To : Members of Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

The next meeting of Graduate Council will be held on **Tuesday November 19th 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 October 22nd, 2019
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. Faculty of Health Sciences Graduate Policy and Curriculum Committee Report
VII. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report
VIII. Research Plagiarism Checking Policy
IX. Scholarships Committee Membership
X. Scholarships Update
Tuesday October 22\textsuperscript{nd} at 9:30 am in Council Chambers (GH-111)

Present: Dr. Dr. Welch (Chair), Ms. N. Taylor, Dr. S. Hanna, Dr. M. Horn, Dr. J. Gillett, Dr. M. Thompson, Dr. B. Gupta, Ms. V. Lewis, Dr. J. Kish, Dr. I. Bruce, Dr. S. Raha, Dr. S. Bannerman, Dr. M. Stroinska, Dr. J. Xu, Dr. N. Tan, Dr. N. McLaughlin, Dr. M. A. Letendre, Dr. L. Chan, Dr. D. Mountain, Ms. C. Bryce (Assistant Graduate Secretary), Ms. S. Baschiera (Associate Registrar and Graduate Secretary)

Regrets: Dr. C. Kwan, Dr. S. Dickson, Dr. J. Shedden, Dr. K. Hassanein

I. Minutes of the meeting of September 17\textsuperscript{th}, 2019

It was duly moved and seconded, ‘that Graduate Council approve the minutes of the meeting of September 17\textsuperscript{th}, 2019.’

The motion was carried.

II. Business arising

There was no business arising

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

Dr. Welch reported on the following items:

- A meeting with other Graduate Deans in Ontario and discussions around timing with the Ministry, including the OGS allocation;
- The graduate supervision questionnaire that had been circulated;
- The committee on micro credentials, noting that the Graduate Deans at other institutions were also discussing this issue at their institutions.

Council members discussed the response rate for the survey and the progress other institutions were making around the concept of micro credentials. Dr. Welch noted that the other universities seemed to be in a similar place to McMaster and everyone is still working on what the right model is to move forward.

IV. Report from the Graduate Associate Deans

Dr. Steve Hanna (Faculty of Health Sciences) reported on the following items:

- The ongoing student ambassadors program;
- Turnover in program leadership for the Occupational Therapy, Global Health, Health Management and Chemical Biology programs.

Dr. Martin Horn (Faculty of Humanities) reported on the following items:
The work within the Faculty to harmonize work done across programs, including graduate student training and having former graduate students come into engage with current students about how they used their skills post-graduation in a non-academic context.

Drs. Gillett, Gupta, Hassanein and Thompson had no report.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- Four projects going forward with UTS;
- The admissions project is in the RFP phase;
- A very successful condition clearing cycle, with better service to students;
- Convocation and government count season.

VI. Report from the Coordinator Postdoctoral Affairs and Research Training

Ms. Taylor reported on the following items:

- The CIHR post doc competition had just finished;
- The fall edition of the thesis writing bootcamp;
- Valedictorians for the Fall 2019 Convocation ceremonies;
- The upcoming Graduate Recognition Awards on November 14th.

VII. Fall 2019 Graduands (to be distributed)

Council members discussed some errors on the list.

It was duly moved and seconded, ‘that Graduate Council approve the list of the 2019 Fall Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.’

The motion was carried.

VIII. Towards Inclusive Excellence – McMaster’s EDI Strategy

Dr. Arig Al Shabagh provided an update on the work being conducted at McMaster with respect to its Equity Diversity and Inclusion strategy, noting the different principles they’ve developed and the timeline for implementation. She noted in the documentation they’ve drafted they wanted to ensure everyone had the same definitions to work from when they introduced the strategy and to have a clear sense of what success would look like.

There are a number of themes that came out of consultations with the campus community and they have grouped objectives within those themes according to their status and planned timeline. Where there is no traction, they have grouped them as potential items for a working group to move things forward with engagement from other areas across campus.

The next step is for the steering committee is to go through an exercise of benchmarking and inventorying to see what units are already doing. Dr. Al Shabagh highlighted the importance of the principle of community ownership, noting that this wasn’t the work of one office.

IX. Working Groups
Ms. Baschiera noted that in the package there was a document providing an update on the recommendations from the previous year’s working groups. She also highlighted the four groups for the upcoming academic year:

- Review of the definition of part-time status for graduate studies;
- Continuation of the Student-Supervisor Relationship working group from last year;
- Graduate Calendar format and structure;
- Course Management Policy.

Council members discussed what a course management policy would include.

X. Scholarships

Ms. Ramsammy gave an overview of the awards. Ms. Bryce noted a correction needed to the degree to the second award listed.

It was duly moved and seconded, ‘that Graduate Council approve the new scholarships with the correction noted.’

The motion was carried.

XI. Other Business

Vivian Lewis provided an update from the library, noting that it was Open Access Week and highlighted two sessions, one on predatory publishing and the other on open governance.
To: Graduate Council

From: Christina Bryce
Assistant Graduate Secretary

At its meeting on October 9th, 2019 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 Information of Graduate Council

i. Public Health
   • New Course
     1. 711 Program Evaluation in Public Health

ii. Health Science Education
    • Change to Requisite
      1. 710 Fundamentals of Program Evaluation in Health Sciences Education

iii. Speech Language Pathology
    • New Courses
      1. 798 Remediation - Academic
      2. 799 Remediation - Academic
**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES & MILESTONES**

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Health Research Methods, Evidence, and Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE TITLE</td>
<td>Program Evaluation in Public Health</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>711</th>
<th>COURSE CREDIT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>6 Unit Course ( )</td>
<td>3 Unit Course ( √ )</td>
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<table>
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<tr>
<th>INSTRUCTOR(S)</th>
<th>Rachel Roy</th>
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<thead>
<tr>
<th>REQUISITE(S)</th>
<th>Pre-requisite: PUBHLTH 700 / Foundations of Population and Public Health Practice</th>
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</thead>
<tbody>
<tr>
<td>(Pre/Co/Anti or program enrollment requirement)</td>
<td>Anti-requisite: HSC EDUC 710 / Fundamentals of Program Evaluation in Health Sciences Education</td>
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<tr>
<th>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</th>
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<tbody>
<tr>
<td>Is this change a result of an IQAP review? ☐ Yes ☒ No</td>
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<table>
<thead>
<tr>
<th>NEW COURSE</th>
<th>√</th>
<th>DATE TO BE OFFERED (FOR NEW COURSES ONLY):</th>
<th>January 2020</th>
</tr>
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<tbody>
<tr>
<td>WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WILL THE COURSE BE CROSS-LISTED (COMBINED SECTIONS) WITH ANOTHER DEPARTMENT?</th>
<th>NO</th>
<th>If YES, please note which department:</th>
</tr>
</thead>
</table>

ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.

*FOR ALL NEW CROSS-LISTINGS PLEASE NOTE WHICH DEPARTMENT OWNS THE COURSE:*

<table>
<thead>
<tr>
<th>CHANGE IN COURSE TITLE</th>
<th>PROVIDE THE NEW COURSE TITLE:</th>
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<table>
<thead>
<tr>
<th>CHANGE IN COURSE DESCRIPTION</th>
<th>600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form</th>
</tr>
</thead>
</table>
This course introduces program evaluation concepts and methods as applied to public health programs. Public health programs are implemented to achieve specific outcomes through the application of interventions or services. Evaluation of public health programs is conducted to answer two essential questions: Is the program causing intended changes?; and, Why is this the case? Information gathered through program evaluation helps decision makers to understand the reasons for program performance, and informs judgements about continuing, adapting, or stopping a program. Program evaluation ensures the effectiveness, accountability and continuous improvement of public health interventions.

This course deals with the application of program evaluation methods to judge the success of health programs. Lectures and discussions concerning problems and techniques are specific to public health services delivery or public health programs. In this course students will be able to:

1. Explain the importance of thoughtful programming planning in relation to the evaluation process.
2. Explain concepts, strategies, and techniques for evaluating public health programs.
3. Discuss political, administrative, ethical, and cultural issues in evaluating public health programs.
4. Assess and critique the adequacy of proposals and program evaluations designed by others.
5. Develop an evaluation design of an existing program that addresses a current public health problem.

Overview of topics to be covered:

- Introduction to Public Health Planning and Evaluation
- Political, administrative, ethical, and cultural issues in evaluating public health programs
- How to Ask Evaluation Questions
- Choosing an Evaluation Design - Designs for Process Evaluation and Impact Evaluation
- Planning an Evaluation
- Choosing evaluation measures
- Basic quantitative data collection & analysis; Utility of Quantitative and Qualitative Evaluations
- Survey development
- Data Analysis: Does it answer the evaluation question?
- Communicating Your Program and Evaluation Plans with Decision Makers.
- Fundamental issues in developing Monitoring & Evaluation systems.

**Principal Text to be used:** The Practice of Health Program Evaluation 2nd Edition by David Grembowski
1. **STATEMENT OF PURPOSE** (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

   Concepts and skills specific to Public Health program evaluation have been identified as a current gap in the existing Master of Public Health program. The content in this proposed course will help students bridge knowledge obtained in their foundational and research methods courses with application to Public Health practice. Program planning and evaluation are core Public Health competencies.

2. **EXPECTED ENROLMENT:**

   ~20 students

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

   Online course – 3 hours of content per week delivered via online learning platforms (Avenue to Learn and Microsoft Teams). Weekly online content will be presented through assigned readings, online presentations/lectures, discussion board interactions, and completion of course assignments. Required reading and written assignments will reinforce and expand the online presentations and discussions. Individual and group work assignments will be submitted for assessment.

