaint (Room 212 of the McMaster University Student Centre). In Health Sciences, Graduate Students should also consult the Advisor on Professionalism in Clinically-Based Education.

2.6 Graduate Curriculum

2.6.1 Averaging of Letter Grades

Grades in graduate courses are reported as letter grades. However, instructors may record grades for individual components of the course either as letter or numerical grades. The averaging of letter grades assigned to individual components of a course must be done by using the McMaster 12-point scale, as follows: A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5, C- = 4, D+ = 3, D = 2, D- = 1, F = 0. Further, all .5 marks should be rounded up. The passing grades for courses at the graduate level are A+, A, A-, B+, B, and B-. Graduate students enrolled in undergraduate courses will be subject to the grading scale as courses in the graduate level. The minimum passing grade is a B-. Final grades are normally converted to letter grades after the numerical grade is determined.

Graduate Student Grading Scale:

Grade	Points	Pass/Fail
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A+	12	P+
A	11	P
A-	10	F
B+	9	
B	8	
B-	7	
F	0	F

Note: Grades in graduate courses are reported as letter grades. Averaging of letter grades must be done using the McMaster 12-point scale.

Note: McMaster University's Policy on Graduate Course Outlines is available at:

<http://www.mcmaster.ca/policy/faculty/Conduct/GraduateCourseOutlines.pdf>

2.6.2 Course Levels and Types

Graduate students are normally required to complete their course degree requirements by taking courses from within their program. As a minimum, at least 50% of courses taken must be listed or cross-listed by the program in order to be counted towards the degree. Courses taken outside of the faculty and not listed as part of the degree requirements, require the permission of the Associate Dean of the faculty or their delegate to be counted towards the degree.

Courses available for graduate credit are numbered either at the 700- or 600-level (e.g. 771 or 6D06). Courses are restricted in enrolment to graduate students, with the exception of those undergraduate students registered in approved, accelerated Masters programs and with written permission of their department (or program) chair, director, or designate. (Departments may have restrictions on the number of 600-level courses allowed for graduate credit). Graduate students taking 600-level courses are regularly required to do extra course work beyond that required of undergraduates in the corresponding 400-level course. Each department offers only a selection of its courses in any given year.

All Graduate courses have a unit value, with the standard being 3 units for a one term course, 6 units for a ~~two~~ two-term course and 1.5 units for a course lasting for half a term.

In all cases, the expectation is that the course will meet at least three hours per week (on average). For 600-level courses, the first character represents the level of the course (combined graduate-undergraduate), the second character is a letter identifying the specific course within a department, the third character is a letter identifying the area of study within a program or simply a zero, and the fourth character indicates the number of units of course credit. Generally, 3-unit and 4-unit courses are one-term courses; 6-unit courses are full-year courses.

2.6.3 Requirement Designations

The enrollment process will automatically assign a course towards the primary academic program that a student is enrolled in for a particular term. This process does not determine whether the course will exceed the requirements outlined the curriculum. Where a student wishes to designate a particular course towards a program other than their

primary academic program a special request is required during the normal add period outlined in the sessional dates. The requirement designation form is available on the School of Graduate Studies website.

Courses can be designated as being in one of the five categories:

Master's (Count towards the primary academic program requirements of a Master's degree)

This category identifies the courses that are to count towards the Master's degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair). The passing grades for a ~~Masters~~Master's course are A+, A, A-, B+, B, and B-.

Doctoral (Count towards the primary academic program requirements of a Doctoral degree)

This category identifies the courses that are to count towards the Doctoral degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair). The passing grades for a Doctoral course are A+, A, A-, B+, B, and B-.

Extra Courses (Extra Course)

This category identifies courses that the student is taking with the approval of the supervisor but that are not necessary to the student's current degree program. In order to designate a course as extra, a student will have to submit a course designation request during the normal add period of enrollment in a particular term. The form is submitted to the program office and once approved will have the designation added to the enrollment record for that course only. If a failing grade (i.e. less than B-) is received in a course taken as Extra, the courses (and grade) will not appear on the student's transcript unless because of academic dishonesty. Students may petition to change the designation of an Extra Course to a ~~Masters~~Master's or Doctoral course prior to the deadline to drop a course provided that this change is supported by the supervisor and program. Changes of designation after the drop date will not be approved. Courses designated as Extra Course may subsequently be counted towards graduate degree requirements and the course designation changed to ~~Masters~~Master's or Doctoral, if approved by the Faculty Admissions and Study Committee or the Associate Dean acting on its behalf. The passing grades for an Extra Course are A+, A, A-, B+, B, and B-.

Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as ~~Masters~~Master's or Doctoral.

Diploma Course

This category identifies courses that are to count towards the requirements for a diploma. The passing grades for a Diploma course are A+, A, A-, B+, B, and B-.

Certificate Course

This category identifies courses that the student is taking as individual courses not counting towards the requirements for a diploma. The passing grades for a Certificate course are A+, A, A-, B+, B, and B-.

McMaster students enrolled in a program wishing to take a course at another institution need to apply online in the Student Centre (see section 6.10 - Inter-University Cooperation - Ontario Visiting Graduate Student).

2.6.4 Failing Grades and Incomplete Grades

All instances of failures are reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course. A failing grade in a Certificate, Diploma, ~~Masters~~Master's or Doctoral course remains on the transcript. Students who fail a second course will not normally be allowed to continue in the program.

Under exceptional circumstances a course instructor may approve an extension for the student for the completion of work in a course and assign an Incomplete grade (INC). At the same time the instructor submits an incomplete grade they have to also submit a lapse to grade - which is the grade that will default to at the date to clear incompletes. Normally this extension is in the range of a few weeks. A student who receives this permission must complete the work as soon as possible, and in any case early enough to allow the instructor to report the grade to the School of Graduate Studies by the date specified in the Sessional Dates near the beginning of this Calendar. If the INC grade is not cleared by the deadline, a lapsed grade will automatically be recorded.

2.6.5 Required Course and Training for All Graduate Students

All graduate students, including part-time students, exchange students and visiting students must complete and pass the course *SGS 101 Academic Research Integrity and Ethics* within the first month of their first term after their admission to graduate studies at McMaster. The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are understood by incoming students. All students are required to take and pass SGS 101. Students may not graduate or register in subsequent academic terms without having successfully completed this course.

All graduate students are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to complete and pass *SGS 201 Accessibility for Ontarians with Disabilities Act (AODA)*, which can be completed on-line [<http://accessibility.mcmaster.ca/>]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions.

Students may not graduate or register for subsequent terms in their program until they have completed their required training.

2.6.6. Audited Courses

Graduate Students may request to audit Graduate courses only. This requires a completed form, signed by the instructor and student's supervisor. Upon completion of the course, and subject to confirmation from the instructor that their expectations regarding the student's participation were met (i.e. that the student attended at least 80% of the class), a grade of "AUD" will be recorded on the transcript. No other grade will be assigned.

Audited courses have no academic credit and an audited course may not be retaken for credit.

Graduate students are not allowed to audit undergraduate courses.

2.6.7 Repeated Courses

Graduate students may not repeat courses for credit. The only exceptions are: when remediating a failing grade (see 2.6.4) and reading/special topics courses (only where each topic taken by the student is distinct from others previously taken).

2.6.8 Milestones

In addition to course work, most graduate programs have a series of non-course academic requirements that are designated as part of the curriculum, examples - seminars, workshops and comprehensives. These requirements are tracked via a series of milestones and progress can be viewed on the student center, and once complete will appear on the student's transcript. Please refer to individual program descriptions for further details of non-coursework requirements. These milestones are considered formal components of your academic progress.

2.6.9 Placeholder Courses

To complete registration at least one course needs to be added for each term. If the student is not taking an academic course in a term, there are two different placeholder courses.

- SGS 700 - for students who are in programs that are costed on a per term basis
- SGS 711 - for students who are in programs that are costed on a per course basis

If a student does not add a course in each term the student will not have completed their enrollment. This will have impacts on all aspects of student life including scholarships, fee assessment and ordering transcripts.

If a student adds a placeholder course and subsequently adds an academic course the placeholder should be dropped. The placeholder will not be dropped if the only courses remaining include:

- SGS 101, and/or
- SGS 201, and/or
- Courses in the Education series - such as EDUCTN 750

2.6.10 Outgoing Exchange Students

Students on exchange programs may take graduate courses that with approved transfer credit may count towards completion of course curriculum. Any credit for these courses will depend on the student achieving a passing grade based on the Graduate Grading Scale outlined in Section 2.6.1.

2.7 Supervision

It is the responsibility of the department/program to ensure that every graduate student has, at all times, a faculty advisor or a properly constituted supervisory committee. The supervisor must be declared within the first 5 months of study and the supervisory committee must be declared within the first 12 months of study. The department/program should ensure that the members of a supervisory committee are sufficiently competent and experienced to serve at the required level. In identifying a supervisory committee, the department/program should consider the following, among other things: the balance of the committee by rank and experience; publications and other demonstrations of competence in scholarship or research on the part of the supervisor. Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program. Supervisory committee members are assumed to continue their participation on student committees unless otherwise replaced by the Associate Chair or Graduate Advisor.

While the supervisor and student have a mutual obligation to meet on a regular basis, the department/program shall ensure there is a formal regular meeting of each Ph.D. supervisory committee at least once within the academic year (~~September-August~~December-November), and possibly more often, to discuss the student's progress. Each Ph.D. supervisory committee must report annually on the student's progress and the department/program chair must forward such reports to the School of Graduate Studies, no later than November 30th. The report formally documents the supervisory committee's assessment of the progress of the student's program.

The department/program should prepare a set of guidelines for supervisors and students. The guidelines should deal with the selection and functioning of supervisory committees and should cover the joint responsibilities of faculty members and graduate students. The guidelines may be attached to or incorporated in department/program handbooks which give regulations supplementary to those in the Calendar. Items relevant to graduate supervision should be approved by the appropriate Faculty Committee on Graduate Admissions and Study. A copy of the guidelines shall be given to each faculty member and each graduate student.

