

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

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The next meeting of Graduate Council will be held on **Tuesday May 16<sup>th</sup> at 9:30 am in Council Chambers (GH 111)**

Listed below are the agenda items for discussion.

Please email [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca) if you are unable to attend the meeting.

## A G E N D A

- I. **Opening Remarks**
- II. **Minutes of the meeting of April 18<sup>th</sup>, 2023**  
*Approval*
- III. **Business arising**
- IV. **Report from the Graduate Associate Deans**
- V. **Report from the Associate Registrar and Graduate Secretary**
- VI. **Change to Minimum level of Graduate Funding for Full-Time/In-Time Ph.D. Students**  
*Approval*
- VII. **Faculty of Business Graduate Curriculum and Policy Committee report**  
*Approval*
- VIII. **Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**  
*Approval*
- IX. **Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**  
*Approval*
- X. **Spring 2023 Graduands**  
*Approval – to be circulated*
- XI. **2023-2024 Graduate Calendar Admin Sections**  
*Approval*
- XII. **New Awards**  
*Approval*
- XIII. **Consent1A00 – New Course**  
*Approval*

**XIV. Cotutelle**

*Information*

**XV. Policy on Postdoctoral Fellows**

*Information*

**XVI. Final Assessment Reports**

*Information*

**Tuesday April 18<sup>th</sup> at 9:30 am in Council Chambers (GH 111)**

Present: S. Hranilovic (Chair), B. Gupta, S. Hanna, M. Thompson, M. Horn, M. Verma, V. Kuperman, S. Han, N. Malik, D. Emslie, E. Grodek, Z. Lea, X. Li, L. Side, L. Dondi, H. Abdulhussain, D. Gillespie, J. Antwi-Boasiako, C. Ching, T. McDonald, T. Chamberlain, R. Wu, S. Baschiera (Associate Registrar and Graduate Secretary), C. Bryce, (Assistant Graduate Secretary)

Regrets: M. Heath, Z. Samaan, D. Trigatti, M. Young, S. Raha

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### **I. Opening Remarks**

Dr. Hranilovic reported on the following items:

- Updates on the task force, including topics for upcoming meetings, a [website](#) with a link to a form for stakeholders to share their views, upcoming round table meetings and a town hall in early June;
- The status of the graduate residence;
- The Certificates and Diploma policy changes had been adopted by Senate.

Member discussed how the questions for the focus groups would be generated and when the town hall date would be announced.

### **II. Minutes of the meeting of March 21<sup>st</sup>, 2023**

It was duly moved and seconded, **‘that Graduate Council approve the minutes of the March 21<sup>st</sup>, 2023 meeting, as circulated.’**

The motion was **carried**.

### **III. Business arising**

There was no business arising.

### **IV. Report from the Graduate Associate Deans**

Dr. Thompson (Faculty of Engineering) reported on the following item:

- An upcoming workshop for students on communication.

Dr. Horn (Faculty of Humanities) reported on the following item:

- The success of the book publishing work shop led by UBC.

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

- A mentorship social, giving everyone the opportunity to attend and learn about the program being offered in the Faculty.

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

- The upcoming Research Plenary on May 8<sup>th</sup> and 9<sup>th</sup>.

### **V. Report from the Associate Registrar and Graduate Secretary**

Ms. Baschiera reported on the following items:

- Admissions team is in its busiest season, noting offers are coming out in 2-4 days of receiving them;
- The Records team is preparing spring seasons for convocation;
- A smooth launch for the graduate residence portal;
- The Records and Systems Project noting they are identifying stakeholders and starting to gather requirements.

#### VI. Faculty of Engineering Graduate Curriculum and Policy Committee report

Dr. Thompson introduced the following changes:

- A change to the timelines for co-op, to allow more flexibility in finding opportunities;
- The School of Engineering Practice:
  - A change to the language around seeking an interview with the program director as it related to admission for the Master of Engineering and Public Policy Program;
  - Changes to course requirements for the Manufacturing, Public Policy, Systems and Technology Masters degrees;
- Civil Engineering proposed a reduction to course requirements and also proposed to streamline their comprehensive examination process to be more in line with the rest of the departments in the Faculty.

It was duly moved and seconded, **'that the Graduate Council approve, for recommendation to Senate as appropriate, the changes proposed by the Faculty of Engineering, as described in the documents.'**

The motion was **carried**.

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

Dr. Hanna presented the item for approval, noting that the Public Health program had amended their calendar copy to include a more complete list of elective courses from outside the program, to better reflect current practice in the program.

It was duly moved and seconded, **'that the Graduate Council approve, for recommendation to Senate as appropriate, the changes proposed by the Faculty of Health Sciences, as described in the documents.'**

The motion was **carried**.

#### VIII. Faculty of Humanities Graduate Curriculum and Policy Committee Report

Dr. Horn presented the following items for approval:

- A change to the course requirements for the Ph.D. in Communication, New Media and Cultural Studies;
- A change to the grading basis for the comprehensive examination for the Ph.D. in Communication, New Media and Cultural Studies to move from an exam with a letter grade to a P/F grading basis, noting the department was hoping for the change to take immediate effect;
- English requested that language requirement be dropped for Ph.D.;
- History proposed a similar change;
- Gender and Social Justice proposed adding Greek and Roman Studies to the list of eligible programs for the graduate diploma;

- Gender and Social Justice also proposed a change to their M.A. requirements, changing their core 6 unit course and replacing it with two others going forward;
- A clarification to the calendar copy language for the Ph.D. in Philosophy, noting no change to the requirement.

Members discussed the grading for components of the comprehensive examination and overall process for the department proposing the change.

In response to a question about eliminating the language requirement Dr. horn noted that the department thinks that in most instances it doesn't rise to the requirement for most students and acknowledge in the documentation that having a second language may be useful for some and they would have to do that in consultation with supervisory committee. Members discussed the language requirement as it related to admission requirements and how proficiency in language would be accomplished.

It as duly moved and seconded, **'that the Graduate Council approve, for recommendation to Senate as appropriate, the changes proposed by the Faculty of Humanities, as described in the documents.'**

The motion was **carried**.

#### **IX. Faculty of Health Sciences Spring 2023 Graduands**

It was duly moved and seconded, **'that Graduate Council approve the list of the 2023 Faculty of Health Sciences Spring Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'**

The motion was **carried**.

#### **X. Update on iThenticate**

Dr. Thompson provided an update on the implementation of the software intended to support the Research Plagiarism Checking Policy (<https://secretariat.mcmaster.ca/app/uploads/Research-Plagiarism-Checking-Policy.pdf>). He reminded members about the content of the policy and provided context for the timeline for implementation and issues with a previous vendor. The new system doesn't archive material; it's scanned and deleted off of their system as soon as it's checked. He also noted that UTS is currently working on implementation.

Members discussed whether the policy would be mandatory for all faculties, noting discipline-specific concerns, the location and security of the servers, the report provided from the system, and ChatGPT.

# Revision of Minimum level of Graduate Funding for Full-Time/In-Time Ph.D. Students

Dr. Steve Hranilovic  
Chair, Taskforce on Graduate Funding  
Vice-Provost & Dean of Graduate Studies

## ***Rationale:***

Graduate students are vital to this university in our research and teaching missions. The *Taskforce on Graduate Funding*, consisting of graduate students from all Faculties and Associate Deans, was struck in February 2023 to examine and report back findings on McMaster's approach to graduate funding. In the course of the work of the *Taskforce*, a comprehensive data set on the level of graduate funding provided to graduate students in research-based programs was compiled.

The current minimum level of graduate funding for full-time/in-time Ph.D. students has been set at \$13,500 net of tuition since 2018 (as indicated in the 2022-23 Graduate Calendar in *Section 4.2.1.3 Minimum Level of Financial Support for Doctoral Students*). After consultations among the Faculties, and informed by the dataset collected by the *Taskforce*, it was determined that an increase in this minimum level was both appropriate and sustainable. It is thus recommended,

## ***Motion:***

*that Graduate Council approve that the graduate funding provided to full-time, in-time PhD students be no less than full-time tuition plus \$17,500 effective September 1, 2023.*

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meeting on March 7<sup>th</sup> the Faculty of Business Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved by the Faculty of Business.

**For Approval of Graduate Council:**

- a. **Business Ph.D.**
  - i. **Addition of New Field**



**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change will be discussed.

<b>Department:</b>	DeGroote School of Business
<b>Name of Program:</b>	Ph.D (Business Administration)
<b>Degree:</b>	Ph.D. (Business Administration)

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

**Other Changes**  **Please explain:** Addition of new specialization to the PhD program in Business Administration in Strategic Management.

**Describe the existing requirement/procedure:**

Even though students will graduate with a PhD in Business Administration they presently have the option of selecting a specialization. There is no current specialization in Strategic Management. This will now bring the number of Areas of specialization from 7 to 8 areas.



**Provided a detailed description of the recommended change:** See calendar copy below.

**Rationale for the recommended change:**

We propose the creation of a new field of specialization in Strategic Management for Business PhD Program. The addition of the new specialization will allow the DeGroote School of Business to offer a PhD program in all eight areas. This addition will facilitate better utilization of the research expertise of the Strategy Area group, which in turn will enable preparation of the next generation of academics in the field.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

September 1, 2024

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain:

The proposed changes will be achieved on a resource neutral basis. The total number of students to be admitted to the PhD program will remain consistent with other Areas. In previous years, the courses necessary to meet the requirements of the existing PhD areas have been offered each year and sometimes every other year to optimize resources. Several of the required courses in the Strategic Management specialization are shared with other Areas and therefore are already resourced. The independent research courses will facilitate tapping into the existing faculty expertise in a range of sub-domains in the field of Strategic Management.

**Course Requirements (8):** sample program of study in Strategic Management specialization

B790 – Seminar on management Theory  
B793 – Applied Multivariate Statistics  
B794 – Research Methods and Design  
P797 – Independent Research Study I  
P700 – Business, Government and the Global Environment  
P720 – Strategic Management  
P798 – Independent Research Study II  
P799 – Strategy Foundations

**Optional but recommended courses (2):** sample program of study in Strategic Management specialization

P795 – Case Writing  
P796 – Case Teaching

#### **Business PhD Program Learning Outcomes:**

1. Upon graduation, our students will have deep expertise in their field of study through demonstrating competence in the core knowledge in Business Administration.
2. Upon graduation, our students will have deep expertise in their field of study through demonstrating competence in research methodologies relevant to Business Administration.
3. Upon graduation, our students will have competence in original knowledge creation in their field of study through demonstrating advancing knowledge in Business Administration.
4. Upon graduation, our students will have effective oral presentation skills.
5. Upon graduation, our students will have effective written communication skills.

#### **Field-Specific Learning Outcomes -Strategic Management**

1. Understand and critically assess theories in the Strategic Management literature while making novel contributions to the field.
2. Understand the appropriateness and utilization of various qualitative and quantitative research methodologies in the field.
3. Select and exhibit competency in at least one research methodology used in the field to conduct independent research.
4. Evaluate the strengths and weaknesses of research implications from a theoretical and empirical perspective.
5. Develop at least two independently generated research studies that are worthy of publication in peer review journals and/or refereed conference proceedings.
6. Provide practical contributions to management practice emanating from academic research results.

Provide a description of the recommended change to be included in the calendar:

**Required Courses (1):**

**B790 – Seminar on Management Theory** (this course already exists and is shared across the PhD program)

The seminar provides a broad overview of the role of theory and theory building in management. The student will engage in systematic scientific inquiry pertaining to different schools of management relevant to business. The underlying theory of management driving each school of thought will be the focus of analysis. An attempt will be made to integrate the diverse schools of thought toward an inclusive theory of management that would serve as the backdrop for future management research and practice.

**PhD Seminar Courses (3):**

**B793 – Applied Multivariate Statistics** (this course already exists and is shared across the PhD program)

This course will introduce students to a variety of multivariate data analysis techniques that they are likely to use in analyzing data from their own research. The focus will be on issues related to the application of these techniques rather than their mathematical foundations. Topics to be covered include multiple regression, MANOVA, exploratory factor analysis, and structural equation modelling.

**B794 – Research Methods and Design** (this course already exists and is shared across the PhD program)

This seminar provides an exposure to issues and techniques of questionnaire and survey development, instrument design and selection, psychometrics, and qualitative and quantitative methods in the context of a research project. A research proposal by the end of course is required.

**P797 – Independent Research Study I**

This course provides students with an opportunity to conduct independent research under the guidance of a Strategy Area faculty member. The objective of this course is to develop students' competence conducting empirical or theoretical research that has the potential to advance knowledge and practice. In the course, students will work towards the writing of a manuscript reporting the results of the research that may be potentially submitted to a scholarly journal or academic conference.

**MBA Courses (2):** (choose 2 from below, or equivalent, or 2 alternative 700-level courses if PhD candidate received MBA from McMaster, or 2 PhD courses from other PhD Areas or Programs as approved by Supervisor)

**P700 – Business, Government and the Global Environment** (this course already exists and is shared across the MBA program)

This course equips students with an understanding of the domestic and international institutions (e.g., IMF, WTO, NAFTA, etc.), and forces that shape the environments facing business, not-for-profit, and public service organizations. This understanding comprises historical and current contexts, theory and the ability to devise strategic responses to the environment. Major topics include the structure and roles of government, culture and business ethics, international trade and investment, and foreign exchange.

**P715 – Entrepreneurship** (this course already exists and is shared across the MBA program)

Using case studies, lectures, and visits from local entrepreneurs, students will develop an appreciation of the challenges and rewards that come from starting a small business. A cornerstone of the course is the development, by a group, of a detailed business plan examining the finance, marketing, logistical, and strategic implications of starting a potential new business.

**P720 – Strategic Management** (this course already exists and is shared across the MBA program)

Strategic management focuses on the concept of strategy formulation and implementation by exploring the functions and nature of general management. The course serves as an opportunity to develop skills for strategic thinking and analysis, leadership, communication, teamwork, and cross-functional integration. Students learn about corporate and business planning as well as the implementation of organizational change through structures, systems, and people. The approach adopted includes lectures, case analyses, and action learning through group efforts.

## Strategy PhD Courses (2):

### **P798 – Independent Research Study II**

This course provides students with an opportunity to conduct independent research under the guidance of a Strategy Area faculty member. The objective of this course is to develop students' competence conducting empirical or theoretical research that has the potential to advance knowledge and practice. In the course, students will work towards the writing of a manuscript reporting the results of the research that may be potentially submitted to a scholarly journal or academic conference.

### **P799 – Strategy Foundations**

This course provides students with an opportunity to explore the theoretical foundations of research on strategy. The course is meant to provide an in-depth understanding on the overarching themes of firm behaviour and performance heterogeneity. This requires the skill of distilling many academic papers into very succinct main points and seeing the path of the discussion in a field over time. This is an important skill for placing student's own research into the discussion of a field and for participating in the ongoing dialogue that makes up areas of inquiry within strategy. The goal is that students will review, assess and develop their own map of the foundational works in strategy and have the context to understand current debates in the field.

## Optional but recommended: External Seminars (2)

### **P795 – Case Writing** (offered at Ivey – <https://www.ivey.uwo.ca/case-workshops/>)

This workshop aids participants in writing cases effectively and efficiently. Attendees work through the three-phase writing process on a case lead that participants have developed or are hoping to develop. Those who have a case ready for submission or one in development will have an opportunity to receive one on one feedback from an Ivey Publishing editorial staff member.

### **P796 – Case Teaching** (offered at Ivey – <https://www.ivey.uwo.ca/case-workshops/>)

This workshop is an introduction to the case method and how to use cases as an effective tool for teaching and learning.

**Program Timelines:**

<b>September of Year 1:</b>	Entry into Program
<b>May of Year 2:</b>	Completion of Course Requirements
<b>June of Year 2:</b>	Comprehensive Exam
<b>Year 3:</b>	Dissertation Proposal Defense
<b>Year 3 &amp; 4:</b>	Data Collection and Analysis
<b>End of Year 4:</b>	Write-up of Dissertation and Oral Defense

**Contact Information:**

<b>Name:</b>	Nick Bontis
<b>Position:</b>	Chair, Strategic Management
<b>Email:</b>	<a href="mailto:nbontis@mcmaster.ca">nbontis@mcmaster.ca</a>

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meetings on April 5<sup>th</sup> and via e-ballot on April 19<sup>th</sup> the Faculty of Health Sciences Graduate Policy and Curriculum Committee approved the following graduate curriculum recommendations.

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

**For Approval of Graduate Council:**

- i. **Biomedical Innovation**
  - i. **New Program Calendar Copy**
- ii. **Midwifery**
  - i. **Changes to Program Requirements**
  - ii. **Change to Admission Requirements**
- iii. **Nursing**
  - i. **Change to Course Requirements**
- iv. **Physiotherapy**
  - i. **Changes to Calendar Copy**
- v. **Health Science Education**
  - i. **Addition of a Scheduled Break**

**For Information of Graduate Council:**

- i. **Biomedical Innovation**
  - ii. **New Courses**
    - 1. 704 New value creation
    - 2. 705 From Market Assessment to Value Proposition
    - 3. 706 Intellectual Property
    - 4. 707 Prototyping & Technology Readiness Assessment
- ii. **Biochemistry**
  - iii. 734 Advanced Techniques in the Biomedical Sciences
- iii. **Midwifery**
  - iv. **Change in Course Title and Requisite**
    - 1. 705 Independent study 1
    - 2. 706 Leadership placement 1
  - v. **New Courses**
    - 1. 709 Independent study 2

2. 710 Leadership placement 2
3. 711 Point of care ultrasound in maternity care
4. 712 Surgical Assistant in Obstetrics: C-Section
5. 720 Community centred care
6. 730 Advanced midwifery clinical practicum 1
7. 731 Advanced midwifery clinical practicum 2
8. 732 Advanced midwifery clinical practicum 3
9. 733 Advanced midwifery clinical practicum 4

**iv. Occupational Therapy**

**vi. Change to Unit Count and Description**

1. 761 Foundational Knowledge I
2. 762 Foundational Knowledge II
3. 763 Foundational Knowledge III

**vii. Change to Description**

1. 771 Occupation, Health and Well-Being: Inquire & Integration
2. 772 Person, Environment and Occupation: Inquiry & Integration
3. 773 Disability and Occupation: Inquiry & Integration
4. 774 Complexities of Practice 1: Children, Youth and Adults: Inquiry & Integration
5. 776 Complexities of Practice II: Older Adults & Transition to Practice: Inquiry & Integration

**viii. Course Cancellation**

1. 798 Occupational Therapy Theory and Practice Remediation

**v. Health Science Education**

**ix. Change to Prerequisite**

1. 704 Simulation Based Learning



## Master of Biomedical Innovation (MBI)

Department of Surgery, Faculty of Health Sciences  
Location: HSC 1B9

Acting Director: Michelle MacDonald, PhD  
Email: [mbi@mcmaster.ca](mailto:mbi@mcmaster.ca)  
Website: [mbi.mcmaster.ca](http://mbi.mcmaster.ca)

### Program Overview

The Master of Biomedical Innovation (MBI) program will be a one-year, project-oriented graduate program focused on bridging the gap between device and health system technology development and its transfer into biomedical markets. By linking the theory and practice of the biomedical innovation process, it will deliver a systematic but responsive approach to the critical, emerging discipline of entrepreneurship. Graduates with the MBI degree will have the knowledge and skills needed to seamlessly foster innovative biomedical approaches to current and future health challenges from the earliest stages (identification of real-life healthcare problems/needs, prototype development and testing) into practical, market-ready ventures.

The project and course-based curriculum will be anchored by opportunities for immersive experiences and a series of intensive bootcamps that will guide learners through the biomedical innovation and entrepreneurship process. Learners will apply the theories and entrepreneurship competencies acquired throughout the curriculum to a program-long, venture-oriented project course. The MBI will provide opportunities to identify a biomedical problem to work on and support for those who already have a project in mind. Working in either a clinical or non-clinical environment, depending on the nature of the project, learners will complete a series of milestones that guide the creation of a novel biomedical solution and the formation of an early-stage biomedical venture. At the end of the program, new ventures will be presented at a Final Pitch Bootcamp, where teams will seek support and funding from investors, incubators, and accelerators.

### Admission

Admission and program requirements conform to the general University regulations at the front of this Calendar. For additional information regarding the MBI application (e.g., important deadlines and how to apply online) please refer to the following website: <https://healthinnovation.mcmaster.ca/degree-programs/mbi/tuition-and-admissions/>

### Program Requirements

The MBI program requires three terms to complete. The curriculum across the 12-month period will be divided into three phases. The project and course-based curriculum will be anchored by a series of intensive bootcamps. Below is a list of courses organized by term:

#### Fall:

MBI 701: Project Course I  
MBI 704: New Value Creation  
MBI 705: From Market Assessment to Value Proposition  
MBI 706: Intellectual Property  
MBI 707: Prototyping and Technology Readiness Assessment

**Winter:**

MBI 702: Project Course II

MBI 708: Regulatory and Reimbursement

MBI 709: Business Model Development

MBI 710: Funding and Project Management

MBI 711: Business Basics

**Spring/Summer:**

MBI 703: Project Course III

Two Electives (selected from a list of MBI-specific courses)

**Additional Information**

The MBI program will accommodate learners who enter the program with or without an existing idea for an innovation project. For all learners, the experiential, project-based courses (MBI 701, 702, 703) will give students the opportunity to apply concepts from courses and bootcamps to their innovation project, over the 12-month program. All learners will have access to personalized coaching, mentorship, and leadership development throughout the entirety of the project to ensure milestone completion and project progress, and to facilitate project scope modifications where necessary to meet these requirements.

Learners will be brought together in-person during four, week-long bootcamps to advance their innovation project through networking, immersive experiences, and guest speakers. Bootcamps will include course work and activities where learners will be expected to apply knowledge from the courses through case studies, group discussions, or other assignments. The final Bootcamp will take the form of a pitch competition, where each team will present progress of their innovation project to investors, stakeholders, and incubators/accelerators.

Recommendation for change in graduate curriculum – for change(s) involving degree program requirements/procedures/milestones

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

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

Department	Midwifery (FHS)
Name of Program and Plan	Master of Science in Midwifery (Thesis) GHSMS/MIDWIFTMSC; and Master of Science in Midwifery (Course plus Capstone) GHSMS/MIDWIFCMSC
Degree	Master of Science

Nature of Recommendation (please check appropriate box)

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

Creation of new milestone

Change in admission requirements

Change in comprehensive examination

Change in course requirements

Change in the description of a section in the graduate calendar

Explain: 1. We would like to remove the requirement for students to complete critical appraisal of research modules from the graduate calendar.

