To : Members of Graduate Council

From : Christina Bryce
       Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday January 22nd 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 December 4th, 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.  Graduate Student Life Update

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

VIII.  Scholarships Committee Membership Change

IX.  New Scholarship

X.  Universal Design for Learning
Tuesday December 4th at 9:30 am in Council Chambers (GH-111)

Present: Dr. M. Thompson (Chair), Dr. K. Hassanein, Dr. P. Swett, Dr. S. Hranilovic, Ms. D. Jones, Dr. J. Gillett, Dr. A. Sills, Dr. N. McLaughlin, Dr. J. Carette, Dr. M-A. Letendre, Ms. S. Oikawa, Dr. I. Marwah, Mr. Pe. DeMaio, Mr. L. Greville, Dr. J. Shedden, Ms. V. Antonipillai, Dr. S. Bannerman, Dr. Y. L. Chan, Dr. L. Wiebe, Dr. S. Raha, Dr. B. Doble, Dr. B. Gupta, Dr. D. Mountain, Mr. A Ozbilge, Dr. M. Gough. Ms. S. Baschiera (Associate Registrar and Graduate Secretary), Ms. C. Bryce (Assistant Graduate Secretary)

Regrets: Dr. C. Hayward, Dr. I. Bruce, Dr. L. Thabane, Dr. E. Grodek

By Invitation: Ms. C. Mascotto

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

It was duly moved and seconded ‘that Graduate Council approve the minutes of the meeting of November 20th, 2018’.

The motion was carried.

II. Business arising

There was no business arising.

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

Dr. Thompson reported on the following items:

- The site visit for the IQAP Audit, noting that they’d reviewed McMaster’s processes in detail to make sure the institution was compliant with its policy. The review team report will be submitted in March and the visit seemed to have gone very well;
- Indications from the MTCU that the pause is over and program approvals will begin to move forward again.

IV. Report from the Graduate Associate Deans

Dr. Gupta (Faculty of Science) reported on the following item:

- The hiring of a contract employee in the Dean’s Office to assist with graduate student career development. A series of workshops have been developed, are being reviewed and should be implemented shortly.

Dr. Swett (Faculty of Humanities) reported on the following items:

- Dr. Thompson, Ms. Baschiera and Ms. Bryce met with Dr. Swett and Dr. Pope from Classics about the development of a joint degree;
- A meeting with Graduate Chairs and Directors, where they discussed concerns about the current policy on Ph.D. thesis external reports as well as what program are currently doing related to
professionalization/career development to see what’s happening in the Faculty and what they can collaborate on;

- The second meeting of cotutelle working group where they discussed policies at other institutions and drafting ideas for the policy itself.

Dr. Hassanein (Faculty of Business), Dr. Gillet (Faculty of Social Sciences) and Dr. Hranilovic (Faculty of Engineering) had no report.

V. Report from the Associate Registrar and Graduate Secretary

There was no report.

VI. Graduate Student Life Update

Ms. Mascotto reported on the following item:

- Orientation activities in January, including a webinar for new incoming graduate students, an event at The Phoenix for new and returning graduate students and an orientation for new post-docs.

VII. Faculty of Engineering Graduate Policy and Curriculum Committee Report

Dr. Hranilovic explained that there were two items for approval, the first was a proposal from Materials Science and Engineering to change the program name for their Materials Engineering Ph.D. to Materials Science and Engineering. The department will cancel the Materials Science Ph.D. in the future when all students have graduated. The second proposed change was to cancel the ADMI program as McMaster is no longer affiliated with it.

It was duly moved and 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 Social Sciences Graduate Curriculum and Policy Committee Report

Dr. Gillett explained that Labour Studies proposed a change to their course requirements to allow MA students to take all Labour Studies courses to fulfill their requirements, previously they had been required to take courses outside of the discipline. Political Science proposed a change to program name for their degree in International Relations to change to Global Politics, reflecting a shift in field and also proposed change in program requirements to their political science M.A. degree.

It was duly moved and seconded, ‘that Graduate Council approve the changes proposed by the Faculty of Social Sciences as described in the documents.’

The motion was carried.

IX. Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee Report
Dr. Gupta explained there were two changes for Graduate Council to approve, the first being the new program calendar copy for the Statistics Ph.D. which was currently moving through the approval process and the second was changes to the calendar copy for Computational Science and Engineering.

It was duly moved and seconded, ‘that Graduate Council approve the changes proposed by the Faculty of Science as described in the documents.’

The motion was carried.

X. Formation of Ad Hoc Certificates and Diploma Committee

Dr. Thompson provided some context noting that the current policy, while recently revised, was difficult to use for certain groups and that the landscape around micro credentials needed to be discussed. One of the purposes of the committee is to explore if McMaster is interested in pursuing this kind of deliverable.