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION** (percentage breakdown, if possible): (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

   Course evaluation will consist of 3 individual assignments and 1 group assignment. The individual assignments will consist of a critical assessment of an impact evaluation case study, an evaluation proposal that outlines an existing Public Health program and develops evaluation questions appropriate for the program, and a final evaluation report that builds on the proposal assignment by describing the specific methods for answering the proposed evaluation questions, including population and sample; quantitative and/or qualitative measures; data collection plan; data analysis plan and logistics. The group assignment is a group presentation via Microsoft Teams of one of the weekly topic areas based on reading materials and a case study (students will be assigned a group and topic at the beginning of the course. Group presentations will begin in week 6 of the course and will be supplemented by instructor content).

   Breakdown of evaluation percentages:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact evaluation article review</td>
<td>15%</td>
</tr>
<tr>
<td>Group topic presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Evaluation Proposal</td>
<td>25%</td>
</tr>
<tr>
<td>Final evaluation design report</td>
<td>40%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**

   If yes, please attach to this form any relevant correspondence with the other department(s).

   No
6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?

N/A

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Rachel Roy      Email: Royr1@mcmaster.ca      Extension: N/A      Date submitted: September 18, 2019

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

SGS/2015
SCHOOL OF GRADUATE STUDIES

RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES & MILESTONES

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

DEPARTMENT
Health Science Education

COURSE TITLE
Fundamentals of Program Evaluation in Health Sciences Education

COURSE NUMBER
710

COURSE CREDIT

| COURSE CREDIT | 6 Unit Course ( ) | 3 Unit Course ( ) | 1.5 Unit Course ( ) |

INSTRUCTOR(S)

REQUISITE(S)
Anti-requisite: PUBHLTH 711 Program Evaluation in Public Health

NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)

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

NEW COURSE

DATE TO BE OFFERED (FOR NEW COURSES ONLY):

WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?

WILL THE COURSE BE CROSS-LISTED (COMBINED SECTIONS) WITH ANOTHER DEPARTMENT?

IF YES, PLEASE NOTE WHICH DEPARTMENT:

ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.

CHANGE IN COURSE TITLE

Provide the NEW Course Title:

CHANGE IN COURSE DESCRIPTION

600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form
<table>
<thead>
<tr>
<th>COURSE CANCELLATION</th>
<th>PROVIDE THE REASON FOR COURSE CANCELLATION:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER CHANGES</th>
<th>X</th>
<th>EXPLAIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>THE ADDITION OF AN ANTI-REQUISITE IN LIGHT OF THE ADDITION OF A NEW PUBLIC HEALTH COURSE IN PROGRAM EVALUATION</td>
</tr>
</tbody>
</table>

**BRIEF COURSE DESCRIPTION FOR CALENDAR** - Provide a brief description (*maximum 6 lines*) to be included in the Graduate Calendar.

**CONTENT/RATIONALE** - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

1. **STATEMENT OF PURPOSE** (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

2. **EXPECTED ENROLMENT:**

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION** (*percentage breakdown, if possible*): (For 600-level course, indicate the **Extra Work** to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)
5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**
   IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

<table>
<thead>
<tr>
<th>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</th>
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<tbody>
<tr>
<td>Name: Lawrence Grierson Email: Extension: Date submitted:</td>
</tr>
</tbody>
</table>

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

### Recommendation for Change in Graduate Curriculum - For Change(s) Involving Courses & Milestones

**Important:** Please read the following notes before completing this form:

1. This form must be completed for all course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<table>
<thead>
<tr>
<th>Department</th>
<th>School of Rehabilitation Science - Speech-Language Pathology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Remediation - Academic</td>
</tr>
<tr>
<td>Course Number</td>
<td>798</td>
</tr>
<tr>
<td><strong>Course Credit</strong></td>
<td></td>
</tr>
<tr>
<td>6 Unit Course</td>
<td>( )</td>
</tr>
<tr>
<td>3 Unit Course ( x )</td>
<td></td>
</tr>
<tr>
<td>1.5 Unit Course</td>
<td>( )</td>
</tr>
</tbody>
</table>

| Instructor(s)               | Graduate Faculty in Speech-Language Pathology (assigned by Assistant Dean) |

| Requisite(s)                | Enrolment in the Master of Science in Speech-Language Pathology Program and permission of the Program |
| Antirequisite: SLP 799       |                                                              |

**Nature of Recommendation (Please Check Appropriate Box)**

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

**New Course**

<table>
<thead>
<tr>
<th>Date to be Offered (for new courses only): September 2019</th>
</tr>
</thead>
</table>

Was the Proposed Course Offered on Dean’s Approval? Yes

Will the Course Be Cross-listed (Combined Sections) with Another Department? No If Yes, Please Note Which Department:

Attach to this form any relevant correspondence with the other department(s). Note: Cross-listing of courses requires written approval from each department and faculty concerned. If you would like to remove a cross-listing you must include a written explanation agreed upon by both departments affected.

*For all new cross-listings please note which department owns the course:

<table>
<thead>
<tr>
<th>Change in Course Title</th>
<th>Provide the New Course Title:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Change in Course Description</th>
<th>600-Level Course (Undergraduate course for graduate credit) Please see #4 on page 2 of this form</th>
</tr>
</thead>
</table>
### COURSE CANCELLATION

**PROVIDE THE REASON FOR COURSE CANCELLATION:**

**PLEASE NOTE:** CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.

### OTHER CHANGES

**EXPLAIN:**

**BRIEF COURSE DESCRIPTION FOR CALENDAR** - Provide a brief description *(maximum 6 lines)* to be included in the Graduate Calendar.

This 3-unit course is an independent study course that provides students in the MSc (SLP) program with the opportunity to remediate theoretical or practical knowledge, skills and/or behaviours, after having experienced difficulties successfully completing a required course. An independent learning plan will be developed by the student in consultation with a faculty member. The learning plan will consist of specific learning objectives, resources and strategies to be used to achieve the objectives, and an evaluation plan. The plan will then be implemented, and the evaluation will ensure that learning objectives have been addressed, and that the student has met academic expectations to continue in the program.

**CONTENT/RATIONALE** - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

In the Speech-Language Pathology Program, all courses are required in order to ensure that graduates meet the minimum competencies of entry-level Speech-Language Pathologists. If a student is unsuccessful in passing a course, the student may be given permission to register for this remediation course. The course will be tailored to provide the student with the opportunity to remediate and demonstrate that gaps in their knowledge, skill, or behaviour in the failed course have been addressed. The content will be tailored through the learning plan to ensure that the student addresses specific issues identified. Learning activities might include readings, practice with standardized clients, review and documentation of problem-based scenarios, and/or practicum experiences. Students will rely primarily on previously assigned readings and on-line resources, in addition to supplementary materials and learning activities deemed necessary to support their learning.

### 1. STATEMENT OF PURPOSE (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review (if applicable)?)

Upon completion of the course, students will be able to:

1. accurately self-evaluate individual strengths and areas for improvement as they relate to competency in Speech-Language Pathology and/or practice.

2. develop, in consultation with faculty and drawing on other supports as needed, an individualized learning contract that addresses areas needing improvement.

3. demonstrate competency in areas of Speech-Language Pathology theory and/or practice as identified in the individualized learning plan.

This course will offer students who have failed a course in the Speech-Language Pathology Program the opportunity to address learning gaps. If they successfully complete the remediation course, they will have demonstrated meeting academic requirements and can continue in the program. Students must pass the course to continue in the program and will only be allowed to take one remediation course once during their studies.

### 2. EXPECTED ENROLMENT: variable; 1-2 per year
3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):**

Learning activities to meet the learning objectives will be tailored for each student. However a number of possible learning methods will be available to support students including but not limited to: reading and demonstrating understanding of content important to Speech-Language Pathology; observation of occupational therapists in practice; use of on-line or video resources; practice with standardized patients; meetings with faculty or resource clinicians to support development of knowledge and skills; opportunity to complete a practicum in a Speech-Language Pathology practice setting. The student will meet regularly with the faculty member overseeing his/her work on developing and implementing the evaluation plan.

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage Breakdown</th>
</tr>
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<tbody>
<tr>
<td>Development of learning plan</td>
<td>Satisfactory/unsatisfactory</td>
</tr>
<tr>
<td>Completion of required learning objectives</td>
<td>Satisfactory / unsatisfactory</td>
</tr>
<tr>
<td>Remediation evaluation (e.g., resubmission of paper; practical or written exam; completion of practicum evaluation):</td>
<td>Satisfactory/unsatisfactory</td>
</tr>
</tbody>
</table>

Students must receive a grade of satisfactory on all evaluation components to pass the course.

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

Only students enrolled in the Speech-Language Pathology Program will be eligible to take this course.