2. We would like to add additional details on our Fully online and our Hybrid elective courses to the graduate calendar.

3. We would like to add new courses to our course listing in the graduate calendar

Other changes

<p><b>Describe the existing requirement/procedure</b></p>	<ol style="list-style-type: none"> <li>1. Currently, the graduate calendar indicates that students who have not previously completed a course on the critical appraisal of research will be required to complete non-credit online modules.</li> <li>2. Currently, there is additional information in the graduate calendar course listing on consolidation and practicum courses, but not for our hybrid nor fully online electives.</li> <li>3. n/a</li> </ol>
<p><b>Provide a detailed description of the recommended change (Attach additional pages if space is not sufficient.)</b></p>	<ol style="list-style-type: none"> <li>1. We would like to remove the requirement for students who have not previously completed a course on the critical appraisal of research to complete non-credit online modules.</li> <li>2. We would like to provide additional information on the different course types on the course listing in the graduate calendar.</li> <li>3. We would like to add new 1.5 unit electives to our course listing on the graduate calendar.</li> </ol>
<p><b>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?):</b></p>	<ol style="list-style-type: none"> <li>1. We have incorporated all of the listed non-credit online modules on critical appraisal of research into MIDWIF 700, a core, required course. So, all students are now required to complete the modules, regardless of if they have taken a course on critical appraisal of research. Its continued presence on the academic calendar may confuse future students.</li> <li>2. &amp; 3. Additional information on how the different course types operate will be helpful for current and future students to understand their elective course options.</li> </ol>
<p><b>Provide implementation date: (implementation date should be at the beginning of the academic year)</b></p>	<p>2023/24 academic calendar (start of 2023 academic year)</p>
<p><b>Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, explain.</b></p>	
<p><b>Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):</b></p>	<p>Please see the attached document with the changes highlighted</p>
<p><b>Contact information for the recommended change:</b></p>	

Name: Dr. Liz Darling

Email:  
darlinek@mcmaster.c  
a

Extension: 21597

Date submitted: March 29, 2023

# Midwifery, M.Sc.

## Program Requirements

The general regulations for Master's degrees may be found at the beginning of this Calendar. Minimum requirements for candidates of the Master of Science in Midwifery program are outlined below.

Course-based program stream students must complete, with at least a B- standing:

- The program's five required courses (MIDWIF 700, MIDWIF 701, MIDWIF 702, MIDWIF 703, MIDWIF 704),
- 12.0 units of elective courses selected from the Midwifery Elective Course List, and
- A capstone portfolio.

Thesis-based program stream students must complete, with at least a B- standing:

- The program's five required courses (MIDWIF 700, MIDWIF 701, MIDWIF 702, MIDWIF 703, MIDWIF 704),
- 6.0 units of elective courses selected from the Midwifery Elective Course List. Of which, at least 3.0 units of electives must come from a research methods course (unless exempted based on previous academic course work), and
- A thesis.

## Required Online Modules

All students in the Master of Science in Midwifery Program must complete the following non-credit online modules:

- SGS 101 Academic Research Integrity and Ethics,
- SGS 201 Accessibility for Ontarians with Disabilities Act (AODA), and
- Indigenous Health Online Modules.

~~Students who have not previously completed a course on critical appraisal of research will be required to successfully complete the following non-credit online modules:~~

- ~~• National Collaborating Centre for Methods and Tools' online modules: Introduction to Evidence-Informed Decision Making, Quantitative Research Design 101, Searching for Research Evidence in Public Health, Critical Appraisal of Intervention Studies, Critical Appraisal of Systematic Reviews, Critical Appraisal of Guidelines, Critical Appraisal of Qualitative Studies, Assessing the Applicability and Transferability of the Evidence.~~

## Anticipated completion time

The anticipated completion time of the Master of Science in Midwifery program requirements is 2 years for full-time students and 3 years for part-time students. The course-based program stream is available as a part-time or full-time program, and the thesis-based program stream is only available as a full-time program.

Updated on March 23, 2023

**Commented [AGS1]:** We have added these online modules to one of our core courses, so all students (regardless of whether they have completed a course on critical appraisal of research) will be completing these modules. So, we wanted to remove it from here as it is now redundant.

# Midwifery Courses

## Core Courses (Required)

- MIDWIF 700 Midwifery Residency 1
- MIDWIF 701 Leadership in the Midwifery Profession
- MIDWIF 702 Social Justice and Systems Change
- MIDWIF 703 Foundations of Research for Midwifery Leadership
- MIDWIF 704 Midwifery Residency 2

## Consolidation Courses (Required)

Consolidation courses are generally taken in a student's final semester (or final two semesters, in the case of MIDWIF 708) after completion of all course work. However, work on consolidation projects will occur throughout the student's time in the degree program in both the program's core courses and as a longitudinal activity. MIDWIF 707 and 708 act as placeholders in the student's final term (or final two terms, in the case of MIDWIF 708) to provide them with dedicated time to complete their consolidation project. Students who require additional terms to work on their projects may be eligible for **SGS 700**, an additional placeholder course for consolidation project work.

- MIDWIF 707 Capstone portfolio (Course-Based Program Stream)
- MIDWIF 708 Thesis (Thesis-Based Program Stream)

## Fully Online Electives

[Online courses are delivered in an asynchronous format.](#)

- MIDWIF 705 [Independent study 1](#)
- MIDWIF 709 [Independent study 2](#)

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MIDWIF 713 Advanced midwifery management of neonatal hyperbilirubinemia  
MIDWIF 714 Well-infant primary care beyond the neonatal period  
MIDWIF 715 Advanced midwifery-led sexual and reproductive health care  
MIDWIF 719 Trauma and violence-informed care  
MIDWIF 720 Community centred care  
MIDWIF 721 Advanced topics in mental health, substance use, and concurrent disorders  
MIDWIF 722 Advanced topics in diabetes in pregnancy  
MIDWIF 723 Advanced topics in mental health in pregnancy and postpartum

### Approved Online Electives offered by other programs

REHAB 772 Qualitative Research Methods  
REHAB 774 Quantitative Research Methods  
HS EDUC 710 Fundamentals of Program Evaluation in Health Sciences Education  
HS EDUC 747 Qualitative and Conceptual Research Methods  
PUBHLTH 711 Program Evaluation in Public Health

### Hybrid (Online and In-Person in Hamilton, Ontario, Canada) Electives

The hybrid online/in-person workshop elective courses involve completing course work asynchronous online and attending an in-person workshop. The workshops will occur at McMaster University in Hamilton, Ontario, Canada, and students will be required to complete both the online and in-person components to complete the course successfully.

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MIDWIF 711 Point of Care Ultrasound in Maternity Care  
MIDWIF 712 Surgical Assistant in Obstetrics: C-Section

### Hybrid (Online and In-Person) Canada-wide Placement Electives

Requires application to the program a minimum of four months in advance of the start of the term in which the student wishes to complete the placement/practicum. The program will work with the student to identify potential placements/practicums that meet the students' interests, needs, and preferences. Placements/practicums will be unpaid and can be arranged across Canada. International placements may be possible in restricted circumstances. Students interested in international placements should contact the program for further details. Clinical practicums will require that the student is registered to practise midwifery in the jurisdiction of their practicum. All placement/practicum courses will include completion of online course work and in-person placement/practicum activities.

MIDWIF 706 Leadership Placement 1  
MIDWIF 710 Leadership Placement 2

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MIDWIF 730 Advanced Midwifery Clinical Practicum 1  
MIDWIF 731 Advanced Midwifery Clinical Practicum 2

MIDWIF 732 Advanced Midwifery Clinical Practicum 3

MIDWIF 733 Advanced Midwifery Clinical Practicum 4

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Recommendation for change in graduate curriculum – for change(s) involving degree program requirements/procedures/milestones

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

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

Department	Midwifery (FHS)
Name of Program and Plan	Master of Science in Midwifery (Thesis) GHSMS/MIDWIFTMSC; and Master of Science in Midwifery (Course plus Capstone) GHSMS/MIDWIFCMSC
Degree	Master of Science

Nature of Recommendation (please check appropriate box)

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

Creation of new milestone

Change in admission requirements

Change in comprehensive examination

Change in course requirements

Change in the description of a section in the graduate calendar

Explain: 1. We would like to remove the specific questions that applicants must answer in their statement of interest from the graduate calendar.  
2. We would also like to update some of the specific terms used in the graduate calendar to better match the language used within the Slate admissions system.

Other changes

<p><b>Explain:</b> Describe the existing requirement/procedure</p>	<ol style="list-style-type: none"> <li>1. Currently, the graduate calendar lists five questions applicants must answer in their statement of interest (personal statement), which means changes to these questions require GPCC approval.</li> <li>2. Additionally, the calendar refers to a "personal statement" and "an academic writing sample," which we would like to change.</li> </ol>
<p>Provide a detailed description of the recommended change (Attach additional pages if space is not sufficient.)</p>	<ol style="list-style-type: none"> <li>1. Instead of listing the questions to be answered within the statement of interest/personal statement, we would like the graduate calendar to refer applicants to our program website for the questions.</li> <li>2. We would like to use instead the terms "statement of interest" and "a sample of their academic writing," respectively.</li> </ol>
<p>Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):</p>	<ol style="list-style-type: none"> <li>1. This change will allow the program's admissions committee to adjust the specific questions applicants should address within statement of interest before each admissions cycle without requiring GPCC approval. The requirement for a statement of interest remains unchanged; we would just like to remove the specific questions listed in the calendar.</li> <li>2. We would like to make these small editorial changes to limit confusion when applicants complete their application in the Slate system.</li> </ol>
<p>Provide implementation date: (implementation date should be at the beginning of the academic year)</p>	<p>2023/24 academic calendar (start of 2023 academic year)</p>
<p>Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, explain.</p>	
<p>Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):</p>	<p>Please see the attached document with the changes highlighted</p>
<p>Contact information for the recommended change:</p>	

Name: Dr. Liz Darling

Email:  
darlinek@mcmaster.c  
a

Extension: 21597

Date submitted: March 29, 2023

# Midwifery, M.Sc.

## Admission Requirements

In addition to the School of Graduate Studies requirements, candidates for admission to the Master of Science in Midwifery program will have:

- Two years of full time (or equivalent) clinical experience as a practising midwife, and
- A four-year undergraduate degree in midwifery (or the international equivalent) from an accredited university with a B+ average (minimum 77%, equivalent to a McMaster 8.5 grade point average) in the final two years of undergraduate study.

Applicants without an undergraduate degree in midwifery will be considered for admission if they have qualified for registration as a midwife in a Canadian jurisdiction and have at least two years of clinical experience as a practising midwife. The two years of clinical experience as a practising midwife do not have to have occurred within Canada.

Additional requirements include:

- Official transcript of all academic work completed to date at all post-secondary institutions attended sent directly from the issuing institution(s).
- Two academic references.
- One professional reference.
- Curriculum Vitae or Resume, which includes work and educational experiences.
- A ~~statement of interest~~ ~~personal statement~~ that describes how the applicant's personal experiences have prepared them for the program and identifies their interest and motivation for completing the program by answering the ~~following questions:- questions posted on the Midwifery Graduate Program website (https://midwiferymasters.mcmaster.ca/admissions/)~~
  - ~~Briefly outline your professional qualifications, clinical midwifery experience, and reasons for applying for graduate studies at this point in your career.~~
  - ~~What are your long term career goals, and how do you see graduate education contributing to meeting them?~~
  - ~~Briefly describe a midwifery issue of interest to you and which you would like to focus your research or scholarly activities around during your master's degree.~~
  - ~~Describe your reasons for deciding to pursue your graduate midwifery education at McMaster University. Comment on the fit between the program's courses and your academic goals. If you are applying to the thesis-based program stream, comment on the fit between the McMaster Midwifery Research Centre and potential supervisors and your academic goals.~~
  - ~~Outline the personal attributes (e.g., communication skills, innovativeness, organization, etc.) you possess and how they will contribute to your overall success in graduate school.~~
- English language proficiency:
  - Applicants whose primary language is not English will be required to provide proof of language proficiency. Minimum acceptable test scores include:

**Commented [AGS1]:** Just renaming it here to match the language used in the application system.

**Commented [AGS2]:** Instead of including the questions on the academic calendar (needs SGS approval), we can just list them on our website and update them in advance of each admissions cycle.

- A TOEFL (iBT) score of 92 overall with a minimum of 22 for reading, 24 for speaking, 24 for listening, and 22 for writing, or
- An overall IELTS score of 7.0.
- Thesis-based program stream applicants must also submit ~~an~~ a sample of their academic writing sample.

**Commented [AGS3]:** Just renaming it here to match the language used in the application system.

Admission is competitive and meeting the minimum standards does not guarantee admission to the program.

To apply and pay the application fee online, consult the Graduate Studies website at <https://gs.mcmaster.ca/how-to-apply/>

**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- 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: Graduate Nursing

Name of Program and Plan: Master's Thesis Stream

Degree: Masters of Science

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain:

Other Changes

Please explain:

**Describe the existing requirement/procedure:** Currently Master's Thesis students are required to take a total of six courses: NUR 707 Leadership, NUR 715 Quantitative Methods, NUR 709 Statistics, NUR 745 Qualitative Methods, NUR 701 Theory and Practicum, plus a graduate elective of their choice. Students also do a thesis requiring data collection and HIREB approval.

**Provided a detailed description of the recommended change:** Masters Thesis students will no longer be required to complete a graduate elective

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): The majority of Masters Thesis students do not complete the program on-time. The five required courses include a course (NUR 701) with a 96-hour practicum in addition to the weekly classes (averaging 11 hours per week for this one class). Removing the elective will support earlier completion of courses and earlier dedication to thesis work. Most thesis students do research requiring data collection and HIREB approval which also affects timely completion.

A review of curricular concepts covered in the required courses shows that the removal of the elective will have no impact on students meeting Canadian Associations of Schools of Nursing (CASN) guiding principles for Masters education, or Masters Degree Level Expectations (DLEs): depth and breadth of knowledge, research and scholarship, application of knowledge, communication skills, awareness of limits of knowledge, and autonomy and professional capacity. Details are available for review upon request.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

Students entering program September 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain: This issue was raised by IQAP reviewers, and students and faculty who participated in the review. This issue has been discussed at Graduate Faculty and Graduate Curriculum meetings and change is supported. The numbers of students in graduate nursing programs completing Master's Thesis are decreasing nationally and is recognized as a key issue for the development of nursing knowledge, and for recruitment of PhD students.

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected):

Track Changes Version:

Requirements

Candidates may be full-time or part-time and must:

Complete, with at least a B- standing, a minimum of ~~six~~ five graduate half courses which must include the courses below ~~as well as one additional half course selected by the student in conjunction with his/her supervisory committee which may be at the 600 level.~~



Complete a thesis on an approved health care issue and defend the thesis at a final oral examination.

NURSING 701 / Theoretical Basis of Nursing Practice

NUR 707 /Foundations of Leadership

NURSING 745 / Qualitative Research Methods

NURSING 715 / Introduction to Quantitative Research Methods in Health Research

NURSING 709 / Statistical Methods in Health Sciences Research

OR

HTH RS M 701 or HTH RS M 702

New Version:

Requirements

Candidates may be full-time or part-time and must:

Complete, with at least a B- standing, a minimum of five graduate half courses which must include the courses below.

Complete a thesis on an approved health care issue and defend the thesis at a final oral examination.

NURSING 701 / Theoretical Basis of Nursing Practice

NUR 707 /Foundations of Leadership

NURSING 745 / Qualitative Research Methods

NURSING 715 / Introduction to Quantitative Research Methods in Health Research

NURSING 709 / Statistical Methods in Health Sciences Research

OR

HTH RS M 701 or HTH RS M 702

**Contact Information for the recommended change: Nancy Carter, Assistant Dean**

**Name: Nancy Carter**





**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.

<b>DEPARTMENT</b>	School of Rehabilitation Sciences
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<b>NAME OF PROGRAM and PLAN</b>	Physiotherapy
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<b>DEGREE</b>	MSc(PT)
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**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

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

CREATION OF NEW MILESTONE

<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>	<input type="checkbox"/>
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<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>
	X	<p>The current description in the Graduate Calendar does not specifically address that students in the MSc(PT) Program must comply with the required health screening requirements for health professional learners in the FHS. This requirement is not new, but it was not clearly stated in the calendar.</p> <p>Additional updates to the Graduate Calendar include reorganization of some text for ease of reading and updating hyperlinks.</p>

<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>
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<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>		

<b>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>)</b>
<p>We are requesting the addition of the following language (See attached word document for where this would go):</p> <p>Vulnerable Sector Checks and Health Screening are required as a condition of continued registration with a FHS Health Professional Program. An original Vulnerable Sector Check must be submitted on an annual basis and meet the directives of the current FHS Police Records Check Policy approved June 26, 2019. Click here for the full policy. Learners are required to understand and comply with the Faculty of Health Sciences health screening requirements. All health screening documentation must be reviewed and cleared by the Health Screening Office. For detailed requirements click <a href="#">HERE</a></p>

<b>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?):</b>
<p>This will make sure that both incoming and current students are explicitly aware of this requirement for the duration of their program.</p>

<b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b>
<p>2023-2024 Academic Calendar</p>

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

<b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR (please include a tracked changes version of the calendar section affected if applicable):</b>
<p>See attached and above</p>

<b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b>

Name: Sarah Wojkowski	Email: <a href="mailto:wojkows@mcmaster.ca">wojkows@mcmaster.ca</a>	Extension:	Date submitted:
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If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



# ACADEMIC CALENDARS

McMaster  
University

School of Graduate Studies Calendar, 2022-2023

## Physiotherapy, M.Sc.

### Admission Requirements

To be eligible for admission to the M.Sc. (PT) Program, applicants will have completed a four-year baccalaureate degree or the equivalent number of courses (120 units/credits), and will have achieved a minimum grade-point average of "B+" or 77% or 3.3/4.0 or 9/12.0 in their final 60 units of credit. Post-graduate coursework is also considered in this GPA calculation.

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

Additional requirements include:

- a minimum of one (1) human anatomy course, at any level, with a grade of at least B+ (77%) or higher
- a minimum of one (1) human physiology course, at any level, with a grade of at least B+ (77%) or higher
- a minimum of one (1) statistics course, or research methods course in a health-related field<sup>+</sup>, at any level, with a grade of at least B+ (77%) or higher
- a minimum of one (1) humanities or social sciences\*+ course, at any level, with a grade of at least B+ (77%) or higher

*\*Note only subject areas identified by McMaster University's Faculties of Humanities or Social Sciences will be accepted.*

<sup>+</sup>One course cannot satisfy both the statistics/research methods prerequisite and the humanities/social sciences prerequisite.

Two separate courses must be submitted on the applicant's ORPAS application.

Please see [Program website](#) for more details regarding prerequisites.

~~Vulnerable Sector Checks are required as a condition of continued registration with a FHS Health Professional Program. An original Vulnerable Sector Check must be submitted on an annual basis and meet the directives of the current FHS Police Records Check Policy approved June 26, 2019. Click here for the full policy.~~

**Commented [BA1]:** Website needs to be updated to: <https://srs-pt.healthsci.mcmaster.ca/education/future-students/admissions/>

**Field Code Changed**

## Application Procedure

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

### Applicant On-line Video Interview

All applicants who meet the required GPA admission requirements and pre-requisite courses will be invited to participate in an on-line, video-based interview comprised of a series of 'mini interview' questions. Once applicants have submitted their online application and paid the ~~\$55~~ \$50 video interview fee, the Program will notify applicants of the link to the video interview questions, instructions on how to complete the interview and the due date for completion of this component of the application. Please refer to the Program website for more details. Applicants will require an internet connection, a computer/laptop with a functioning webcam and microphone to complete the on-line, video-based interview.

### Education Equity: Indigenous Applicants

The Faculty of Health Sciences at McMaster University acknowledges the barriers and challenges for Indigenous students accessing post graduate education programs and opportunities. The MSc (PT) Program has a Facilitated Indigenous Admission Program (FIAP) for individuals with Indigenous North American (First Nations, Inuit, or Metis) ancestry.

The Truth and Reconciliation Commission of Canada in (2015) called on all levels of government to:

- Increase the number of Aboriginal Professionals working in the Health Care Field
- Ensure the retention of Aboriginal Health-Care providers in Aboriginal Communities
- Provide cultural competency training for all health-care professional.

These principles guide the MSc (PT) Program in working towards an environment for all students, patients and educators to create focused learning opportunities of cultural awareness and humility.

Reference: Truth and Reconciliation Commission of Canada, United Nations., National Centre for Truth and Reconciliation, Truth and Reconciliation Commission of Canada., Truth and Reconciliation Commission of Canada., & United Nations. (2015). Truth & reconciliation: Calls to action.

Applicants wishing to apply through FIAP must complete the self-identification application and follow the program-specific application process (i.e. application through ORPAS, where Indigenous identification is declared).

Details about FIAP are available on the website: <https://ihll.mcmaster.ca/students/future-students/facilitated-admissions-self-identification/>

The deadline for application through FIAP is the same as the application to the Program.

Support for individuals applying to FIAP is available through the Indigenous Health Learning Lodge: [ishsapc@mcmaster.ca](mailto:ishsapc@mcmaster.ca)

### Black Applicants

The Faculty of Health Sciences at McMaster University acknowledges the barriers and challenges of Black students accessing post graduate education programs and opportunities. The MSc(PT) Program has a Facilitated Black Admissions Program for individuals ~~who who~~ that self-identify as Black.

This process was developed to provide equitable access to Black Canadians and aligns with the McMaster and the School of Rehabilitation Science's (SRS) commitment to the principles of equity, diversity, inclusion, and social justice in all that we do, and McMaster University's statement on Building an Inclusive Community with a Shared Purpose.

These principles guide the MSc (PT) Program in working towards an environment for all students, patients, and educators to create focused learning opportunities of cultural awareness and humility.

Black applicants wishing to apply for the Black Admissions Stream must follow the program-specific application process (i.e. application through ORPAS) and follow directions posted on the MSc(PT) [Program's website](#).

Enquiries: 905 525-9140 Ext. [26943-27859](#), PT Program

~~Coordinator Fax: 905 524 0069~~

Email: askPT@mcmaster.ca

Website: <https://srs->

[pt.healthsci.mcmaster.ca/http:/](https://srs-)

[/srs-mcmaster.ca](https://srs-mcmaster.ca)

~~Graduates with a strong research bias may be eligible to proceed to thesis-based graduate programs should they wish to do so in the future.~~

**Commented [BA2]:** Correct hyperlink: <https://srs-pt.healthsci.mcmaster.ca/education/future-students/admissions/>

## Program Requirements

Students will complete university-based course work, Clinical Education courses (clinical placements), an elective course and a research project. The MSc(PT) Program recognizes and acknowledges that students will also be required to participate in learning experiences at McMaster University and across the City of Hamilton, which is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation.

All students will be required to complete the equivalent of 23 required half-courses and one Program approved elective half-course over the five (5) units of full-time study, across two study years (24 months). All courses are required\*, with the exception of [PHYSIOTH 797](#), [PHYSIOTH 798](#) or [PHYSIOTH 799](#), which are offered to students eligible for remediation.

\*Note: The MSc(PT) Program offers a dual degree option in collaboration with Rehabilitation Sciences. For program fulfillment requirements for students enrolled in the dual degree option please see the [Dual Degree section](#) of the Graduate Calendar.