Council members discussed interfaces between micro credential units and current degrees, Undergraduate Council participation and whether or not employers were recognizing the new credentials.

It was duly moved and seconded, ‘that Graduate Council approve the formation of the Ad Hoc Certificates and Diploma Committee as set out in the documents including the terms of reference that have been provided.’

The motion was carried.

XI. New Scholarships

It was duly moved and seconded, ‘that Graduate Council approve the new scholarships as set out in the document.’

The motion was carried.

There being no other business, the meeting was adjourned.
To: Graduate Council

From: Christina Bryce
    Assistant Graduate Secretary

At its meeting on November 13th and December 12th 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:

• Biomedical Discovery and Commercialization
  1. Change to Calendar Copy

• Health Research Methodology
  1. Change to Course Requirements

For Information of Graduate Council:

• Child Life and Pediatric Psychosocial Care
  1. New Course
     • 721 Independent Study
  2. Change to Course Evaluation
     • 716 Child Life Clinical Internship 2

• Clinical Behavioural Sciences
  1. Change to Course Title, Description and Requisite
     • 717 Supervision in Applied Behavioural Analysis and Therapy
     • 722 Supervision in Cognitive Behavioural Therapy
     • 725 Supervision in Cognitive Behavioural Therapy for Chronic Pain
     • 728 Supervision of Post-Traumatic Stress Disorder
     • 732 Family Therapy Consultation
     • 772 Supervision in Psychodynamic Psychotherapy - Understanding and Using the Therapeutic Relationship
     • 773 Supervision of Interpersonal Psychotherapy for Depression
• Health Research Methodology
  1. Course Cancellation
     • 787 Principles of Health Economics
  2. New Cross-Listed Course
     • 706 Introduction to Health and Public Health Economics
  3. New Course
     • 753 Regression Analysis

• Speech Language Pathology
  1. New Courses
     • 751 Problem-Based Tutorial V
     • 752 Clinical Skills Lab V
     • 754 Foundational Knowledge V
     • 755 Clinical Practice IV

• Physiotherapy
  1. Change in Course Description
     • 773 Research Evidence-Based Practice III
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.

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<thead>
<tr>
<th>DEPARTMENT</th>
<th>Biochemistry and Biomedical Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF PROGRAM and PLAN</td>
<td>Biomedical Discovery and Commercialization [Program: GHSMB-Health Sciences MBDC; Plan: BIOMEDMBDC – Biomedical Discovery and Commercialization]</td>
</tr>
<tr>
<td>DEGREE</td>
<td>Master of Biomedical Discovery and Commercialization</td>
</tr>
</tbody>
</table>

**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

- [ ] Is this change a result of an IQAP review? **☐ Yes ☒ No**

**CREATION OF NEW MILESTONE**

**CHANGE IN ADMISSION REQUIREMENTS**

**CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE**

**CHANGE IN COURSE REQUIREMENTS**

**CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR**

**EXPLAIN:**

Under the “Additional Information” section, there is a statement referring to unpaid internship opportunities. This statement will be deleted as to date all internships have been paid and the Program does not solicit/post unpaid opportunities.

**OTHER CHANGES**

**EXPLAIN:**

no
Under the “Additional Information” section the highlighted statement will be deleted:

“The community internship provides students with an invaluable work-integrated learning opportunity. Emphasis is placed on the learning gains associated with a structured integration of theory and practice and the building of a professional network. Depending on the nature of the position, students may or may not receive any monetary compensation for the internship. Students have the option of securing their own internship placements, subject to the approval of the BDC Program Office. NOTE: as the majority of internship placements are expected to be in the GTA, students will be required to travel/and or relocate during their internship placement.”

The BDC Program doesn’t solicit/post unpaid internship opportunities and all of the internships to date have been paid.

Revision for the 2019/2020 graduate calendar copy

Please see above.
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**

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

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<td>Health Research Methodology</td>
</tr>
<tr>
<td>DEGREE</td>
<td>M.Sc. (by Thesis &amp; by Course Work)</td>
</tr>
</tbody>
</table>

**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

Is this change a result of an IQAP review? □ Yes ☒ No

**CREATION OF NEW MILESTONE □**

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<thead>
<tr>
<th>CHANGE IN ADMISSION REQUIREMENTS</th>
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<td>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</td>
<td>EXPLAIN:</td>
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**OTHER CHANGES**

EXPLAIN:
A. M.Sc. by Thesis

Requirements for the thesis-based M.Sc. degree include: i) successful completion of at least five half courses at the graduate level of which: a) one course must be HTH RS M 721, b) one course must be HTH RS M 702 and c) the remaining required courses may be selected from among the courses offered by the HRM Program; ii) field-specific courses (if applicable); iii) successful completion of a research internship; and iv) submission and successful defence of a thesis. The required courses for the M.Sc. thesis are:

<table>
<thead>
<tr>
<th>Field of Specialization</th>
<th>Common Courses</th>
<th>Field Specific Courses</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM Classic</td>
<td>n/a</td>
<td>*721 and *702</td>
<td>3</td>
</tr>
<tr>
<td>Clinical Epidemiology</td>
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<td>1</td>
</tr>
<tr>
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<tr>
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<td></td>
<td>*737, *741</td>
<td>1 (usually *787)</td>
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- HTH RS M 702 / Introduction to Biostatistics
- HTH RS M 721 / Fundamentals of Health Research and Evaluation Methods
- HTH RS M 730 / Introduction to Research Methods for Randomized Controlled Trials
- HTH RS M 737 / Economic Analysis for the Evaluation of Health Services
- HTH RS M 741 / Introduction to Health Technology Assessment
- HTH RS M 743 / Systematic Review Methods
- HTH RS M 751 / Observational and Analytical Research Methods
- HTH RS M 762 / Approaches to the Evaluation of Health Services
- HTH RS M 787 / Principles of Health Economics
B. M.Sc. by Course Work

Requirements

Requirements for the course-based MSc degree include: i) successful completion of at least seven half courses at the graduate level of which: a) one course must be HTH RS M 721, b) one course must be HTH RS M 702 and c) the remaining required courses may be selected from among the courses offered by the HRM Program; ii) field-specific courses; iii) successful completion of a research internship; and iv) a scholarly paper on a methodological issue, written at the completion of course work.

The required courses for the M.Sc. by coursework are as follows:

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- HTH RS M 727 / Theory and Practice of Measurement
- HTH RS M 730 / Introduction to Research Methods for Randomized Controlled Trials
- HTH RS M 731 / Advanced Linear Models for Health Data
- HTH RS M 733 / Statistical and Methodologic Issues in Randomized Clinical Trials
- HTH RS M 737 / Economic Analysis for the Evaluation of Health Services
- HTH RS M 741 / Introduction to Health Technology Assessment
- HTH RS M 743 / Systematic Review Methods
- HTH RS M 745 / Qualitative Research Methods
- HTH RS M 751 / Observational and Analytical Research Methods
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.)

A. M.Sc. by Thesis

Requirements

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- HTH RS M 753 / Regression Analysis
- HTH RS M 762 / Approaches to the Evaluation of Health Services
- HTH RS M 787 / Principles of Health Economics
- PUBHLTH/ HTH RS M 706 / Introduction to Health and Public Health Economics

**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?):

HTH RSM 787 is being removed from the HRM course list. Instead students will be taking the cross-listed course PUBHLTH/ HTH RS M 706. This needs to be changed accordingly in the grad calendar under MSc requirements.

HTH RSM 753 is an additional Regression Analysis course that has been created to meet ever increasing demand.

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

As soon as possible

**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):*

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Mitch Levine  
Email: levinem@mcmaster.ca  
Extension: 20210  
Date submitted: October 30, 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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<td>Health Research Methodology</td>
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<td>DEGREE</td>
<td>Ph.D.</td>
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**NATURE OF RECOMMENDATION** *(PLEASE CHECK APPROPRIATE BOX)*

Is this change a result of an IQAP review? ☐ Yes ☒ No

**CREATION OF NEW MILESTONE** ☐

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**CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR**

EXPLAIN:

**OTHER CHANGES**

EXPLAIN:
DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Course Requirements

Students who have not taken courses that represent an introduction to health research methods (HTH RS M 730 or HTH RS M 751 [or their equivalents]) and basic biostatistics (HTH RS M 702 [or equivalent]), and theory and practice of measurement (HTH RS M 727 [or its equivalent]) may be required to take these courses in addition to the regular course load. Students should consult program documentation for the specific requirements for the fields of specialization.

The specific recommended courses would depend on the student’s field of specialization, and their interest in exploring focused areas in depth. These courses could be taken from the following list:

Philosophy of Science

- HTH RS M 700 / Philosophy of Science for Health Research

Biostatistics

- HTH RS M 723 / Regression Analysis
- HTH RS M 731 / Advanced Linear Models for Health Data
- HTH RS M 714 / Methods for the Analysis of Longitudinal Data
- HTH RS M 739 / Biostatistical Collaboration
- HTH RS M 750 / Practical Bayesian Design and Analysis in Clinical Studies

Health Economics

- HTH RS M 737 / Economic Analysis for the Evaluation of Health Services and
- HTH RS M 787 / Principles of Health Economics
- or
- HTH RS M 788 / Health Economics and
- HTH RS M 791 / Topics in Advanced Health Economics