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

N/A

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Lyn Turkstra  
Email: turkstrl@mcmaster.ca  
Extension: 28648  
Date submitted: July 9/2019

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

SGS /2015
SCHOOL OF GRADUATE STUDIES

重要意义：在完成此表单之前，请阅读以下注意事项。

1. 此表单必须完成所有课程变更。涉及您请求的变更的表单部分必须完成。

2. 此表单的电子版（必须为MS WORD，不是PDF）应通过电子邮件发送给助理秘书，研究生学院（cbryce@mcmaster.ca）。

3. 部门/项目代表必须参加 Curriculum and Policy Committee 会议上讨论此课程变更的推荐。

部门：School of Rehabilitation Science - Speech-Language Pathology

课程标题：Remediation - Academic

课程号：799

课程学分：
- 6 Unit Course (X)
- 3 Unit Course ( )
- 1.5 Unit Course ( )

教员：Graduate Faculty in Speech-Language Pathology (assigned by Assistant Dean)

先修/共同/反先修或课程入学要求：
- Enrolment in the Master of Science in Speech-Language Pathology Program and permission of the Program
- Antirequisite: SLP 798

课程性质推荐：(请在适当方框内打勾)
- 是此变更的结果 IQAP 审查？ ☐ Yes ☒ No

新课程 X 日期提供（仅限新课程）：SEPTEMBER 2019

是否是课程需要另一部门的交叉列出（结合部分）？

- 如果是，请注明是哪个部门。

附加此表单的任何其他部门的对应内容。

注意：交叉列出的课程需要来自每个部门和相关学院的书面批准。如果您希望取消交叉列出的课程，您必须包含由两个受影响部门同意的书面解释。

*对于所有新交叉列出的课程，请注明是哪个部门拥有该课程。

变更课程标题

提供新课程标题：

变更课程描述

600-LEVEL COURSE (Undergraduate course for graduate credit) 请参见第2页的#4

1
1. **STATEMENT OF PURPOSE (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review (if applicable)?)**

Upon completion of the course, students will be able to:

1. accurately self-evaluate individual strengths and areas for improvement as they relate to competency in Speech-Language Pathology and/or practice.
2. develop, in consultation with faculty and drawing on other supports as needed, an individualized learning contract that addresses areas needing improvement.
3. demonstrate competency in areas of Speech-Language Pathology theory and/or practice as identified in the individualized learning plan.

This course will offer students who have failed a course in the Speech-Language Pathology Program the opportunity to address learning gaps. If they successfully complete the remediation course, they will have demonstrated meeting academic requirements and can continue in the program. Students must pass the course to continue in the program and will only be allowed to take one remediation course once during their studies.

2. **EXPECTED ENROLMENT:** variable; 1-2 per year
3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):**

Learning activities to meet the learning objectives will be tailored for each student. However a number of possible learning methods will be available to support students including but not limited to: reading and demonstrating understanding of content important to Speech-Language Pathology; observation of occupational therapists in practice; use of on-line or video resources; practice with standardized patients; meetings with faculty or resource clinicians to support development of knowledge and skills; opportunity to complete a practicum in a Speech-Language Pathology practice setting. The student will meet regularly with the faculty member overseeing his/her work on developing and implementing the evaluation plan.

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible):** (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

   - Development of learning plan: Satisfactory/unsatisfactory
   - Completion of required learning objectives: Satisfactory / unsatisfactory
   - Remediation evaluation (e.g., resubmission of paper; practical or written exam; completion of practicum evaluation): Satisfactory/unsatisfactory

   Students must receive a grade of satisfactory on all evaluation components to pass the course.

5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

   Only students enrolled in the Speech-Language Pathology Program will be eligible to take this course.

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

   N/A

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Extension</th>
<th>Date submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lyn Turkstra</td>
<td><a href="mailto:turkstrl@mcmaster.ca">turkstrl@mcmaster.ca</a></td>
<td>28648</td>
<td>July 9/2019</td>
</tr>
</tbody>
</table>

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

SGS /2015
To : Graduate Council

From : Christina Bryce
      Assistant Graduate Secretary

At its meeting on October 4th the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved by the Faculty of Humanities at their meeting on November 11th, 2019.

For Approval of Graduate Council:

a. Economics
   i. Change to Comprehensive Examination, Program Requirements and Calendar
      Copy

For Information of Graduate Council:

a. Economics
   ii. Change in Course Description and Prerequisite
       1. 753 Topics in International Economics

b. Anthropology
   iii. Course Cancellations
       1. 713 Critical Perspective on Aging
       2. 718 From Cradle to the Grave: Anthropological Demography
       3. 731 Settlement Archaeology
       4. 787 Object Worlds: The Circulation and Value of Material Culture
### RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S)
IN INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES / MILESTONES

**DEPARTMENT**
Economics

**NAME OF PROGRAM and PLAN**
PhD in Economics

**DEGREE**
PhD in Economics

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

<table>
<thead>
<tr>
<th>Is this change a result of an IQAP review?</th>
<th>☒ Yes</th>
<th>☐ No</th>
</tr>
</thead>
</table>

**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:** The change involves the addition of language to allow for additional comprehensive examination fields as suggested by the IQAP review.

**EXPLAIN:**
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.) As part of the IQAP review, the report made the following recommendation.

"PhD specializations are restricted to the areas in which faculty members are able to provide first-rate training, a set which nevertheless could expand if active new faculty members are hired."

The specific change in language in the calendar that is proposed is as follows. The old wording is in black while the additions are in red font, deletions in strike-out font.

**Phase 2**
The second phase consists of passing the comprehensive exams in two areas of specialization ... Certain courses, selected at the discretion of the field examination committee, must be completed before attempting these exams. The usual areas of specialization, and typical course requirement for each of them, are given below, however additional areas of specialization in which the department has research strength may be allowed with the permission of the graduate chair if they are based on courses offered by the department.

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?):

There has been considerable turnover of faculty in the department due to departures and retirements with arriving faculty having diverse new interests that do not always fit into the mould of the old specializations. In addition, dynamic new sub-fields at the intersection of different fields within Economics appear on a regular basis. New faculty and graduate students often wish to work in these burgeoning areas. Rather than try to shoe-horn all research areas into the old time-tested fields, the department wishes to retain some flexibility regarding areas in which comprehensive examinations can be held. Faculty members and students can approach the Chair of Graduate Studies with a specific proposal for consideration.

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

September 1, 2020.

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

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Currently the calendar provides the following comprehensive exam fields: Health, International, Labour, Growth and Monetary, Public, Population and Econometrics.
**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

| Name: Alok Johri | Email: ecngrdch@mcmaster.ca | Extension: 23830 | Date submitted: 9/16/2019 |

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

**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.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF PROGRAM and PLAN</td>
<td>PhD in Economics</td>
</tr>
<tr>
<td>DEGREE</td>
<td>PhD in Economics</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 ☐**

<table>
<thead>
<tr>
<th>CHANGE IN ADMISSION REQUIREMENTS</th>
<th>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</th>
<th>CHANGE IN COURSE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☒ EXPLAIN: We have added language about a research paper requirement as explained below.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER CHANGES</th>
<th>☒ EXPLAIN: As part of the IQAP review it was suggested that all post comprehensive exam students be required to write a research paper.</th>
<th>☐</th>
</tr>
</thead>
</table>

1
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.) As part of the IQAP review, the report made the following recommendation.

“Enhance the research experience of PhD students by upgrading the research activities of PhD students who are still taking courses, and by maintaining research support for advanced students. This research experience may be a component of regular courses, or, preferably on our view, it may take the form of a new research paper during the second year and the beginning of the third year. This paper not only would be useful to give student research experience at an early stage, it would also serve as a tool for exploring a potential topic for their dissertations.”

The department agrees with this recommendation and would like to introduce a requirement that all PhD students work under the supervision of a faculty member to produce a research paper which will be presented to two faculty members by the first day of December of their third year of study. Each student will receive a grade of either pass or fail. Students who fail will be required to withdraw from the 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?):

We believe that a post-comprehensive exam research paper requirement will create a better transition for students from learners to knowledge creators. This is a widely adopted requirement in competing PhD programs in Canada and the US and has been shown to improve outcomes as far as doctoral thesis completion rates and completion times are concerned. Often, but not always, the circumscribed research conducted for the research paper leads to a major chapter of the dissertation. Due to the extremely technical nature of courses in Economics, there is little time left in most (but not all) courses for a major research based term paper. Ideally the post-comprehensive examination research paper proposed here will provide the bridge between the small term papers in courses and the chapters of the doctoral dissertation. We believe the research paper ties into parts of all six program learning outcomes.

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

September 1, 2020.
ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Alok Johri</td>
</tr>
<tr>
<td>Email: <a href="mailto:ecngrdch@mcmaster.ca">ecngrdch@mcmaster.ca</a></td>
</tr>
<tr>
<td>Extension: 23830</td>
</tr>
<tr>
<td>Date submitted: 9/15/2019</td>
</tr>
</tbody>
</table>

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:

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.

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
<th>Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Program and Plan</strong></td>
<td>PhD in Economics</td>
</tr>
<tr>
<td><strong>Degree</strong></td>
<td>PhD in Economics</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 Comprehenssive Examination Procedure

### Change in Course Requirements

### Change in the Description of a Section in the Graduate Calendar

EXPLAIN: The change involves the addition of the proposed Milestone to the description of Phase 3.

## Other Changes

<table>
<thead>
<tr>
<th>Explain:</th>
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<tbody>
<tr>
<td></td>
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</table>
PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (Attach additional pages if space is not sufficient.) As part of the IQAP review, the report made the following recommendation.

"Enhance the research experience of PhD students by upgrading the research activities of PhD students who are still taking courses, and by maintaining research support for advanced students." (Emphasis added.)

The department agrees with this recommendation. We would also like to nurture students at the thesis stage and more deeply engage them in the research activities of faculty. To this end, we would like to introduce a Milestone called the “Active Researcher Milestone” that must be achieved on an annual basis by post-comprehensive examination students until thesis submission. Achieving this Milestone is relatively straightforward. Students would need to demonstrate regular attendance in departmental seminars, PhD workshops, student-led sessions held with our weekly visiting speakers, as well as regular presentations in departmental or non departmental avenues. Students would keep track of these activities on a form and present this evidence to their supervisor who would determine if the Milestone had been achieved. Students who fail to achieve the “Active Researcher Milestone” in two years will be required to withdraw from the program.