[Vulnerable Sector Checks and Health Screening](#) are required as a condition of continued registration with a FHS Health Professional Program. An original Vulnerable Sector Check must be submitted on an annual basis and meet the directives of the current FHS Police Records Check Policy approved June 26, 2019. Click here for the full policy. Learners are required to understand and comply with the Faculty of Health Sciences health screening requirements. All health screening documentation must be reviewed and cleared by the Health Screening Office. For detailed requirements click [HERE](#).

**Commented [BA3]:** Update to correct section for the course

The University reserves the right to cancel academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing. Serious deficits in matters pertaining to work in clinical settings, research ethics or professionalism when interacting with human or other subjects may result in termination of the work in a clinical placement or research project. Unsatisfactory standing or serious deficits in matters pertaining to professional skills, which include but are not limited to patient safety, professionalism, ethical behavior and technical skills, as described in the Competency Profile for Physiotherapists in Canada (<https://www.peac-aepc.ca/pdfs/Resources/Competency%20Profiles/Competency%20Profile%20for%20PTs%202017%20EN.pdf>) (<https://physiotherapy.ca/essential-competency-profile>), may result in a decision to terminate the clinical placement or research project. In most situations termination of the clinical placement or research project constitutes a failure and will result in the student receiving a grade of F in the Clinical Education course or the Research and Evidence-Based Practice course, and may result in dismissal from the Program. For Health Sciences Graduate programs with clinical courses, all clinical activities associated with such courses must be successfully achieved for attainment of a passing grade in the course. Students will receive a Program Handbook, a Clinical Education Handbook and Unit Handbooks which provide additional information and details regarding procedures, guidelines and requirements. In the event of a discrepancy between these documents and the



Graduate Calendar, the Graduate Calendar represents the official policy.

## **Review of Student Progress**

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The progress of students in the MSc (PT) Program is overseen by a team of McMaster faculty and registered therapists. Student progress in the Program is regularly reviewed by a Program Academic Study Committee (PASC). The PASC's responsibilities include, but are not limited to, determining if a student may proceed to the next unit of study.

The Program may, in appropriate circumstances, defer a student's clinical placement or remove a student from a clinical placement if the student, including but not limited to, fails to maintain timely and professional communication with the Program,



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 should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca)
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department	Name of Program and Plan	Degree
Health Science Education	HSED MSc	MSc
<b>Nature of Recommendation (please check appropriate box)</b>		
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<input type="radio"/> Creation of new milestone		
<input type="radio"/> Change in admission requirements		
<input type="radio"/> Change in comprehensive examination		
<input type="radio"/> Change in course requirements		
<input type="radio"/> Change in the description of a section in the graduate calendar – explain:		
<input checked="" type="radio"/> <b>Other changes – explain:</b> Provide scheduled break option as described by new section of McMaster Graduate Calendar- 2.5.1 Continuity of Registration		

**Describe the existing requirement/procedure:**

There is no existing procedure. Students request LOAs, withdraw from program, etc.

**Provide a detailed description of the recommended change (Attach additional pages if space is not sufficient.)**

The scheduled breaks policy is intended for use in situations of foreseeable use in study where the Leave of Absence policy does not apply. Students may not be engaged with the curriculum during the break. Specifically, this means that the scheduled break may not be used to work on the Capstone Portfolio or Thesis. The provisions related to tuition fees and term counts are the same as for a Leave of Absence. Breaks must be requested via the program, and the program must approve the schedule. If approved, breaks may not occur in the first or last term of in-time enrollment.

**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?):**

Intended for use in situations of foreseeable use in study where the Leave of Absence policy does not apply

**Provide implementation date: (implementation date should be at the beginning of the academic year)**

Sept. 01 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, explain:**

No.

**Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):**

No current calendar section.

**Contact information for the recommended change:**

Name: Dr. Lawrence Grierson

Email: [hshed@mcmaster.ca](mailto:hshed@mcmaster.ca)

Ext: 22738

Date Submitted: April 03 2023

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meeting on March 22nd and April 3rd 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 Social Science.

**For Approval of Graduate Council:**

- i. **Public Policy**
  - i. **Change to Calendar Copy**
  - ii. **Addition of Co-op Option**
- ii. **Sociology**
  - i. **Change to Course Requirements**

**For Information of Graduate Council:**

- i. **Wilson College**
  - ii. **New Course**
    - 1. **Studies in Leadership in Civic Engagement - Selected Topics**
- ii. **Globalization**
  - iii. **Course Title and Description Change**
    - 1. **704 Global Social Policy**
- iii. **Public Policy**
  - iv. **New Course**
    - 1. **712 Master of Public Policy in Digital Society Coop**
  - v. **Change to Course Description**
    - 1. **709 Digital Transformation in the Public Sector**
  - vi. **Change to Course Title**
    - 1. **705 Policy Capstone**
    - 2. **750 Data Analysis for Public Policy I: Descriptive Statistics**
    - 3. **751 Data Analysis for Public Policy II: Causal Inference**
    - 4. **752 Data Analysis for Public Policy III: Data Visualization**
    - 5. **753 Working with Code 1: Introduction to Web Development**
    - 6. **754 Working with Code 2: Introduction to Database Systems**
    - 7. **755 Working with Code 3: Advanced Web Development**
- iv. **Sociology**

**vii. Change to Course**

1. 6Z03 Introduction to Social Statistics

**v. Social Work**

**viii. Change to Course Title and Description**

1. 701 Social Work Practice: Critical Frameworks



**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.

<b>DEPARTMENT</b>	Faculty of Social Sciences
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<b>NAME OF PROGRAM and PLAN</b>	Master of Public Policy in Digital Society or "DIGISOCMPP"
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<b>DEGREE</b>	<b>MPP</b>
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**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

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

CREATION OF NEW MILESTONE

<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>	<input type="checkbox"/>
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<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>
	X	<p>The part-time option was previously approved, and while we would like to retain the option to offer the part-time stream in the future, we are not in a position as this time to offer the part-time option. This section of the graduate calendar will need to change (see page 3 for description change):</p> <p>The Master of Public Policy in Digital Society is a professional graduate degree that combines traditional seminar-based learning formats along with skill development labs in order to establish a set of core competencies at the intersection of public policy and digital technology. The degree is offered on a full-time (12 months) or part-time (24 months) basis.</p>



<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>	
The degree is offered on a full-time (12 months) or part-time (24 months) basis.	

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

The part-time option was previously approved, and while we would like to retain the option to offer the part-time stream in the future, we are not in a position as this time to offer the part-time option.

**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?):**

Unable to support part-time programming at this time.

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

September 1, 2023

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

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

The Master of Public Policy in Digital Society is a professional graduate degree that combines traditional seminar-based learning formats along with skill development labs in order to establish a set of core competencies at the intersection of public policy and digital technology. The degree is offered on a full-time (12 months) basis.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Cliff van der Linden    Email: [liff.vanderlinden@mcmaster.ca](mailto:liff.vanderlinden@mcmaster.ca)    Extension: 23890    Date submitted: March 28, 2023

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

SGS/2013

**Recommendation for change in graduate curriculum – for change(s) involving degree program requirements/procedures/milestones**

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

1. This form must be completed for **all** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca)
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department	Name of Program and Plan	Degree
<b>Nature of Recommendation (please check appropriate box)</b>		
<b>Is this change a result of an IQAP review?</b>	<b>Yes</b>	<b>No</b>
<b>Creation of new milestone</b>		
<b>Change in admission requirements</b>		
<b>Change in comprehensive examination</b>		
<b>Change in course requirements</b>		
<b>Change in the description of a section in the graduate calendar – explain:</b>		
<b>Other changes – explain:</b>		

**Describe the existing requirement/procedure:**

**Provide a detailed description of the recommended change (Attach additional pages if space is not sufficient.)**

**Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):**

**Provide implementation date: (implementation date should be at the beginning of the academic year)**

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, explain:**

**Provide a description of the recommended change to be included in the calendar (please include a tracked changes version of the calendar section affected if applicable):**

**Contact information for the recommended change:**

Name:

Email:

Ext:

Date Submitted:

**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- 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: Sociology

Name of Program and Plan: Sociology MA (sociomas, socicrma, socispma, socithma)

Degree: MA

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain: To take effect if Sociol 6Z03 is approved to change to Sociol 741

Other Changes

Please explain:

**Describe the existing requirement/procedure:** Graduate students in the Department of Sociology are not permitted to take 600 level courses for credit, except for Sociol 6Z03.

**Provided a detailed description of the recommended change:** update text to match with the planned change of Sociol 6Z03 to Sociol 741

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): The department proposes to change the course code from 6Z03 to a 700-level code (741) to ensure consistency with our other graduate course codes in our department.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year) September 2023  
September 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain:

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected): adjustment of wording to the below.

### **A. Thesis Option**

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A candidate must pass a minimum of four half courses and must complete and defend a satisfactory thesis based on research. ~~Other than [SOCIOLOGICAL 6Z03](#)~~ ~~No other~~ 600 level courses are permitted. Students may petition the Department Graduate Committee on a case-by-case basis to take a supervised research course ([SOCIOLOGICAL 730](#), [SOCIOLOGICAL 731](#)), or a half course in another department, provided it is not a supervised research course. In the first term, the candidate must enrol in three half courses and by the end of the term, present a thesis proposal to the Department. If the proposal is approved, the candidate may then prepare a thesis. If the proposal is not approved, the student must complete the course work option.

### **B. Course Work Option**

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A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. ~~Other than [SOCIOLOGICAL 6Z03](#)~~, ~~No other~~ 600

level courses are permitted. Students are limited to one supervised research course ([SOCIOLOG 730](#), [SOCIOLOG 731](#)), or one half course in another department provided it is not a supervised research course. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility. All courses will normally be completed by the end of the summer term.

### C. Major Research Option

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A candidate must pass a minimum of six half courses and complete a satisfactory major research paper (MRP). Of the six half courses, at least one must be in a course in Sociological Theory and another in Sociological Methods. ~~Other than SOCIOLOG 6Z03, No other~~ 600-level courses are permitted. Students may take one course in another department. No supervised research course ([SOCIOLOG 730](#), [SOCIOLOG 731](#), or in another department) may be used to complete the course requirements. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility. In the first term, the candidate must enrol in three half courses and by the end of the term, present a proposal for the MRP to the Department. If the proposal is approved, the candidate may then prepare a MRP. If the proposal is not approved, the student must complete the course work option. Courses will be completed through September-April, while the MRP will be completed through the summer.

### B. (1) Course Work Option - stream in Social Psychology

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A candidate must pass a minimum of eight half courses. Of these, at least one half course must be a course in Sociological Theory and another half course in Sociological Methods. In addition, students must complete two courses relating to social psychology ([702](#), [704](#), [711](#), [718](#), [726](#), [755](#), [758](#)). ~~Other than SOCIOLOG 6Z03, No other~~ 600-level courses are permitted. Students are limited to one supervised research course ([SOCIOLOG 730](#), [731](#)), or one half course in another department. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility. All courses will normally be completed by the end of the summer term.

**Contact Information for the recommended change:**

**Name:** Marisa Young

**Email:** [myoung@mcmaster.ca](mailto:myoung@mcmaster.ca)

**Date Submitted:** March 8, 2023



**Recommendation for Change in Program Requirements/Procedures**

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- 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: Sociology

Name of Program and Plan: Sociology PhD (sociphd)

Degree: PhD

**Nature of Recommendation (Please complete appropriate field(s))**

Is this change the result of an IQAP Review: Yes  No

Creation of New Milestone

Change in Admission Requirements

Change in Comprehensive Examination Procedure

Change in Course Requirements

Change in the Description of a Section of the Graduate Calendar

Please explain: To take effect if SOCIOL 6Z03 is approved to change to SOCIOL 741

Other Changes

Please explain:

**Describe the existing requirement/procedure:** Students are not permitted to take 600 level courses with the exception of Sociol 6Z03. Sociol 6Z03 is the prerequisite for the required Sociol 740 course. We are also updating the undergraduate course equivalent since Sociol 3H06 was replaced by Sociol 3FF3 and 4FF3.

**Provided a detailed description of the recommended change:** update of text to match with the planned change of Sociol 6Z03 to Sociol 741

**Rationale for the recommended change** (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?): The department proposes to change the course code from 6Z03 to a 700-level code (741) to ensure consistency with our other graduate course codes in our department.

**Provide Implementation Date:** (Implementation date should be at the beginning of the academic year)

September 2023

**Are there any other details of the recommended change that the curriculum and policy committee should be aware of?** If yes, please explain:

**Provide a description of the recommended change to be included in the calendar** (please include a tracked-changes version of the calendar section affected):

## Quantitative Methods

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Ph.D. candidates will be required to demonstrate competence in quantitative methods by taking [SOCIOLOGICAL 740 Statistical Methods for Social Research](#) and pass the course with a grade of B+ or better. Persons admitted to the Ph.D. program without the equivalent of ~~Sociology 3H06/Research Techniques and Data Analysis or~~ ~~SOCIOL 6Z03 Introduction to Social Statistics,~~ [SOCIOLOGICAL 4FF3](#) or [SOCIOLOGICAL 741](#) however, will be expected to complete ~~6Z03~~ [SOCIOLOGICAL 741](#) before taking [SOCIOLOGICAL 740](#). Admission is governed by the general regulations.

## Additional Information

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In addition to the theory and methods requirements, all Ph.D. students must take at least three regularly scheduled 700-level half courses. ~~Other than~~ ~~SOCIOL 6Z03~~, No 600-level courses are permitted. Students are limited to one supervised research course ([SOCIOLOGICAL 730](#), [SOCIOLOGICAL 731](#)) or one half course in another

department. Students may petition the Department Graduate Committee on a case-by-case basis for greater flexibility.

**Contact Information for the recommended change:**

**Name: Marisa Young**

**Email: myoung@mcmaster.ca**

**Date Submitted: March 8, 2023**

# Graduate Study at McMaster University

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

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

The following sections outline the general graduate academic regulations of the University. Students must read and comply with both these regulations and those set out by their Program elsewhere in this Graduate Calendar, as applicable.

Since the Academic Regulations are continually reviewed, the University reserves the right to change the regulations in this section of the Calendar. The University also reserves the right to cancel the academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing.

Faculties are authorized to use discretion in special situations by taking into account past practice, the spirit of the regulations, and extraordinary circumstances. Students who believe their situations warrant special consideration should consult the appropriate Program Office.

## 1.1 Programs of Study

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

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

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

Master of Biomedical Discovery and Commercialization

[Master of Biomedical Innovation](#)

Master of Business Administration

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

Master of Communications Management

Master of Engineering in Civil Engineering, Computational Science and Engineering, Computing and Software, Electrical and Biomedical Engineering, Electrical and Computer Engineering, Engineering Physics, Manufacturing Engineering, Nuclear Engineering (UNENE), Systems & Technology

Master of Engineering Design

Master of Engineering Entrepreneurship and Innovation

Master of Engineering and Public Policy

Master of Finance

Master of Financial Math

Master of Health Management

Master of Public Health

Master of Public Policy

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

Master of Social Work

Master of Technology Entrepreneurship and Innovation

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

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

## 1.2 Responsibilities to Graduate Students

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

## 1.2.1 The School of Graduate Studies

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

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

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

## 1.2.2 The Faculty

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

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

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

## 1.2.3 The Department (or Graduate Program)

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

- ensuring that every student has, at all times, a faculty advisor or supervisor or a properly constituted supervisory committee;
- reviewing annually each student's academic progress and reporting thereon;
- conducting comprehensive examinations and language examinations, when these are required;

- preparing and distributing guidelines and departmental regulations for supervisors and students;
- ensuring that each student is properly trained in all safety practices, guidelines, and policies for the use of any resources required in carrying out their work, where appropriate.

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

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

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

## 1.2.4 The Supervisory Committee or Supervisor

The Supervisory Committee, or supervisor or the faculty advisor (Section 1.2.5) when no such committee is required, provides advice to the Department as noted above. Additional responsibilities include, where applicable:

- to assist in planning and to approve the student's program of courses and research;
- to approve the thesis proposal;
- to decide within departmental regulations, on the timing of the comprehensive examination (for doctoral students) and, where applicable, of the language and other examinations;
- to maintain knowledge of the student's research activities and progress;
- to give advice on research;
- to provide the student with regular appraisals of progress or lack of it;
- to perform such other duties as may be required by the department;
- to report on the above matters annually, in writing, on the approved form to the department, which in turn will report to the Faculty Graduate Committee on Admissions and Study where applicable;
- to initiate appropriate action if the student's progress is unsatisfactory, including any recommendation that the student withdraw, for approval by the department and the Faculty committee on Graduate Admissions and Study;
- to decide when the student is to write the thesis and to give advice during this process;
- to act as internal examiners for the thesis; and
- to act as members of the examination committee for the final oral defence when so appointed.

In FHS, committees may also include an Associate Member who would have a formal advisory role on the committee. Please click [here](#) for more details.

## 1.2.5 The Faculty Advisor

When a supervisory committee or supervisor is not required, a faculty advisor will be assigned by the Department. Like the supervisory committee, the advisor will provide advice to the Department as noted in Section 1.2.3 above. Their responsibilities will include: planning and approving the student's program of courses and research; deciding within departmental regulations, on the timing of the comprehensive examination, and language and other examinations; maintaining knowledge of the student's research activities and progress; giving advice on research; providing the

student with regular appraisals of progress or lack of it (i.e., the student and student advisor have a mutual obligation to meet on a regular basis); initiating appropriate action if the student's progress is unsatisfactory, including any recommendation that the student withdraw. In course-based, professional or clinical programs, a program committee or the department chair for the program acts as the faculty advisor. The faculty advisor is expected to respond in a timely fashion to requests for clarification by the student on elements of academic and research progress.

## 1.2.6 The Graduate Course Instructor

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

The graduate course instructor may decide to recruit one or more faculty members or field experts to give special lectures during the course. Such an invitation should be made well in advance of the lecture date. Invited instructors usually are not expected to evaluate the students. However, there may be rare cases in which an invited instructor contributes some aspect of course evaluation. In that event, the official course instructor still bears ultimate responsibility for overall evaluation and course outcome. Students should be informed of the mechanism and mode of evaluation under these circumstances.

At the graduate level, students normally are expected to actively participate in courses (i.e., contribute to discussion, be encouraged to ask questions), and instructors often award marks for participation. The ultimate aim of any graduate course is not only to convey information to and exchange information with students, but also to equip students with the confidence and ability to exchange information with others, both in the spoken word and in writing.

Instructors shall calculate and provide grades to the School of Graduate Studies for all students by the date stipulated in the Graduate Calendar, as a final mark or as an "incomplete". Final marks shall be provided to the students in a timely manner. Although there may be rare instances in which the instructor may need to report grades before all work is complete for a student, instructors should be aware that a grade of "incomplete" will be converted to an "F" and recorded on the student's transcript after the stated sessional date: "Final Date to Submit Results of Incomplete (INC) Grades for Previous Term".

## 1.3 Responsibilities of Graduate Students to the University

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

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

- Maintaining current contact information with the University, including address, phone numbers, and emergency contact information.
- Using the University provided e-mail address or maintaining a valid forwarding e-mail address.
- Regularly checking the official University communications channels. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias.
- Accepting that forwarded e-mails may be lost and that e-mail is considered received if sent to the student's @mcmaster.ca account.



Where applicable, students are responsible for complying with such conditions as indicated in the offer of admission. Students are also responsible for complying with the regulations governing graduate students at McMaster University with respect to full- and part-time status (see sections 2.5.2 and 2.5.3). Students are further responsible for informing the School of Graduate Studies within two weeks, which acts as the official keeper of student records, of any change in personal information such as address, name, telephone number, etc. Students are also responsible for reporting through the department any change in student status, course registration, or withdrawal.

#### Courses

To receive credit for a course, each student is responsible for confirming in the Mosaic Student Center that their enrollment status is appropriate for that course. Students are responsible for ensuring that they have formally enrolled for the course through their department or graduate program.

#### Research-Based Programs

With regard to research and study, students are responsible for maintaining contact and meeting regularly with the faculty advisor, thesis/project supervisor or supervisory committee, for observing departmental guidelines, and for meeting the deadlines of the department and the School of Graduate Studies. If there is a problem with supervision, it is the student's responsibility to contact the Department Chair or Graduate Advisor. It is also the expectation that students will seek clarification when necessary on questions regarding elements of academic and research progress. The provisions for changing a supervisor are outlined in Section 3.1.

Students who undertake to write a master's or doctoral thesis assume responsibility both for creating drafts of the thesis, upholding copyright and intellectual property rights including any research agreements between the university and outside partners, and for responding to direction from the Supervisory Committee. The student shall have the responsibility to write and ultimately to defend the thesis, and the Supervisory Committee has the responsibility to offer guidance in the course of the endeavour, and to recommend or not recommend the completed thesis for defence.

Since enrollment permits access to libraries and certain other academic facilities (including off-campus facilities), it also implies a commitment on the part of each graduate student to use such facilities in accordance with applicable rules, including all safety practices, guidelines and policies. Inappropriate behaviour that is deemed to be in violation of such practices and/or policies may lead to denial of access to the facility. If such a denial of access to facilities means that a student can no longer fulfill their academic obligations, the student will be required to withdraw involuntarily from their academic program. (see also Section 5.2)

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

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

# General Regulations of the Graduate School

- 2.1 Admission Requirements
  - 2.1.1 Admission Requirements - Master's
  - 2.1.2 Admission Requirements - Ph.D.
  - 2.1.3 Transfer to Ph.D.
  - 2.1.4 Admission Requirements - Part-time Ph.D.
  - 2.1.5 Admission of Students - Cotutelle Ph.D.
  - 2.1.6 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree
  - 2.1.7 Admission Requirements for Graduate Diploma Programs
  - 2.1.8 Admission Requirements for Post Degree Students
  - 2.1.9 Non-Credit Participants in Graduate Courses
  - 2.1.10\_Visiting\_Students
  - 2.1.11 Incoming Exchange Students
  - 2.1.12 English Language Requirements
- 2.2 Application for Admission
- 2.3 Transfer/Advance Credit and Course Equivalency
- 2.4 Acceptance
- 2.5 Enrollment
  - 2.5.1 Continuity of Registration
  - 2.5.2 Definition - Full- and Part-time Status
  - 2.5.3 McMaster University's Regulations for Full- and Part-time Status
  - 2.5.4 Employment Regulations
  - 2.5.5 Enrolment - International Students on Study Permits
  - 2.5.6 Full-Time on Campus
  - 2.5.7 Leaves of Absence
  - 2.5.8 Vacations
  - 2.5.9 Appeals and Petitions for Special Consideration
- 2.6 Academic Progression and Graduate Curriculum
  - 2.6.1 Definition of 'Good Academic Standing'
  - 2.6.2 Milestones
  - 2.6.3 Course Levels and Unit Values
  - 2.6.4 Course Requirement and Designations
  - 2.6.5 Courses Taken at Another Institution
  - 2.6.6 Audited Courses
  - 2.6.7 Required Supplementary Courses for All Graduate Students
  - 2.6.8 Placeholder Courses
  - 2.6.9 Course Grading and Weighted Average Calculation
  - 2.6.10 Incomplete Grades
  - 2.6.11 Failing a Course or Milestone
  - 2.6.12 Repeated Courses
  - 2.6.13 Withdrawal
  - 2.6.14 Outgoing Exchange Students

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

## Collection of Personal Information

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

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

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

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

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

#### Retention of Documents

All documentation submitted in support of an application for admission (including original transcripts) becomes the property of the University and is not returnable.