It is possible to change supervisors or the membership of a supervisory committee, although this is not the norm. If the direction of the research changes, membership can be changed by mutual consent of the parties involved. Supervisors and/or supervisory committee members may not resign without the department's/program's approval. A change in supervisor is at the discretion of the department/program, not the student or supervisor.

If a student feels that she/he is receiving unsatisfactory supervision, he/she should consult the Department/Program Chair or Graduate Advisor. If this avenue is not sufficient, the student is encouraged to speak with the appropriate Associate Dean of Graduate Studies about the problem (see Section 4.5.4 - Supervision).

Graduate students and supervisors are encouraged to familiarize themselves with the McMaster University Graduate ~~work~~ Work Supervision Guidelines for Faculty and Students, which follow below and to list of policies, policies on accommodations available on the School of Graduate Studies website at <https://graduate.mcmaster.ca/resourceshttp://graduate.mcmaster.ca/current-students/policies.html>.

2.7.1 Graduate Work Supervision Guidelines for Faculty and Students

Preamble

The relationship between the graduate student and supervisor/advisor is unique and provides a remarkable opportunity to guide and mentor the student engaged in advanced academic learning. What is considered 'good' supervision will vary from discipline to discipline, and it naturally evolves as the student advances through a graduate program. This document provides suggestions to initiate, promote, and sustain successful student-supervisor/advisor relationships.

Guidelines for the Graduate Student

1. Commitment to scholarly activity is a pre-requisite for graduate success.
2. To support mentorship and guidance, the student must engage in effective, timely and on- going communication with the supervisor/advisor regarding the status of their project.
3. The student should discuss expectations with the supervisor/advisor to ensure that there is a mutual understanding of research goals and related activities, coursework, timelines and deadlines.
4. The student must manage their time, meet deadlines, and prepare for regularly scheduled meetings (e.g., with the supervisor/advisor and supervisory committee). Students should recognize that graduate program academic expectations will not be modified if they choose to engage in other activities, such as working outside of his/her graduate studies, studying for professional program entrance exams or applying for jobs or postdoctoral fellowships. Student- supervisor meetings for thesis work typically occur at least monthly, although meeting regularity will vary amongst disciplines and at various stages. Students are encouraged to discuss concerns about the type and amount of supervision needed for their work with their supervisor. Students are expected to inform the academic head of the graduate program if they are concerned about inadequate or inappropriate supervision.
5. The student is expected to develop effective communication and collaborative skills and to demonstrate respect for others. The student should carefully and earnestly consider advice, suggestions, comments and criticisms received from the graduate supervisor/advisor. The student should expect timely, but not immediate, responses (regarding meetings, feedback on written work, etc.) from the supervisor/advisor and supervisory committee.

6. The student is obliged to act ethically in conducting graduate work. This includes, but is not limited to, following McMaster University policies on the ethical conduct of research and academic integrity. The student is required to document and honestly report research data, to conscientiously cite information and data sources, and to seek guidance on any data exclusions. He/she must acknowledge contributions of the supervisor/advisor, committee members and others, in accordance with the norms of their academic discipline.
7. It is the student's responsibility to carry out all work safely and in accordance with standard operating procedures. Potentially dangerous tasks should not be done while impaired and should not be done until properly trained. It is the student's duty to learn about safe practices, ask questions, and seek appropriate help and guidance on safety matters.
8. It is the student's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar as well as all University policies pertaining to graduate work.
See [http://graduate.mcmaster.ca/images/files/graduate/forms/Graduate Work Supervision Guidelines.pdf](http://graduate.mcmaster.ca/images/files/graduate/forms/Graduate%20Work%20Supervision%20Guidelines.pdf) (see Appendix).

Guidelines for Supervisors and Advisors of Graduate Students

1. The supervisor/advisor must be aware of the inherent power imbalance in the relationship with students, behave professionally, and communicate appropriately. He/she must provide a safe, healthy environment that fosters productive scholarly work, curiosity, and freedom of expression. The environment must be free from harassment, discrimination, and intimidation.
2. The supervisor/advisor is expected to have sufficient time and resources (as appropriate for the field) to support the student's work effectively. It is the supervisor's responsibility to ensure that students have appropriate safety training, and that they carry out all work safely, and in accordance with standard operating procedures, once properly trained.
3. The supervisor/advisor should help the student develop a realistic thesis/research plan with reasonable plans, that balance exploration with achievable, manageable and focused goals, and allow completion of scholarly work "in time."
4. The supervisory committee must approve thesis project plans, including those that are part of a larger collaborative project led by others (e.g. research team members or collaborators).
5. The supervisor/advisor may encourage the student to undertake some research that is not formally part of their scholarly paper project or thesis project, provided that it will not negatively impact the student's academic progress. If appropriate, the additional work can be supported by a research assistant stipend.
6. The supervisor/advisor should be aware that a student might experience changes in motivation and productivity. The supervisor/advisor should be prepared to adapt his/her mentorship approach to promote success in a range of different situations.
7. The supervisor/advisor is expected to be aware of accommodation policies, procedures and support services, and to support students with disabilities in designing and organizing accommodations. They are expected to be respectful of graduate students who are dealing with stressful situations and personal difficulties. When appropriate, the supervisor/advisor should direct the student to campus resources and other supports. The supervisor/advisor is responsible for promoting a culture of respect and collaboration and encouraging timely conflict resolution when disputes arise, which may require consultation with the supervisory committee or others (e.g. head of the graduate program).
8. The supervisor must regularly communicate and have face-to-face meetings with the student to provide feedback on the student's progress, strengths, weaknesses, gaps in knowledge, and how well the student is addressing deficiencies. Written summaries of feedback should be prepared when there are significant deficiencies. When a student is struggling with meeting graduate program/thesis work expectations, a supervisory committee meeting should be scheduled early to assess progress and plans, and to provide a clear statement of requirements to meet expectations.
9. The supervisor/advisor and supervisory committee are required to provide students with timely, but not instantaneous, feedback. As an example, corrections to a thesis chapter, major research project, or a manuscript optimally should occur within a few weeks. Faculty should be aware that they must respond to a draft of the thesis within the timelines outlined in the graduate calendar.
10. Supervisors/advisors who undertake a research leave or other leaves must communicate to their graduate students, and graduate student applicants, the plans to provide supervision during the leave.

- Supervisors/advisors who will be away from campus for extended periods of time must name an alternate faculty member, with graduate supervisory privileges, who will have day-to-day responsibility and signing-authority for students.
11. The supervisor/advisor is expected to encourage increasing independence as the student progresses through graduate work. Although the supervisor/advisor is not expected to be a copy editor for the student's written work, he/she should review and provide feedback on materials that the student produces prior to external review or defence.
 12. Students' contributions to research must be acknowledged in accordance with the University policies and the norms of the academic discipline.
 13. When feasible and appropriate, supervisors/advisors are expected to encourage students to submit their graduate work for presentation at conferences and workshops, and for publication.
 14. The supervisor/advisor should recognize that there are multiple career paths available to different students, and should be respectful of the student's choice of career path, providing advice, where appropriate, on the best way for the student to reach his/her career goals. The supervisor also should be aware of professional development opportunities for the student offered through the Department/Program, Faculty, or University, and should encourage the student to take advantage of such opportunities.
 15. It is the supervisor/advisor's responsibility to be aware of all the requirements, regulations, and guidelines outlined in the Graduate Calendar and University policies. See [http://graduate.mcmaster.ca/images/files/graduate/forms/Graduate Work Supervision Guidelines.pdf](http://graduate.mcmaster.ca/images/files/graduate/forms/Graduate%20Work%20Supervision%20Guidelines.pdf) (see Appendix).

2.8 Theses

2.8.1 General

The thesis will be a coherent work prepared as an electronic document (an e-thesis) that provides a complete and systematic account of the research accomplished by the writer. A printed paper version is no longer acceptable for thesis defence or for storage in the university library after a successful defence. A Doctoral student may prepare and defend either a standard e-thesis (see 'GUIDE FOR THE PREPARATION OF MASTER'S AND DOCTORAL THESES') or a "sandwich" e-thesis at oral examination (also known as the 'thesis defence'). Normally, a Master's student may submit only a standard e-thesis (see 'Thesis Guide' section 5.2). Each department or program offering graduate work is wholly responsible for setting up oral examinations for Master's candidates (see 'Thesis Guide' Sections 6.1 and 6.2). The School of Graduate Studies ~~is wholly responsible for~~ assists with arranging all Ph.D. oral examinations (see 'Thesis Guide' Sections 6.3, 6.4, and Appendix 1).

All candidates for Master's or Doctoral degrees who have successfully completed their oral examinations and who have made all required revisions to the satisfaction of their supervisor must upload an electronic version of their final e-thesis to 'MacSphere' (see section 2.8.3 below). The e-thesis must be presented in a format acceptable to the School of Graduate Studies. Please note that changes to an e-thesis will not be accepted after it has been uploaded to MacSphere and that the document uploaded should be the version approved by the supervisory committee after the defence. Having filed the e-thesis to MacSphere, the student may choose to purchase printed and bound copies for their personal use or for presentation. Details of selected companies who are organized to print and bind the thesis are listed on the School of Graduate Studies website (<http://www.mcmaster.ca/graduate>). The cost of printing and binding will be borne by the student.

No research for the Master's or Ph.D. degrees at McMaster may be secret or classified. All e-theses will be available to readers through MacSphere.