While many students are very active, some advanced students get disengaged and have trouble completing their dissertation. These disengaged students also tend to have not acquired the presentation skills required to find competitive jobs, nor built their academic networks. We expect that attending seminars and conferences will help in these matters and in understanding academic culture.

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?):

We believe that post-comprehensive exam students have the requisite background knowledge and skills needed to make the most of seminars based on cutting-edge research. We think regular attendance in seminars will allow students to learn about the latest developments in the field and this would help them in formulating ideas for their thesis. Typically the Milestone would apply to students in year 3 onward of the PhD program.

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

September 1, 2020.
ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Alok Johri  Email: ecngrdch@mcmaster.ca  Extension: 23830  Date submitted: 9/16/2019

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

Admission

The minimum standard for admission to the Ph.D. program is a Master's degree from a recognized university, with a B+ average. Admission is competitive: not all applicants who meet the minimum standard will be offered admission.

Requirements

There are three phases of doctoral studies:

Phase 1

The first is passing the comprehensive exams in microeconomic and macroeconomic theory. Students must complete the following courses:

Theory Sequence

- ECON 721 / Microeconomic Theory I
- ECON 722 / Microeconomic Theory II
- ECON 723 / Macroeconomic Theory I
- ECON 724 / Macroeconomic Theory II

Econometrics Sequence

- ECON 761 / Econometrics I
- ECON 762 / Econometrics II

Mathematics Review

- ECON 765 / Mathematical Methods

Additional Information

ECON 761 may be waived if equivalent work has already been completed by the student at another university. A student's claim to have completed equivalent work will be tested by examination at the beginning of the academic year.
Phase 2
The second phase consists of passing the comprehensive exams in two areas of specialization and writing a research paper. Certain courses, selected at the discretion of the field examination committee, must be completed before attempting these exams. The usual areas of specialization, and typical course requirement for each of them, are given below, however additional areas of specialization in which the department has research strength may be allowed with the permission of the graduate chair if they are based on courses offered by the department.

Health Economics
- ECON 788 / Health Economics

Two of:
- ECON 791 / Advanced Topics in Health Economics
- ECON 793 / Health Economic Policy
- ECON 795 / Analysis of Health Data

International Economics
- ECON 751 / International Trade, Development and Investment
- ECON 752 / International Finance

Labour Economics
- ECON 785 / Economics of Human Resource Policies
- ECON 781 / Labour Economics I
- ECON 782 / Labour Economics II

Growth and Monetary Economics
- ECON 741 / Monetary Economics
- ECON 742 / Topics in Money and Macroeconomics

Population Economics
- ECON 785 / Economics of Human Resource Policies
- ECON 710 / Population Economics I
- ECON 711 / Population Economics II

Public Economics
- ECON 735 / Economics of Public Sector Policies
- ECON 733 / Topics in Public Economics
- ECON 731 / Public Finance

Econometrics
Additional Information

Comprehensive exams must be completed within twenty-four months of entering the doctoral program. The research paper requirement must be met within twenty-seven months of entering the doctoral program. The research paper will be presented in the Fall term during the PhD workshop discussed below. The research paper must be accepted by the supervisory committee.

Phase 3

The third phase is the thesis. A student may choose to take additional courses at this stage if the courses are germane to the student’s proposed research. Up to four half courses may be taken outside of the department with the approval of the Graduate Chair. In addition to writing a thesis and taking courses, students must achieve the Active Researcher Milestone which involves participating in the department’s research activities (for example, by attending seminars, PhD workshops and meeting with visiting speakers) and regularly presenting their research. The Active Researcher Milestone must be achieved annually until graduation.

A student at this stage is required to complete the following seminar courses. Students who have passed all their comprehensive examinations should register for Econ 798 in the Fall term that immediately follows and present the research paper. Doctoral students typically take a total of 12-14 graduate courses at this university.

- ECON 798 / Workshop in Economics I
- ECON 799 / Workshop in Economics II

Co-op Option in the Ph.D. Degree

Students in the Ph.D. program who have successfully completed the comprehensive examinations may apply for the coop option associated with this degree program. The number of students who will be accepted will be small and will depend on available placements. To receive the Ph.D. co-op designation, the student must work a total of eight months in either one or two placements and successfully complete both ECON 796 Economics Co-op Work Term I and ECON 797 Economics Co-op Work Term II. A student may, however, choose to only work for four months in a co-op placement and successfully complete only ECON 796.

Students must register in ECON 796 for the first four months while working at a co-op placement and in ECON 797 for the second four months. Both of these courses are not for credit. Registration in these courses will be restricted to students who have a co-op placement that has been approved by the student’s supervisor and the Department. A placement must include a significant research opportunity. At the completion of four months of a co-op placement, the student must write a report discussing the work undertaken in light of his/her academic studies and append a letter of evaluation by the employer. This report must be judged satisfactory by the student’s supervisor and the Department to successfully complete either ECON 796 or ECON 797. Successful completion of these courses will be indicated on the student’s transcript. In the event the report is judged unsatisfactory or the student does not complete the full four months of a co-op placement, the student’s transcript will indicate that either ECON 796 or ECON 797 was not completed.
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).
**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES & MILESTONES**

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ECONOMICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE TITLE</td>
<td>Topics in International Economics</td>
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</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>ECON 753</th>
<th>COURSE CREDIT</th>
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<tbody>
<tr>
<td>6 Unit Course</td>
<td>( )</td>
<td>3 Unit Course</td>
</tr>
<tr>
<td>1.5 Unit Course</td>
<td>( )</td>
<td></td>
</tr>
</tbody>
</table>

| INSTRUCTOR(S) | We do not wish to list instructor names however it will be taught by Letendre, Demidova, Pujolas or Raveendranathan. |

| REQUISITE(S) (Pre/Co/Anti or program enrollment requirement) | none |

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

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

<table>
<thead>
<tr>
<th>NEW COURSE</th>
<th>DATE TO BE OFFERED (FOR NEW COURSES ONLY):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WAS THE PROPOSED COURSE OFFERED ON DEAN’S APPROVAL?</td>
</tr>
<tr>
<td></td>
<td>WILL THE COURSE BE CROSS-LISTED (COMBINED SECTIONS) WITH ANOTHER DEPARTMENT?</td>
</tr>
<tr>
<td></td>
<td>IF YES, PLEASE NOTE WHICH DEPARTMENT:</td>
</tr>
</tbody>
</table>

**ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.**

**CHANGE IN COURSE TITLE**

**CHANGE IN COURSE DESCRIPTION**

X 600-LEVEL COURSE *(Undergraduate course for graduate credit)* Please see #4 on page 2 of this form
**STATEMENT OF PURPOSE** (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

ECON 753 is targeted to students who have a solid background in international trade or international macroeconomics (hence the addition of the prerequisites ECON 751-International Trade, Development and Investment or ECON 752-International Finance). Doctoral students writing a thesis in the area of specialization “international economics” are expected to take ECON 753. The course is directly related to the following PLO: To be able to identify and clearly explain the most important questions, findings and limitations of our knowledge in the fields within economics where the student has specialized. Doctoral students are, in addition, required to develop expertise by carrying out a detailed review of the existing specialized literature and be able to contribute to the economic literature on these topics by moving the frontier of knowledge as part of their doctoral dissertation.

**EXPECTED ENROLMENT:**

3

**DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):**

Lectures (no changes)

**DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible):** (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

**BRIEF COURSE DESCRIPTION FOR CALENDAR** - Provide a brief description (maximum 6 lines) to be included in the Graduate Calendar.

The course covers advanced topics in international economics. Topics will vary from year to year and may include the welfare gains from trade, productivity and international trade, border effects, international business cycles and international financial crises.

**CONTENT/RATIONALE** - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

The course provides an in-depth coverage of the most recent work on a small set of topics. Therefore, the instructors cover journal articles and research papers. The topics covered are aligned with the instructors’ expertise and research interests and, as a result, vary from year to year.
5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**
   
   **IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**
   
   *no*

6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

   *Course is intended for economics students.*

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

| Name: Alok Johri | Email: johria@mcmaster.ca | Extension: 23830 | Date submitted: sept 22, 2019 |

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 Courses & Milestones

**DEPARTMENT**
- Anthropology

**COURSE TITLE**
- Critical Perspective on Aging

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>Anth 713</th>
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<tbody>
<tr>
<td>COURSE CREDIT</td>
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</tr>
<tr>
<td>6 Unit Course</td>
<td>(</td>
</tr>
<tr>
<td>3 Unit Course</td>
<td>X</td>
</tr>
<tr>
<td>1.5 Unit Course</td>
<td>(</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTRUCTOR(S)</th>
<th>Dr. Sally Saunder</th>
</tr>
</thead>
</table>

### Requisite(s)
(Pre/Co/Anti or program enrollment requirement)

### Nature of Recommendation (Please check appropriate box)
- **Is this change a result of an IQAP review?** ☒ Yes ☐ No

<table>
<thead>
<tr>
<th>NEW COURSE</th>
<th>DATE TO BE OFFERED (FOR NEW COURSES ONLY):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?</td>
</tr>
</tbody>
</table>

**Will the Course be Cross-listed (combined sections) with Another Department?**
- **If Yes, please note which department:**

**Attach to this Form Any Relevant Correspondence with the Other Department(s).**
**Note:** Cross-listing of courses requires written approval from each department and faculty concerned. If you would like to remove a cross-listing you must includes a written explanation agreed upon by both departments affected.