If an applicant is not accepted, or fails to enroll following acceptance, their documentation (including original transcripts) will be destroyed at the end of the admissions cycle.

## 2.1 Admission Requirements

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

### **2.1.1 Admission Requirements for a Graduate Diploma, Graduate Academic Certificate and Academic Microcredential**

[Students who wish to enter a Graduate Academic Certificate or a Graduate Diploma program must meet the admission requirements of a Master's level program](#)

[Students who wish to begin an academic microcredential must meet its specified admission requirements.](#)

### **2.1.2 Admission Requirements for Master's Degree**

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

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

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

## 2.1.2-3 Admission Requirements for Ph.D. Degree

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

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

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

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

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

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

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

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

## **2.1.3-4 Transfer to Ph.D.**

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

## **2.1.4-5 Admission Requirements for Part-Time Ph.D. Degree**

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

## **2.1.5-6 Admission of Students to a Cotutelle Ph.D. Degree**

A cotutelle is a single Ph.D. awarded by two post-secondary institutions, typically from different countries. A cotutelle degree promotes and structures research collaborations in a way that allows students access to a broader range of research experience than would be available at a single institution.

Partner university arrangements may vary and students must investigate what is required to fulfill that institution's cotutelle requirements. For information on how to apply please view the Cotutelle Policy and the information available on the School of Graduate Studies website.

## **2.1.6-7 Admission of Students with Related Work Experience or Course Work Beyond the Bachelor's Degree**

Some potential applicants may not satisfy our admission requirement. However, work experience and/or completed course work beyond the Bachelor's degree, may have some bearing on the applicant's ability to complete a graduate program. The admissions process will recognize these accomplishments as follows.

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

1. References from reliable sources, which specifically identify the applicant's aptitude for research and graduate education.

2. University 4-year undergraduate degree or equivalent, completed more than 4 years ago, together with additional course work taken since that time.
3. Significant record of workplace experience, the relevance of which will be assessed by the graduate program of choice.

Submission of a complete resume is required to determine eligibility as a mature student. Such recommendations must be approved by the Graduate Associate Dean of the Faculty in question and evidence of ability to do graduate work will still be required.

## **2.1.7-8 Admission Requirements for Graduate Diploma Programs**

The admission requirements for a graduate diploma are the same as are identified in Section 2.1.1 and in Section 2.1.6 (above) for admission to a Master's program.

## **2.1.8-9 Admission Requirements for Post-Degree Students**

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

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

A student who has completed a relevant undergraduate degree and is not admissible to a program under current standards, may be admitted as a post-degree student with the approval of the Associate Dean to demonstrate admissibility. In such cases, any courses taken as a post-degree student will not be available for credit in a subsequent graduate program, should they be eventually considered to be admissible.

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

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

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

## **2.1.9-10 Non-Credit Participants in Graduate Courses**

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

A fee is charged for each course taken as a non-credit participant (by persons who are not registered graduate students or for graduate students in a course-charged program). See Section 4.1, Fees for Graduate Students, for more information about fees.

## 2.1.~~10~~11 Visiting Students

**Visiting Students** are individuals who are currently registered in a graduate degree program in another university, and who have made arrangements through both their home university and a graduate program at McMaster to spend some time at McMaster as part of their degree program at the home university. While they are visiting students, they will not be enrolled in a degree program at McMaster. They are not part of any official exchange agreement including Ontario Visiting Graduate Student (OVGS) arrangement, although there may be an agreement between the McMaster program and their home institution. For more information on Ontario Visiting Graduate Student arrangements please consult Section 5.10. McMaster currently allows out-of-province and international students to visit in one of three ways: to take course work in a specific program; to conduct research in a specific lab; or to participate in an internship with a specific program or faculty member. In any case, students will be enrolled as full-time students for a maximum of one year. Visiting students do not normally pay tuition unless taking courses but in all cases, are expected to pay supplementary fees (see Section 4.1 Fees for Graduate Students). Acceptance is on the recommendation of the department or program at McMaster. For every term that the student is here in residence they must register in SGS 302. Visiting students are not permitted to audit courses.

It is necessary for international visiting students to enroll in the UHIP program to ensure adequate health insurance coverage during their stay.

## 2.1.~~11~~12 Incoming Exchange Students

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

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

## 2.1.~~12~~13 English Language Requirements

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

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

The most common evidence is a score on the International English Language Testing System (IELTS) or the Test of English as a Foreign Language (TOEFL). Equivalent scores on other recognized tests may also be considered. A full list of accepted language testing systems and their minimum requirements are given on the School of Graduate Studies website.

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

TOEFL minimum requirements per Faculty are listed below, while individual programs may have higher published requirements.

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

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

## 2.2 Application for Admission

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

<https://gs.mcmaster.ca/future-students/how-to-apply/>

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

Applications from outside Canada should be completed at least five months before the desired date of entry in order to allow for any delays and for completing the necessary government processes such as obtaining a Canadian study permit.

### Application Fee

Applications must be accompanied by the required application fee. This fee is non-refundable and must be paid in Canadian dollars by means of a credit card payment or electronic transfer. The fee is assessed for each program requested to review the application. The application is only assessed for the term to which the applicant applied; for additional terms, a new application must be submitted with all documents entered again and the fee paid again for review.

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

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

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



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

## 2.3 Transfer/Advance Credit and Determination of Course Equivalency

### Transfer Credit

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

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

### Advance Credit

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

In some cases, course taken for credit as part of a diploma program may be considered for advanced standing credit in subsequent master's programs.

Courses taken at the 500-level in a student's undergraduate career at McMaster may be considered for advanced credit.

## 2.4 Acceptance

Graduate programs perform the initial assessment of completed applications. Applicants may be accepted conditionally before completing their present degree programs. Conditions must be cleared by the deadline date specified in the offer letter.

Official offer letters are sent only by the School of Graduate Studies, and are valid only for the program and term stated in the admission letter. Successful applicants are required to respond through the Applicant Portal to the offer of admission prior to the response deadline. Some programs require a deposit fee. The value of the deposit fee will be deducted from the student's tuition fees. If circumstances develop making it impossible for a student to begin graduate work in the specified term, the department and the School reserve the right to revoke the offer of admission, and any financial aid offered.

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

## 2.5 Enrollment

### 2.5.1 Continuity of Registration

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

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

Progress is expected to be continuous and a student who does not enroll for each term of the academic year will be withdrawn in good standing unless the program has indicated that a one term break in study is permitted. Programs that include a scheduled break, will list it in the program-specific section of the calendar. Only one single term break per academic year is permitted and cannot be in the first or last term of the program. Scheduled breaks may be limited to a specific term in the academic year, or available in any of the three terms with approval of the program. Programs that are cohort based or which follow a specific course order, may not be suited to scheduled breaks. In these cases, students may be required to take a Leave of Absence for up to one year in order to return to the program at the appropriate time.

See also section 3 Regulations for Degree Progression for more information on program progression.

### 2.5.2 Definition of Full- and Part-time Status

#### Full-Time Status

A full-time graduate student must:

- a. have been admitted to a graduate program as a full-time student;
- b. be pursuing their studies as a full-time occupation;
- c. identify themselves as a full-time graduate student;
- d. be designated by the university as a full-time graduate student;
- e. for most programs (and all research-based programs) be geographically available and visit the campus regularly, which normally means multiple times per week; written permission from the department/supervisor is required for studies to normally be off campus. Other programs may have different requirements and may be conducted fully on-line. Without forfeiting full-time status, a graduate student, while still under supervision, may be away from the university (e.g. visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period exceeds four weeks in any one term, written evidence shall be available in the Graduate Studies Office to the effect that this request has the approval of the department or program Chair and Graduate Associate Dean. For information on full time off campus please consult section 2.5.6.;
- f. be considered to be a full-time graduate student by their supervisor or equivalent (designated by the program office);

- g. understand that students who change status from full to part-time, do not receive any more time to complete their program and will continue to be charged tuition fees at the full-time level;
- h. understand that students who change part to full time will have their term count re-set on a ratio of 2:1.

All active graduate students other than full-time graduate students as defined above are part-time graduate students. See also section 3 Regulations for Degree Progression for more information on program progression.

#### Part-Time Status

Part-time studies may or may not be possible in a graduate program; where possible, it will be listed in the program entry in the SGS Calendar. Normally a student's status in the program (full or part-time) is determined at the time of admission.

Students who are registered as part-time are expected to be pursuing their studies on a part-time basis and making commensurate progress.

Transfer from part-time studies to full-time studies requires the approval of the graduate unit and may not be permitted in some programs. This will be described in the individual program section of the Graduate Calendar.

See also Section 3 Regulations for Degree Progression for more information on program progression and Section 4 for financial information.

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

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

Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the university to monitor and enforce the employment activities of its graduate students outside the university. However, it is both possible and desirable for the university to ensure that it does not itself create a structural situation that jeopardizes the ability of the graduate student to make full-time progress towards the completion of graduate program requirements. ~~Accordingly, it is recommended that full-time students who are participating in McMaster-based paid employment should work no more than an average of 20 hours a week to a maximum of 1005 hours in the academic year. Full-time graduate students are responsible to ensure that any employment obligations do not interfere with academic progress and should be aware that employment obligations are not an acceptable basis for unsatisfactory progress. Accordingly, full-time students who are participating in McMaster-based paid employment should work no more than an average of 20 hours a week to a maximum of 1005 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 and OSAP status. For international students with study permits, changing to part-time status may also impact their ability to fulfil the conditions of their study permit and eligibility for the post-graduate work permit.~~

As defined in Section 2.5.2, the University considers full-time students to be those that have their studies as their main activity. 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.

Students admitted to a degree program on a part-time basis are responsible for maintaining close contact with faculty members and students in their field of study.

Transfers between full- and part-time status must be approved in the School of Graduate Studies based on a program recommendation

Normally, registration in a graduate program at McMaster and another institution is not allowed. Where there is no overlapping time component between two programs, an application for an exception can be made to the Associate Dean responsible for the McMaster program. Please note this regulation doesn't apply to students who are within one term of completing their masters and concurrently starting their Ph.D., as outlined in 2.1, subsection 2c.

## 2.5.4 Employment Regulations

In the McMaster context, there are three terms in the School of Graduate Studies for purposes of interpreting the rule in Section 2.5.3 (above) limiting employment with the University to twenty 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 twenty-hour limit includes but is not limited to work as a Teaching Assistant at McMaster.

International students must abide by the employment conditions indicated [by the Government of Canada](#) and on their study permit.

## 2.5.5 Enrolment - International Students on Study Permits

[The Government of Canada requires -foreign nationals to obtain a study permit for engaging in academic, professional, vocational or other education or training that is more than 6 months in duration in Canada. A study permit is necessary to attend programs that are not fully online and are more than 6 months in duration. An up-to-date, valid government-issued permit is required for employment on campus and to graduate from a degree program. A copy of your permit may be required by various offices at McMaster.](#)

For the most up-to-date information about being an international student in Canada, visit the Immigration, Refugees and Citizenship Canada (IRCC) website ([ircc.canada.ca](http://ircc.canada.ca)). It is the student's responsibility to abide by all necessary government processes.

For information on status change to permanent resident status during the course of your study, please see section 4.1.14.

## 2.5.6 Full Time Off-Campus

On admission to a full-time program, the assumption is that a student will be full-time on-campus. This is known as being "in residence". If a student wants to spend a period of time away from the university in order to complete their research, they must apply to be full-time off campus and complete the form RMM 801. [Requests for FTOC must be for the purpose of graduate study and research off-campus. Students who require to be off campus for personal reasons must request a leave of absence.](#)

## 2.5.7 Leaves of Absence

Graduate students are required to be continuously registered to support the timely completion of their degree. Students may apply for a Leave of Absence in one of four categories (see below for the specifics for each type of leave):

1. Medical or disability leave;
2. Parenting leave;
3. Compassionate or personal leave; or,
4. No course available leave

#### General Notes for Leaves of Absence

Leaves of Absence ("LOA") are normally granted on a term-by-term basis. Whenever possible the LOA should start and end at the beginning of a term (i.e., January 1, May 1, or September 1). During an LOA the student will not receive supervision or be entitled to use the University's academic facilities for the purposes of academic progression. No tuition will be charged, nor will the student be eligible for any scholarship support. Please note students on an LOA have to pay applicable supplemental fees and will be able to use the services associated with those fees (please direct questions to Student Accounts). The length of time for completing the degree, and for scholarship support eligibility (see qualifier below), will be extended by the duration of the LOA on the resumption of studies. If an LOA begins or ends in the middle of a term, term count will be determined upon return in consultation with the Associate Dean.

It is understood that when a student takes a LOA, the duration of the leave will not be counted as time towards the time limits in which the student is required to complete or make progress in his or her graduate studies program. On occasion a student may take a leave of absence starting mid-term. This may have impacts on tuition, pay and term count, students should contact their program office or the School of Graduate Studies for more information.

Students should be aware that in the event of an LOA, continuation of the same research project and/or supervisor cannot be guaranteed. In order that the student's supervisor and/or program can make suitable arrangements to cover ongoing responsibilities during the student's LOA, students are expected to provide as much notice as possible of the intention to take a LOA.

Note: Students who hold fellowships, scholarships or grants from NSERC, SSHRC, CIHR, or OGS should be aware that these agencies or any other external funding source may have policies governing the interruption and continuation of awards that may differ from the University's policy on LOA. Students holding such awards and who intend to keep them are responsible for ensuring that any LOA taken does not conflict with the granting agency's regulations. The appropriate agency should be contacted for details.

Students returning earlier than planned from an LOA must provide written notice to the School of Graduate Studies a minimum of four weeks in advance of the new return date.

LOA affecting Teaching Assistantship duties are covered by the Collective Agreement with Local 3906 (Unit 1) of the Canadian Union of Public Employees. Please refer to the collective agreement for additional information:  
<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/>

Alternatively, the student may request to withdraw (Change of Status Form). Should the student opt to withdraw, they may be eligible for reinstatement at the University's discretion upon reapplication.

Please note in all cases leaves of absence have the potential to impact term counts. Students on a leave will have their term counts adjusted - if they are off for one or two months out of a term, the term is counted, in cases where they are off three or four month the term is not counted toward their overall term count.

For international students with study permits, an authorized leave longer than 150 days ~~will~~ may impact ~~their~~ your ability to fulfil the conditions of ~~your~~ their study permit. ~~This may result in losing your study permit and student status. You may also be required to leave Canada. For more information about conditions for study permit holder in Canada and the possible consequences of not meeting these conditions, visit the Government of Canada's website.~~

### **1. 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. ~~Students are limited to a cumulative total of Absences are approved for up to 12 months at a time of leave.~~

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

### **2. 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 at the following link: <https://gs.mcmaster.ca/awards-funding/parenting-grant>.

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.

### **3. 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.

### **4. 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.

## **2.5.8 Vacations**

Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the closure of the University normally late

December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor or in the supervisor's absence a member of the supervisory committee.

Students who are also employees of the University must seek vacation approval from their employment supervisor and are entitled to vacation time pursuant to the terms of their employment contract.

## 2.5.9 Appeals and Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Please note that academic accommodation requests related to a disability are processed under the Academic Accommodation of Students with Disabilities policy. This includes accommodation requests for Permanent Disability, Temporary Disability, and Retroactive Accommodation.

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

In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student appeals. Where any student feels there may have been discrimination on grounds in a protected social area as outlined in the Ontario Human Rights Code, they may contact the Equity and Inclusion Office to discuss initiating a complaint (Room 212 of the McMaster University Student Centre). In Health Sciences, Graduate Students should also consult the Advisor on Professionalism in Clinically-Based Education.

## 2.6 Academic Progression and Graduate Curriculum

This section pertains to course and milestone requirements for both Master's and Doctoral studies. A McMaster course is a body of work which is graded using the graduate student grading scale and consists of attending lectures, seminars or other organized activities (e.g. online discussions, experiential learning, etc.). Normally the beginning and end dates for courses should coincide with the beginning and end dates of University sessions.

### 2.6.1 Definition of 'Good Academic Standing'

To be considered to be in good academic standing a student must do the following as outlined in Section 1.3:

- enroll annually (excluding leaves of absence) until graduation, withdraw, or be withdrawn in good standing due to time limit;
- pay fees as required;
- comply with the regulations of the School of Graduate Studies as set out in this calendar and;
- make satisfactory progress toward the completion of the degree as outlined in section 2.6 Academic Progression.

Failure to maintain the good academic standing may impact the students' ability to receive scholarship funding and/or continue in the program. Students may be required to withdraw or may be prevented from registering for the subsequent academic year if they do not comply with the regulations outlined in this calendar, including failure to maintain satisfactory academic progress.

## 2.6.2 Milestones

Milestones are non-course requirements that are part of the curriculum and required in addition to course work (e.g. seminars, workshops and comprehensive examinations etc.) Milestones are considered formal components of a student's academic progress and if not successfully completed will normally prevent a student from graduating.

There are two types of Milestones: graded and non-graded. Both types of milestones may be viewed on student progression reporting tools but normally only graded milestones will appear on the student's transcript (once graded or otherwise completed).

Graded milestones may be reported as Pass/Fail, letter grades or in the case of supervisory committee reports using a five-level descriptive scale. If the student receives a failing grade (which includes Unsatisfactory or Marginal for supervisory committee reports) in a milestone they may be required to withdraw, particularly for comprehensive examinations. Normally, students receiving two or more failures in any combination of milestones and courses must withdraw from their degree program.

Please refer to individual program descriptions for further details of non-coursework requirements.

## 2.6.3 Course Levels and Unit Values

Generally, graduate courses are numbered either at the 700- or 600-level and have a unit value, with the standard examples being 1.5 units (normally 12 to 19 hours of organized activity) for a course usually lasting for half a term, 3 units for a course usually lasting one term (normally 24 to 39 hours of organized activity), 6 units for a course usually lasting two terms (normally 48 to 78 hours of organized activity). Courses with zero-unit value are usually either core program requirements or meant for complementary learning activities. Courses are restricted in enrolment to graduate students, with the exception of undergraduate students enrolled in 500-level courses equivalent to graduate courses and those students registered for approved, accelerated Masters programs and with written permission of their department (or program) chair, director, or designate.

Graduate students may only enroll in undergraduate courses with the approval of their supervisor or graduate program. Students are responsible for meeting the deadlines and requirements of the undergraduate course as presented in class and in the undergraduate calendar. Graduate students will be graded under the graduate grading scale. Students electing or required to take undergraduate courses may only register for a maximum of 12 units of such work.

## 2.6.4 Course Requirement and Designations

Graduate students are normally required to complete their course degree requirements by taking courses from within their program. As a minimum, at least 50% of units taken for fulfillment of degree requirements must be listed or cross-listed in the calendar under the degree program. Those courses taken outside of the program and not listed as part of the degree requirements, require the permission of the Associate Dean of the faculty or their delegate to be counted towards the degree. No program may allow more than one-third of their course requirements to be filled at the 600 level.



Each program offers only a selection of its courses listed in the calendar in any given year. Students must select their courses for a term prior to the 'add course' sessional date and only after consulting with a program advisor or supervisor. The default for course enrolment is to assign the course towards the primary academic program of a student and as a Master's or Doctoral required course (described below). This process does not determine whether the course will exceed the requirements outlined the curriculum, and normally cannot be changed once a final grade is reported. Where a student wishes to designate a particular course towards a program other than their primary academic program (ex. Diploma Course or Certificate Course) or designate a particular course as an Extra Course, a special request is required during the normal add period outlined in the sessional dates. The Request for In-Program Course Adjustment form is available on the School of Graduate Studies website.

Courses are designated as being in one of the five categories:

**Master's** (Count towards the primary academic program requirements of a Master's degree)

This category identifies the courses that are to count towards the Master's degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair).

**Doctoral** (Count towards the primary academic program requirements of a Doctoral degree)

This category identifies the courses that are to count towards the Doctoral degree requirements (including any additional graduate requirements or undergraduate courses specified by the supervisory committee or Department Chair).

**Extra Courses** (Extra Course)

This category identifies courses that do not count towards degree requirements. The student has received the approval of their supervisor or program advisor and to designate the course as extra, by submitting a course designation request during the normal add period of course enrollment in a particular term. Students may petition to change the designation of an Extra Course to a Master's or Doctoral course prior to the deadline to drop a course provided that this change is supported by the supervisor and program. Attempts to change the designation after the drop date will not be approved. For this category only, if a failing grade is received then the courses (and grade) will not appear on the student's transcript unless because of academic dishonesty.

Courses that are required by the supervisory committee or the Department Chair as additional requirements in excess of the stated minimum for the program must be designated as Master's or Doctoral.

**Diploma Course**

This category identifies courses that are to count towards the requirements for a diploma.

**Certificate Course**

This category identifies courses that the student is taking as individual courses not counting towards the requirements for a diploma. [EDUCATN subject area courses are not normally counted toward degree requirements unless listed as an available elective in the program requirements.](#)

[Program Completion](#)

[When a student has completed all of the program requirements \(including the thesis defence\) they are not normally permitted to enroll in additional courses or activities.](#)

## 2.6.5 Courses Taken at Another Institution

It is possible for a graduate student registered at McMaster University to take a graduate course at another university for credit towards a McMaster degree. In all cases, the student must make a request of the Associate Dean prior to enrolling in the course to determine if it is possible to use the course towards their degree requirements. For courses at

another Ontario University, a student must complete the Ontario Visiting Graduate Student (OVGS) form (see Section 5.10). For courses not covered by the OVGS agreement, a student must submit a Request for In-Program Course Adjustments form and provide documentation on the course (eg. course syllabus), an official transcript as well as confirmation by the department that the course is suitable for degree requirements. If the course is passed per the grading scheme of McMaster University (B- or higher) then a grade of "T" will show on the student's transcript. Students may not count a course taken at another institution while on a leave of absence or work term placement (co-op) or otherwise not have paid tuition at McMaster during the period that the course was scheduled and/or taken.

## 2.6.6. Audited Courses

Graduate Students may request to audit Graduate courses only; undergraduate courses may not be audited. Visiting students and post degree students may not audit a course. Audited courses have no academic credit and an audited course may not be retaken for credit. This requires a completed form, signed by the instructor and student's supervisor. Upon completion of the course, and subject to confirmation from the instructor that their expectations regarding the student's participation were met (i.e. that the student attended at least 80% of the class), a grade of "AUD" will be recorded on the transcript. No other grade will be assigned. Students in a course-charged program will be charged a fee to audit a course that is equivalent to the course charge of their program.