Individual Departments or graduate programs may issue special instructions concerning the expected forms of graphs, tables, maps, diagrams, and sound and video files which may be included within the e-thesis. Accepted forms of bibliographical reference in the particular discipline and other matters of format should be discussed with the thesis supervisor. Students may also refer to the instructions set forth in Kate L. Turabian's [A Manual for Writers of Term](#)

Papers, Theses, and Dissertations. In those instances where an examiner requests a printed copy of the thesis, it is the student's responsibility to produce a print version well before the oral examination. Doctoral students and their supervisors should keep in mind that theses of extraordinary length are to be discouraged. The preparation of a lengthy Ph.D. thesis almost certainly extends the time that the student takes to complete his or her degree. As a general rule, doctoral students are urged to limit their theses to no greater length than three hundred (300) pages of text (Master's thesis to less than 200 pages). In cases where students and their supervisors believe that responsible scholarly treatment of the thesis topic requires substantially greater length than that specified above, a written approval from the appropriate Associate Dean of Graduate Studies must be obtained before the external examiner is contacted.

2.8.2 Response Times for Theses

Supervisory committees should respond to the draft of a Ph.D. thesis within 2 months. Providing comments on individual chapters will take proportionately less time. Very long theses or chapters may take more time. There are busy periods within the academic year when the time taken to provide comments might be a bit longer than this norm. However, in no case should the response time exceed 3 months.

For Master's theses the corresponding times are 1 month and 2 months. Master's students are entitled to defend within 2 months of providing the final draft of the thesis to the department/program.

2.8.3 Publication of Electronic Theses at McMaster University

Every successfully-defended thesis for a Master's or a Ph.D. degree shall be published substantially as it was approved at the thesis defence, including any changes mandated by the defence committee, through the University Library's MacSphere and the Library and Archives of Canada. To this end, as a final requirement of the degree, each student must sign a license enabling such digital publication, and must upload the thesis to MacSphere in electronic form. Note that the student may request postponement of digital publication for up to one year at the time of uploading the thesis to MacSphere, and all such requests will be automatically granted. E-publication delays normally would be requested for the shortest amount of time required to facilitate publication with external organizations, to protect any right to immediate commercial gain, or to permit a patent application to be completed. Students wishing extensions of their initial postponement must apply directly to the ~~Associate Vice-President~~ Vice-Provost & Dean of Graduate Studies, at least 4 weeks before the termination of the initial e-publication postponement, with a full description of why an additional delay is requested and what steps have been taken to address the issues that required the initial delay. The Vice-Provost & Dean of Graduate Studies will determine whether further publication postponement is warranted, and, in no case will a publication delay of more than 2 years be permitted.

Regulations for Master's Degrees

Master of Applied Science, Master of Arts, Master of Biomedical Discover and Commercialization, Master of Communications Management, Master of Engineering, Master of Engineering in Manufacturing Engineering, Master of Engineering Design, Master of Engineering Entrepreneurship and Innovation, Master of Engineering and Public Policy, Master of Finance, Master of Financial Math, Master of Health Management, Master of Public Health, Master of Science, Master of Social Work, Master of Technology Entrepreneurship and Innovation. Regulations for the M.B.A. program may be found in the M.B.A. Calendar, available from the DeGroote School of Business.

3.1 General

Three types of Master's programs are available, although not all departments offer each type. The first is the thesis program, consisting of both course work and a research thesis. The second type entails a project rather than a thesis, as well as course work. Finally, some programs offer a course work-only curriculum. The decision on the choice of curriculum for Masters students can either be determined at the time of application or after the student is admitted, please consult the departmental listings to see which options are available in a specific discipline.

If a department offers more than one of these types, the ability for a student to switch between them is not automatic, but is sometimes permitted. Approval of the supervisor and department chair (or graduate chair/advisor) is required. In many departments, there will be consequences for the level of financial support to the student. As well, there are likely to be consequences for the expected time to completion. Both financial support and expected time to completion should be clarified prior to approval of the change. If such a change is approved, notification should be sent to the School of Graduate Studies by the department or program, along with any change to the payroll authorization. Graduate Studies approval is not required.

The regular Master's programs are designed for those students who can devote their full time to graduate studies. (See Section 2.5.2 for the definitions of a full-time student.) Some departments also offer part-time programs. Consult the departmental listing in this Calendar to see whether or not a part-time program is available in a particular department.

Prior to the 2001-2002 academic year, all Master's degrees awarded within the Faculty of Engineering were designated as Master of Engineering (M. Eng.) degrees. On April 11, 2001, the University Senate approved the use of the Master of Applied Science (M.A.Sc.) designation for thesis-based degrees in the Faculty of Engineering. Non-thesis Master's degrees in the Faculty of Engineering retain the M. Eng. designation.

3.2 Program Requirements

A Master's program involving a thesis will normally be somewhat more specialized and will involve fewer courses than is the case in a Master's program without a thesis. A course Master's program is constructed by departments to contain a sufficient number of courses to make possible a diversified experience, for the student.

The student who is presenting a thesis as part of a program is required to complete, with at least B- standing, at least one full graduate course (or equivalent). Certain programs regularly prescribe additional graduate courses. In accordance with OCGS requirements, no more than one-third of the departmental minimum course requirements may be at the 600-level. The student may be required or permitted by the department to take courses in addition to those prescribed for graduate credit. In consultation with the programs concerned, one or more graduate courses in a related subject may be taken outside of the program.

Students will be required to meet any additional requirements of the program, including special seminars or colloquia. Such requirements are subject to approval by the appropriate Graduate Curriculum and Policy Committee.

Additional requirements for programs are found in program handbooks, please consult your program handbook's specific regulations.

3.3 Thesis

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~~authorized by a majority of the supervisory committee before producing the final version of the thesis for oral defence. Normally the thesis will be distributed to committee members and examiners in an electronic format (see Section 2.8 - Theses).

A thesis may be submitted at any time but a thesis defence may not be initiated until all other degree requirements are complete. The final date for submitting a thesis to the department for Fall or Spring Convocation is found in the

Sessional Dates Section. The thesis will be examined by a committee of not fewer than three members (including the supervisor and an examiner external to the supervisory committee) who will be appointed by the department/program chair; the thesis will be defended by the candidate in an oral examination before this committee. The Vice-Provost & Dean of Graduate Studies may appoint members to these committees. The time of the defence will be set by the department/program chair; normally this will be about two weeks after the completed thesis (as an electronic file; see section 2.8) has been submitted to the department for examination.

After a discussion of the examination, the Chair will ask for a vote on the success or failure of the defence. If the examiners approve the defence, the Chair will ask the examiners to complete the Examination Report by initialing appropriately. The student will be invited back to the examination room for congratulations by the committee. In the event that minor revisions are required to the thesis, the Chair of the examination committee is responsible for ensuring that (1) the candidate is advised of the revisions, (2) the candidate receives and understands the 'Final Thesis Submission form' to be used by the Supervisor to confirm that the revisions have been made, and (3) the supervisor is also aware of the form. The Chair will complete and sign the Examination Report and return it to the School of Graduate Studies.

However, if there are two or more negative or abstaining votes, with at least one of these votes being from a member of the supervisory committee, the candidate will be deemed to have failed the defence, and a reconvened oral defence must be held at a later date. The candidate should be told as clearly as possible by the Chair and the examining committee what he/she must do to improve the defence. The reconvened defence is the candidate's final opportunity to complete the degree. Membership on the reconvened examining committee should be the same as that for the original defence, except that one or two substitutions are permitted in order to expedite scheduling of the reconvened defence. If the defence fails a second time, that decision is final, and is not open to appeal.

After a successful examination and all requested changes have been made, the student will upload the final e-thesis to MacSphere (see section 2.8). Students are normally expected to submit their final thesis within four weeks of a successful defence. The student may wish to have printed copies of the final thesis suitably bound for personal use or for presentation. The student will be responsible for the cost and distribution of any bound copies.

Tuition fees continue to be assessed until all degree requirements are met, including the successful submission of the final approved thesis to MacSphere.

Please note: when a thesis is submitted and published to MacSphere students must be aware that their name will appear as author of the document. In exceptional circumstances a pen name may be used subject to written approval of the [AVP-Vice-Provost](#) and Dean of Graduate Studies.

3.4 Project

In departments where there is the option of submitting a project, the department regulations must be observed. If the project is to be submitted to the University Library, the rules governing Master's theses must be followed.

3.5 Supervision

The general regulations regarding supervision, described earlier (Section 2.7, "Supervision"), apply to Master's students. If the student is registered in a thesis degree program, the thesis supervisor will have been identified by mutual consent, based on the nature of the thesis research. If the student is registering in a degree program without a thesis, a faculty advisor will be assigned. In either case, the advisor may be changed with the approval of the Department, as described in Section 2.7.

3.6 Program Progression

The amount of work in a regular (full-time) Master's program for a student with good preparation varies across the campus, but generally, programs involving a thesis are designed to take longer than those without a thesis. Programs with a thesis typically take sixteen to twenty months. Twelve-month non-thesis programs occur in Anthropology, ~~Biodmedical~~[Biomedical Discovery and Commercialization](#), Classics, Cultural Studies and Critical Theory, Economics, Economic Policy, English, Finance, French, Global Health, History, Physics, Political Science, and Sociology.

For students in a regular program, the permissible time for completion of a Master's degree program is limited to three years from their initial registration in the program. For those students admitted to a part-time Master's program, and who complete all degree requirements while registered part-time, the permissible time is limited to five years from their initial registration. Please note, students [who start as full-time and move to part-time continue to pay full-time tuition and time to completion does not get extended. Students who start as part-time and move to full-time will then pay full-time tuition and the time to completion will be based on full-time status. The terms students spent as a part-time student will be adjusted for purposes of time to completion. who choose to move from part time to full time or from full time to part time will be governed by the time to completion and fees associated with the degree to which they were admitted.](#) For more information please see Section 2.5.2 Definition of Full/Part-Time Status.

Each student's progress is reviewed annually by the department and on a more frequent basis by the supervisor. A student whose work is [felt to be unsatisfactory \(e.g., as determined by unsatisfactory or marginal or supervisory committee reports, failed courses, unsuccessful remediation attempts, failure to successfully complete other mandatory components of their program\)](#) may at any time be required to withdraw from the University. In those cases in which a student does not manage to complete the degree before the end of the time limit specified above, the University has no further obligation to provide supervision. Upon consultation with the department and on its recommendation, the student will be shown as having been "withdrawn in good standing due to time limit".

