



School of Graduate Studies

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

The next meeting of Graduate Council will be held on **Tuesday September 18th 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 June 12th, 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. Graduate Calendar – Change to Sections 2.5.7 Leave of Absence and 2.5.8 Parental Leave**
- VIII. Scholarship Committee**
- IX. IQAP Audit**
- X. Working Groups of Graduate Council**
- XI. Minimum Remuneration**
- XII. Thesis Defence Update**
- XIII. IQAP Final Assessment Reports**



Tuesday June 12th at 9:30 am in Council Chambers (GH-111)

Present: Dr. D. Welch (Chair), Ms. C. Bryce, Dr. S. Corner, Dr. M. Thompson, Dr. J. Gillett, Dr. E. Badone, Dr. S. Raha, Mr. P. Self, Ms. S. Ramsammy, Ms. L. Yousefi, Mr. R. Narro Perez, Dr. J. Qiu, Dr. A. Kitai, Dr. S. O'Brien, Dr. L. Kapiriri, Dr. E. Grodek, Ms. V. Lewis, Dr. W. Farmer, Dr. A. Sills, Dr. P. Mhaskar, Dr. M. Parlar

Regrets: Dr. K. Hassanein, Dr. C. Hayward, Dr. B. Gupta, Dr. B. Doble, Dr. S. Feng, Dr. F. McNeill, Dr. I. Marwah

Attendees: Mr. N. Brett, Mr. S. Peter

I. Minutes of the meeting of April 17th and May 15th, 2018

The minutes of the meeting of April 17th and May 15th were approved on a motion by Dr. Thompson, seconded by Dr. Raha.

II. Business arising

There was no business arising.

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

Dr. Welch thanked everyone for their participation on Graduate Council. He noted it was a busy week with convocation and that there were absences because of it. He reported that the recommendation from Graduate Council regarding the governance of the MDIV and MTS degrees had proceeded through to a decision. The recommended governance change went to the Senate committee on by-laws and then at the last senate meeting all was approved. He also reported that there was a search on for the Acting Associate Dean of Graduate Studies for Engineering and that there was supposed to be someone in place for July 1st.

He also informed Graduate Council that Nancy Doubleday will be the acting director for the Water Without Borders program effective July 1st.

IV. Report from the Graduate Associate Deans

Dr. Corner reported that in the Faculty of Humanities they'd had discussion at the Deans Advisory Council and at a meeting with graduate chairs regarding the SGS claw back of students who win external awards. The

discussion was intended to get a sense of what the practice had been and then to open a conversation about whether the Faculty should establish general rules or standards. He planned to share the feedback from the programs with the School of Graduate Studies. Dr. Welch provided some context explaining that when a student receives an offer, they're informed that should they win one of these major scholarships their current support package is likely to be modified. Some funds get redistributed to other students. This is common practice in universities but that they're always looking at way to make things clear and look at process to see if it still made sense.

Drs. Thompson and Gillett had no report.

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 three new initiatives. The first was a professional development training pilot project supported by the Provost. The pilot included seven different sessions for post docs and upper year Ph.D.s. The partner organization helps these students and post-docs design a realistic career plan and assists with international mobility among other things. The workshops will be delivered in July and August. The second initiative was a new app being developed for international students which was intended to help these students from July to mid-September with arriving in Hamilton and orientation once they arrived. The third initiative was a new partnership with the residence system at McMaster. When students arrive in Hamilton, they may not have anywhere to stay. With this new partnership, for a short period in August, prior to undergraduates moving in, graduate students will be able to get a cheap rate to stay on campus. The window for the residence is only August 15th to 22nd. He noted that ideally, they'd have it run until the beginning of September, but the residences need to be cleared earlier so that undergraduate students can move in for welcome week.

VII. Recommendation to Senate Regarding Parenting Leave Policy

Dr. Welch said that at an earlier meeting of Graduate Council changes to the parenting leave section of the Graduate Calendar had been brought forward and approved. Since that time, it was discovered that there was a separate duplicate policy that hadn't been refined. He noted that it didn't make a lot of sense to have the information in two places and so the proposal was to rescind the standalone policy and leave the remaining policy in the Graduate Calendar.

Dr. Thompson noted that under section 2.5.7 there was a sub-section called Combination with Other Leaves and thought that section should be deleted as it was repeated in 2.5.8. He said there was an important

sentence stating that ‘normally parenting leaves need to be completed within 18 months...’ that needed to be retained in 2.5.8. Dr. Welch suggested he make a separate motion for that.