## 2.6.7 Required Supplementary Courses for All Graduate Students

All graduate students, including part-time students, exchange students and visiting students must complete and pass the course SGS 101 Academic Research Integrity and Ethics and SGS 201 Accessibility for Ontarians with Disabilities Act (AODA) within the first month of their first term after their admission to graduate studies at McMaster. All students are required to take and pass SGS 101 and SGS 201 in order to graduate. Students may not graduate or register in subsequent academic years without having successfully completed this course.

## 2.6.8 Placeholder Courses

To complete registration at least one course needs to be added for each term. If the student is not taking an academic course in a term, there are two different placeholder courses.

- SGS 700 - for students who are in programs that are costed on a per term basis
- SGS 711 - for students who are in programs that are costed on a per course basis

If a student does not add a course in each term the student will not have completed their enrollment. This will have impacts on all aspects of student life including scholarships, fee assessment and ordering transcripts.

If a student adds a placeholder course and subsequently adds an academic course the placeholder should be dropped. The placeholder will not be dropped if the only courses remaining include:

- SGS 101, and/or
- SGS 201, and/or
- Courses in the Education series - such as EDUCTN 750

Students who are here as a visiting researcher will need to enroll in SGS 302, students on an exchange who are not enrolled in any academic courses will need to enroll in SGS 702.

## 2.6.9 Course Grading and Weighted Average Calculation

Instructors have the discretion of marking individual components of a course with either a letter or numerical grading scheme but final course grades taken at McMaster can only be reported as either Pass/Fail or letter grades. When numerical grading is used in a course, the final course average with decimal place of 0.5 or greater should be rounded up before conversion to a letter grade. The minimum passing grade for a graduate student in any course taken is a B-, including undergraduate courses or courses taken off campus.

Table (a): Graduate Student Grading Scale (except for MBA and Master of Finance):

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	77-79	
B	8	73-76	
B-	7	70-72	
F	0	69 and under	F

Note: Grades in graduate courses are reported as letter grades. Averaging of letter grades must be done using the McMaster 12-point scale.

MBA and Master of Finance Grading Scale:

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	75-79	
B	8	70-74	
B-	7	60-69	
F	0	59 and under	F

Example of Weighted Average Calculation, using the grade points and units for courses completed:

Course Grade	Grade Points		Course Units		

A-	10	x	6	=	60
B	8	x	6	=	48
B+	9	x	3	=	27
F	0	x	3	=	0
		Total	18		135
					To calculate Average: $135 \div 18$
					=7.5

Note: Students are graded according to the type of course they are taking, for example non-MBA students who enlist in MBA courses are graded based on the MBA grading scale.

McMaster University's Policy on Graduate Course Outlines is available at:

<http://www.mcmaster.ca/policy/faculty/Conduct/GraduateCourseOutlines.pdf>

## 2.6.10 Incomplete Grades

For scheduled courses where the end date is known and complies to sessional dates, a grade must be supplied by the end of the course. Under exceptional circumstances a course instructor may approve an extension for the student for the completion of work in a course but must assign an Incomplete grade (INC) at the end of the course. Normally this extension is in the range of a few weeks. A student who receives an incomplete grade must complete the work as soon as possible, and in any case early enough to allow the instructor to report the grade by the sessional deadline noted as 'Final Date to Submit Results of Incomplete Grades'. If the INC grade is not cleared by the deadline, normally an F grade will be entered. Milestones are not generally scheduled according to sessional dates and therefore, there is no allowance for an INC grade for such learning activities.

## 2.6.11 Failing a Course or Milestone

Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course or milestone, per the decision of the Faculty Committee on Graduate Admissions and Study. A failing grade in a Certificate, Diploma, Master's or Doctoral course remains on the transcript. Students who fail a second course or milestone will not normally be allowed to continue in the program.

## 2.6.12 Repeated Courses

Graduate students may not repeat courses for credit. The only cases when a repeated course will show on the student's transcript is when remediating a failing grade (see 'Failing a Course or Milestone') or taking reading/special topics courses. Reading or special topics courses generally have a generic name in the program's calendar, but students may only have a repeated course show on their transcript if each time the topic was distinctly different from others previously taken.

## 2.6.13 Withdrawal

A student may withdraw voluntarily from their program at any point and be considered to be in good standing. There are exceptions where a student is being investigated for a breach of university policy and may not be allowed to withdraw until concluded, such as an investigation of academic dishonesty. The withdrawal will be recorded on the student academic record and reflected on the transcript. Re-admission for a student who has withdrawn in good standing will be made in competition with all other applicants.

Students withdrawn involuntarily will normally not be permitted to seek re-admission to the same program at any future time.

## 2.6.14 Outgoing Exchange Students

Students on exchange programs may take graduate courses that with approved transfer credit may count towards completion of course curriculum. Any credit for these courses will depend on the student achieving a passing grade based on the Graduate Grading Scale outlined in Section 2.6.9. Students are required to maintain enrolment at McMaster by registering for SGS 702.

### [2.6.15 Transferring Programs](#)

[A student is accepted into a program through the admission process. With the exception of students transferring from Master's to PhD as outlined in 2.1.3 and 2.1.4, students do not normally change programs. This transfer from Master to Ph.D. happens within the program the student was originally accepted to.](#)

## Regulations for Degree Progression

### 3.1 General Regulations on Supervision

It is the responsibility of the department/program to ensure that every graduate student has been assigned, at all times, a supervisor or a faculty advisor or a properly constituted supervisory committee, as appropriate. The supervisor must be declared within the first 5 months of registration into the program and for Ph.D. candidates, the supervisory committee must be declared within the first 12 months of starting the study. Master's candidate may or may not have a supervisory committee formed depending on the program.

The supervisory committee will consist of at least three members. Two, including the supervisor, must be from within the department/program. A third member, whose scholarly interests include the area of the student's main interest, may be from outside the department/program. One member may be appointed from outside the University with the permission of the Vice-Provost & Dean of Graduate Studies. For more information please consult the policy mentioned below on Supervision of Graduate Work. The department/program should ensure that the members of a supervisory committee are sufficiently competent and experienced to serve at the required level. In identifying a supervisory committee, the department/program should consider the following, among other things: the balance of the committee by rank and experience; publications and other demonstrations of competence in scholarship or research on the part of the supervisor. Supervisory committees for Ph.D. candidates shall be reviewed annually by the department/program.

Supervisory committee members must continue their participation on the student's committee, even while on sabbatical, unless otherwise replaced by the Department Chair or delegate.

From time to time it may be appropriate for non-McMaster faculty, e.g., industry experts to be considered for roles on the supervisory committee. In cases such as this, approval is required by the Vice-Provost and Dean of Graduate Studies or delegate. Please refer to the policy at the following link.

In FHS, committees may also include an Associate Member who would have a formal advisory role on the committee. Please click here for more details.

While the supervisor and student have a mutual obligation to meet on an annual basis, the department/program shall ensure there is a formal regular meeting of each Ph.D. supervisory committee at least once within the reporting year (December 1-November 30), and possibly more often, to discuss the student's progress. Each Ph.D. supervisory committee must report at least annually on the student's progress and the department/program chair must forward such reports to the School of Graduate Studies for completion of the milestone. ~~For Ph.D. students who have entered or transferred into the Ph.D. effective January 1st or May 1st, they must have a Ph.D. Supervisory committee meeting completed no later than November 30th of that same calendar year; those entering September 1st must have at least one meeting by November 30th of the next year.~~ The report formally documents the supervisory committee's assessment of the progress of the student's program.

#### Ph.D. Supervisory Committee Meeting Timing

<u>Ph.D. Students Transferring or Entering effective January 1st</u>	<u>Meeting no later than November 30<sup>th</sup> of the same calendar year</u>
<u>Ph.D. Students Transferring or Entering effective May 1st</u>	<u>Meeting no later than November 30<sup>th</sup> of the same calendar year</u>
<u>Ph.D. Students Entering September 1<sup>st</sup></u>	<u>Meeting by November 30<sup>th</sup> of the next calendar year</u>

The frequency of meeting is left to the discretion of the supervisory committee based on the progress of the student and provided that a minimum of one meeting occurs per year. A shorter duration between meetings is normal for students who are having difficulty in their academic progression and each meeting should involve an assessment of progress. Occasionally, an additional meeting that is not assessed may be requested by the supervisory committee, student, department, or Associate Dean when there is a major gap in supervision, for example upon returning from a leave of absence or if there is a change in supervisor. If a PhD student is returning from a Leave of Absence, it is suggested that the Supervisory Committee meet with the student upon their return and use the Non-Graded PhD Supervisory Committee form available on the SGS website as a tool to set goals for the coming term. A graded PhD Supervisory Committee meeting is required no later than 6 months upon their return to ensure that these goals are met or nearly completed.

The department/program should prepare a set of guidelines for supervisors and students. The guidelines should deal with the selection and functioning of supervisory committees and should cover the joint responsibilities of faculty members and graduate students. The guidelines may be attached to or incorporated in department/program handbooks which give regulations supplementary to those in the Calendar. Items relevant to graduate supervision should be approved by the appropriate Faculty Committee on Graduate Admissions and Study. A copy of the guidelines shall be given to each faculty member and each graduate student.

It is possible to change supervisors or the membership of a supervisory committee, although this is not the norm. If the direction of the research changes, membership can be changed by mutual consent of the parties involved. Supervisors and/or supervisory committee members may not resign without the department's/program's approval. A change in supervisor is at the discretion of the department/program, not the student or supervisor.

If a student feels that they are receiving unsatisfactory supervision, they should consult the Department/Program Chair or Graduate Advisor. If this avenue is not sufficient, the student is encouraged to speak with the appropriate Associate Dean of Graduate Studies about the problem. A student without supervision may be withdrawn due to the requirement of supervision to complete the degree.

Graduate students and supervisors are encouraged to familiarize themselves with the McMaster University Graduate Work Supervision Guidelines for Faculty and Students, which follow below and to list of policies, policies on accommodations available on the School of Graduate Studies website at <https://graduate.mcmaster.ca/resources>.

## 3.2 Theses

This section pertains to the electronic thesis requirement for both research Master's and Doctoral studies. The oral examination is not described in this section and can be found in the corresponding sections for the specific degree, Master's (Section 3.3.3) and Doctoral (Section 3.4.4). Electronic theses (e-theses) are text-based PDF files and may contain non-text elements such as embedded videos and sounds. Normally, a printed paper version is no longer acceptable for degree completion.

No research for use towards the degree requirements of a Master's or Doctorate at McMaster may be treated as a secret or classified document indefinitely, but may be permitted to be embargoed for up to one year normally while the student seeks publication by a publisher or to patent their work. All e-theses will be available to readers through MacSphere.

### 3.2.1 Preparing a Thesis

A candidate must present a thesis which embodies the results of original research and mature scholarship. In some disciplines, the appropriate form of thesis is a book-length dissertation with chapters. In some disciplines, a "sandwich thesis" composed of journal length articles connected by general introductory and concluding chapters will be appropriate. In the case of sandwich theses involving papers with multiple authors, the student must make substantial and significant contributions to the composition of text in each paper, and to be judged to have an intellectual leadership role with respect to the overall body of work.

As a general rule, doctoral students are urged to limit their theses to no greater length than three hundred (300) pages of text (Master's thesis to less than 200 pages). Guidance documents on preparing acceptable theses are found on the School of Graduate Studies' website. McMaster University accepts both standard theses and 'sandwich' theses as formats for the dissertation. Doctoral students and their supervisors should keep in mind that theses of extraordinary length are to be discouraged. In cases where students and their supervisors believe that responsible scholarly treatment of the thesis topic requires substantially greater length than that specified above, a written approval from the appropriate Associate Dean of Graduate Studies must be obtained before the external examiner is contacted.

Individual Departments or graduate programs may issue special instructions concerning the expected forms of graphs, tables, maps, diagrams, and sound and video files which may be included within the e-thesis. Hypertext links should be discouraged due to the limited duration that they remain active. Accepted forms of bibliographical reference in the particular discipline and other matters of format should be discussed with the thesis supervisor.

All copyrighted materials added into the thesis (text, figures, images, tables, etc.) exceeding 'fair dealing' requires written permission from the owner prior to thesis submission. This includes any publications by the student who has transferred ownership rights to a publisher. Students should consult with campus resources for assistance. See Section 5.4 for regulations regarding ownership.

### 3.2.2. Response Time for Theses Review

Supervisory committees should respond to the draft of a Ph.D. thesis within 2 months. Providing comments on individual chapters will take proportionately less time. Very long theses or chapters may take more time. There are busy periods within the academic year when the time taken to provide comments might be a bit longer than this norm. However, in no case should the response time exceed 3 months.

For Master's theses the corresponding times are 1 month and 2 months. Master's students are entitled to defend within 2 months of providing the final draft of the thesis to the department/program.

### **3.2.3 Submitting a Thesis for Defence**

A completed draft of a thesis approved by the student's supervisor and/or supervisory committee for the defence may not be altered till after the defence; see Section 3.3.3 and Section 3.4.4 for acceptable time limits on review and editing by supervisors.

In those instances where an examiner requests a printed copy of the thesis, it is the student's responsibility to produce a print version well before the oral examination.

### **3.2.4 Revision of a Thesis after Defence**

It is generally common that a thesis will require some minor modification as a result of examiners' comments at the defence. A student has 4-weeks after their defence date to complete these revisions and seek the approval of their supervisor and/or supervisory committee prior to submitting the final version to MacSphere. Fees may be levied past this period, but the student may still submit the document at any time afterwards.

### **3.2.5 Submitting a Final and Approved Thesis**

All candidates for Master's or Doctoral degrees who have successfully completed their oral examinations and who have made all required revisions to the satisfaction of their supervisor must upload an electronic version of their final e-thesis to MacSphere. The e-thesis must be presented in a format acceptable to the School of Graduate Studies.

Please note that changes to an e-thesis will not be accepted after it has been uploaded to MacSphere and that the document uploaded should be the version approved by the supervisory committee after the defence. Theses may be embargoed normally for up to one year from the date of submission to MacSphere, if requested by the student and supervisor. This restriction on publication is meant to give the research team time to publish or secure the intellectual property related to their work.

Tuition fees continue to be assessed until all degree requirements are met, including the successful submission of the final approved thesis to MacSphere. If a student uploads their final thesis mid-term or -month, their tuition will be assessed to the end of that month and any future enrolment will be removed during the clear to graduate process (e.g., student uploads in February, they will be refunded for March and April). Note that there is no grace period at the end of December or April for final thesis submission and completion of degree requirements.

## **3.3 Regulations for Master's Degrees**

Three types of Master's programs are available, although not all departments offer each type. The first is the thesis program, consisting of both course work and a research thesis. The second type entails a major research paper or project rather than a thesis, as well as course work. Finally, some programs offer a course work-only curriculum. The choice of curriculum for Masters students can either be determined at the time of application or after the student is admitted, please consult the departmental listings to see which options are available in a specific discipline.



If a department offers more than one of these types, the ability for a student to switch between them is not automatic, but is sometimes permitted. Approval of the supervisor and department chair (or graduate chair/advisor) is required. In many departments, there will be consequences for the level of financial support to the student. As well, there are likely to be consequences for the expected time to completion. Both financial support and expected time to completion should be clarified prior to approval of the change. If such a change is approved, notification should be sent to the School of Graduate Studies by the department or program, along with any change to the payroll authorization. Graduate Studies approval is not required.

Master's programs are designed for those students who can devote their full time to graduate studies. (See Section 2.5.2 for the definitions of a full-time student.) Some departments also offer part-time programs. Consult the departmental listing in this Calendar for part-time program availability.

### **3.3.1 Program Requirements**

A Master's program involving a thesis will normally be somewhat more specialized and will involve fewer courses than is the case in a Master's program without a thesis. A course Master's program is constructed by departments to contain a sufficient number of courses to make possible a diversified experience, for the student.

Each graduate program establishes its own minimum course requirement, subject to the approval of the appropriate Graduate Curriculum and Policy Committee, and Graduate Council.

A student's Supervisory Committee, Supervisor, or Departmental Chair may also require those in thesis degree programs to take courses in addition to the minimum prescribed by the program's regulations. These additional courses must be relevant to the student's program. They may be taken in another academic unit/department and may be at either the undergraduate or the graduate level.

Students will be required to meet any additional requirements of the program, including special seminars or colloquia. All departmental assessment rules and practices are subject to consideration by the appropriate Faculty committee on Graduate Curriculum and Policy, and approval by Graduate Council.

Approved assessment procedures must be clearly communicated to graduate students at the earliest opportunity after registration, generally in the program handbook.

### **3.3.2 Program Progression**

The amount of work in a regular (full-time) Master's program for a student with good preparation varies across the campus, but generally, programs involving a thesis are designed to take longer than those without a thesis. Programs with a thesis typically take sixteen to twenty months. Non-thesis programs are generally shorter in duration.

For students in a regular program, the permissible time for completion of a Master's degree program is limited to three years from their initial registration in the program. For those students admitted to a part-time Master's program, and who complete all degree requirements while registered part-time, the permissible time is limited to five years from their initial registration. Please note, students who start as full-time and move to part-time continue to pay full-time tuition and time to completion does not get extended. Students who start as part-time and move to full-time will then pay full-time tuition and the time to completion will be based on full-time status. The terms students spent as a part-time student will be adjusted for purposes of time to completion. For more information please see Section 2.5.3 Definition of Full/Part-Time Status.

Students who run past the allotted time for program completion can be considered either Overtime or Out of Time and the terms counts for each are as follows:

Students are considered Overtime when they reach more than:

6 terms for a full-time Masters  
9 terms for a part-time Masters

12 terms for a full-time Ph.D.  
18 terms for a part-time Ph.D.

Students are considered Out of Time when they reach more than:

9 terms for a full-time Masters  
15 terms for a part-time Masters

18 terms for a full-time Ph.D.  
24 terms for a part-time Ph.D.

Each student's progress is reviewed annually by the department and on a more frequent basis by the supervisor. A student whose work is felt to be unsatisfactory (e.g., as determined by unsatisfactory or marginal or supervisory committee reports, failed courses, unsuccessful remediation attempts, failure to successfully complete other mandatory components of their program) may at any time be required to withdraw from the University. In those cases in which a student does not manage to complete the degree before the end of the time limit specified above, the University has no further obligation to provide supervision. Upon consultation with the department and on its recommendation, the student will be shown as having been "withdrawn in good standing due to time limit".

In the case of a student who had withdrawn in good standing, if a completed thesis is submitted, and is acceptable to the department, the student can be readmitted to defend the thesis. However, thesis program students who have been withdrawn in good standing should be aware that they may be required to complete additional course work before being permitted to proceed to a defence of the thesis. In all cases, the department must first declare that the submitted thesis is ready for defense before the student will be readmitted. Students can only be readmitted to defend at the beginning of the academic term. If a student needs more than one term to complete they should be readmitted to the program and pay regular fees until all the program requirements are complete.

At the time of readmission to defend, the student will be required to pay a fee (equivalent to one term's tuition at the current part-time level 5 rate - see Section 4.1) to compensate for the costs of the defence and subsequent processing of the thesis. If a student needs more than one term to complete they should be readmitted to program and pay regular fees until all the program requirements are complete. All requests for readmission should be directed to the program for approval by the supervisor and program lead. Once approval is received, students are directed to pay the readmission fee and the department should submit the request for approval by the Associate Dean. The readmission decision is not subject to appeal.

A student enrolled in a course work or project program may also be readmitted if this is deemed acceptable by the student's department. However, course work and project program students who have been withdrawn in good standing should be aware that they may be required to retake courses in which the content is judged by their department to have changed significantly since first completion and/or may be required to take additional courses that are necessary to fulfill current program requirements.

See Section 2.5.1 for information on continuity of registration.

### 3.3.3 Thesis Defence

A thesis may be submitted at any time but a thesis defence may not be initiated until all other degree requirements are complete. The final date for submitting a thesis to the department for Fall or Spring Convocation is found in the Sessional Dates Section. The thesis will be examined by a committee of not fewer than three members (including the

supervisor and an examiner external to the supervisory committee) who will be appointed by the department/program chair; the thesis will be defended by the candidate in an oral examination before this committee. An oral defence is a mandatory requirement for degree completion. The Vice-Provost & Dean of Graduate Studies may appoint members to these committees. The time of the defence will be set by the department/program chair; normally this will be about two weeks after the completed thesis (as an electronic file; see section 2.8) has been submitted to the department for examination.

After a discussion of the examination, the student will be dismissed for the deliberation period and the Chair will ask for a vote on the success or failure of the defence. If the examiners approve the defence, the Chair will ask the examiners to complete the Examination Report by initialing appropriately. The student will be invited back into the exam for a decision. In the event that minor revisions are required to the thesis, the Chair of the examination committee is responsible for ensuring that (1) the candidate is advised of the revisions, (2) the candidate receives and understands the 'Final Thesis Submission form' to be used by the Supervisor to confirm that the revisions have been made, and (3) the supervisor is also aware of the form. The Chair will complete and sign the Examination Report and return it to the School of Graduate Studies.

However, if there are two or more negative or abstaining votes, with at least one of these votes being from a member of the supervisory committee, the candidate will be deemed to have failed the defence, and a reconvened oral defence must be held at a later date. The candidate should be told as clearly as possible by the Chair and the examining committee what he/she must do to improve the defence. The reconvened defence is the candidate's final opportunity to complete the degree. Membership on the reconvened examining committee should be the same as that for the original defence, except that one or two substitutions are permitted in order to expedite scheduling of the reconvened defence. If the defense fails a second time, that decision is final, and is not open to appeal.

Please note: when a thesis is submitted and published to MacSphere students must be aware that their name will appear as author of the document. In exceptional circumstances a pen name may be used subject to written approval of the Vice-Provost and Dean of Graduate Studies.

### **3.3.4 Project**

In departments where there is the option of submitting a project, the department regulations must be observed. If the project is to be submitted to the University Library, preparation of the associated report shall follow the rules governing theses. Projects can be treated as courses or milestones rather than theses in this Calendar and their associated evaluation component is due by the end of term.

## **3.4 Regulations for the Doctor of Philosophy Degrees**

The regular doctoral programs at McMaster have been designed for students who can devote full time to their studies. However, some departments at McMaster University will consider individual applicants to undertake Ph.D. studies on a part-time basis. No Department or Program is obligated to offer part-time Ph.D. work. Consult the department listings for information as to whether a part-time program is available in any particular department, or correspond with the department directly.

### **3.4.1 Program Requirements**

Each graduate program has to establish its own minimum course requirement, subject to the approval of the appropriate Graduate Curriculum and Policy Committee, and Graduate Council.

A student's supervisory committee or Departmental Chair may also require a student to take courses in addition to the minimum prescribed by the program's regulations. These additional courses must be relevant to the student's program. They may be taken in another program and may be at either the undergraduate or the graduate level.

Students will be required to meet any additional requirements of the program, including special seminars or colloquia. All departmental assessment rules and practices are subject to consideration by the appropriate Faculty committee on Graduate Curriculum and Policy, and approval by Graduate Council.

Approved assessment procedures must be clearly communicated to graduate students at the earliest opportunity after registration, generally in the program handbook.