### Change in Course Title

Provide the **NEW** Course Title:

### Change in Course Description

**600-level Course (Undergraduate course for graduate credit) Please see #4 on page 2 of this form**
1. **STATEMENT OF PURPOSE**  (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

2. **EXPECTED ENROLMENT:**

3. **DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL** (i.e., lectures, seminars):

4. **DESCRIBE IN DETAIL THE METHOD OF EVALUATION** (percentage breakdown, if possible):  (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

---

**COURSE CANCELLATION**

- PROVIDE THE REASON FOR COURSE CANCELLATION:
  
  Course has not been taught for more than ten years.

- PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.

**OTHER CHANGES**

- EXPLAIN:

**BRIEF COURSE DESCRIPTION FOR CALENDAR** - Provide a brief description *(maximum 6 lines)* to be included in the Graduate Calendar.

**CONTENT/RATIONALE** - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.
5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Kee Howe Yong   Email: yongk@mcmaster.ca   Extension: 23907   Date submitted: Sept 9, 2019

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 COURSES & MILESTONES**

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

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>Anthropology</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE TITLE</td>
<td>From Cradle to the Grave: Anthropological Demography</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 Unit Course ( )</td>
</tr>
<tr>
<td></td>
<td>3 Unit Course ( X )</td>
</tr>
<tr>
<td></td>
<td>1.5 Unit Course ( )</td>
</tr>
</tbody>
</table>

**INSTRUCTOR(S):** Dr. Ann Herring

<table>
<thead>
<tr>
<th>REQUISITE(S)</th>
<th>(Pre/Co/Anti or program enrollment requirement)</th>
</tr>
</thead>
</table>

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

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

**NEW COURSE** Date to be Offered (for new courses only):

Was the Proposed Course Offered on Dean’s Approval?

Will the course be cross-listed (combined sections) with another department? If yes, please note which department:

Attach to this form any relevant correspondence with the other department(s). Note: Cross-listing of courses requires written approval from each department and faculty concerned. If you would like to remove a cross-listing you must include a written explanation agreed upon by both departments affected.

**CHANGE IN COURSE TITLE**

Provide the NEW Course Title:

**CHANGE IN COURSE DESCRIPTION**

600-level course (Undergraduate course for graduate credit) Please see #4 on page 2 of this form
### Statement of Purpose

How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?

### Expected Enrolment

### Describe in Detail the Method of Presentation of Course Material

(i.e., lectures, seminars)

### Describe in Detail the Method of Evaluation

(percentage breakdown, if possible)

(For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

---

**Course Cancellation**

<table>
<thead>
<tr>
<th><strong>Provide the Reason for Course Cancellation:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course have not been taught for years, since Dr. Herring retirement.</td>
</tr>
</tbody>
</table>

**Please note:** Cross-listed (combined sections) courses can only be cancelled by the department who owns the course.

**Other Changes**

<table>
<thead>
<tr>
<th><strong>Explain:</strong></th>
</tr>
</thead>
</table>

BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (*maximum 6 lines*) to be included in the Graduate Calendar.

CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.
5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).

6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

| Name:  Kee Howe Yong | Email:  yongk@mcmaster.ca | Extension: 23907 | Date submitted:  Sept 9, 2019 |

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 Courses & Milestones

### Important: Please read the following notes before completing this form:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS Word not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

### Department
Anthropology

### Course Title
Settlement Archaeology

### Course Number
Anth 731

### Course Credit
- 6 Unit Course: ( )
- 3 Unit Course: (X)
- 1.5 Unit Course: ( )

### Instructor(s)
Dr. Laura Finsten

### Requisite(s)
(Pre/Co/Anti or program enrollment requirement)

### Nature of Recommendation (Please check appropriate box)

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

<table>
<thead>
<tr>
<th>New Course</th>
<th>Date to be Offered (for new courses only):</th>
<th>Was the Proposed Course Offered on Dean’s Approval?</th>
</tr>
</thead>
</table>

**Will the course be cross-listed (combined sections) with another department?**

**If yes, please note which department:**

**Attach to this form any relevant correspondence with the other department(s). Note: Cross-listing of courses requires written approval from each department and faculty concerned. If you would like to remove a cross-listing you must include a written explanation agreed upon by both departments affected.**

### Change in Course Title
Provide the **new** course title:

### Change in Course Description
600-level course *(Undergraduate course for graduate credit)* Please see #4 on page 2 of this form
<table>
<thead>
<tr>
<th>COURSE CANCELLATION</th>
<th>PROVIDE THE REASON FOR COURSE CANCELLATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Course has not been taught for many years, since Dr. Finsten retirement</td>
</tr>
</tbody>
</table>

Please note: cross-listed (combined sections) courses can only be cancelled by the department who owns the course.

<table>
<thead>
<tr>
<th>OTHER CHANGES</th>
<th>EXPLAIN:</th>
</tr>
</thead>
</table>

1. STATEMENT OF PURPOSE (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

2. EXPECTED ENROLMENT:

3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):

4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (*maximum 6 lines*) to be included in the Graduate Calendar.

CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.

PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**
   **IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).**

<table>
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<tr>
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<tr>
<td><strong>Name:</strong> Kee Howe Yong  <strong>Email:</strong> <a href="mailto:yongk@mcmaster.ca">yongk@mcmaster.ca</a>  <strong>Extension:</strong> 23907  <strong>Date submitted:</strong> Sept 9, 2019</td>
</tr>
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</table>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
### Important: Please read the following notes before completing this form:

1. This form must be completed for ALL course changes. Sections of this form pertaining to your requested change must be completed.

2. An electronic version of this form (must be MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).

3. A representative from the department/program 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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<tbody>
<tr>
<td>COURSE TITLE</td>
<td>Object Worlds: The Circulation and Value of Material Culture</td>
</tr>
<tr>
<td>COURSE NUMBER</td>
<td>Anth 787</td>
</tr>
<tr>
<td>INSTRUCTOR(S)</td>
<td>Dr. Tristan Carter</td>
</tr>
</tbody>
</table>

#### Course Credit

<table>
<thead>
<tr>
<th>COURSE CREDIT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Unit Course</td>
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<td>3 Unit Course</td>
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<th>REQUISITE(S)</th>
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</table>

#### Nature of Recommendation (Please check appropriate box)

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

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**Will the course be cross-listed (combined sections) with another department?**

**If yes, please note which department:**

**Attach to this form any relevant correspondence with the other department(s). Note:** Cross-listing of courses requires written approval from each department and faculty concerned. If you would like to remove a cross-listing you must include a written explanation agreed upon by both departments affected.

#### Change in Course Title

**Provide the new course title:**

#### Change in Course Description

**600-Level Course (Undergraduate course for graduate credit) Please see #4 on page 2 of this form**
1. STATEMENT OF PURPOSE (How does the course fit into the department’s program and/or tie to existing Program Learning Outcomes from the program’s IQAP cyclical review (if applicable)?)

2. EXPECTED ENROLMENT:

3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):

4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the Extra Work to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)

COURSE CANCELLATION

Provide the reason for course cancellation:

- This course has not been taught for more than five years and the instructor won't be teaching it anymore.

Please note: cross-listed (combined sections) courses can only be cancelled by the department who owns the course.

OTHER CHANGES

Explain:

BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (*maximum 6 lines*) to be included in the Graduate Calendar.

CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.
5. **TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT?**  
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6. **IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?**

**PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

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<th>Name:</th>
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<th><a href="mailto:yongk@mcmaster.ca">yongk@mcmaster.ca</a></th>
<th>Extension:</th>
<th>23907</th>
<th>Date submitted:</th>
<th>Sept 9, 2019</th>
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If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca.
<table>
<thead>
<tr>
<th>Complete Policy Title:</th>
<th>Research Plagiarism Checking Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by:</td>
<td>Senate</td>
</tr>
<tr>
<td>Date of Most Recent Approval:</td>
<td>xxxxx</td>
</tr>
<tr>
<td>Date of Original Approval(s):</td>
<td></td>
</tr>
<tr>
<td>Supersedes/Amends Policy dated:</td>
<td></td>
</tr>
<tr>
<td>Responsible Executive:</td>
<td>Vice Provost and Dean of Graduate Studies</td>
</tr>
<tr>
<td>Policy Specific Enquiries:</td>
<td>Vice Provost and Dean of Graduate Studies</td>
</tr>
<tr>
<td>General Enquiries:</td>
<td>Policy (University Secretariat)</td>
</tr>
</tbody>
</table>

**DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.
INTRODUCTION

1. This Policy is meant to be read in conjunction with the Research Integrity Policy and the Academic Integrity Policy. This document is not intended to supersede them.

2. The Research Integrity Policy sets the expectations for the responsible conduct of research at the University. All those conducting research under the auspices of McMaster University are responsible for familiarizing themselves with the Research Integrity Policy.

3. The definitions and the roles and responsibilities as defined in the Research Integrity Policy apply to this Policy. For the purposes of interpreting this Policy, readers are specifically directed to review the definitions of Research, Research Documents, Plagiarism, and Self-Plagiarism, and the roles and responsibilities of Researchers, Supervisors (both Academic and Employment), and Graduate Students.

   This Policy is intended to provide researchers with a technical solution to check all Research Documents for plagiarism in their work, such as major research papers, thesis documents, scholarly articles, and other research materials as deemed necessary.

4. All Research Documents to be seen publicly should normally be checked prior to publication to ensure that they meet the University's standards for research integrity. Furthermore, it is expected that public disclosure will only occur after the Research Documents satisfy the requirements of any intellectual property agreement related to the research.