Dr. Thompson moved and Dr. Raha seconded, ‘that Graduate Council approve rescinding the existing standalone policy so that the sole remaining policy governing this matter would be that in the Graduate Calendar.’

The motion was carried.

The separate motion for the additional change was discussed. Dr. Welch said it was fine to wait until September to address it.

VIII. Changes to the Guide for the Preparation of Masters and Doctoral Theses

Dr. Welch explained that the document hadn’t been looked at in some time and there were a number of housekeeping items related to theses. There were changes to titles and process changes related to the thesis changes approved at the last meeting.

Dr. Gillett moved and Dr. Raha seconded, ‘that Graduate Council approve the changes as laid out in the document.’

The motion was carried.

IX. New Awards

Dr. Welch noted that the second award listed was no longer being put forward for consideration.

Dr. Gillett moved and Dr. Corner seconded, ‘that Graduate council approve the new awards as laid out in the document, except for the second award listed.’

X. Faculty of Business Graduate Curriculum and Policy Committee Report

Dr. Corner described the for-information item, noting that Business 0711 was changing its name and course description. The course is being revised to bring it up to date and being amended accordingly.

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

Dr. Raha introduced the for-information items noting that the Child Life program had changed evaluation components of two courses and that the physiotherapy program was cancelling a number of courses listed.

XII. Report from Petitions Working Group

Dr. Thompson explained that the report outlined what the petitions group had been doing since the fall. The petition for special consideration has been used as the default form for everything that there wasn't another form for. The committee has been working to try and separate out the various uses and decide how it should be used correctly and create the appropriate sets of form. The hope is to help streamline processes. The memo provided outlined what those new form would be and recommendations of how to ultimately clean up the petition.

XIII. Changes to the Certificates and Diploma Policy

Dr. Welch explained that this is a shared policy between Graduate Council and Undergraduate Council. All of the changes to the policy relate to CCE but because it's a shared policy has to be brought to Graduate Council for information.

2.5.7 Leaves of Absence

General Regulations

Leaves of Absence (“LOA”) are normally granted on a term-by-term basis. Whenever possible the LOA should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During the period of an LOA the student will not receive supervision or be entitled to use the University’s academic facilities for the purposes of academic progression. During an LOA, no tuition will be charged, nor will the student be eligible for any scholarship support. Students on an 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 LOA on the resumption of studies. If an LOA begins or ends in the middle of a term, term count will be determined upon return in consultation with the Associate Dean.

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 an LOA, continuation of the same research project and/or supervisor cannot be guaranteed. Students applying for an LOA for personal reasons must normally have completed at least one year of full time graduate studies. For additional information related to parenting leaves, please refer to the next section.

Students returning earlier than planned from an LOA must provide a minimum of four week’s notice to the School of Graduate Studies in writing.

Reasons for Leaves of Absence

An 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 an 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, they may be eligible for reinstatement, at the University’s discretion, upon reapplication.

An 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. An LOA for purposes of obtaining relevant work experience cannot be for two consecutive terms.

An LOA will not be granted to pursue another program of study.

Under certain circumstances the Vice-Provost and Dean of Graduate Studies may allow for a special leave of absence. In this case, application should be made directly to the 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 NSERC, 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 LOA. Students holding such awards and who intend to keep them are responsible for ensuring that any LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

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.~~

2.5.8 Parenting Leave

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.

According to the Employment Standards Act 200 - May 7, 2018 version Part XIV, a "parent" includes:

"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 intends to treat the child as his or her own"

~~As closely as academic terms can align with any employment agreements, but not being held to match said agreements as a student, a Parenting Leave is at maximum for four consecutive terms. Consistent with the Employment Standards Act, (2000 - May 7~~

~~2018 version Part XIV) a Parenting Leave ends “61 weeks after it began, if the employee also took pregnancy leave and 63 weeks after it began, otherwise.”~~

The form to apply is available on the School of Graduate Studies Resources page (https://gs.mcmaster.ca/sites/default/files/resources/parenting_leave_june_2018_june_2018.pdf). 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. Students returning from a leave should consult with their programs and should note that course availability may be affected by the timing of their return. Eligible students can also apply for a Parenting Grant. More information on this is available on the School of Graduate Studies Website at the following link: <https://gs.mcmaster.ca/awards-funding/parenting-grant>.

It is understood that when a student takes a Parenting Leave, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in 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 they intend to take their leave(s) and at least four weeks’ notice of the date on which they intend to return from leave, should this date be different from the date agreed upon at the time the leave was granted.

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 the employer.