### 3.4.2 Program Progression

The minimum time in which to complete a Ph.D. program at McMaster is 9 terms beyond the bachelor's level or 6 terms beyond the master's level. However, the minimum time may be reduced by up to one year for graduate work beyond the Master's level taken in a university or research institution approved by the Faculty Committee on Graduate Admissions and Study or Associate Dean.

Completion of the Ph.D. degree is normally limited to 18 terms from initial registration in a regular doctoral program at McMaster. The time for completion of the Ph.D. program for those admitted to a part-time program is normally limited to 24 terms from initial registration at McMaster as a Ph.D. student.

Each student's progress is reviewed annually by the department and on a more frequent basis by the supervisory committee. The committee will assess the student's progress in their program. Students must receive a grade of at least satisfactory. If the committee reports that progress is marginal one or more times the student may be required to withdraw from the University. A student who encounters difficulties arranging a meeting of this committee should consult the chair, director, or graduate coordinator of the graduate unit in advance of the relevant deadline for doing so.

In those cases in which a student does not manage to complete the degree requirements before the end of the time limit specified above, the University has no further obligation to provide supervision. Upon consultation with the department and on its recommendation, the student will be shown as having been "withdrawn in good standing due to time limit".

Please note, students who choose to move from part-time to full-time or from full-time to part-time will be governed by the time to completion and fees associated with the degree to which they were admitted. For more information please see Section 2.5.3 - Definition of Full/Part-Time Status.

If a completed thesis is submitted, and is acceptable to the department, the student can be readmitted in order to defend the thesis. Students who have been withdrawn in good standing should be aware that they may be required to complete additional course work before being permitted to proceed to a defence of the thesis. In all cases, the department must first declare that the submitted thesis is ready for defence before the student will be readmitted. Students can only be readmitted to defend at the beginning of the academic term.

At the time of readmission to defend, the student will be required to pay a fee (equivalent to one term's tuition at the current part-time level 5 rate - see Section 4.1) to compensate for the costs of the defense and subsequent processing of the thesis. If a student needs more than one term to complete they should be readmitted to program and pay regular fees until all the program requirements are complete. All requests for readmission should be directed to the program for approval by the supervisor and program lead. Once approval is received, students are directed to pay the readmission fee and the department should submit the request for approval by the Associate Dean. The readmission decision is not subject to appeal.

### 3.4.3 Comprehensive Knowledge

All Ph.D. candidates at McMaster are expected to acquire, during the course of their studies, a comprehensive knowledge of the discipline or sub-discipline to which their field of research belongs. The School of Graduate Studies does not prescribe any particular way to assess this knowledge, whether by a Comprehensive Examination or by some other format. All doctoral programs are expected to assess and provide feedback to the Ph.D. candidates, as early as

possible and as frequently as possible, on the breadth or depth of their knowledge, critical thinking and independent research skills. This assessment and feedback will normally begin between the 12th and 20th month after the student begins doctoral-level work at McMaster University, with an upper limit of 24 months. For a part-time Ph.D. student the upper limit is 36 months. The approach to assessment and its administration are the responsibility of the program in which the student is registered, not of the student's supervisory committee.

A Comprehensive Examination or alternative assessment of comprehensive knowledge must include a provision for second opportunity for assessment should the student fail the first attempt. This second assessment is given in place of any "re-read" of a comprehensive evaluation, which is explicitly excluded from the Student Appeal Procedures. The second opportunity will normally occur between one to six months after the student was notified that they had failed the original assessment. It is preferred that it occur within the first month of a term. A failure at the second assessment will require the student to withdraw from the program. If the student decides not to take up the option of the second attempt then the failure stands.

Departments may hold transfer, qualifying, or entrance exams at the start of a student's doctoral program, but those exams are distinct from the assessment of comprehensive knowledge

### 3.4.4 Thesis Defence

An oral defence conducted by an examining committee is a mandatory requirement for degree completion. Normally the thesis will be distributed to committee members and examiners in an electronic format (see Section 3.2 - Theses). The oral defence will not be arranged until a majority of the supervisory committee has approved the thesis for defence and an agreed date of defense has been received.

Please note that thesis defences may not be initiated until all other degree requirements, including Comprehensive Examinations, have been completed.

#### Selection of the Examining Committee

Normally the examining committee will consist of the following members: the student's supervisor, at least two members of the supervisory committee and an external examiner. The Examining Committee must not exceed five voting members. If there are more than four members on the student's supervisory committee, the additional members are welcome to attend the defence and ask questions in the time allotted for audience members. Ahead of the oral defence the external examiner will provide a written report to the Vice-Provost & Dean of Graduate Studies judging whether the written thesis is satisfactory for defence. An Examining Committee Chair will also be present at the defence but is not considered part of the examining body. An eligible Examining Committee Chair is a tenured faculty member (or Professor Emeritus) who has supervised a doctoral student to completion, and who has also participated previously in the McMaster Ph.D. defence process.

Selection of an external examiner is the responsibility of the Vice-Provost & Dean of Graduate Studies or their delegate. To aid in that selection, the supervisory committee may be required to provide, through the student's supervisor or Chair of the Department (or equivalent), the names and contact information for potential examiner/s. In all cases the nominees must be approved by the Department Chair (or equivalent).

The nominees for external examiner must have no current primary appointments at McMaster University/affiliations or within the past 6 years, and must be at arm's length from all members of the supervisory committee and the student. The definition of 'arm's length' is as follows: The nominees should not have been a research supervisor or student of the supervisor or the student within the last 6 years; should not have collaborated with the supervisor or the student within the past 6 years, or have made plans to collaborate with these individuals in the immediate future. There also should be no other potential conflicts of interest (e.g., personal or financial).

#### Scheduling and Conducting the Oral Examination (Oral Defence)

There are blackout periods over the course of an academic year that affect defences coordinated by SGS. Please refer to the SGS sessional dates to prepare your defence appropriately.

Dates scheduled for doctoral defences assume that the external reviewer will conclude that the written thesis is acceptable and ready for oral examination. When the external reviewer concludes otherwise, the defence date may no longer be held on the planned date and the situation reviewed in accordance with the process around a negative external report as outlined below. Any travel and/or employment arrangements made by the candidate based on the original defence date are entirely at their own risk.

The external examiner must provide a report to the School of Graduate Studies with a written assessment of the thesis at least one week before the scheduled defence. The identity of the External Examiner should not be communicated to the student until the External Examiner Report has been received by the School of Graduate Studies to maintain the integrity of the process, and the student may not contact the External Examiner unless granted permission by the School of Graduate Studies. If the report is not received in time, candidates will be given the option to postpone their defence. Whether the assessment is positive or negative, the School of Graduate Studies will send the report of the external examiner to the supervisory committee. The committee must provide a copy of the report to the student. Should the assessment be negative, the appropriate Associate Dean will communicate with the supervisory committee and student to discuss the outcome of the review. This is normally followed by a supervisory committee meeting to discuss the situation and proposed plan going forward if the external examiner indicates that the thesis is not acceptable for defence. The supervisory committee and candidate (in consultation with the Associate Dean) may wish to revise and resubmit the dissertation and proceed to the defence with the participation of the same external examiner. A second possible outcome of the review is that the associate dean will recommend to the Vice-Provost & Dean of Graduate Studies that the thesis (in its original format or revised) be reviewed by a different external examiner. A candidate may revise and resubmit the thesis only once. In all cases, despite a negative assessment, a candidate has the right to proceed to a defence.

If the external report has not been received five business days before the defence, the candidate and the committee will be notified that the defence is at risk of being cancelled.

If the external report has not been received two business days before the scheduled examination, SGS will notify the candidate that the defence will be rescheduled.

Subsequent to the receipt of the external examiner's report, an oral defence will be convened by the Vice-Provost & Dean of Graduate Studies, chaired by themselves or their delegate and conducted by all members of the Examining Committee. Quorum for the examination will be the Chair of the examining committee and the supervisory committee plus one additional examiner. Normally, the presence of the external is mandatory at the defence, either in person or electronically. The oral defence will be open to members of the university community and the public who wish to attend as observers, unless the student requests a closed defence. The Ph.D. defence presents the culmination of a number of years of scholarly work which are publicly funded. It is important, therefore, that in all but exceptional circumstances the student presents the result of this effort to the public. The examination proper will be conducted only by the members of the examining committee. When they have completed their questions, the Chair may permit a few minutes of questioning by visitors. Normally the student will attempt to answer visitors' questions, but these are not to be considered part of the examination for the degree. Normally, examination of the candidate will not take more than two hours. In no case should it take more than three hours. The Candidate and observers will withdraw prior to the committee's deliberations on the student's performance at the defence. After a discussion of the examination, the Chair will ask for a vote on the success or failure of the defence.

If the examiners approve the defense, the Chair will ask the examiners to complete the Examination Report by initialing appropriately. The student will be invited back into the exam for a decision. In the event that minor revisions are required to the thesis, the Chair of the examination committee is responsible for ensuring that (1) the candidate is advised of the revisions, if any, (2) the candidate receives and understands the 'Final Thesis Submission form' to be used by the Supervisor to confirm that the revisions have been made, and (3) the supervisor is also aware of the form. The Chair will complete and sign the Examination Report and return it to the School of Graduate Studies.

On the other hand, if there are two or more negative or abstaining votes, with at least one of these votes being from a member of the supervisory committee, the candidate will be deemed to have failed the defence, and a reconvened oral defence must be held at a later date. The candidate should be told as clearly as possible by the Chair and the examining committee what he/she must do to improve the defence. The reconvened defence is the candidate's final opportunity to complete the degree. Membership of the reconvened examining committee should be the same as that for the original defence, except that one or two substitutions are permitted in order to expedite scheduling of the reconvened defence. If the defence fails a second time, that decision is final, and is not open to appeal.

After a successful defense, the candidate must make the revision suggested by the examining committee to the satisfaction of the Supervisor and then submit an electronic copy to the School of Graduate Studies via MacSphere (see Section 3.2.5). Students are normally expected to submit their final thesis within four weeks of a successful defence.

Tuition fees continue to be assessed until all degree requirements are met, including the successful submission of the final approved thesis to MacSphere. If a student uploads their final thesis mid-term or -month, their tuition will be assessed to the end of that month and any future enrolment will be removed during the clear to graduate process (e.g., student uploads in February, they will be refunded for March and April).

Please note: when a thesis is submitted and published to MacSphere students must be aware that their name will appear as author of the document. In exceptional circumstances a pen name may be used subject to written approval of the Vice-Provost & Dean of Graduate Studies.

## Financial Matters

### 4.1 Fees for Graduate Students

(The Board of Governors reserves the right to amend fees after the printing of this statement.) These regulations apply to tuition and mandatory supplemental fees. They cover the various charges which would be incurred for reasons of late payment or late registration. The [2022-2023/2023-2024](#) fees schedule is in effect for a period of September 1, [2022](#) [2023](#) to August 31, [2023-2024](#) and applies to all graduate students whether registered in regular or part-time degree programs. Please consult the [Student Affairs Registrar's Office](#) website for the official graduate fees.

#### Notes:

Students promoted to a Doctoral program from a Master's program will be considered as new admissions for the purpose of time limits for completion of the degree requirements, eligibility for financial assistance, and fee assessment.

Some international students may be eligible to pay Canadian fees depending on various immigration policies, and the Ministry Funding Manual.

#### Program Fees assessed on a term-by-term basis

Most students will pay regular tuition fees and these fees are assessed on a term-by-term basis. Part-time fees apply only to those students originally offered admission to a part-time program. If students change status from full-time to part-time, they will still be required to pay regular (full-time) fees. In most cases part-time fees will allow registration in up to 3 half courses per academic year, in programs where fees are costed on a term-by-term basis. Students registering in more than 3 half courses will be assessed full-time fees. In situations where a student in a part-time program completes the degree or withdraws from the university, fees for the academic session will be assessed by the number of terms or number of half courses (whichever is the greater). Term count is adjusted if student changes status from part-time to full-time at a ratio of 2:1.

If a full-time student wishes to change their status from full-time to part-time, they will still continue to pay full-time tuition fees for the entire program. The most common occurrence of this situation would be when a student gains full-time employment, changes in status to part-time will be effective at the start of term. Their mandatory supplementary fees however would be reduced to the part-time rate at the start of the next academic year.

#### Program Fees assessed on a course basis

Students enrolled in programs with course costed tuition will be assessed tuition fees for each course that they take. They will pay supplemental fees based on their status at the time of program entry. Course load restrictions may be required by the program based on status, please check the program handbook for these limitations.

Part-time students may not gain financial advantage over full-time students with respect to the overall cost of fees for their program as a function of their part-time status. The total cost of the part-time program cannot be less than the full-time.

Ph.D. students who have been registered as full-time for longer than the normal period of funding eligibility (as defined in 4.2.1 Financial Support for Graduate Students) will be assessed discounted tuition fees.

A fee is charged for each course (including extra courses or audited courses) taken on the basis of Section 2.1.8 by persons who are not registered in a term-charged graduate program. The tuition fee for certain courses may be higher.

#### Leave of Absence

Students on leave of absence do not pay tuition fees for any complete months that they are on leave but do pay mandatory supplemental fees. Students who are on leave for a complete academic year do not pay mandatory supplemental fees.

#### Readmission

Students who have "withdrawn in good standing due to time limit" do not pay fees until readmission. Students must pay the readmission application fee to have their request considered for approval. Readmission will only take place at the start of a term for students being readmitted to program and tuition fees will be calculated based on the return date. Students readmitted to defend will be readmitted at the point that they are ready to defend. See Section 4.1.5 (Readmission Tuition Charges).

#### Mid-Year Admissions

Students admitted in January or May, will have a slightly different schedule of fees for tuition and mandatory supplemental fees.

Enquiries should be referred to Student Services: <https://registrar.mcmaster.ca/fees/>

## **4.1.1 Payment of Fees**

In order to register a student must pay their tuition balance and all additional fees by the deadline. Details for payment methods and due dates can be found on the Student Affairs website.

## **4.1.2 Non-payment of Fees or Charges**

Students with outstanding accounts will:

- a. not receive academic results, including but not limited to exams, grades, transcripts, diplomas; and



- b. not be permitted to register for the next academic year until the account is settled.

### 4.1.3 Discounted Fees - Ph.D. Students

Full-time Ph.D. students ([Canadian-domestic](#) and international), who have reached term 13 or greater of their Ph.D. studies, will be charged tuition at a discounted fee rate.

### 4.1.4 Change in Residency

Changes in residency that occur when a student becomes either a permanent resident or Canadian citizen will have an impact on fees. These changes can only be accepted at the start of term and cannot be applied retroactively.

### 4.1.5 Readmission Tuition Charges

Students who do not register and pay tuition fees for any academic session are deemed to have withdrawn. These students and those who have been withdrawn in good standing due to time limit are required to apply for readmission. Master's or Ph.D. students withdrawn in good standing who are being readmitted to defend their thesis pay fees at the "Readmission to Defend" rate and are not eligible for a refund. If students do not defend in the term in which they were readmitted, their tuition reverts to the typical charges for their term count in their program including charging supplemental fees.

Students who withdrew voluntarily or did not register for an academic session and wish to apply for readmission to their academic program are readmitted at the registration status they were at the time of withdrawal and charged the current calendar rate of tuition and supplemental fees accordingly. Readmissions in this category are not eligible for the part-time rate unless the student was registered in a part-time program at the time of withdrawal.

### 4.1.6 Refund of Tuition Fees

A student, who completes the degree requirements, withdraws from the program, or takes a leave of absence prior to the end of the academic year will be entitled to a refund, based on the method of payment per section 4.1.1 above. If a student uploads their final thesis mid-term or -month, their tuition will be assessed to the end of that month and any future enrolment will be removed during the clear to graduate process (e.g., student uploads in February, they will be refunded for March and April). (Note: a refund does not apply to students who are readmitted to defend.) Mandatory supplemental fees are not refundable.

## 4.2 Financial Assistance

### 4.2.1 Financial Support for Graduate Students

McMaster University aims to provide competitive funding offers to highly qualified candidates recommended for admission to our research-based graduate programs. Each program is responsible for determining the level of funding in their offers, although the School of Graduate Studies (SGS) sets a minimum level of funding for full-time doctoral studies for the first four years of full-time enrolment.

Financial support for Doctoral studies will normally be provided for the first four years of full-time enrolment, and will be comprised of funds from the admitting Faculty or graduate program, including departmental scholarships/awards,

research scholarship support, and possibly employment (e.g. teaching assistant). The annual level of financial support will meet or exceed the minimum level of support set by SGS, provided all conditions stated in the Financial Support subsections below are satisfied.

Funding for students enrolled in most research-based Master's programs will normally be provided for the nominal duration of the program. There is no minimum level of funding stipulated by SGS for Master's programs.

Teaching Assistantships (TA) (or Research Assistantship-in-lieu under the collective agreement between Canadian Union of Public Employees, Local 3906, Unit 1 and McMaster University) and contract employment income are offered to many graduate students registered in full-time programs. TA duties vary according to department but will normally consist of performance in connection with undergraduate teaching, such as leading tutorials, demonstrating labs, and marking assignments. The award of a TA may vary but should not exceed 20 hours per week, plus three hours of training per term. ~~Multiple TAs can be taken in a term, normally not exceeding 20 hours per week.~~ TA funding is contingent on fulfillment of the employment obligations and maintaining satisfactory work performance, as stated in the letter of offer or employment contract. ~~Please refer to section 2.5.3 regarding guidelines for maximum hours of work. No exceptions of more than 1005 hours in a single academic year will be approved (see section 2.5.3).~~ Employment is paid as earned over the period in which the work is performed.

### 4.2.1.1 Minimum Academic Requirement for Financial Support

Only registered full-time students who maintain regular attendance on campus and meet program conditions for progression towards their degree shall continue to receive the funding outlined in their offer of admissions.

### 4.2.1.2 Duration of Financial Support

Normal duration for financial support in a research-based Master's programs varies from two to six terms of full-time registration, depending on the program.

Normal duration for financial support in a Doctoral program is the first twelve terms of full-time registration.

Full-time students transferring from a Master's program to a Doctoral program are eligible for financial support at the level of their original offer or at the minimum funding level set by SGS, whichever is higher, for an additional twelve consecutive terms from the time of their transfer to PhD.

There is no obligation for continued financial support exists for full-time students transferring from a Doctoral program to a Master's program.

### 4.2.1.3 Minimum Level of Financial Support for Doctoral Students

All full-time Doctoral students who meet the stated criteria under Section 5-4 shall receive financial support of a minimum of full-time tuition plus \$13,500. OSAP is excluded in the calculation of the financial support package. Examples of situations where the minimum financial support does not apply or ceases to apply are:

A student may decline all or part of the funding offer without prejudice to their admission. Where a newly enrolling student declines part of the funding package, the program must retain a copy of the written statement (either hardcopy or electronic) sent to the student acknowledging the change in financial support, which remains in effect for the length of the program. The program is not obligated to provide additional funding in compensation for the declined part(s) of the funding package.

**Commented [BC1]:** Update pending results of Graduate Council vote

In rare cases where a student is terminated from their employment duties (e.g. teaching assistantship), the program bears no obligation to compensate for the lost funding.

Where a successful applicant has been made an offer based on funding external to the university, the support committed to the student (by the university) for the nominal duration of their degree will be the difference between the funding minimum and the external scholarship value. In cases where an external scholarship ceases to be paid out in whole or in part, the university is not obliged to increase its financial support package.

## **4.2.2 Financial Payments to Graduate Students**

International students must provide a clear demonstration of their means of financial support in order to obtain a study permit.

The University is required by law to deduct Canada Pension Plan and Employment Insurance premiums on all employment income and any appropriate union dues and deductions. Income Tax will be assessed on employment income only. Net earnings will be deposited bi-weekly, directly into a Canadian Bank account. A statement of your earnings is available online after each pay. The direct deposit method of payment is mandatory.

Enquiries about employment should be referred to Human Resource Services (<http://www.workingatmcmaster.ca/>) 905-525-9140 ext. 22247.

If the student withdraws or graduates from the program part way through an academic year, the student is not entitled to any further portion of the award. Note that funding monies owing to McMaster, such as award/scholarship/bursary repayments, will show as an outstanding balance on their student account.

## **Additional University Regulations Affecting Graduate Students**

### **5.1 Academic and Research Integrity**

The following brief statements are excerpted in part from the McMaster University Academic Integrity and Research Integrity Policies. For guidance on how to proceed in the case of suspected academic dishonesty or research misconduct, please consult the Office of Academic Integrity and the complete policies at <https://www.mcmaster.ca/academicintegrity/>. The Associate Deans of Graduate Studies are available for confidential consultations on matters related to academic and research integrity.

#### **Academic Work**

Academic work includes any academic paper, term test, proficiency test, essay, thesis, research report, evaluation, project, assignment or examination, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference or symposium offered by the University.

For graduate students, comprehensive/qualifying exams, any research work, and thesis work (a thesis proposal, or thesis draft, or draft of one or more chapters) also constitute academic work and must adhere to standards of academic integrity.

# Academic Dishonesty

## Definition

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage.

Wherever in this policy an offence is described as depending on "knowingly," the offence is deemed to have been committed if the person ought reasonably to have known.

Students and applicants to graduate programs are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- a. adhering to the principles of academic integrity when submitting application materials
- b. following the expectations articulated by instructors for referencing sources of information and for group work;
- c. asking for clarification of expectations as necessary;
- d. identifying testing situations that may allow copying;
- e. preventing their work from being used by others, e.g., protecting access to computer files; and
- f. adhering to the principles of academic integrity when conducting and reporting research.

Students are responsible for their behaviour and may face penalties under the Academic Integrity or Research Integrity policies if they commit academic dishonesty or research misconduct.

Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other people's work, whether that work is in print or electronic media.

Graduate students are expected to understand the demands of ethical conduct of research and reporting research results and behave ethically and responsibly in conducting and reporting research. All graduate students are responsible for familiarizing themselves with the definition of research misconduct in the University's policy, namely, "a researcher must be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities."

### Research Integrity

The University states unequivocally that it demands research integrity from all of its members. Research misconduct, in whatever form, is ultimately destructive to the values of the University and society; furthermore, it is unfair and discouraging to those who conduct their research with integrity. This Policy applies to all institutional personnel. The Office of Academic Integrity is the administrative office responsible for the receipt and processing of allegations of misconduct at the investigation stage. A complete list of Policy violations can be found within the Research Integrity Policy.

## 5.2 Code of Conduct

McMaster University is a community dedicated to furthering learning, intellectual inquiry, and personal and professional development. Membership in the community implies acceptance of the principle of mutual respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it.

The *Code of Conduct* outlines the limits of conduct considered to be consonant with the goals and the well-being of the University community, and defines the procedures to be followed when students fail to meet the accepted standards.

Copies of the *Code of Conduct* may be obtained from the website at [http://studentconduct.mcmaster.ca/student\\_code\\_of\\_conduct.html](http://studentconduct.mcmaster.ca/student_code_of_conduct.html).

For Health Sciences graduate students, a supplementary guideline, Professional Behaviour Code of Conduct for Learners, applies to learners in health care professions and research. This guideline outlines the professional behaviours in all academic and clinical settings that must be understood and followed.