In the case of a student in a thesis program, if a completed thesis is submitted, and is acceptable to the department, the student can be readmitted in order to defend the thesis. However, thesis program students who have been withdrawn in good standing should be aware that they may be required to complete additional course work before being permitted to proceed to a defence of the thesis. In all cases, the department must first declare that the submitted thesis is ready for defense before the student will be readmitted. Students can only be readmitted to defend at the beginning of the academic term. If a student needs more than one term to complete they should be ~~re-admitted~~[readmitted](#) to program and pay regular fees until all the program requirements are complete.

At the time of readmission to defend, the student will be required to pay a fee (equivalent to one term's tuition at the current part-time level 5 rate - see Section 5.1) to compensate for the costs of the defence and subsequent processing of the thesis

A student enrolled in a course work or project program may also be readmitted if this is deemed acceptable by the student's department. However, course work and project program students who have been withdrawn in good standing should be aware that they may be required to retake courses in which the content is judged by their department to have changed significantly since first completion and/or may be required to take additional courses that are necessary to fulfill current program requirements.

See section 2.5.1 for information on continuity of registration

Regulations for the Doctor of Philosophy Degree

4.1 General

The regular doctoral programs at McMaster have been designed for students who can devote full time to their studies. Academically, full-time Ph.D. study is the best and most efficient way to undertake the degree. However, some departments at McMaster University will consider individual applicants holding a Master's degree whose circumstances preclude uninterrupted full-time graduate work to undertake Ph.D. studies. Because of the divergent nature of academic disciplines, part-time Ph.D. work is not feasible in some areas.

Accordingly, no Department or Program is obligated to offer part-time Ph.D. work. Consult the department listings for information as to whether a part-time program is available in any particular department, or correspond with the department directly.

4.2 Program Expectations and Requirements

McMaster University does not have a minimum course requirement for the Ph.D. Instead, it is left to each graduate program to establish its own minimum requirement, subject to the approval of the appropriate Graduate Curriculum and Policy Committee, and Graduate Council. In accordance with OCGS requirements, no more than one-third of the program's minimum course requirements may be at the 600-level.

Students should consult that section of the Calendar applicable to the graduate program in which they are interested.

The supervisory committee may also require a student to take courses in addition to the minimum prescribed by the program's regulations. These additional courses must be relevant to the student's program. They may be taken in another program and may be at either the undergraduate or the graduate level. The student who is required to take undergraduate courses may register for a maximum of 12 units of such work.

Students will be required to meet any additional requirements of the program, including special seminars or colloquia. Such requirements are subject to approval by the appropriate Committee on Graduate Curriculum and Policy.

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 School of Graduate Studies does not prescribe any particular way to assess students for this breadth or depth of knowledge and the ability to integrate ideas. It is left to each program to decide if such knowledge is best determined by a Comprehensive Examination or by some other format instead. All doctoral programs are expected to assess and provide feedback to the Ph.D. candidates, as early as possible and as frequently as possible, on the breadth or depth of their knowledge, critical thinking and independent research skills. This assessment and feedback will normally begin between the 12th and 20th month after the student begins doctoral-level work at McMaster University, with an upper limit of 24 months. The assessment may consist of an examination, but it may also be achieved by other approaches, as appropriate for the field (portfolio, external evaluations such as a co-op work term report, completion of seminars, etc.). The approach taken, composition of faculty members involved in the assessment, and its administration are the responsibility of the program in which the student is registered, not of the student's supervisory committee.

Any assessment practice of comprehensive knowledge, including but not limited to the traditional comprehensive examination, must include a description of a second opportunity for assessment should the student fail the first attempt. This second assessment is given in place of any "re-read" of a comprehensive evaluation, which is explicitly excluded from the Student Appeal Procedures, and in recognition of the fact that the failure may occur on oral or written parts of the assessment. The second opportunity will normally occur between one to six months after the student was notified that they had failed the original assessment. A failure at the second assessment will require the student to withdraw from the program.

Departments may hold transfer, qualifying, or entrance exams at the start of a student's doctoral program, but those exams are distinct from the assessment of comprehensive knowledge

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

Approved assessment procedures must be clearly communicated to graduate students at the earliest opportunity after registration.

4.3 Thesis

Please note that thesis defences may not be initiated until all other degree requirements, including comprehensive examinations, have been completed.

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 producing the final version of the thesis for oral defence. Normally the thesis will be distributed to committee members and examiners in an electronic format (see Section 2.8 - Theses).

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 defence will not be arranged ~~by the Thesis Coordinator~~ until a majority of the supervisory committee has ~~submitted a report approving~~approved the thesis for defence and an agreed date of defence has been received.

Selection of the Examining Committee

Selection of an external examiner is the responsibility of the Vice-Provost & Dean of Graduate Studies or their delegate. To aid in that selection, the supervisory committee ~~is may be~~ 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 defence of the student must originate only from the School of Graduate Studies.~~ The external examiner will provide a written report to the Vice-Provost & Dean of Graduate Studies judging whether the written thesis is satisfactory for defence ~~or not. The external examiner will provide this assessment regardless of their ability to be present at the defence.~~

The examining body will consist of the following members: the student's supervisor, at least two members of the supervisory committee and an external examiner. The examining committee must not exceed five voting members. If there are more than four members on the student's supervisory committee, the additional members are welcome to attend the defence and ask questions in the time allotted for audience members. ~~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 this case, the original (non-attending) external examiner will remain a member of the examining committee, but their contribution to evaluation of the candidate will be restricted to the written thesis.~~ 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.

Scheduling and Conducting the Oral Examination (Oral Defence)

Dates scheduled for doctoral defences assume that the external reviewer will conclude that the written thesis is acceptable and ready for oral examination. When the external reviewer concludes otherwise, the defence date may no longer be held on the date as planned and the situation reviewed in accordance with the process around a negative external report as outlined below. Any travel and/or employment arrangements made by the candidate based on the original defence date are entirely at their own risk.

The external examiner must provide a report to the School of Graduate Studies with a written assessment of the thesis at least one week before the scheduled defence. If the report is not received in time, candidates will be given the option to postpone their defence. Whether the assessment is positive or negative, the School of Graduate Studies will send the report of the external examiner to the supervisory committee, who will inform the candidate of any major criticisms of the thesis, so that the student can respond to these, ~~but the evaluation must not be shown to the candidate without the permission of the Associate Dean.~~ Should the assessment be negative, the appropriate Associate Dean will communicate with the supervisory committee and student to discuss the outcome of the review. This is normally followed by a supervisory committee meeting to specifically discuss the plan if the external examiner indicates that the thesis is not acceptable for defence. The supervisory committee and candidate (in consultation with the Associate Dean) may wish to withdraw the dissertation and defend with the same external examiner. A second possible outcome of the review is that the associate dean will recommend to the Vice-Provost & Dean of Graduate Studies that the thesis be reviewed by a different external examiner. A candidate may withdraw the thesis only once. Despite a negative assessment, a candidate has the right to proceed to a defence.

Subsequent to the receipt of the external examiner's report, an oral defence will be convened by the Vice-Provost & Dean of Graduate Studies, chaired by herself or her delegate and conducted by all members of the examining committee. Quorum for the examination will be the Chair of the examining committee and the supervisory committee plus one additional examiner. The oral defence will be open to members of the university community and the public who wish to attend as observers, unless the student requests a closed defence. The Ph.D. defence presents the culmination of a number of years of scholarly work which are publicly funded. It is important, therefore, that in all but exceptional circumstances the student presents the result of this effort to the public. The examination proper will be conducted only by the members of the examining committee. When they have completed their questions, the Chair may permit a few minutes of questioning by visitors. Normally the student will attempt to answer visitors' questions, but these are not to be considered part of the examination for the degree. Observers will withdraw prior to the committee's deliberations on the student's performance at the defence. Normally, examination of the candidate will not take more than two hours. In no case should it take more than three.

After a discussion of the examination, the Chair will ask for a vote on the success or failure of the defence. If the examiners approve the defense, the Chair will ask the examiners to complete the Examination Report by ~~initialling~~initialing appropriately. The student will be invited back to the examination room for congratulations by the committee. In the event that minor revisions are required to the thesis, the Chair of the examination committee is responsible for ensuring that (1) the candidate is advised of the revisions, (2) the candidate receives and understands the 'Final Thesis Submission form' to be used by the Supervisor to confirm that the revisions have been made, and (3) the supervisor is also aware of the form. The Chair will complete and sign the Examination Report and return it to the School of Graduate Studies.

However, if there are two or more negative or abstaining votes, with at least one of these votes being from a member of the supervisory committee, the candidate will be deemed to have failed the defence, and a reconvened oral defence must be held at a later date. The candidate should be told as clearly as possible by the Chair and the examining committee what he/she must do to improve the defence. The reconvened defence is the candidate's final opportunity to complete the degree. Membership on the reconvened examining committee should be the same as that for the original defence, except that one or two substitutions are permitted in order to expedite scheduling of the reconvened defence. If the defence fails a second time, that decision is final, and is not open to appeal.

After a successful defense, the candidate must correct any errors detected by the readers to the satisfaction of the Supervisor and then submit an electronic copy to the School of Graduate Studies via MacSphere (see Section 2.8.3 - Publication of Electronic Theses at McMaster University). Students are normally expected to submit their final thesis within four weeks of a successful defence.

Tuition fees continue to be assessed until all degree requirements are met, including the successful submission of the final approved thesis to MacSphere.

Please note: when a thesis is submitted and published to MacSphere students must be aware that their name will appear as author of the document. In exceptional circumstances a pen name may be used subject to written approval of the Vice-Provost & Dean of Graduate Studies.