Note: Students who hold fellowships, scholarships or grants from NSERC, 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 LOA. Students holding such awards, and who intend to keep them, are responsible for ensuring that any LOA taken does not conflict with the granting agency’s regulations. The appropriate agency should be contacted for details.

~~Normally, pregnancy/parenting leave is completed within 18 months of the date of birth or custody.~~

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

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Dr. James Benn	Religious Studies
Dr. Shayne Clarke	Religious Studies
Dr. Andy Roddick	Anthropology
Dr. Tracy Prowse	Anthropology
Dr. Megan Brickley	Anthropology
Dr. Paul Contoyannis	Economics
Dr. Greig Mordue	Economics
Dr. Svetlana Demidova	Economics
Dr. Lydia Kapiriri	HAS
Dr. Gregory Hooks	Sociology
Dr. Billy Shaffir	Sociology
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2018-19 Mackenzie King Scholarships Committee

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Dr. David Harris Smith	Communication Studies and Multimedia	SSHRC - Doctoral
Dr. Spencer Pope	Classics	SSHRC - Doctoral
Dr. Stephen Heathorn	History	SSHRC - Doctoral
Dr. William Hanley	French	SSHRC - Doctoral
Dr. Nancy Doubleday	Philosophy	SSHRC - Doctoral
Dr. Tracy McDonald	History	SSHRC - Doctoral
Dr. Inder Marwah	Political Science	SSHRC Doctoral
Dr. Ameil Joseph	Social Work	SSHRC Doctoral
Dr. James Benn	Religious Studies	SSHRC Doctoral
Dr. Megan Brickley	Anthropology	SSHRC Doctoral
Dr. Gregory Hooks	Sociology	SSHRC Doctoral
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New Accelerated PhD Defence Process Information Sheet for Supervisors and Graduate Chairs

The new accelerated PhD Defence process has been introduced by Graduate Studies in an effort to align McMaster University with the defence practices of other U15 universities and to provide a more agile process for students and their supervisors¹. The new process is still being programmed in the online system. However, it can be invoked manually by following the steps below:

1. Student initiates the defence process in Mosaic.
2. Supervisor indicates that they'd like to use the new defence process by e-mailing gthesis@mcmaster.ca and copying their Department Chair.
3. After consulting with the Supervisory Committee, the Primary Supervisor nominates a potential external examiner who is at arm's length from the student, committee, and department
4. The Examiner's name and affiliation is emailed to the Department Chair for approval. (This process will later be moved to an online website.)
5. When approved, the Primary Supervisor is notified via email by the Department Chair they may now invite the examiner.
6. Primary Supervisor invites examiner personally and asks her/him to participate in the defence and requests that the report be sent to Graduate Studies at least two weeks prior to the scheduled date of the defence. At this time, the external examiner is given the date and time of the defence which has already been confirmed by the Supervisory Committee and candidate. (Reports may only be sent to Graduate Studies. Examiners must not send their reports directly to the department or supervisory committee.)
7. Supervisor lets Graduate Studies know via email when an examiner accepts an invitation and informs Graduate Studies at gthesis@mcmaster.ca of the name of the examiner and their contact information.
8. Supervisor informs Graduate Studies at gthesis@mcmaster.ca of the date and time of the defence
9. If available, the supervisor provides the name of the defence Chair and the location of the defence to Graduate Studies. Ideally, chairs should come from outside the supervisor's department. If not available, Graduate Studies will assist the supervisor in securing a chair and room.
10. Graduate Studies sends the thesis and details to the examiner and waits for the report to be returned to gthesis@mcmaster.ca.
11. When the examiner returns a report to Graduate Studies an Academic Services Officer will distribute it to the supervisory committee. External examiners may not provide their reports directly to the committee. Supervisors should share the External examiner's report with defending students at least one week² before the defence date³. Students are not to communicate with the external examiner for any reason prior to the defence.
12. Graduate Studies confirms the oral examination with the student and committee.
13. The student defends their thesis.

¹ Please note that the classic process continues to be available for those who prefer to use it and can be invoked through the existing online system. However, point 11 applies regardless of which process is used.

² This will be updated in the calendar to be two weeks in the future.

³ If the external examiner report cannot be shared with the student at least one week before defending for any reason, the student must be asked if they give their consent to proceed with the previously established defence date. In such cases, there should be an email from the student clearly confirming that even though they have not received the external examiner report one week before the defence date, they are still ok with proceeding with the original defence date. This consent e-mail should be forwarded to gthesis@mcmaster.ca. If the student does not agree to proceed with the same date, a new defence date should be established at least one week from when the student received the external examiner report.