5. The Office of Academic Integrity is the administrative office responsible for assisting instructors, students and staff with issues of academic integrity and research integrity.

6. The McMaster Industry Liaison Office (MILO) provides assistance in understanding how intellectual issues may be intersect with aspects of academic and research integrity.

PLAGIARISM CHECKING SOFTWARE

7. The plagiarism checking software provided by the University is an online subscription-based tool that compares a submitted research document to other documents in its database for similarities. The software does not determine plagiarized content but rather highlights similarities with other sources.

8. It is the expectation of the University that researchers review any similarities identified by the software with any contributors to the research document, and determine whether changes are necessary before public release.

9. The selected plagiarism checking software used under this Policy will not archive a copy of the submitted research document, which is different from some plagiarism checking software, such as Turnitin. The copyright ownership of the research document will not be affected by its submission to the plagiarism checking software provided by the University.
PROCEDURES

10. Each Faculty shall clearly publicize this Policy in their program handbooks and central websites, noting any additional and/or stricter requirements that may be in place within that Faculty.

Submitting a Research Document (excluding theses)

11. It is recommended that the submitter be listed as the corresponding author of the research document though any author who identifies the University as their affiliation in that document may check using the plagiarism checking system with the permission of the other authors.

12. It is recommended that the submitter notify the other authors, preferably early in the preparation of the document, that the University has a policy urging plagiarism checking prior to being sent to the journal or society or other scholarly body accepting the document for public disclosure.

13. It is the responsibility of the submitting researcher to review the report by the plagiarism checking system.

14. Reports showing a low similarity score are likely attributed to the software detecting unintended matching content and can normally be corrected before public release. Instances of high similarity scores being reported by the plagiarism checking system do not necessarily mean that plagiarism/self-plagiarism have occurred however, the Office of Academic Integrity should be consulted if there are concerns regarding research misconduct.

Submitting a Graduate Thesis

15. It is expected that all graduate theses, whether Masters or Doctoral that will ultimately be seen by the public shall be checked for plagiarism in compliance with this Policy.

16. Thesis shall be checked before being submitted to MacSphere or before being sent to an external reviewer. Since the plagiarism checking system does not need to maintain an archived copy of the thesis, copyright ownership is not affected by this academic requirement. Rare exemptions may be granted with the approval of a Faculty's Associate Dean of Graduate Studies where an alternative method of plagiarism checking is necessary.

17. Normally, the graduate student who owns the thesis shall request access to the plagiarism checking system through the University’s subscription. The submission folder created for the student on the plagiarism checking site will allow both the student and Academic Supervisor to see the originality score of the thesis submitted for checking.

18. The student may make changes to their thesis and re-submit it a second time to ensure no concerning similarities are found. A student may not repeatedly submit revision after revision of their thesis.

19. The Academic Supervisor bears the responsibility of addressing allegations of academic and/or research misconduct with the Office of Academic Integrity should they believe that misconduct (as defined in the policies regarding academic and research integrity) has occurred.
20. The Academic Supervisor of the student must see the plagiarism checking similarity report and approve the thesis before the thesis may be given to the examining committee or external reviewers.

21. It is recommended that the supervisor retain a copy of the plagiarism checking similarity report should it be needed at a later time; a copy of the report should ideally be retained for at least three years or two years after the date the thesis is finally submitted to MacSphere, whichever is longer. In rare cases, the Departmental Chair or their delegate may approve the thesis based on the plagiarism checking similarity report instead and retain a copy of the report per the time limit mentioned above.

22. A thesis may not be sent to the examining committee until it has been checked by the plagiarism checking system. In rare cases where the software is inaccessible (for example, the subscription has expired or the University has exceeded its allocated number of submissions), a Faculty’s Associate Dean of Graduate Studies may approve the thesis to be sent to the examining committee when the issue cannot be corrected in a timely manner.

23. The student understands and approves by following this action that the Associate Dean will submit the thesis to the plagiarism checking system once it is accessible again. The Principal Supervisor of the graduate student may submit the student’s thesis to the plagiarism checking system themselves but only with written permission of the student. At no point in time may a member of the student’s supervisory committee, who is not the Principal Supervisor, submit the thesis to the plagiarism checking system.
General Conditions for Holding Scholarships

All McMaster graduate scholarships are available only to enrolled full-time students. Certain federal awards can be held by part-time students. Please refer to the Tri-Agency Award Holder’s Guide for further information.

If a student is successful in winning a major award (e.g. OGS, SSHRC, NSERC, CIHR), any change in Graduate Scholarship and/or Research Scholarship for the duration of the award is at the discretion of the program. The student will be provided with official correspondence from their program reflecting the change in their financial support.

Normally payment for any type of award will appear as a credit to the student’s account which will be refunded directly to the student.

This document deals with students who are recipients of the Ontario Graduate Scholarship, Tri-Agency Awards or McMaster internally funded scholarships. McMaster internally funded scholarships include, but are not limited to, graduate scholarships, entrance scholarships, department scholarships, tuition scholarships, the Harvey E. Longboat Graduate Scholarship, and the Harry Lyman Hooker Sr. Fellowships.
## Conditions for holding Scholarships Summary Table

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Work Experience, Internship, Clinical placement or Practicum completed through McMaster as part of degree requirements.</th>
<th>Ontario Graduate Scholarship (OGS)</th>
<th>Tri-Agency Awards</th>
<th>McMaster Internally Funded Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario A</td>
<td>No interruption to award. Student can continue to receive the Ontario Graduate Scholarship.</td>
<td>No interruption to award. Student can continue to receive the Tri-Agency Award.</td>
<td>No interruption to award. Student can continue to receive the McMaster internally funded scholarship.</td>
<td></td>
</tr>
<tr>
<td>Scenario B 1</td>
<td>No interruption to award. Student can continue to receive the Ontario Graduate Scholarship.</td>
<td>No interruption to award. Student can continue to receive the Tri-Agency Award.</td>
<td>Students ineligible to collect any scholarship or stipend from their department, supervisor and university for the duration. Students continue to be eligible for internal donor awards available through the School of Graduate Studies.</td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>Co-op (Professional Programs)</td>
<td>No interruption to award. Student can continue to receive the Ontario Graduate Scholarship.</td>
<td>Not applicable. Students from professional programs are ineligible to hold a tri-agency award.</td>
<td>Not applicable. Students from professional programs are ineligible to receive any scholarships or stipends from their department, supervisor or university. Students are still eligible to apply for internal donor awards available through the School of Graduate Studies.</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Scenario C</td>
<td>Leave of Absence</td>
<td>The OGS payment stops. Up to 18 months for maternity or parental leave, work relevant to studies, family or medical leave or compassionate leave (e.g. bereavement) Students who start a leave of absence during the middle of a term are required to repay the OGS monies for that incomplete term.</td>
<td>The Tri-Agency payment stops. Up to three years for parental, medical and/or family-related responsibilities. (Please see Scenario D for more information about parental leave), Tri-Agency Award Holder’s Guide.</td>
<td>Internal scholarship payment stops. Students may apply for a Leave of Absence in one of four categories. Please visit the website for specifics about each type of leave: Graduate Calendar Leave of Absence.</td>
</tr>
<tr>
<td>Scenario</td>
<td>Parental Leave</td>
<td>Working Experience relevant to studies not part of degree requirements</td>
<td>Deferment of start date</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>Scenario D</td>
<td>Parental Leave</td>
<td>The OGS payment stops. Please see Scenario C. In addition to OGS's Leave of Absence policy, the School of Graduate Studies has a Parenting Leave Policy. For more information, please go to: <a href="#">Graduate Calendar Leave of Absence</a>.</td>
<td>OGS deferments are reviewed by the School of Graduate Studies, on a case-by-case basis.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The same funding amount continues. A Tri-Agency award may be interrupted for a period of up to 12 months for paid parental leave. <a href="#">Tri-Agency Award Holder's Guide</a>.</td>
<td>A Tri-Agency award can be deferred for the following reasons: Parental or Medical, and/or Family-Related Responsibilities. <a href="#">Tri-Agency Award Holder’s Guide</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal scholarship payments stop. McMaster grants students a Parenting Leave for a maximum of four consecutive terms. The School of Graduate Studies has a paid Parenting Leave Policy for doctoral students not receiving a federal award. The paid leave is for up to 2 terms (8 months) For more information please go to <a href="#">McMaster Parenting Grant</a>.</td>
<td>McMaster Internally Funded Scholarships cannot be deferred.</td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>Student Status Change-graduating, withdrawal and part-time</td>
<td>Should the status of a student who is holding a Tri-Agency award change for any reason, including completing the program of study, the student must repay fraction of unused funds.</td>
<td>Should the status of a student who is holding a McMaster internally funded scholarship change for any reason, including completing the program of study, the student must repay fraction of unused funds.</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Students who graduate during a term don’t have to repay funds from that term. Students who withdraw or transfer to part-time during a term are required to repay the monies from that term.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Employment Regulations</td>
<td>Should the status of a student who is holding a Tri-Agency award change for any reason, including completing the program of study, the student must repay fraction of unused funds.</td>
<td>Should the status of a student who is holding a McMaster internally funded scholarship change for any reason, including completing the program of study, the student must repay fraction of unused funds.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students can be employed while receiving an OGS. Students must abide by <a href="#">McMaster’s regulations for full- and part-time status</a>.</td>
<td>Students can be employed while receiving a Tri-Agency award. Students must abide by <a href="#">McMaster’s regulations for full- and part-time status</a>.</td>
<td>Students can be employed while receiving a McMaster internally funded scholarship. Students must abide by <a href="#">McMaster’s regulations for full- and part-time status</a>.</td>
<td></td>
</tr>
</tbody>
</table>


**Summary Table Explanations**

**Scenario A**

Should a student be required to complete a work experience, internship, clinical placement or practicum as part of their degree requirements, the student may continue to receive their scholarship payments as long as the student is **paying full-time tuition and appropriate supplementary fees**. The student can continue to receive the Ontario Graduate Scholarship or a Tri-Agency award and/or any McMaster internally funded scholarships without interruption.