Health Policy

- HTH RS M 738 / Health Policy Analysis
<table>
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<td>• HTH RS M 745 / Qualitative Research Methods</td>
</tr>
<tr>
<td>Special Topics</td>
</tr>
<tr>
<td>• HTH RS M 722 / Selected Topics in Clinical Epidemiology and Population Health Research Methods</td>
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<tr>
<td>Independent Study</td>
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<tr>
<td>• HTH RS M 705 / Independent Study in Clinical Epidemiology and Health Research Methods</td>
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<tr>
<td>Population Health</td>
</tr>
<tr>
<td>• HTH RS M 748 / Population and Public Health</td>
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<tr>
<td>Program Evaluation</td>
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<tr>
<td>• HTH RS M 762 / Approaches to the Evaluation of Health Services</td>
</tr>
<tr>
<td>Research Ethics</td>
</tr>
<tr>
<td>• HTH RS M 742 / Ethical Issues in Research Involving Human Subjects</td>
</tr>
<tr>
<td>Health Technology Assessment</td>
</tr>
<tr>
<td>• HTH RS M 740 / Advanced Decision Analysis in Health Technology Assessment (HTA)</td>
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Philosophy of Science

- HTH RS M 741 / Introduction to Health Technology Assessment

Knowledge Translation

- HTH RS M 726 / The Science and Practice of Knowledge Translation: Foundations

Additional Information

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<td>*742</td>
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Other course offerings may be considered; students will be encouraged to consider existing courses in the Faculties of Health Sciences, Business, Science, and Social Sciences.
- HTH RS M 700 / Philosophy of Science for Health Research

**Biostatistics**

- HTH RS M 723 / Regression Analysis
- HTH RS M 731 / Advanced Linear Models for Health Data
- HTH RS M 714 / Methods for the Analysis of Longitudinal Data
- HTH RS M 739 / Biostatistical Collaboration
- HTH RS M 750 / Practical Bayesian Design and Analysis in Clinical Studies
- HTH RS M 753 / Regression Analysis

**Health Economics**

- HTH RS M 737 / Economic Analysis for the Evaluation of Health Services and
- HTH RS M 787 / Principles of Health Economics
- PUBHLTH/ HTH RS M 706 / Introduction to Health and Public Health Economics
- or
- HTH RS M 788 / Health Economics and
- HTH RS M 791 / Topics in Advanced Health Economics

**Health Policy**

- HTH RS M 738 / Health Policy Analysis

**Measurement**

- HTH RS M 727 / Theory and Practice of Measurement

**Epidemiology**

- HTH RS M 733 / Statistical and Methodologic Issues in Randomized Clinical Trials
- HTH RS M 743 / Systematic Review Methods

**Qualitative Methods**
• HTH RS M 745 / Qualitative Research Methods

Special Topics

• HTH RS M 722 / Selected Topics in Clinical Epidemiology and Population Health Research Methods

Independent Study

• HTH RS M 705 / Independent Study in Clinical Epidemiology and Health Research Methods

Population Health

• HTH RS M 748 / Population and Public Health

Program Evaluation

• HTH RS M 762 / Approaches to the Evaluation of Health Services

Research Ethics

• HTH RS M 742 / Ethical Issues in Research Involving Human Subjects

Health Technology Assessment

• HTH RS M 740 / Advanced Decision Analysis in Health Technology Assessment (HTA)
• HTH RS M 741 / Introduction to Health Technology Assessment

Knowledge Translation

• HTH RS M 726 / The Science and Practice of Knowledge Translation: Foundations

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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?):**

HTH RSM 787 is being removed from the HRM course list. Instead students will be taking the cross-listed course PUBHLTH/ HTH RS M 706. This needs to be changed accordingly in the grad calendar under PhD requirements.

HTH RSM 753 is an additional Regression Analysis course that has been created to meet ever increasing demand.

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

As soon as possible

**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):*

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Mitch Levine  
Email: levinem@mcmaster.ca  
Extension: 20210  
Date submitted: October 30, 2018
If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbruce@mcmaster.ca

SGS/2013
**Scholarships Committee Changes**

**Remove:**

Dr. Saiedeh Razavi-Civil Engineering
Dr. Norma MacIntyre-Rehabilitation Science

**Add:**

Dr. Georgios Balomenos-Civil Engineering
Dr. Brenda Vrkljan-Rehabilitation Science
NAME OF FUND: McMaster Graduate Students Association Emergency Bursary.

TERMS OF REFERENCE FOR FUND:
Established in 2018 by the McMaster University Graduate Students Association Board of Directors and members of the McMaster Graduate Students Association. To be granted to full-time graduate students who are members of the GSA and who demonstrate urgent financial need due to exceptional circumstances as determined by the Office of Graduate Studies.