4.4 Supervision

The general regulations in regard to supervision, described earlier (Section 2.7), apply to doctoral students.

Students will be expected to confer with the Chair of the Department/Program and others in choosing a supervisor for their entire doctoral program, including the proposed research. As soon as possible, and in any case not later than six months following their arrival, a supervisory committee will be appointed by the department/program, on the recommendation of the students and their possible supervisors. The supervisory committee will consist of at least three members. Two, including the supervisor, must be from within the department/program. A third member, whose scholarly interests include the area of the student's main interest, may be from outside the department/program. One member may be appointed from outside the University with the permission of the Vice-Provost & Dean of Graduate Studies. If the need arises, the membership of a supervisory committee will be subject to change by the same procedures involved in its appointment (see Section 2.7 - Supervision). Supervisory committee members, including supervisors, may not resign without the department's/program's approval. The duties of the Ph.D. supervisory committee will be as follows:

- to assist in planning and to approve the student's program of courses and research;
- to approve the thesis proposal;
- to decide, within departmental regulations, on the timing of the comprehensive examination and, where applicable, of the language and other examinations;
- to maintain knowledge of the student's research activities and progress;
- to give advice on research, usually through the student's supervisor;
- to provide the student with regular appraisals or progress or lack of it;
- to perform such other duties as may be required by the department;
- to report on the above matters annually, in writing, on the approved form to the department, which in turn will report to the Faculty Graduate Committee on Admissions and Study;
- to initiate appropriate action if the student's progress is unsatisfactory, including any recommendation that the student withdraw, for approval by the department and the Faculty Committee on Graduate Admissions and Study;
- to decide when the student is to write the thesis and give advice during this process;
- to act as internal examiners for the student's thesis;
- to act as members of the examination committee for the final oral defence when so appointed.

The supervisory duties of the department/program will be as follows: to provide all Ph.D. students in its doctoral program with copies of the complete departmental regulations of the program (such regulations are subject to approval by the Faculty Committee on Graduate Curriculum and Policy); to approve the membership and work of the supervisory committee; and, when necessary, to make changes in the membership; to report this membership to the Faculty Committee on Graduate Admissions and Study; at least once a year to review each student's course grades and research progress, as reported by the supervisory committee; to conduct comprehensive examinations; to conduct or arrange for language examinations when these are required; to attest to the Faculty Committee on Graduate Admissions and Study that all departmental and University requirements for the degree have been satisfied; to name any departmental representatives to the examination committee for the final oral defence of the thesis; to replace any members of the supervisory committee, including the supervisor when on leave of absence or, if necessary, when on research leave.

Part-time students must have their course grades and research progress reviewed at least once a year by the supervisory committee.

4.5 Program Duration

The minimum time in which to complete a Ph.D. program at McMaster is three calendar years beyond the bachelor's level or two calendar years beyond the master's level. However, the minimum time may be reduced by up to one year for graduate work beyond the Master's level taken in a university or research institution approved by the Faculty Committee on Graduate Admissions and Study.

Completion of the Ph.D. degree is normally limited to six years from initial registration in a regular doctoral program at McMaster. The time for completion of the Ph.D. program for those admitted to a part-time program is normally limited to eight years from initial registration at McMaster as a Ph.D. student.

Each student's progress is reviewed annually by the department and on a more frequent basis by the supervisory committee. A student whose work is unsatisfactory may at any time be required to withdraw from the University.

In those cases in which a student does not manage to complete the degree requirements before the end of the time limit specified above, the University has no further obligation to provide supervision. Upon consultation with the department and on its recommendation, the student will be shown as having been "withdrawn in good standing due to time limit".

Please note, students who choose to move from part-time to full-time or from full-time to part-time will be governed by the time to completion and fees associated with the degree to which they were admitted. For more information please see Section 2.5.2 - Definition of Full/Part-Time Status.

If a completed thesis is submitted, and is acceptable to the department, the student can be readmitted in order to defend the thesis. Students who have been withdrawn in good standing should be aware that they may be required to complete additional course work before being permitted to proceed to a defence of the thesis. In all cases, the department must first declare that the submitted thesis is ready for defence before the student will be readmitted. Students can only be readmitted to defend at the beginning of the academic term.

At the time of readmission to defend, the student will be required to pay a fee (equivalent to one term's tuition at the current part-time level 5 rate - see section 5.1) to compensate for the costs of the defense and subsequent processing of the thesis. If a student needs more than one term to complete they should be ~~re-admitted~~readmitted to program and pay regular fees until all the program requirements are complete.

Financial Matters

5.1 Fees for Graduate Students

(The Board of Governors reserves the right to amend fees after the printing of this statement.) These regulations apply to tuition and mandatory supplemental fees. They cover the various charges which would be incurred for reasons of late payment or late registration. The ~~2017-2018~~2018-2019 fees schedule is in effect for a period of September 1, ~~2017~~2018 to August 31, ~~2018-2019~~ and applies to all graduate students whether registered in regular or part-time degree programs. Please consult the Accounts and Cashiers website (http://www.mcmaster.ca/bms/student/SAC_fees_grad.html) for the official graduate fees.

Notes:

Students promoted to a Doctoral program from a Master's program will be considered as new admissions for the purpose of time limits for completion of the degree requirements, eligibility for financial assistance, and fee assessment.

Some international students may be eligible to pay Canadian fees depending on various immigration policies, and the Ministry Funding Manual. ~~International students in Term 7 or greater of a Master's program or Term 13 or greater of a Ph.D. program will pay Canadian tuition fees.~~

Program Fees assessed on a term by term basis

Most students will pay regular tuition fees and these fees are assessed on a term by term basis. Part-time fees apply only to those students originally offered admission to a part-time program. If students change status from full-time to part-time, they will still be required to pay regular (full-time) fees. In most cases part-time fees will allow registration in up to 3 half courses per academic year, in programs where fees are costed on a term by term basis. Students registering in more than 3 half courses will be assessed full-time fees. In situations where a student in a part-time program completes the degree or withdraws from the university, fees for the academic session will be assessed by the number of terms or number of half courses (whichever is the greater). Term count is adjusted if student changes status from part to full time at a ratio of 2:1.

If a ~~full-time~~full-time student wishes to change their status from full time to part time, they will still continue to pay full time tuition fees for the entire program. The most common occurrence of this situation would be when a student gains full time employment, changes in status to part time will be effective at the start of term. Their mandatory supplementary fees however would be reduced to the part time rate at the start of the next academic year.

Program Fees assessed on a course basis

Students enrolled in programs with course costed tuition will be assessed tuition fees for each course that they take. The limit of 3 half courses per year does not affect their status.

Ph.D. students who have been registered as full-time for longer than the normal period of funding eligibility (as defined in Section 5.2.1) will be assessed discounted tuition fees.

A fee is charged for each course taken on the basis of Section 2.1.8 by persons who are not registered graduate students. The tuition fee for certain courses may be higher.

Leave of Absence

Students on leave of absence do not pay tuition fees for any complete months that they are on leave but do pay mandatory supplemental fees. Students who are on leave for a complete academic year do not pay mandatory supplemental fees.

Readmission

Students who have "withdrawn in good standing due to time limit" do not pay fees until readmission. Readmission will only take place at the start of a term for students being readmitted to program. Students readmitted to defend will be readmitted at the point that they are ready to defend. See Section 5.1.5 (Readmission Tuition Charges).

Mid-Year Admissions

Students admitted in January or May, will have a slightly different schedule of fees for tuition and mandatory supplemental fees.

Enquiries should be referred to Student Accounts and Cashiers (<http://www.mcmaster.ca/bms/student/>) 905-525-9140 ext. 24478

5.1.1 Payment of Fees

In order to register a student must pay full tuition and all additional fees for the full year. Details for payment methods and due dates can be found on the Students Accounts and Cashiers websites (http://mcmaster.ca/bms/student/SAC_payment_methods.html)

5.1.2 Non-payment of Fees or Charges

Students with outstanding accounts at the end of the academic year will:

- a. not receive academic results; and
- b. not be permitted to register for the next academic year until the account is settled.

5.1.3 Discounted Fees - Ph.D. Students

Full-time Ph.D. students (Canadian and international), who have reached term 13 or greater of their Ph.D. studies, will be charged tuition at a discounted fee rate. ~~The discounted tuition rate is normally equal to 1/2 of the Canadian tuition rate.~~

5.1.4 Change in Residency

Changes in residency that occur when a student becomes either a permanent resident or Canadian citizen will have an impact on fees. These changes can only be accepted at the start of term and cannot be applied retroactively.

5.1.5 Readmission Tuition Charges

Students who do not register and pay tuition fees for any academic session are deemed to have withdrawn. These students and those who have been withdrawn in good standing due to time limit are required to apply for readmission. Master's or Ph.D. students withdrawn in good standing who are being readmitted to defend their thesis pay fees at the "Readmission to Defend" rate and are not eligible for a refund.

Students who withdrew voluntarily or did not register for an academic session and wish to apply for readmission to their academic program are readmitted at the registration status they were at the time of withdrawal and charged the current calendar rate of tuition and supplemental fees accordingly. Readmissions in this category are not eligible for the part-time rate unless the student was registered in a part-time program at the time of withdrawal.

5.1.6 Refund of Tuition Fees

A student, who completes the degree requirements, withdraws from the program, or takes a leave of absence prior to the end of the academic year will be entitled to a refund, based on the method of payment per section 5.1.1. The refund is based on the schedule set out by Student Accounts and Cashiering (<http://www.mcmaster.ca/bms/student/r>). (Note: a refund does not apply to students who are readmitted to defend.) Mandatory supplemental fees are not refundable.