It is the responsibility of the student to confirm their funding with their program prior to commencing the work experience, co-op, internship, clinical placement or practicum.

**Scenario B 1**

**Ontario Graduate Scholarship and Tri-Agency Awards - CIHR, NSERC or SSHRC Master's, Doctoral or Vanier**

Students from a research program who are required or choose to complete a co-op as part of their degree requirements, may continue to receive the Ontario Graduate Scholarship or Tri-Agency award for the duration of the co-op as long as they are registered as a full-time student at McMaster.

**McMaster Internally Funded Scholarships**

Students are ineligible to collect any scholarship or stipend from their department, supervisor and university for the duration of the co-op. Students continue to be eligible to apply for and receive internal donor awards available through the School of Graduate Studies provided they are registered as a full-time student at McMaster.

**Scenario B 2**

**Ontario Graduate Scholarship and Tri-Agency Awards - CIHR, NSERC or SSHRC Master's, Doctoral or Vanier**

Students from a professional program required to complete a co-op as part of their degree requirements, may continue to receive their Ontario Graduate Scholarship as long as they are registered as full-time students at McMaster. Students from a professional program are ineligible to apply and receive a Tri-Agency award
McMaster Internally Funded Scholarships

Students from a professional program are ineligible to receive any scholarship or stipend from their department, supervisor and university. Students are eligible to apply for and receive internal donor awards available through the School of Graduate Studies provided they are registered as full-time students at McMaster.

Scenario C

Students who are on a leave of absence do not receive scholarship funding for the duration of their leave. Including, but not limited to, Ontario Graduate Scholarships, Tri-Agency Awards and McMaster internally funded scholarships.

Ontario Graduate Scholarship

As per the Ontario Graduate Scholarship Guidelines:

Leaves of Absence
An award recipient may be granted a leave of absence, not to exceed, on any one occasion, more than 18 consecutive months, for reasons including:
- Maternity or parental leave;
- Work relevant to studies;
- Family or medical leave; and
- Compassionate leave (e.g. bereavement)

Students who start a leave of absence after receiving their term scholarship payment are required to repay the OGS monies for that term. Ontario Graduate Scholarship recipients are not required to complete any forms if they go on an approved McMaster University leave of absence.

Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier

As per the Tri-Agency Award Holder’s Guide:

Parental, Medical, and/or Family-Related Responsibilities
An award may be interrupted for a period of up to three years for parental or medical reasons and/or because of family-related responsibilities.
- Interruptions may be taken as one large interruption or in smaller increments.
- Interruptions for this purpose do not affect the period of time allowed for other interruptions.
- Permission for an interruption will require appropriate supporting documentation (e.g., birth or adoption certificate, or medical note).

Interruptions greater than one year must be confirmed by submitting a new Request for Deferment of Start Date or Interruption of Award Form on an annual basis; however, no new supporting documents will be necessary.
All interruptions must be approved by the institution before being submitted to the agency.

**McMaster Internally Funded Scholarships**

As per the McMaster Leave of Absence Policy in the Graduate Calendar:

**Medical or disability leave:**
A medical or disability LOA is permitted for reasons of illness or disability, provided that the request is supported by adequate medical documentation. Absences are approved for up to 12 months at a time.

Students wishing to return from a medical LOA must provide a medical note indicating they are fit to continue with their studies.

**Compassionate or personal leave:**
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 personal circumstances, or work experience provided that the student’s supervisor and the department support the request.

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.

**No course available leave:**
This leave is available only for graduate programs that have indicated on their website that the ‘no course available leave’ is an option. This leave is available to students who have yet to complete course work and no suitable course is offered in a given term; the student may petition for a ‘no course available leave’ for that term. This leave is not available if the student is registered in a program that requires a thesis/dissertation or a major research paper.

For complete leave of absence information please go to the following link: [Graduate Calendar Leave of Absence](#).

**Scenario D**

**Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier**

As per the Tri-Agency Award Holder’s Guide:

An award may be interrupted for a period of up to 12 months for paid parental leave.

- Interruptions for this purpose must be taken within six months following the birth or adoption of the child.
- Award holders may request a parental leave for every occasion of birth and/or adoption that occurs during the tenure of their award.
Multiple births upon the same occasion (e.g. twins) do not increase the duration or the value of the leave.

Interruptions require supporting documentation such as proof of birth or adoption before reinstatement of the award.

Award holders must be the primary caregivers for the entire duration of the interruption.

The supplement is equivalent to the value of the monthly stipend for up to six months.

If both parents hold a federal granting agency award and choose to request paid parental leave from their agencies, they must share the paid leave for a cumulative maximum of six months.

Interruptions for this purpose do not affect the period of time allowed for other interruptions.

Approval of paid parental leave is subject to the availability of agency funds.

*Increased from six months for those on an active paid parental leave on April 1, 2019 or later, including those that began their leave prior to this date.*

All interruptions must be approved by the institution before being submitted to the agency.

**Parental Leave for students not receiving a federal award**

As per the McMaster Leave of Absence Policy from the Graduate Calendar:

*Parenting leave:*

A parenting LOA 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”.

While students are not covered by the Employment Standards Act, McMaster grants students a Parenting Leave for a maximum of four consecutive terms. 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.
A parenting LOA 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.

Scenario E
Ontario Graduate Scholarship
Ontario Graduate Scholarship recipients may take a leave of absence of no more than 18 consecutive months for work experience relevant to studies that is not a degree requirement. Please see Scenario C on page 6.

Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier
As per the Tri-Agency Award Holder’s Guide:

**Interruption of Tri-Agency Awards for Relevant Work Experience (Employment)**

An interruption can be requested to gain relevant work experience through employment or an internship for a maximum period of one year.

- If the relevant work experience is a mandatory part of the program of study, no interruption is needed and payment of the award can continue.
- Interruptions may be taken as one large interruption or in smaller increments.
- Extensions to the original interruption period can be requested providing the allowed maximum duration has not been exceeded.
- Interruptions for this purpose do not affect the period of time allowed for other interruptions.

A student cannot defer a Tri-Agency award for relevant work experience. A student can only interrupt the award for relevant work experience. The student has a choice to accept a Tri-Agency award in May, September or January. If the student’s work experience starts in September, then the student can accept the award in May and interrupt it in September.

McMaster Internally Funded Scholarships
As per the McMaster Leave of Absence Policy from the Graduate Calendar:

**Compassionate or personal leave:**
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 personal circumstances, or work experience provided that the student’s supervisor and the department support the request.

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.
For more information please go to the following link: Graduate Calendar Leave of Absence.

**Scenario F**

**Ontario Graduate Scholarship**

It is at the School of Graduate Studies' discretion to approve deferment of start dates of the Ontario Graduate Scholarship.

**Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier**

A Tri-Agency award can be deferred for the following reasons:

- Parental or Medical leave, and/or Family-Related Responsibilities

*As per the Tri-Agency Award Holder’s Guide:*

> Before activating the payment of award, the start date may be deferred beyond the available start dates outlined in the [start date chart](#). The award value and duration will not be affected by the deferment, and an award recipient may apply for more than one type of deferment consecutively. The new start date must be selected from the available start dates listed in the start date table.

A [Request for Deferment of Start Date or Interruption of Award Form](#) must be completed and sent to the appropriate agency for approval. Award recipients who have not yet begun the program of study or research for which they were awarded funding should leave the institution section of the form blank.

A deferment of start date may be requested for the following reasons:

- The award start date may be deferred for up to three years.
- The leave may be taken in increments that add up to, but must not exceed, three years.
- Relevant supporting documents are required (e.g., birth or adoption certificate, medical note).
- A deferment greater than one year must be confirmed by submitting a new [Request for Deferment of Start Date or Interruption of Award Form](#) on an annual basis; however, no new supporting documents will be necessary.
- Relocation, visa application, or academic calendar differences
- The award start date may be deferred for up to two months.

**CGS M**

Canadian institutions will approve start date deferments and inform the agencies.

A student cannot defer a Tri-Agency award for relevant work experience that is not part of their degree requirements.
McMaster Internally Funded Scholarships

McMaster internally funded scholarships cannot be deferred.

Offer of Admissions and Deferments of Awards

An offer of admission is only valid for the program and term stated in the admission letter. An offer of admission may not be deferred to a subsequent academic year. An applicant may reapply for admission in the next admission cycle and it is recommended to discuss with their prospective program prior to declining an offer of admission.

If a student is deferring an Ontario Graduate Scholarship or a Tri-Agency prior to commencing their studies at McMaster, they must reapply for admission. If a student is not granted admission for the following academic year, they will forfeit the Ontario Graduate Scholarship or Tri-Agency award.

Scenario G

Ontario Graduate Scholarship

As per the OGS guidelines:

Recipients must remain enrolled as a full-time student in an eligible program. Recipients who withdraw, transfer to part-time studies, or fail to complete the term are required to repay the award for incomplete and future terms. A withdrawal in a subsequent term will not require repayment of the award for any completed terms. A recipient who graduates during a term in which they hold an award is permitted to keep the award for that term.