Copies of the Professional Behaviour Code may be obtained from the website.

## 5.3 Appeal Procedures

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

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

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

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

The Student Appeal Procedures may be found at:

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

## 5.4 Ownership of Student Work

In Canada, the author is the immediate owner of the copyright in an original work, except when the author is employed to create such material. 'Copyright' is an exclusive property right to publish, produce, reproduce, translate, broadcast, adapt or perform a work, as defined in the Copyright Act (R.S.C. 1985, c. C-42, as amended). For work done by a graduate student, McMaster has the following policies related to the interpretation of copyright and other aspects of intellectual property rights. These policies distinguish in general between items done solely by the student and those undertaken as part of a joint research effort.

In the former case, the intellectual property is primarily the student's, but the University reserves certain rights as detailed in the remainder of this section. In the latter case, the intellectual property rights involve the student, the research supervisor, (and possibly other individuals as well), the University, and on occasion the financial sponsor of the research. If the work is anticipated to have commercial possibilities, it is recommended that the parties involved agree in writing beforehand on the sharing of any financial returns. The Associate Deans of Graduate Studies are available for confidential consultations on matters of ownership of student work involving faculty and/or other individuals.

## 5.4.1 Examinations, Reports and Papers Done as Part of Course Requirements

When work that is eligible for copyright is submitted to meet a requirement of a course, the University acknowledges the student's ownership of the copyright, but places the following conditions on the submission of the work to meet course requirements.

- a. The original physical document becomes the property of the University. This applies particularly to examination answer scripts, and may also be applied to term papers and other course work.
- b. Except for examination scripts, the University receives a royalty-free, non-exclusive licence to make copies of the work for academic purposes within the University, and to circulate the work as part of the University library collection.

## 5.4.2 Theses and Master's Project Reports

As with other papers, the University recognizes that the student holds copyright to the finished thesis. Copies of the thesis shall have on them in a prominent place on the title page the international copyright notice.

The student is required to sign a licence to the University library (and for Ph.D. students an additional licence to the National Library). (See Section 2.8.3) These licences grant the two libraries permission to reproduce the thesis and to circulate it, but do not affect ownership of the copyright.)

However, the University also recognizes that the ideas in the thesis will often arise from interaction with others. In some cases, this interaction will have been solely with the thesis supervisor; in other cases, a larger research team will have been involved. For this reason, it is understood that the copyright refers only to the written document of the thesis. The ideas, or commercial exploitation of the work may or may not be the exclusive property of the student. For the student who has worked closely with a supervisor, or as part of a research group, the rights to publish, the ownership of original and secondary research records, patent, or commercially exploit the results of the research are shared with the supervisor and/or the research group, and with the University. In those cases in which the work has been supported in part by research grants or contracts, there may be other conditions affecting any patent or commercial exploitation. (The student should be made aware of any such conditions before work begins.)

## 5.4.3 Computer Programs

Computer programs written as part of employment duties, as for example by a teaching assistant, are the property of the employer, as specified in the Copyright Act. Computer programs written as part of course work, a project or a thesis may also have value as a potentially marketable intellectual property. The University recognizes that such software may arise in two different ways, and accordingly has two policies. In setting forth these policies, it is understood that in those cases in which software development draws upon other software owned or licensed by the University, the terms and conditions of the licence or purchase must be followed.

- a. Where a student develops such software at the direct request of a supervisor, and under supervision, it is assumed that there is joint ownership of the intellectual property rights. In such cases, it is recommended that the individuals involved co-author a working paper documenting the software, rather than including it as an appendix to a thesis or report. Prior agreement between the student and supervisor that this is to be the case would be helpful, but is not mandatory.
- b. Where a student develops such software on their own, as for example for an independent project in a course, copyright remains with the student. As a condition of using University computing facilities, the student is required to grant the University a royalty-free licence to use the software. This includes the right of the University to distribute copies of the software to McMaster faculty, staff, and students for the University's

administration education and research activities. This licence does not include the right to use the software for commercial purposes or to distribute the software to non-McMaster people.

## 5.4.4 Research Data

As with computer software, the University recognizes that research is conducted and data are acquired in two different fashions. When the data are acquired as part of a joint or collaborative effort, such as one relying on the equipment within a laboratory, they are not solely the property of the student, although some of the data may ultimately appear in tables or appendices in a completed thesis. As a general rule, such data are the joint property of the student and the research supervisor, either of whom has the right to make them available to other individuals as well. Both student and supervisor are responsible for insuring that proper acknowledgement of the contributions of the student, supervisor, and other members of the research team is made when the data are released in any form. Students are responsible for ensuring that there is adequate documentation of their research work and findings and that their records meet granting agency, program and supervisor expectations. While original research records are normally the property of the faculty supervisor overseeing the work, students are expected to generate and properly secure adequate, original documentation, in addition to keeping personal copies, in order to ensure the integrity of their records.

When the data are acquired through the student's individual effort, and without the use of University laboratories or funding, then they are usually the property of the student making that effort. However, exceptions may occur when the student collects data using research instruments, including interview schedules and questionnaires, developed wholly or in part by the research supervisor or by some other person or agency. In such instances the right to ownership and/or use of the data may be shared among the parties involved. Given the range of possible alternatives it is not possible to set absolute guidelines in advance covering all such situations. Consequently, it is recommended that students and supervisors make clear agreements in advance concerning the ownership and use of data collected in this fashion. Ownership of data may also be affected by the terms of a research contract that has supported the work.

## 5.4.5 Equipment

If University resources have been applied to the construction or design of equipment, it is not the property of the student, but of the University. Equipment constructed or designed as part of course or thesis work is the property of the student if the work, materials, and workroom space have been provided by the student or other non-University source. Ownership of newly constructed equipment may also be specified in a research contract that has supported the work.

## 5.5 McMaster University Policy for Academic Accommodation of Students with Disabilities

Below are excerpts from the Academic Accommodation of Student with Disabilities policy.

McMaster University is committed to excellence in teaching and learning. The University strives to ensure every student is afforded an academic environment that is dedicated to the advancement of learning and is based on the principles of equitable access and individual dignity. At McMaster we nurture and support a culture of acceptance, inclusion and the celebration of diversity. Creating a learning environment that is accessible to all students is a value embedded within the University's fabric as well as our policies, services and practices.

Students must meet University and program/degree requirements, including participation in classes, labs, clinical or practicum placements, tutorials, etc. Students seeking an Academic Accommodation are required to participate fully in the Academic Accommodations process. This participation includes: a) when the student is aware of their disability and the need for Academic Accommodation, contacting Student Accessibility Services before classes or academic work begins; b) providing the information required so that Student Accessibility Services can assess the duty to

accommodate and develop Accommodation Plans; c) after the approval of the Accommodation Plan, should the student have any questions they may choose to speak with their instructor, SAS advisor or Faculty Office to review steps for the implementation of the Accommodation Plan; d) notifying Student Accessibility Services of any changes that may impact already established Accommodation Plans in a timely fashion.

Student Accessibility Services requires adequate time to review requests and coordinate needed arrangements. Some accommodations take longer to arrange than others (e.g. sign language interpreters and transcriptions), and students with these types of requests should be particularly cognizant of the timing of their requests. Failure to make a request or supply the required documentation in a timely manner may delay the approval and/or implementation of the requested accommodation.

New students and transfer students are encouraged to contact Student Accessibility Services and submit their accommodation request as soon as possible after they receive their offers of admission, or by August 1st of the academic year, whichever comes first.

The complete Academic Accommodation of Student with Disabilities Policy, which includes Roles & Responsibilities, Guidelines and Procedures, Appeals and related legislation can be found [here](#).

Workplace Accommodations for graduate students who have Teaching Assistantships and other campus employment are processed through Human Resources. For the related policy, requests, and procedures, refer to Human Resources.

## **5.6 Student/Faculty Non-Disclosure Agreements**

The School of Graduate Studies encourages the cooperation of faculty with the private sector. Often cooperation will permit the involvement of graduate students. When this happens, it is not unusual for a company to protect its interests by asking the faculty member and the student to sign a confidential Non-disclosure Agreement. Such agreements are signed by the McMaster Industrial Liaison Office (MILLO) and apply to all members of the university including students involved in the work. These agreements can restrict conditions for a number of matters important to students, such as their wish to publish research results, the thesis defence, and the deposit of the thesis with libraries. In all cases, the restrictions are reasonable and do not clash with academic principles that require the presentation of research findings for peer assessment.

Students should be advised to discuss any non-disclosure waivers or comparable agreements with the department chair, graduate advisor, or the School of Graduate Studies, if they are concerned with the conditions.

It has been common practice, in cases where a corporation wishes to protect its interests in a discovery, to delay placing copies of a thesis in libraries for up to twelve months after the oral defence, but not for longer periods.

It has not been common practice in these same cases to limit attendance at oral defences to only examination committee members; nor has it been common practice to have examination committee members agree to non-disclosure agreements. The pertinent guiding principle is that oral defences are public events.

Students in doubt about how these norms of academic activity apply to their circumstances should approach the Vice-Provost & Dean of Graduate Studies.

## **5.7 Conflict of Interest Guidelines, School of Graduate Studies**

### **5.7.1 General**



There shall be no prohibition on the grounds of family relationship against the admission of persons as full- or part-time graduate students or against the eligibility for financial awards of such persons. Faculty members normally shall not take part in any proceedings at any level which affect the graduate standing of a spouse or other relative (including admission, financial assistance, promotion, courses of instruction, supervisory, thesis and examining committees). It is understood that the merits of each individual shall be the overriding consideration in all such cases.

## **5.7.2 Conflict of Interest in the Evaluation of Graduate Students**

All faculty members responsible for the evaluation of graduate students have a general responsibility to the University to ensure that they are not in a position of conflict of interest (or the appearance of a conflict of interest) in their obligations to the University with regard to the nature of their relationships with graduate students. Specifically, a faculty member may not be involved in the evaluation of a graduate student if the faculty member has a close family relationship with the student (including spouse, parent, child, sibling, niece/nephew or spouses of the foregoing), if the faculty member is, or has been engaged to be married to the student, or if the faculty member has (or has had) an intimate personal relationship with the student. Evaluation includes grading course work or examinations (including the defence of a thesis) and supervision, whether as the principal supervisor or as a member of a supervisory committee.

A faculty member should question the propriety of evaluating a graduate student if there exists a distant family relationship with the student, or if the faculty member and the student maintain or have had a business relationship or any other relationship which should reasonably give cause for concern.

Questionable cases should be referred to the Vice-Provost & Dean of Graduate Studies for a decision.

## **5.8 Student Academic Records**

Student academic records are the property of the University. The University has developed procedures designed to protect the confidentiality of student records. A student may have access to their file, but documents received from a third party in confidence will not be disclosed.

Transcripts are issued only with the consent of the student.

## **5.9 McMaster University Workplace and Environmental Health and Safety Policy**

McMaster University is committed to provide and maintain healthy and safe working and learning environments for all employees, students, volunteers and visitors. This is achieved by observing best practices which meet or exceed the standards to comply with legislative requirements as contained in the Ontario Occupational Health and Safety Act, Environmental Protection Act, Nuclear Safety and Control Act and other statutes, their regulations, and the policy and procedures established by the University. To support this commitment both McMaster University and its employees are responsible jointly to implement and maintain an Internal Responsibility System directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.

The University is responsible for the provision of information, training, equipment and resources to support the Internal Responsibility System and ensure compliance with all relevant statutes, this policy and internal health and safety programs. Managers and Supervisors are accountable for the safety of workers within their area, for compliance with statutory and University requirements, and are required to support Joint Health and Safety Committees. Employees are

required to work in compliance with statutory and University requirements, and to report unsafe conditions to their supervisors.

Contractors and subcontractors undertaking to perform work for McMaster University must, as part of their contract, comply with all relevant workplace and environmental health and safety statutes and to meet or exceed the University's Workplace and Environmental Health and Safety Program requirements.

In addition to the above stated managerial responsibilities, Deans, Directors, Chairs, Research Supervisors and other Managers are also accountable for the safety of students, volunteers and visitors who work and/or study within their area of jurisdiction. Students are required by University policy to comply with all University health, safety and environmental programs.

## **Implementation:**

The authority and responsibility for the administration of procedures and programs to provide for the implementation of this policy is assigned to the Office of the Vice President, Administration.

The Risk Management Support Group is responsible for facilitating the development, implementation and auditing of the Health and Safety Programs effective under this policy. This is achieved through the implementation of a risk management system that is directed at supporting the Internal Responsibility System through the application of best practices for the management of occupational, environmental, public health and safety related risks.

The Office of the Vice President, Administration will provide reports to the University Board of Governors concerning the status and effectiveness of the Workplace and Environmental Health and Safety System and any notices of violation issued to the University regarding breaches of workplace health and safety or environmental protection statutes.

## **5.10 Inter-University Cooperation - Ontario Visiting Graduate Student**

It is possible for a graduate student registered at McMaster University to take a graduate course at another Ontario university for credit toward the McMaster degree. To do so, the student must review the Information Booklet, complete the form for an Ontario Visiting Graduate Student (both available on the Council of Ontario Universities website <http://cou.on.ca/key-issues/education/graduate-education/ontario-visiting-grad-students>) and describe the course to be taken, the term in which it will be taken, and the reasons for taking the course. Approval of the student's Department Chair and Supervisor are required before the form is submitted for approval to the School of Graduate Studies, which will send it to the host university. The course selected must be required for the student's program, must be a graduate level course, and must not be available at McMaster University. Auditing of courses or registration for "extra" courses is not permitted. The student is subject to any regulations of their Home University with respect to the maximum number of courses which may be taken at another Ontario university. At McMaster, there is a two course maximum over the duration of the student's program. Once complete, an official transcript must be sent to SGS for the student's record to be updated.

## ~~**5.11 Graduate Expectations Arising from the McMaster Vaccination Policy**~~

~~As of May 1, 2022, McMaster paused its Vaccination Policy but will continue to follow emerging guidance from University experts and Public Health officials.~~

~~Should pandemic circumstances shift, the University will review the situation, which may result in the reinstatement of a mask mandate and/or the resumption of a vaccination policy. Resumption of a vaccination policy will require that access to campus be limited to those fully vaccinated against COVID-19, unless a human rights exemption is obtained.~~

~~Students will be notified directly upon resumption of a vaccination policy. Students will be expected to adhere to any academic regulations, which are developed in compliance with Public Health guidance and the University's health and safety policies, including any vaccination policy that is in effect. Any applicable deadline(s) for compliance will be clearly communicated.~~

~~Any student found to violate a mask mandate or vaccination policy that is in effect will be prohibited from accessing University property and may be subject to outcomes and/or sanctions under the Code of Student Rights and Responsibilities.~~

~~Students are expected to actively participate in classes, which will require regular attendance on campus. To minimize any potential disruption to completing their courses, all students are strongly encouraged to be fully vaccinated against COVID-19, including booster shots.~~

~~Students enrolled in clinical placements, cooperative work experiences, or other external experiential course requirements may have to comply with additional external vaccination requirements at their worksite or study site. Students in health professional programs in the Faculty of Health Sciences must complete the Health Screening Record requirements, which may include COVID-19 vaccination.~~

## General Information

### Counselling Services

Student Wellness ~~Centre~~ - <https://wellness.mcmaster.ca/>

Equity and Inclusion Office - <https://equity.mcmaster.ca/>

~~International Student Services - <https://iss.mcmaster.ca/> Tel. 905-525-9140 ext.24700; iss@mcmaster.ca ext.~~

Ombuds Office - <http://www.mcmaster.ca/ombuds>

Office of Academic Integrity - <http://mcmaster.ca/academicintegrity/index.html>

Student Accessibility Services - <http://sas.mcmaster.ca/>

Office of the Registrar - Student Services - <https://registrar.mcmaster.ca/aid-awards/>

Student Success Centre - <http://studentsuccess.mcmaster.ca/>

~~International Student Services - <https://iss.mcmaster.ca/>~~

### Health Services

Environmental and Occupational Health Support Services - Tel . 905-525-9140 Ext. 24352

Ontario Health Insurance Card - Tel . 905-521-7825 (Service Ontario)

Student Wellness Centre - <http://wellness.mcmaster.ca>

University Health Insurance Plan - <https://studentsuccess.mcmaster.ca/international-students/health-insurance/> Tel- 905-525-9140 Ext. 24748; [issuhip@mcmaster.ca](mailto:issuhip@mcmaster.ca)

Workplace Safety and Insurance Board Coverage for Graduate Students - Working at McMaster

### Housing and Conference Services and Hospital Services

Conference and Event Services - <https://housing.mcmaster.ca/conference-event-services/>

Hospitality Services - <http://hospitality.mcmaster.ca>

McMaster Community Homes Corporation - Tel . 905-578-3833; E-mail: [receptionist@communityhomes.ca](mailto:receptionist@communityhomes.ca)

Off-Campus Housing - <http://macoffcampus.mcmaster.ca> (Off-Campus Resource Centre)

On-Campus Housing - <http://housing.mcmaster.ca> (Housing and Conference Services)

#### Student Associations

Graduate Students Association (GSA) - <https://gsa.mcmaster.ca/><https://gsamcmaster.org>

McMaster University Alumni Association - <http://alumni.mcmaster.ca/>

#### Other University Services/Facilities

Athletics and Recreation - <http://www.marauders.ca>

Bookstore and Post Office - <https://campusstore.mcmaster.ca/> (Titles Bookstore)

Day Care Facilities at McMaster

- McMaster Children's Centre Incorporated - <https://mcmasterchildrenscentre.wordpress.com>
- McMaster Students' Union Child Care Centre - <https://www.msunmcmaster.ca/services-directory/30-child-care-centre>

Parking Services - <http://parking.mcmaster.ca>

Security Services - <http://security.mcmaster.ca>

University Chaplain Centre - <https://mcmasterchaplaincy.org/>

#### Special Resource Services/Facilities

Centre for Continuing Education - <http://www.mcmasterccee.ca>

MacPherson Institute - <http://mi.mcmaster.ca>

McMaster Media Production Services - <http://media.mcmaster.ca>

McMaster Museum of Art - <https://museum.mcmaster.ca>

Office of International Affairs - <http://oia.mcmaster.ca>

University Library - <http://library.mcmaster.ca>

University Technology Services (UTS) - <http://www.mcmaster.ca/uts>

## Graduate Scholarships, Bursaries and Other Awards

(<https://gs.mcmaster.ca/current-students/scholarships/>)

### 6.1 Overview

The University and the School of Graduate Studies supports the financial wellbeing of students in the delivery of aid and award programs, ensuring equity, consistency and transparency in administration.

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

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

#### 6.1.1 General Regulations

Graduate students at McMaster University are expected to apply annually for external funding opportunities that may be available to them and as directed by their department.

Scholarships (including fellowships, prizes, medals and awards), academic grants and bursaries may be cancelled without notice if the conditions under which they are granted are not upheld. To hold an award at McMaster University, students must:

- Have been unconditionally admitted into the eligible graduate degree program for which funding was granted;
- Be registered full-time and progressing satisfactorily in the eligible graduate degree program; part-time students are normally not eligible to receive scholarship support;
  - A student who withdraws, is on approved leave, changes academic load from full to part-time, reduces course load or units, has approved to graduate status or otherwise alters their program of study may be required to forfeit all or part of their funding.
- Accept the terms and conditions of the award;
- Comply with all academic regulations of McMaster University and the requirements of the scholarship and/or award;
- Not hold or accept full-time employment while holding the award; and
- Agree to have McMaster University administer the award in accordance with its policies and procedures.

In accordance with the *Freedom of Information and Protection of Privacy Act* and McMaster University's Statement on the collection of Personal Information and the Protection of Privacy, where notice is given, the University is permitted to publish an individual's name, Faculty, program and award information. McMaster University reserves the right to publish the names of recipients of most scholarships and awards. Note: If a student chooses to revise their consent, they must contact the School of Graduate Studies at [graduatescholarships@mcmaster.ca](mailto:graduatescholarships@mcmaster.ca). It is the School of Graduate Studies responsibility to update Mosaic and AwardSpring.

For the purpose of Aid and Award criteria and eligibility, references to "Woman" or "Female" include all students who identify as Woman/Female and references to "Man" or "Male" include all students who identify as a Man or Male.

## 6.1.2 Value and Duration of Award

The value and duration of scholarships and awards are detailed in the terms of the letter of offer or award letter. Should a successful applicant receive an internal scholarship or external award subsequent to the letter of offer, McMaster's normal practice is to adjust the contributions to the applicant's offer in such a way that the applicant benefits from the additional award, but not to the extent that it simply adds the value of the award to the original offer. The fractional financial benefit of an internal scholarship or external award varies by program but is consistent within a given program.

Any approved change in degree, program, registration, supervisor or research area must be reported to the School of Graduate Studies and may result in a change to the value and/or duration of the award. The value of some external awards must be refunded if conditions of the awards are not met.

## 6.2 Graduate Scholarships

Upon admission to McMaster, graduate students are automatically considered for funding by the various departments. Offers that include funding will state the amount and duration of funding, conditions for renewal (if any), terms of continued funding, and other relevant details. All funding for graduate students from the University or from individual programs will be based on satisfactory progress of the student in their program as determined by academic criteria or as specified in an offer of funding. If the student has been awarded a Graduate or Departmental Scholarship, they should be aware that the funds for this scholarship might come from funds awarded by the School of Graduate Studies and/or from the department. The student may also receive a Research Scholarship provided by funds from the supervisor. ~~If the students that have has~~ been awarded an Entrance Scholarship, ~~they should realize-be aware~~ that it is for the first term of study only and is not renewable. All funding is contingent on enrolment of the student.

## 6.2.1 Internal Awards

The University Senate, acting on behalf of generous benefactors and donors to the University, bestows academic awards, bursaries, academic grants, and travel awards on graduate students. In recognizing financial need and/or academic and/or research merit, the University requires all recipients of awards to fulfill a set of general conditions, in addition to meeting the particular terms attached to individual academic awards. The general conditions and terms have been established to ensure equity in competition and a high academic standing. Any interpretation of the conditions attaching to academic awards is solely the prerogative of the Graduate Council. The University reserves the right not to grant an award in the absence of a suitable candidate, or to limit the number of awards where too few suitable candidates exist. The University also reserves the right to withdraw, or amend the terms of, any award, and/or to suspend granting of an award or to adjust the stated value of an award in years in which insufficient investment income is available due to fluctuations in investment markets. Where the terms of such an award become impossible to fulfill through obsolescence, then the University may amend the terms ~~of same~~ to carry out the nearest possible intent of the donor while still ensuring that the benefit of ~~such the~~ award continues.

### Bursaries

Bursaries are granted on the basis of demonstrated financial need according to the principles of the Province of Ontario's Student Access Guarantee. They are intended to supplement a student's own financial contribution, parental assistance, government aid and personal loans/lines of credit to help the student to complete the academic year.

In order for students to be considered for any donor bursary, they must have completed a full-time OSAP application or another provincial government student aid application, or a standard university need profile, and they must apply to the Graduate General Bursary through AwardSpring.