5.2 Financial Assistance

5.2.1 Financial Support for Full-time Students

The University normally provides different types of financial support to full-time students: employment income, graduate/department ~~or~~ research ~~scholarships~~, tuition ~~bursaries~~~~scholarships~~, ~~McMasters~~~~Master's~~ scholarships and awards, bursaries (financial need), 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 2.5.2. Such scholarships are awarded annually. For students who are successful in winning an internal scholarship ~~or~~ external award (e.g. OGS, SSHRC, NSERC, CIHR), any change in Graduate and/or Research scholarships is at the discretion of your program for the duration of the award and the student will be provided with correspondence from the program reflecting the change in their financial support relative to the offer letter. Support for a Ph.D. student is normally eligible for the 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 may vary but should not exceed 10 hours per week, plus three hours of training per term. TA funding is contingent on fulfillment of the employment obligations and maintaining satisfactory work performance, as stated in the letter of offer or employment contract. No exceptions more than 505 hours or more in a single academic year will be approved ([see section 2.5.3](#)). Employment is paid as earned over the period in which the work is performed.

The Faculties or departments may provide tuition ~~bursary~~ ~~scholarship~~ funds to [International Master's students](#) assist with tuition and fees. ~~These funds will be applied towards tuition and all other mandatory supplemental fees on a student's account.~~

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 University is required by law to deduct Canada Pension Plan and Employment Insurance premiums on all employment income and any appropriate union dues and deductions. Income Tax will be assessed on employment income only. Net earnings will be deposited bi-weekly, directly into a Canadian Bank account. A statement of your earnings is available online after each pay. The direct deposit method of payment is mandatory.

Enquiries about employment should be referred to Human Resource Services (<http://www.workingatmcmaster.ca/>) 905-525-9140 ext. 22247.

If the student withdraws or graduates from the program part way through an academic year, the student is not entitled to any further portion of the award. Note that [funding](#) monies owing to McMaster, such as award/[scholarship/bursary](#) repayments, will ~~be deducted from the student's financial support as necessary, or~~ show as an outstanding balance on their student account. ~~Please see section 5.1.2.~~

Additional University Regulations Affecting Graduate Students

6.1 Academic and Research Integrity

The following brief statements are excerpted in part from the McMaster University Academic Integrity and Research Integrity Policies. For guidance on how to proceed in the case of suspected academic dishonesty or research misconduct, please consult the Office of Academic Integrity and the complete policies at <http://www.mcmaster.ca/policy/faculty/Research/Research%20Integrity%20Policy.pdf>. The Associate Deans of Graduate Studies are available for confidential consultations on matters related to academic and research integrity.

Academic Work

Academic work includes any academic paper, term test, proficiency test, essay, thesis, research report, evaluation, project, assignment or examination, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference or symposium offered by the University.

For graduate students, comprehensive/qualifying exams, any research work, and thesis work (a thesis proposal, or thesis draft, or draft of one or more chapters) also constitute academic work and must adhere to standards of academic integrity.

Academic Dishonesty

Definition

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage.

Wherever in this policy an offence is described as depending on "knowingly," the offence is deemed to have been committed if the person ought reasonably to have known.

Students and applicants to graduate programs are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- a. adhering to the principles of academic integrity when submitting application materials
- a-b. following the expectations articulated by instructors for referencing sources of information and for group work;
- b-c. asking for clarification of expectations as necessary;
- e-d. identifying testing situations that may allow copying;
- d-e. preventing their work from being used by others, e.g., protecting access to computer files; and
- e-f. adhering to the principles of academic integrity when conducting and reporting research.

Students are responsible for their behaviour and may face penalties under the Academic Integrity or Research Integrity policies if they commit academic dishonesty or research misconduct.

Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other people's work, whether that work is in print or electronic media.

Graduate students are expected to understand the demands of ethical conduct of research and reporting research results and behave ethically and responsibly in conducting and reporting research. All graduate students are responsible for familiarizing themselves with the definition of research misconduct in the University's policy, namely, "a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities."

6.2 Code of Conduct

McMaster University is a community dedicated to furthering learning, intellectual inquiry, and personal and professional development. Membership in the community implies acceptance of the principle of mutual respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it.

The *Code of Conduct* outlines the limits of conduct considered to be consonant with the goals and the well-being of the University community, and defines the procedures to be followed when students fail to meet the accepted standards.

Copies of the *Code of Conduct* may be obtained from the website at http://studentconduct.mcmaster.ca/student_code_of_conduct.html.

For Health Sciences graduate students, a supplementary guideline, Professional Behaviour Code of Conduct for Learners, applies to learners in health care professions and research. This guideline outlines the professional behaviours in all academic and clinical settings that must be understood and followed.

Copies of the Professional Behaviour Code may be obtained from the website.

6.3 Appeal Procedures

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

Students who wish to raise questions or who have a concern are strongly encouraged 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 Ombuds, 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.

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

A Master's or Ph.D. thesis, and a Ph.D. comprehensive exam are specifically excluded from the re-read procedures identified in the Student Appeal Procedures. 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 additional examinations are permitted.

The Student Appeal Procedures may be found at:

6.4 Ownership of Student Work

In Canada, the author is the immediate owner of the copyright in an original work, except when the author is employed to create such material. 'Copyright' is an exclusive property right to publish, produce, reproduce, translate, broadcast, adapt or perform a work, as defined in the Copyright Act (R.S.C. 1985, c. C-42, as amended). For work done by a graduate student, McMaster has the following policies related to the interpretation of copyright and other aspects of intellectual property rights. These policies distinguish in general between items done solely by the student and those undertaken as part of a joint research effort.

In the former case, the intellectual property is primarily the student's, but the University reserves certain rights as detailed in the remainder of this section. In the latter case, the intellectual property rights involve the student, the research supervisor, (and possibly other individuals as well), the University, and on occasion the financial sponsor of the research. If the work is anticipated to have commercial possibilities, it is recommended that the parties involved agree in writing beforehand on the sharing of any financial returns. The Associate Deans of Graduate Studies are available for confidential consultations on matters of ownership of student work involving faculty and/or other individuals.

6.4.1 Examinations, Reports and Papers Done as Part of Course Requirements

When work that is eligible for copyright is submitted to meet a requirement of a course, the University acknowledges the student's ownership of the copyright, but places the following conditions on the submission of the work to meet course requirements.

- a. The original physical document becomes the property of the University. This applies particularly to examination answer scripts, and may also be applied to term papers and other course work.
- b. Except for examination scripts, the University receives a royalty-free, non-exclusive licence to make copies of the work for academic purposes within the University, and to circulate the work as part of the University library collection.

6.4.2 Theses and Master's Project Reports

As with other papers, the University recognizes that the student holds copyright to the finished thesis. Copies of the thesis shall have on them in a prominent place on the title page the international copyright notice.

The student is required to sign a licence to the University library (and for Ph.D. students an additional licence to the National Library). (See Section 2.8.3) These licences grant the two libraries permission to reproduce the thesis and to circulate it, but do not affect ownership of the copyright.)

However, the University also recognizes that the ideas in the thesis will often arise from interaction with others. In some cases, this interaction will have been solely with the thesis supervisor; in other cases, a larger research team will have been involved. For this reason, it is understood that the copyright refers only to the written document of the thesis. The ideas, or commercial exploitation of the work may or may not be the exclusive property of the student. For the student who has worked closely with a supervisor, or as part of a research group, the rights to publish, the ownership of original and secondary research records, patent, or commercially exploit the results of the research are shared with the supervisor and/or the research group, and with the University. In those cases in which the work has been supported in

part by research grants or contracts, there may be other conditions affecting any patent or commercial exploitation. (The student should be made aware of any such conditions before work begins.)

6.4.3 Computer Programs

Computer programs written as part of employment duties, as for example by a teaching assistant, are the property of the employer, as specified in the Copyright Act. Computer programs written as part of course work, a project or a thesis may also have value as a potentially marketable intellectual property. The University recognizes that such software may arise in two different ways, and accordingly has two policies. In setting forth these policies, it is understood that in those cases in which software development draws upon other software owned or licensed by the University, the terms and conditions of the licence or purchase must be followed.

- a. Where a student develops such software at the direct request of a supervisor, and under supervision, it is assumed that there is joint ownership of the intellectual property rights. In such cases, it is recommended that the individuals involved co-author a working paper documenting the software, rather than including it as an appendix to a thesis or report. Prior agreement between the student and supervisor that this is to be the case would be helpful, but is not mandatory.
- b. Where a student develops such software on his/her own, as for example for an independent project in a course, copyright remains with the student. As a condition of using University computing facilities, the student is required to grant the University a royalty-free licence to use the software. This includes the right of the University to distribute copies of the software to McMaster faculty, staff, and students for the University's administration education and research activities. This licence does not include the right to use the software for commercial purposes or to distribute the software to non-McMaster people.

6.4.4 Research Data

As with computer software, the University recognizes that research is conducted and data are acquired in two different fashions. When the data are acquired as part of a joint or collaborative effort, such as one relying on the equipment within a laboratory, they are not solely the property of the student, although some of the data may ultimately appear in tables or appendices in a completed thesis. As a general rule, such data are the joint property of the student and the research supervisor, either of whom has the right to make them available to other individuals as well. Both student and supervisor are responsible for insuring that proper acknowledgement of the contributions of the student, supervisor, and other members of the research team is made when the data are released in any form. Students are responsible for ensuring that there is adequate documentation of their research work and findings and that their records meet granting agency, program and supervisor expectations. While original research records are normally the property of the faculty supervisor overseeing the work, students are expected to generate and properly secure adequate, original documentation, in addition to keeping personal copies, in order to ensure the integrity of their records.

When the data are acquired through the student's individual effort, and without the use of University laboratories or funding, then they are usually the property of the student making that effort. However, exceptions may occur when the student collects data using research instruments, including interview schedules and questionnaires, developed wholly or in part by the research supervisor or by some other person or agency. In such instances the right to ownership and/or use of the data may be shared among the parties involved. Given the range of possible alternatives it is not possible to set absolute guidelines in advance covering all such situations. Consequently, it is recommended that students and supervisors make clear agreements in advance concerning the ownership and use of data collected in this fashion. Ownership of data may also be affected by the terms of a research contract that has supported the work.