Summary of terminating an Ontario Graduate Scholarship:

Students who graduate during a term in which they hold an Ontario Graduate Scholarship are permitted to keep the award for that term. Students who change their status for any other reason are required to pay back the entire term in which they change their status. For example, if a student receives the winter term payment and then withdraws in March, the student is required to repay McMaster the entire OGS winter term payment.

Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier

As per the Tri-Agency Award Holder’s Guide:

Termination of Award

Award holders who are no longer eligible to hold the award (e.g., termination of graduate studies or discontinuation of full-time studies/research) must complete a Request for Termination of Award form and submit it to the appropriate awards administration contact. Supporting documents may be required. To confirm continued eligibility, review the decision.
documents and the funding opportunity. Some programs require final reports; consult the Reporting section for more information.

For awards terminated due to the completion of degree requirements, the end date of the award will become the end date of the academic term in which the degree requirements are completed. If the degree requirements are completed in the same academic term as the end date of the award, then the end date of the award will not change.

The value of the award will be prorated to the end of the award. Any funds already paid that were intended for use beyond the revised end date must be returned to the agency.

All CIHR awards
Expenses against unused research allowance funds may be incurred up to three months beyond the award termination date. After three months, all expenses must be reconciled and the account must be closed. Unused research allowance funds must be returned to the agency.

CGS M
Award holders must contact the Faculty of Graduate Studies (or its equivalent) at the institution where they hold the award to terminate their award; the Faculty of Graduate Studies will then inform the agencies.

Summary of terminating a Tri-Agency award
Should the status of a student who is holding a tri-agency award change for any reason, including completing the program of study, the student must repay the fraction of unused funds. For example, if a student receives their spring/summer term payment and the student completes the program of study sometime in June, the student is required to repay the July and August portions of the payment.

McMaster Internally Funded Scholarships
Should the status of a student who is holding a McMaster Internally Funded Scholarship change for any reason, including completing the program of study, the student must repay the fraction of unused funds. For example, if a student receives their fall term payment and the student completes the program of study sometime in October, the student is required to repay the November and December portions of the payment.

Scenario H
Both OGS and the Tri-Agency refer to the Institution’s regulations regarding students being employment while holding an award.

As per the McMaster Graduate Calendar:
Full-time students who are participating in McMaster-based paid employment 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 to 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, but 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.

**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.

For more information regarding student employment regulations please go to McMaster University’s Regulations for Full- and Part-time Status.

**Ontario Graduate Scholarship**

As per the OGS Guidelines:

*At the institution’s discretion, recipients may receive an award and also accept research assistantships, part-time teaching positions, or other paid employment that does not affect their status as a full-time graduate student. A university may opt to not provide an award to a student who is considered by the institution to be in full-time paid employment."

**Tri-Agency Awards - CIHR, NSERC or SSHRC Master’s, Doctoral or Vanier**

As per the Tri-Agency Award Holder’s Guide:

**Other sources of income (employment and other awards)**

The agencies do not place restrictions on outside sources of funding or employment that award holders may have while holding the award or taking an approved leave of absence, providing the following regulations are adhered to:

- When considering other sources of income, any institutional regulations must be followed.
• Award holders, except for those holding their award part-time or those who have been granted approved leave, must devote full-time hours to the research or studies for which they were funded.
  o Full-time hours may vary depending on the institution at which award holders are completing their award.

McMaster Internally Funded Scholarships
Students must refer to McMaster’s employment regulations in order to maintain their full-time status so they remain eligible to hold McMaster Internally Funded Scholarships. More information available in the McMaster Graduate Calendar.

Internal McMaster Funding Clawbacks

Winning a Provincial, Federal or External Award
Should a student win a provincially or federally funded scholarship or any external scholarship not administered through McMaster, the new award may replace all, or a portion of, the current internal McMaster funding for that academic year. The portion of funding replaced by the new award is determined by the student’s program. Each program and/or faculty has their own claw back guidelines.

McMaster Internally Funded Scholarships
Should the status of a student who is holding a McMaster internally funded scholarship change for any reason, including but not limited to completing the program of study or withdrawing, the student must repay the fraction of unused funds. For example, if a student receives their winter term payment and the student completes the program of study sometime in February, the student is required to repay the March and April portions of the payment.

Concurrent Support

Ontario Graduate Scholarships and Tri-Agency Awards
As per the OGS Guidelines:
Recipients may not concurrently hold an OGS/ QEII-GSST award and a tri-council award, including:
  • The Social Sciences and Humanities Research Council Program (SSHRC);
  • The Natural Sciences and Engineering Research Council Program (NSERC);and
  • The Canadian Institute of Health Research (CIHR)
If a student declines an OGS/QEII award to accept a Tri-Agency award, the student must re-apply for an OGS/QEII for any future competitions; they cannot defer the OGS/QEII in order to accept a Tri-Agency award or any other award. Normally, each OGS/QEII scholarship is to be held for a minimum of two consecutive academic terms to a maximum of three consecutive academic terms.

If students win external scholarships from non-government agencies/organizations, it is the student’s responsibility to confirm if they are eligible to hold any provincial or federal awards concurrently with the external award.

MD/PhD Students

Students awarded CGS-D, Vanier, and other external graduate scholarships are to be paid these funds during their PhD years. If any residual funds remain at the end of the period of graduate study, efforts will be made to pay them during the non-PhD (i.e., MD) period. Any other arrangements require the approval of the Graduate Program Director or Assistant Dean, Director of the MD/PhD Program, and the Associate Dean of Graduate Studies (Health Sciences).

Fully Externally Funded International Students

Fully externally funded international students may not hold McMaster internally funded scholarships, the international Ontario Graduate Scholarship or the Ontario Trillium Scholarship.

Please contact The School of Graduate Studies at graduatescholarships@mcmaster.ca with any questions about concurrent support for awards not included in this document.

Financial Need Awards

McMaster has financial need awards available, such as the Graduate General Bursary through the University’s operating budget, and funds established under the Ontario Student Opportunities Trust Fund (OSOTF) program. The “OSOTF awards” refer to a class of awards resulting from the Ontario government’s “matching” program. Under the program, every dollar of donation for student assistance has been matched by the government as well as the university, on a dollar-for-dollar basis. There are two major conditions for all OSOTF awards. Recipients must be Ontario residents and demonstrate financial need. or the purpose of OSOTF awards, Ontario Residents are Canadian citizens or landed immigrants and have been resident in Ontario for at least 12 consecutive months prior to commencement of post-secondary studies or have parent(s), step-parent(s), legal guardian(s) or official sponsor(s) who have been resident in Ontario for at least 12
consecutive months up to the commencement of their full-time post-secondary studies or have a spouse (who was not enrolled in full-time post-secondary studies during the past 12 months, but qualified under the residency requirement above).

To be considered for any of these financial need awards at McMaster, a student must have applied to OSAP. For more information about OSAP, please go to the following link: OSAP.

Students may still be considered for financial need awards if they didn’t apply to OSAP. Students can contact the Office of the Registrar for further information on how to complete a financial aid assessment application.

The entire amount of a financial need award must go to the student. The student’s existing funding must not be reduced by the program as a result of receiving this financial need award.

**Internal McMaster Donor Awards**

There are internal donor awards that the School of Graduate Studies awards during the academic year. Should a student receive a donor award during the academic year, the student should receive the entire amount of this award. The student’s existing funding must not be reduced by the program as a result of receiving a donor award. Examples of donor awards are: the Ronald Bayne Gerontology Award, The Desmond G. Burns Graduate Scholarship and the Dr. Vivian Wood Graduate Scholarship. A complete list of donor awards is included on our website: McMaster Graduate Scholarships.

Award decisions are final and not subject to appeal.
# SGS Donor Awards Summary

<table>
<thead>
<tr>
<th>Type of Award</th>
<th>Awards Disbursed</th>
<th>Funding Disbursed/ Awarded</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>142</td>
<td>$846,024 disbursed</td>
<td>These numbers include prestigious awards such as the Harry Lyman Hooker Fellowship.</td>
</tr>
<tr>
<td>Ontario Graduate Scholarship (OGS) matching awards</td>
<td>130</td>
<td>$621,666 disbursed</td>
<td>Value is $5000 for 12 months or $3,333 for 8 months. Some OGS donor matching awards have an internal match from SGS.</td>
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<tr>
<td>Travel Scholarships</td>
<td>121</td>
<td>$148,968* awarded</td>
<td>*These awards are paid out based on receipts submitted by the recipients. Not all students use the entire amount awarded. Exact amount disbursed cannot be confirmed as not all awards have not been expensed for 2018-19.</td>
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<tr>
<td>Academic Grants</td>
<td>9</td>
<td>$14,000 disbursed</td>
<td>These awards have an academic requirement and financial need requirement.</td>
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# MBA Donor Awards Summary

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<tr>
<td>Scholarships</td>
<td>34</td>
<td>$121,400</td>
<td>These awards have an academic requirement and financial need requirement.</td>
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<tr>
<td>Academic Grants</td>
<td>12</td>
<td>$41,500</td>
<td>These awards have an academic requirement and financial need requirement.</td>
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# Graduate Bursary Summary

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<th>Awards Disbursed</th>
<th>Funding Disbursed</th>
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<tbody>
<tr>
<td>General Bursary and Donor Bursaries</td>
<td>656</td>
<td>$695,790</td>
<td>The total disbursed includes the General Bursary and the 20% BET (Books, Equipment and Tuition) shortfall for the fall, winter and summer terms, paid by SGS operating funds. It also includes all graduate donor bursaries, including MBA.</td>
</tr>
</tbody>
</table>