6.4.5 Equipment

If University resources have been applied to the construction or design of equipment, it is not the property of the student, but of the University. Equipment constructed or designed as part of course or thesis work is the property of the student if the work, materials, and workroom space have been provided by the student or other non-University source. Ownership of newly constructed equipment may also be specified in a research contract that has supported the work.

6.5 McMaster University Policy for Academic Accommodation of Students with Disabilities

McMaster University is committed to ensuring that each student is afforded an academic environment that is dedicated to the advancement of learning and is based on the principles of equitable access and individual dignity. To this end, the University has a Centre for Student Development and is continuously making improvements to its facilities to maximize access for all students. The School of Graduate Studies, along with the relevant academic department(s) and the Centre for Student Development, encourages academically qualified students to investigate the full range of possibilities at McMaster.

As with all applicants, those with disabilities are expected to select graduate programs that are appropriate for their skills and abilities. Materials provided to applicants by departments should describe specific program requirements, including the nature of research and/or course work, to ensure that the applicant is aware of the expectations for successful completion of the program. Students with pre-existing disabilities, as well as students who become disabled after their admission to graduate studies, may require special support services and accommodations in order to complete their programs successfully. The University will take reasonable steps to provide such services and accommodations that do not compromise the quality and integrity of the student's academic program. Self-identification is voluntary and confidential, and access to information must be approved by the applicant. To facilitate accommodation, however, McMaster University urges applicants to declare any disabilities, as well as to provide details concerning accommodations provided by their previous educational institutions, at the time of application. Such declaration is encouraged particularly in cases where it is felt that the disability may have affected past academic performance, and/or where accommodation may be required in order for the student to complete his/her graduate program. Applicants who have been identified and who are offered admission will need to consult with their Department/Program Chair and the Centre for Student Development as early as possible, and preferably prior to enrolment, to identify and implement an appropriate accommodation plan. At all times, concern for maintaining the dignity of the individuals involved will be paramount. Failure to disclose a disability at the time of admission, however, may delay or otherwise compromise the accommodation process.

Special services and accommodations are provided on an individual basis, are disability specific, and are consistent with the academic objectives of the course and program. McMaster University's *Policy for Academic Accommodation of Students with Disabilities* outlines the steps that must be taken in order to arrange for such services and accommodations (see Sections 31-34 inclusive). The full policy is available from the Centre for Student Development.

6.6 Student/Faculty Non-Disclosure Agreements

The School of Graduate Studies encourages the cooperation of faculty with the private sector. Often cooperation will permit the involvement of graduate students. When this happens, it is not unusual for a company to protect its interests by asking the faculty member and the student to sign a confidential Non-disclosure Agreement. Such agreements, even those signed only by the faculty member but referring to student involvement, can restrict conditions for a number of matters important to students, such as their wish to publish research results, the thesis defence, and the deposit of the thesis with libraries. In many cases, the restrictions are reasonable and do not clash with academic principles that require the presentation of research findings for peer assessment.

In those instances where a Non-disclosure Agreement has been signed, a supervisor must notify the Vice-Provost & Dean of Graduate Studies in writing of the Agreement, giving a brief description of its contents and assessing the impact on the thesis defence or dissemination of the thesis.

Students are advised to discuss any non-disclosure waivers or comparable agreements with the department chair, graduate advisor, or the School of Graduate Studies, before signing.

It has been common practice, in cases where a corporation wishes to protect its interests in a discovery, to delay placing copies of a thesis in libraries for up to twelve months after the oral defence, but not for longer periods.

It has not been common practice in these same cases to limit attendance at oral defences to only examination committee members; nor has it been common practice to have examination committee members agree to non-disclosure agreements. The pertinent guiding principle is that oral defences are public events.

Students in doubt about how these norms of academic activity apply to their circumstances should approach the Vice-Provost & Dean of Graduate Studies.

6.7 Conflict of Interest Guidelines, School of Graduate Studies

6.7.1 General

There shall be no prohibition on the grounds of family relationship against the admission of persons as full- or part-time graduate students or against the eligibility for financial awards of such persons. Faculty members normally shall not take part in any proceedings at any level which affect the graduate standing of a spouse or other relative (including admission, financial assistance, promotion, courses of instruction, supervisory, thesis and examining committees). It is understood that the merits of each individual shall be the overriding consideration in all such cases.

6.7.2 Conflict of Interest in the Evaluation of Graduate Students

All faculty members responsible for the evaluation of graduate students have a general responsibility to the University to ensure that they are not in a position of conflict of interest (or the appearance of a conflict of interest) in their obligations to the University with regard to the nature of their relationships with graduate students. Specifically, a faculty member may not be involved in the evaluation of a graduate student if the faculty member has a close family relationship with the student (including spouse, parent, child, sibling, niece/nephew or spouses of the foregoing), if the faculty member is, or has been engaged to be married to the student, or if the faculty member has (or has had) an intimate personal relationship with the student. Evaluation includes grading course work or examinations (including the defence of a thesis) and supervision, whether as the principal supervisor or as a member of a supervisory committee.

A faculty member should question the propriety of evaluating a graduate student if there exists a distant family relationship with the student, or if the faculty member and the student maintain or have had a business relationship or any other relationship which should reasonably give cause for concern.

Questionable cases should be referred to the Vice-Provost & Dean of Graduate Studies for a decision.

6.8 Student Academic Records

Student academic records are the property of the University. The University has developed procedures designed to protect the confidentiality of student records. A student may have access to her or his file, but documents received from a third party in confidence will not be disclosed.

Transcripts are issued only with the consent of the student.

6.9 McMaster University Workplace and Environmental Health and Safety Policy

McMaster University is committed to provide and maintain healthy and safe working and learning environments for all employees, students, volunteers and visitors. This is achieved by observing best practices which meet or exceed the standards to comply with legislative requirements as contained in the Ontario Occupational Health and Safety Act, Environmental Protection Act, Nuclear Safety and Control Act and other statutes, their regulations, and the policy and procedures established by the University. To support this commitment both McMaster University and its employees are responsible jointly to implement and maintain an Internal Responsibility System directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.

The University is responsible for the provision of information, training, equipment and resources to support the Internal Responsibility System and ensure compliance with all relevant statutes, this policy and internal health and safety programs. Managers and Supervisors are accountable for the safety of workers within their area, for compliance with statutory and University requirements, and are required to support Joint Health and Safety Committees. Employees are required to work in compliance with statutory and University requirements, and to report unsafe conditions to their supervisors.

Contractors and subcontractors undertaking to perform work for McMaster University must, as part of their contract, comply with all relevant workplace and environmental health and safety statutes and to meet or exceed the University's Workplace and Environmental Health and Safety Program requirements.

In addition to the above stated managerial responsibilities, Deans, Directors, Chairs, Research Supervisors and other Managers are also accountable for the safety of students, volunteers and visitors who work and/or study within their area of jurisdiction. Students are required by University policy to comply with all University health, safety and environmental programs.

Implementation:

The authority and responsibility for the administration of procedures and programs to provide for the implementation of this policy is assigned to the Office of the Vice President, Administration.

The Risk Management Support Group is responsible for facilitating the development, implementation and auditing of the Health and Safety Programs effective under this policy. This is achieved through the implementation of a risk management system that is directed at supporting the Internal Responsibility System through the application of best practices for the management of occupational, environmental, public health and safety related risks.

The Office of the Vice President, Administration will provide reports to the University Board of Governors concerning the status and effectiveness of the Workplace and Environmental Health and Safety System and any notices of violation issued to the University regarding breaches of workplace health and safety or environmental protection statutes.

6.10 Inter-University Cooperation - Ontario

Visiting Graduate Student

It is possible for a graduate student registered at McMaster University to take a graduate course at another Ontario university for credit toward the McMaster degree. To do so, the student must review the Information Booklet, complete the form for an Ontario Visiting Graduate Student (both available on the Council of Ontario Universities website <http://cou.on.ca/key-issues/education/graduate-education/ontario-visiting-grad-students>) and describe the course to be taken, the term in which it will be taken, and the reasons for taking the course. Approval of the student's Department Chair and Supervisor are required before the form is submitted for approval to the School of Graduate Studies, which will send it to the host university. The course selected must be required for the student's program, must be a graduate level course, and must not be available at McMaster University. Auditing of courses or registration for "extra" courses is not permitted.

General Information

Counselling Services

Equity and Inclusion Office - <http://www.hres.mcmaster.ca>

International Student Services - Tel. 905-525-9140 ext.24700; iss@mcmaster.ca ext.

Ombuds Office - <http://www.mcmaster.ca/ombuds>

Office of Academic Integrity - <http://mcmaster.ca/academicintegrity/index.html>

Student Accessibility Services - <http://sas.mcmaster.ca/>

Student Financial Aid and Scholarships - <http://sfas.mcmaster.ca>

Student Success Centre - <http://studentsuccess.mcmaster.ca/>

Health Services

Environmental and Occupational Health Support Services - Tel . 905-525-9140 Ext. 24352

Ontario Health Insurance Card - Tel . 905-521-7825 (Service Ontario)

Student Wellness Centre - <http://wellness.mcmaster.ca>

University Health Insurance Plan - Tel . 905-525-9140 Ext. 24748; iss@mcmaster.ca

Workplace Safety and Insurance Board Coverage for Graduate Students (Working at McMaster) - <http://www.workingatmcmaster.ca>

Housing and Conference Services and Hospital Services

Conference and Event Services - <https://housing.mcmaster.ca/conference-and-events-services>

Hospitality Services - <http://hospitality.mcmaster.ca>

McMaster Community Homes Corporation - Tel . 905-578-3833; E-mail: receptionist@communityhomes.ca

Off-Campus Housing - <http://macoffcampus.mcmaster.ca> (Off-Campus Resource Centre)

On-Campus Housing - <http://housing.mcmaster.ca> (Housing and Conference Services)

Student Associations

Graduate Students Association (GSA) - <https://gsamcmaster.org>

McMaster University Alumni Association - <http://www.mcmaster.ca/ua/alumni>

Other University Services/Facilities

Athletics and Recreation - <http://www.marauders.ca>

Bookstore and Post Office - <http://www.bookstore.mcmaster.ca> (Titles Bookstore)

Day Care Facilities at McMaster

- McMaster Children's Centre Incorporated - <https://mcmasterchildrenscentre.wordpress.com>
- McMaster Students' Union Child Care Centre - Tel. 905-526-1544 E-mail: dthomson@msu.mcmaster.ca

Parking Services - <http://parking.mcmaster.ca>
Security Services - <http://security.mcmaster.ca>
University Chaplain Centre - <http://www.mcmaster.ca/chaplain>

Special Resource Services/Facilities

Centre for Continuing Education - <http://www.mcmastercce.com>
MacPherson Institute - <http://mi.mcmaster.ca>
McMaster Media Production Services - <http://www.media.mcmaster.ca>
McMaster Museum of Art - <https://museum.mcmaster.ca>
Office of International Affairs - <http://oia.mcmaster.ca>
Office of Sustainability - <http://www.mcmaster.ca/sustainability/index.html>
University Library - <http://library.mcmaster.ca>
University Technology Services (UTS) - <http://www.mcmaster.ca/uts>

Graduate Scholarships, Bursaries and Other Awards

(<https://gs.mcmaster.ca/awards-funding/awards-funding>)

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 and as directed by the department.

Scholarships (including fellowships, prizes, medals and awards), academic grants and bursaries may be cancelled without notice if the conditions under which they are granted are not upheld. 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;
 - A student who withdraws, is on approved leave, changes academic load from full to part-time, reduces course load or units, has approved to graduate status or otherwise alters their program of study may be required to forfeit all or part of their funding.
- Accept the terms and conditions of the award;
- Comply with all academic regulations of McMaster University and the requirements of the scholarship 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 letter of offer or award letter. Should a successful applicant receive an internal scholarship or external award subsequent to the letter of offer, McMaster's normal practice is to adjust the contributions to the applicant's offer in such a way that the applicant benefits from the additional award, but not to the extent that it simply adds the value of the award to the original offer. The fractional financial benefit of an internal scholarship or external award varies by program but is consistent within a given program.

Any approved change in degree, program, registration, supervisor or research area must be reported to the School of Graduate Studies and may result in a change to the value and/or duration of the award. The value of some external awards must be refunded if conditions of the awards are not met.

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 the student has been awarded a Graduate or Departmental Scholarship, he/she should be aware that the funds for this scholarship might come from funds awarded by the School of Graduate Studies and/or from the department. The student may also receive a Research Scholarship provided by funds from the supervisor. If the student has been awarded an Entrance Scholarship, he/she should realize that it is for the first term of study only and is not renewable.

8.2.1 Internal Awards

The University Senate, acting on behalf of generous benefactors and donors to the University, bestows academic awards, bursaries, academic grants, and travel awards on graduate students. In recognizing financial need and/or academic and/or research merit, the University requires all recipients of awards to fulfill a set of general conditions, in addition to meeting the particular terms attached to individual academic awards. The general conditions and terms have been established to ensure equity in competition and a high academic standing. Any interpretation of the conditions attaching to academic awards is solely the prerogative of the Graduate Council. 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. The University also reserves the right to withdraw, or amend the terms of, any award, and/or to suspend granting of an award or to adjust the stated value of an award in years in which insufficient investment income is available due to fluctuations in investment markets. Where the terms of such award become impossible to fulfill through obsolescence, then the University may amend the terms of same to carry out the nearest possible intent of the donor while still ensuring that the benefit of such award continues.

Bursaries

Bursaries are granted on the basis of demonstrated financial need according to the principles of the Province of Ontario's Student Access Guarantee. They are intended to supplement a student's own financial contribution, parental assistance, government aid and personal loans/lines of credit to help the student to complete the academic year.

In order for students to be considered for any donor bursary, they must apply to the Graduate General Bursary through Mosaic. If you are not eligible to apply for the Graduate General Bursary, you may have the option of submitting a need assessment application through SFAS.

Academic Grants

Academic Grants are granted on the basis of academic excellence and demonstrated financial need as stated above.

In order for students to be considered for an academic grant, they must apply to the Graduate General Bursary through Mosaic. If you are not eligible to apply for the Graduate General Bursary, you may have the option of submitting a need assessment application through SFAS.

Internal Scholarships (including travel awards)

Internal scholarships 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 and research excellence. Students can apply to most of the internal scholarships through aid by application in Mosaic. A small number of scholarships don't have applications as they are awarded by departmental nomination as per the terms of the award. 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. Departments forward their recommendation to the School of Graduate Studies for final approval or for considered in the main competition.

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 Institute 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). In most cases applicants must be invited by their department to submit an application to these competitions and verify eligibility requirements with the external agencies.

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 subsequent year). Applications and eligibility requirements are usually indicated on respective government agency web sites by late August. Deadlines vary by agency but normally occur in the Fall of each academic year.

As the recipient of a CIHR, NSERC, SSHRC, OGS or similar award, the student may be required to complete additional acceptance/refusal forms, and provide copies to their department and the School of Graduate Studies. If the student changes their status, or is granted a leave of absence, the student may be required to notify the external agency as outlined in the 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.

8.4 Financial Planning

A financial plan is an essential part of a university career. It can be helpful to consult with family members, a banking representative or financial aid counsellor to research financial options. Graduate students who are eligible are encouraged to apply for OSAP. For more information about OSAP, please visit the following sites: <https://sfas.mcmaster.ca/category/government-aid/> and <https://www.ontario.ca/page/osap-ontario-student-assistance-program>.

Governing Bodies

9.1 Senate

The University Senate consists of approximately 65 members, including the Chancellor, the President (Chair), the Vice-Presidents and Vice-Provosts, the Vice-Provost & Dean of Graduate Studies, the Faculty Deans, three members from the Board of Governors, four members from the Alumni Association, and 32 faculty members. In addition, there are 12 student members, one graduate and one undergraduate from each of the six Faculties. The students are elected by and from the students in their respective Faculties.

The Senate has ultimate responsibility for determining academic policy, which includes new academic programs, changes in curriculum, standards for admission to the University, matters arising in connection with the award of scholarships and prizes, examination policy, academic regulations, procedures for student appeals, criteria and procedures for granting tenure and promotion to faculty members, the codes of conduct for students and so on. Website: <http://www.mcmaster.ca/univsec>

9.2 Graduate Council

The Graduate Council is a deliberative, administrative, and executive body responsible directly to Senate but otherwise autonomous. Its membership consists of the Chancellor, the President and Vice-Chancellor, the Provost and Vice-President (Academic), the Vice-Provost & Dean of Graduate Studies (Chair), the Associate Deans of Graduate Studies, the Faculty Deans, the University Librarian, the University Registrar, the Secretary of Senate, the Vice-President (Research and International Affairs), the Assistant Dean (Graduate Student Life and Research Training, ~~the Executive Director (Strategic Planning & Administration)~~, ~~the Director of Finance of the School of Graduate Studies~~ the Associate Graduate Registrar and Secretary of the School of Graduate Studies, eighteen faculty members (three from each faculty), and twelve graduate students (two from each faculty).

The responsibilities of the Graduate Council have been specified in some detail by Senate and are outlined in the By-laws of the Senate of McMaster University and the Senate Resolutions. The more significant ones may be summarized by noting that it regulates matters concerning graduate work of common concern to the entire University, acts upon recommendations concerning graduate work from each Faculty upon matters of particular concern to that Faculty, reports to Senate on graduate matters, recommends candidates for graduate degrees, stipulates conditions for the awarding of graduate scholarships, and stipulates the departments eligible to offer graduate work.

9.2.1 Executive Committee of Graduate Council

The Executive Committee of Graduate Council is composed of the Vice-Provost & Dean of Graduate Studies (who acts as Chair), the Associate Deans of Graduate Studies as Deputy Chairs, the President and Vice-Chancellor, the Provost and Vice-President (Academic), one faculty member from each Faculty, and the Associate Graduate Registrar and Secretary of Graduate Studies.

The Executive acts as nominating committee, academic policy committee, and on any other matters put before it by Graduate Council or the ~~Associate Vice President~~ Vice-Provost & Dean. This body acts on behalf of Council in instances where there is some urgency (e.g., during the summer months when there are no regularly scheduled meetings).

9.2.2 Scholarships Committee of Graduate Council

The Scholarships Committee of Graduate Council is composed of the Associate Deans of Graduate Studies (who act as co-chairs) and faculty members (representing all six faculties). This committee is responsible for acting upon all recommendations and applications for internal endowed fellowships and scholarships, and external scholarships.

9.3 Standing Committees

9.3.1 Faculty Graduate Curriculum and Policy Committees

Each of the six Faculties has a Committee on Graduate Curriculum and Policy which is responsible for dealing with matters of policy and curriculum affecting the Faculty, including new developments, course changes, changes in degree requirements, and new programs and fields of study arising from departmental proposals. The Faculty then acts upon the recommendations of this committee.

9.3.2 Faculty Graduate Admissions and Study Committees

For each Faculty, there is also a Committee on Graduate Admissions and Study responsible for determining admissibility of any applicant on the recommendation of the department, approving each student's course program, reviewing annually the progress of each student, making necessary decisions thereon, recommending awarding of degrees, deciding upon applications from students for special consideration, and acts on the final decisions from a hearings committee for student appeals and cases of alleged academic dishonesty and research misconduct. Normally, the Associate Dean of Graduate Studies for the Faculty handles the matters on behalf of the committee. The Secretary of all Committees, to whom business items may be addressed, is the Associate Graduate Registrar and Secretary of Graduate Studies.