### Academic Grants

Academic Grants are granted on the basis of academic excellence and demonstrated financial need as stated above.

In order for students to be considered for an academic grant, they must have completed a full-time OSAP application or another provincial government student aid application, or a standard university need profile, have applied for OSAP and have received an entitlement of at least \$1-

### Internal Scholarships (including travel awards)

Internal scholarships support students registered in a specific program or Faculty through the generous contributions of our benefactors and donors, and initiatives from the School of Graduate Studies. Selection is based on academic merit and/or research excellence. Students can apply to most of the internal scholarships through aid by application in AwardSpring. A small number of scholarships don't have applications as they are awarded by departmental nomination as per the terms of the award. It is critical that students consult with their departments regarding eligibility, application procedures and deadlines as each department will have its own process for internal review. Departments forward their recommendation to the School of Graduate Studies for final approval.

## 6.2.2 External Awards Tenable at the University

External awards tenable at the University are given by federal and provincial government agencies and other private organizations that rely on McMaster University to recommend candidates, facilitate payments, and ensure compliance of terms and conditions of the award. Examples of these agencies include the Canadian Institute of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council (SSHRC), and the Ontario Graduate Scholarships (OGS).

The application process for the majority of these awards is usually held one year in advance of receipt of the award (for example, competitions are held in October for awards starting in May, September or January of the subsequent

academic year). Applications and eligibility requirements are usually indicated on respective government agency web sites by late August. Deadlines vary by agency but normally occur in the Fall of each academic year.

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

## 6.3 Funding Application Deadlines

Students interested in applying for scholarships and awards should contact their home departments for specific details on the application process and department internal deadlines. Dates and information from external agencies may be updated periodically and without notice. Changes to internal due dates within departments or programs, and the School of Graduate Studies, will be updated accordingly.

## 6.4 Financial Planning

A financial plan is an essential part of a university career. It can be helpful to consult with family members, a banking representative or financial aid counsellor to research financial options. Graduate students who are eligible are encouraged to apply for OSAP. For more information about OSAP, please visit the following sites: Office of the Registrar, Aid & Award and Government of Ontario - OSAP.

## Governing Bodies

### 7.1 Senate

The University Senate consists of approximately 65 members, including the Chancellor, the President (Chair), the Vice-Presidents and Vice-Provosts, the Vice-Provost & Dean of Graduate Studies, the Faculty Deans, three members from the Board of Governors, four members from the Alumni Association, and 32 faculty members. In addition, there are 12 student members, one graduate and one undergraduate from each of the six Faculties. The students are elected by and from the students in their respective Faculties.

The Senate has ultimate responsibility for determining academic policy, which includes new academic programs, changes in curriculum, standards for admission to the University, matters arising in connection with the award of scholarships and prizes, examination policy, academic regulations, procedures for student appeals, criteria and procedures for granting tenure and promotion to faculty members, the codes of conduct for students and so on.  
Website: <http://www.mcmaster.ca/univsec>

### 7.2 Graduate Council

The Graduate Council is a deliberative, administrative, and executive body responsible directly to Senate but otherwise autonomous. Its membership consists of the Chancellor, the President and Vice-Chancellor, the Provost and Vice-President (Academic), the Vice-Provost & Dean of Graduate Studies (Chair), the Associate Deans of Graduate Studies, the Faculty Deans, the University Librarian, the University Registrar, the Secretary of Senate, the Vice-President (Research and International Affairs), Manger of Finance and Administration of the School of Graduate Studies, the

Associate Graduate Registrar and Secretary of the School of Graduate Studies, eighteen faculty members (three from each faculty), and twelve graduate students (two from each faculty).

The responsibilities of the Graduate Council have been specified in some detail by Senate and are outlined in the By-laws of the Senate of McMaster University and the Senate Resolutions. The more significant ones may be summarized by noting that it regulates matters concerning graduate work of common concern to the entire University, acts upon recommendations concerning graduate work from each Faculty upon matters of particular concern to that Faculty, reports to Senate on graduate matters, recommends candidates for graduate degrees, stipulates conditions for the awarding of graduate scholarships, and stipulates the departments eligible to offer graduate work.

## **7.2.1 Executive Committee of Graduate Council**

The Executive Committee of Graduate Council is composed of the Vice-Provost & Dean of Graduate Studies (who acts as Chair), the Associate Deans of Graduate Studies as Deputy Chairs, the President and Vice-Chancellor, the Provost and Vice-President (Academic), one faculty member from each Faculty, and the Associate Graduate Registrar and Secretary of Graduate Studies.

The Executive acts as nominating committee, academic policy committee, and on any other matters put before it by Graduate Council or the Vice-Provost & Dean. This body acts on behalf of Council in instances where there is some urgency (e.g., during the summer months when there are no regularly scheduled meetings).

## **7.2.2 Scholarships Committee of Graduate Council**

The Scholarships Committee of Graduate Council is composed of the Associate Deans of Graduate Studies (who act as co-chairs) and faculty members (representing all six faculties). This committee is responsible for acting upon all recommendations and applications for internal endowed fellowships and scholarships, and external scholarships.

## **7.3 Standing Committees**

### **7.3.1 Faculty Graduate Curriculum and Policy Committees**

Each of the six Faculties has a Committee on Graduate Curriculum and Policy which is responsible for dealing with matters of policy and curriculum affecting the Faculty, including new developments, course changes, changes in degree requirements, and new programs and fields of study arising from departmental proposals. The Faculty then acts upon the recommendations of this committee.

### **7.3.2 Faculty Graduate Admissions and Study Committees**

For each Faculty, there is also a Committee on Graduate Admissions and Study responsible for determining admissibility of any applicant on the recommendation of the department, approving each student's course program, reviewing annually the progress of each student, making necessary decisions thereon, recommending awarding of degrees, deciding upon applications from students for special consideration, and acts on the final decisions from a hearings committee for student appeals and cases of alleged academic dishonesty and research misconduct. Normally, the Associate Dean of Graduate Studies for the Faculty handles the matters on behalf of the committee. The Secretary



of all Committees, to whom business items may be addressed, is the Associate Graduate Registrar and Secretary of Graduate Studies.

# May 2023 Graduate Council

## New Awards for Approval

**Name of Fund:** The Terry Bradley Bursary

**Terms of Reference for Fund:**

Established in 2023 by the Estate of Terry Bradley. To be granted by the School of Graduate Studies to graduate students enrolled in the Department of Biology who demonstrate financial need.

**Name of Fund:** The A. Boyd McLay Physics & Astronomy Scholarship

**Terms of Reference for Fund:**

Established in 2023 by the Estate of Dr. Robert Summers-Gill, a Professor Emeritus in Physics at McMaster University, in recognition of his mentor, A. Boyd McLay. To be awarded by the School of Graduate Studies on the recommendation of the Department of Physics and Astronomy to students enrolled in a Physics & Astronomy program who demonstrate academic and research excellence. The scholarship is tenable for one additional year provided the student remains enrolled in a Physics & Astronomy program and demonstrates continued satisfactory academic performance.

**Name of Fund:** The Milena & Gord Head MBA Scholarship

**Terms of Reference for Fund:**

Established in 2023 by Dr. Milena Head (Class of '93 and '98) and Gord Head (Class of '98). To be granted to a full-time or co-op MBA student who has demonstrated leadership in experiential learning activities in the community.

**Name of Fund:** The Erin ELO Scholarship

**Terms of Reference for Fund:**

Established in 2023 by Erin Extended Learning Opportunities. To be awarded by the School of Graduate Studies, on the recommendation of the School of Nursing, to graduate students enrolled in a Nursing Program who are conducting research on aging and demonstrate academic excellence.

## **CONSENT1A00: It Takes All of Us**

### Course Description

McMaster University is committed to fostering living, learning, and working environments free of gender-based and sexual violence (GBSV). In this interactive, asynchronous module, It Takes All of Us: Addressing gender-based and sexual violence on campus, students will develop a foundational understanding of GBSV, the ways GBSV manifests at post-secondary campuses, and resources available at McMaster for prevention and support. Scenarios will be used throughout to teach students about consent, bystander intervention, and supporting those who have experienced GBSV.

### Motion:

That Graduate Council approve the new course for inclusion in the 2023-2024 Graduate Calendar.

# Cotutelle policy and procedure working group report - May 2023

## Members

Bhagwati Gupta (Associate Dean Graduate, Science), Stephanie Baschiera (SGS), Christina Bryce (SGS), Paul Leegsma (OIA)

## Issues identified

Over the years, we heard many concerns with the existing cotutelle process identified by students, supervisors, and graduate program heads. These included a lack of clarity about steps to establish an agreement and guidance on matters related to tuition, funding commitments, and defense procedures. The working group held meetings with stakeholders and reviewed the policy. The feedback was used to revise the policy and the letter of intent. A flowchart is created to assist researchers and students interested in initiating an agreement.

## Recommendations

1. Changes to the McMaster cotutelle policy, as outlined in Appendix 1.
2. A flowchart outlining the major steps of the cotutelle agreement process (Appendix 2).
3. A revised Letter of Intent (LOI) to initiate cotutelle agreement (Appendix 3). The LOI will be filled out by the student and supervisors from both, home and host, institutions.
4. A point of contact in the School of Graduate Studies as the coordinator of cotutelle arrangements and other international exchange activities at McMaster University. In addition, a contact person in each Faculty to assist with Faculty-specific agreements.
5. A new set of cotutelle-specific placeholder courses to track students visiting host institutions.
6. A new cotutelle milestone form for condition clearing.
7. An updated website that serves as a gateway to facilitate the cotutelle agreement, and other international research/study options for graduate students at McMaster, including:
  - a) Links to cotutelle policy, LOI, and flowchart.
  - b) Highlights of benefits of the cotutelle study.
  - c) Contact information of individuals listed under 'Responsibility' in the flowchart.
  - d) A set of FAQs.
  - e) clarity around tuition, funding, and other expenses associated with the cotutelle study along with student and supervisor contributions. Any Faculty-specific financial requirements should also be posted.
  - f) Links to relevant McMaster sites, policies, and resources.



## Letter of Intent to ~~Complete-Initiate~~ a Cotutelle Study at McMaster University — PhD jointly awarded by two post-secondary institutions

Student Name: _____
Graduate Faculty and Program: _____
<b>Supervisor at McMaster University:</b> _____
Partner University: _____
<b>Supervisor at Partner University:</b> _____

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Research Project and Study Plan (Including research schedule in both institutions and financial/tuition/funding details)

By signing this agreement, the student agrees to:

- ~~Having read the Cotutelle Policy, and fulfill its requirements and procedures~~
- ~~Complete the Cotutelle checklist and;~~
- ~~Begin their Cotutelle once the MOU has been completed and signed.~~

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

~~By signing this agreement, both institutions commit to completing the Cotutelle Ph.D. Memorandum of Understanding (MOU) within the first 24 months of the students' Ph.D. study~~

~~I have read the research project and study plan stated in this letter of intent and agree with the research schedule and financial/tuition/funding details.~~

McMaster University

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Partner Institution

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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~~I have read the research project and study plan stated in this letter of intent and agree with the research schedule and financial/tuition/funding details.~~

McMaster University

Associate Dean of Graduate Studies \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

~~By signing this agreement, both institutions commit to completing the Cotutelle Ph.D. Memorandum of Understanding (MOU) within the first 24 months of the students' Ph.D. study~~

**Commented [BG1]:** Replace with something more meaningful

# Cotutelle Checklist Form

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This cotutelle agreement is with regard to the co-supervision of **Student's name here**, and is to be interpreted in accordance with the policies and procedures applicable at both institutions listed below.

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*Note: Items in italics are instructions for the form and copies of [the cotutelle policy for McMaster University](#). Where there is a difference between this form and the policy, the policy shall prevail. [Review the Cotutelle flowchart for steps to finalize the agreement](#).*

## A. Home and Host Institution

For the purpose of interpreting McMaster Cotutelle policy, one institution is designated the Home Institution, and the other the Host institution.

McMaster Policy Article 5: The student is required to be registered full-time at both institutions.

McMaster University, 1280 Main Street West Hamilton, Ontario, Canada, L8S 4L8	<input type="checkbox"/> Home Institution	<input type="checkbox"/> Host Institution	<input type="checkbox"/> Registered in PhD program on: <b>Date (month and year)</b>
			<input type="checkbox"/> Not yet registered ( <u>expected start date</u> )

<b>Partner Institution</b>	<input type="checkbox"/> Home Institution	<input type="checkbox"/> Host Institution	<input type="checkbox"/> Registered in PhD program on: <b>Date (month and year)</b>
			<input type="checkbox"/> Not yet registered ( <u>expected start date</u> )

## B. Student and Supervisor Details

Student:

Contact information (Phone and Email):

Supervisor Name and Designation (McMaster University):

Contact information (Phone and Email):

Supervisor Name and Designation (Partner Institution):

Contact information (Phone and Email):

List of Degree Requirements

~~The requirements for a PhD degree at each institution should be summarized below, along with the agreed requirements for the program of study for this student. If these requirements meet or exceed the McMaster calendar~~

requirements, the graduate program chair, associate chair or associate dean may check the last column. If more space is needed, provide the information in an attachment with a reference here.

Milestone Type	Home Institution Requirements	Host Institution Requirements	Agreement	Meets or exceeds McMaster calendar requirements
<i>Example: Coursework</i>	<i>minimum 4 half-courses, at least 2 in department</i>	<i>minimum 6 courses, at least 3 in department</i>	<i>6 courses, 3 in each department</i>	<input type="checkbox"/>
<i>Example: Department Seminar/Day</i>	<i>attend and participate each year for first 48 months</i>	<i>none</i>	<i>participate when at the Home Institution on the Seminar/Day</i>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Commented [BG2]:** Include any required SGS courses and milestones  
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**B. Supervisors**

Supervisor at Home Institution: **Name**

Supervisor at Host Institution: **Name**

**C. Research Project and Study Plan (Including research schedule in both institutions) 250 words maximum**

**C-D. List of Degree Requirements/Timetable**

*The requirements for a PhD degree at each institution should be summarized below, along with the agreed requirements for the program of study for this student. If these requirements meet or exceed the McMaster calendar requirements, the graduate program chair, associate chair or associate dean may check the last column. If more space is needed, provide the information in an attachment with a reference here.*



<u>Milestone Type</u>	<u>Home Institution Requirements</u>	<u>Host Institution Requirements</u>	<u>Agreement</u>	<u>Meets or exceeds McMaster calendar requirements</u>
<i>Example: Coursework</i>	<i>minimum 4 half-courses, at least 2 in department</i>	<i>minimum 6 courses, at least 3 in department</i>	<i>6 courses, 3 in each department</i>	<input type="checkbox"/>
<i>Example: Department Seminar Day</i>	<i>attend and participate each year for first 48 months</i>	<i>none</i>	<i>participate when at the Home Institution on the Seminar Day</i>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Commented [BG3]:** Include any required SGS courses and milestones

#### E. Schedule for Progress Reports and Committee Meetings

*Refer to 'Academic Progression' and 'General Regulations on Supervision' sections of the Graduate Calendar for details. The student is expected to hold at least one supervisory meeting in a calendar year. Any additional program-specific milestones should be listed here as well.*

<u>In-time status</u>	<u>Date</u>	<u>Milestone</u>	<u>Location (Home or Host Institution)</u>
Year			
Year			
Year			
Year			

#### F. Timetable

McMaster cotutelle pPolicy aArticle 10:

*"Generally, the student spends the majority of time at the Home Institution, with a minimum of 12 months and maximum of 24 months at the Host Institution."*

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*The List expected timetable dates and residency towards completion of degree requirements in the table below (the last round of exchange should preferably place the student at the home institution to facilitate thesis submission and defense)is. Note that a visiting student, who is in year 2+ of their PhD study, will not be eligible to count their time towards a cotutelle agreement. Consult with Associate Dean and SGS for any such scenario.:-*

<u>Expected Dates (tentative/firm)</u>	<u>Location (Home or Host Institution)</u>

Expected Date for Completion of all Degree Requirements: **Date (month and year)**

D.G. Financial / Tuition / Funding Details

Commented [BG4]: This section needs to be formatted better!

As per McMaster's Cotutelle Policy Article 11:

*"Students enrolled in a cotutelle program will pay tuition only to one institution at a time, normally to the Home Institution; additional administrative or ancillary fees may be required. The Faculty where the student is registered will determine any additional financial requirements. All tuition and fee requirements should be in the Cotutelle MOU/MOA."*

Please consult with program's office and Faculty's Graduate Studies office for guidance.

**Part I: Tuition and ancillary fees at McMaster**

Is the student paying tuition at McMaster when located here? Yes  or No

Provide details:

Is the student paying ancillary fees while located at McMaster University? Yes  or No

Details:

List any alternate arrangements for tuition and ancillary fees and amounts:

List any Faculty/program-specific financial requirements, sources of funds, and amounts:

**Part II: Graduate stipend at McMaster (provide supporting document/letter)**

<u>Duration</u>	<u>Home supervisor contribution</u>	<u>Host supervisor contribution</u>	<u>Home program, institution</u>	<u>Host program, institution</u>	<u>External scholarship</u>	<u>Other sources</u>	<u>TOTAL</u>

Details on the above funding arrangement, including any additional sources of funds:

**E-H Insurance Coverage and Visa Requirements**

For the whole duration of their doctoral studies, the student must have a health and injury insurance scheme affording appropriate coverage in the country where they are staying. While at McMaster, all candidates must purchase University Health Insurance Plan (UHIP).

Other  
Summarize:

**F-I Intellectual Property and Publication Details**

1. Any Intellectual Property Right brought by one of the Parties for the implementation of the cooperation activities under this MOU shall remain the property of that Party. However, that Party shall warrant that the intellectual property right has not resulted from the infringement of any third party's legitimate rights. Further, that

Party shall be liable for any claim made by any third Party on the ownership and legality of the use of the intellectual property right which is brought in by the aforementioned Party for the implementation of the cooperation activities under this MOU, and shall indemnify the other Party against any claim for loss of damage in respect of any alleged infringement of such right. And,

2. Any Intellectual Property Right, data and information resulting from research activities conducted under this MOU shall, except as may otherwise be provided by the specific agreement governing a particular research activity, be jointly owned by the two Parties, and both Parties shall be allowed to use such property for non-commercial purposes free of royalty. Should the intellectual property right, data and information resulting from the cooperation activities under this MOU be used for commercial purpose by one Party, the other Party shall be entitled to the royalties obtained from the exploitation of such property on the basis of the principle of equitable contribution. In such a case, the object of the research activities conducted shall constitute a part of the contribution of the Party from which the object derives. And,

3. If either of the Parties wishes to disclose confidential data and/or information resulting from the cooperation activities under this MOU to any third Party, the disclosing Party must obtain prior-written consent from the other Party before any disclosure can be made.

Other:

~~G. Schedule for Progress Reports and Committee Meetings~~

	Date	Milestone	Location (Home or Host Institution)

**Commented [BG5]:** This section should be modified and made easier for student/supervisor to fill out.

~~H.J. Language of Thesis and Defence, and Details of Examination Procedure~~

~~The thesis and defence will both be in English. Upon successful completion of the defence, it will be submitted to McMaster for dissemination through the eThesis program.~~

~~Other:~~

As per the Cotutelle policy article #12:

*"A formal thesis defense is required. The thesis defence normally will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence (in person or remotely). The examining committee must have equal representation of voting members from both institutions (generally two professors from each institution though may not necessarily be the supervisor) and must include an external examiner independent of both institutions. Both institutions must approve the selection of the external examiner(s), and the external must submit a written report to both institutions before the defense date."*

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Review the following and check the boxes. Provide comments as appropriate.

The student will submit a written thesis to McMaster SGS to initiate thesis defense examination.

The examination committee will include an external who will be at arm's length.

The external will provide a written report before the defence date.

Comments:

The thesis and defence will both be normally in English. Upon successful completion of the defence, a final version of written thesis will be submitted to McMaster for dissemination through the eThesis program.

Yes

Other, summarized below.

Summarize any additional arrangements regarding thesis defense:

~~The thesis defence will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence. The examining committee will be equally appointed with 2 professors from each institution, and will include an external examiner independent of both institutions. Participation by teleconference will be acceptable to both institutions.~~

Other:

#### H.K. Agreement that Both Institutions will Award a Single Doctoral Degree

Both institutions will award a single doctoral degree designated as having been completed "in cotutelle" with the other institution. The institutions will agree that all academic requirements have been completed before a degree could be granted.



\_\_\_\_\_  
McMaster Supervisor Date

\_\_\_\_\_  
Partner Institution Supervisor Date

\_\_\_\_\_  
McMaster Program Head Date

\_\_\_\_\_  
Partner Institution Program Head Date

\_\_\_\_\_  
McMaster Associate Dean (Graduate) Date

\_\_\_\_\_  
Partner Institution Date  
Associate Dean (Graduate) or equivalent

\_\_\_\_\_  
McMaster Faculty Dean Date

\_\_\_\_\_  
McMaster Vice-Provost and Dean SGS Date

Complete Policy Title:	<b>Cotutelle Policy</b>
Policy Number (if applicable):	n/a
Approved by:	<b>Senate</b>
Date of Most Recent Approval:	<del>xxx</del> <b><u>June 5, 2019</u></b>
Date of Original Approval(s):	<b><u>June 5, 2019</u></b> <b>April 10, 2013</b>
Suspends/Amends Policy dated:	<del>April 10, 2013</del> <b><u>June 5, 2019</u></b>
Position Responsible for Developing and Maintaining the Policy:	<b>Vice-President and Dean of Graduate Studies</b>
Contact Department	<b>University Secretariat</b>

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

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[DATE]

**TABLE OF CONTENTS**

SECTION I .....1

INTRODUCTION .....1

REQUIREMENTS .....1

PROCEDURES .....2

SECTION II .....3

RELATED POLICIES .....3

SECTION I ..... 3

INTRODUCTION ..... 3

REQUIREMENTS ..... 3

PROCEDURE ..... 5

SECTION II ..... 6

RELATED POLICIES ..... 6

[DATE]

## SECTION I

### INTRODUCTION

1. A cotutelle is a Ph.D. jointly awarded by two post-secondary institutions, typically from different countries.
2. A cotutelle degree is intended to promote international collaboration in ways among faculty members that allow students access to a broader range of research experience than would be available at a single institution.

### REQUIREMENTS

3. The student must meet McMaster's admission requirements.
4. The student or supervisor must initiate arrangements for the Memorandum of Agreement Understanding (MOAU) normally prior to admission or within three to nine months once not later than 12 months into their Ph.D. study, and but must finalize the cotutelle MOAU within the first 24-12 months of their Ph.D. study.
5. The student is required to be registered full-time at both institutions.
6. Each institution must have a qualified supervisor for the student.
7. The student must meet the degree requirements at both institutions, as negotiated in the MOAU.
8. A cotutelle Memorandum of Understanding (MOAU) must be created between both institutions, if it does not already exist. The MOAU will be based on the information provided in a Letter of Intent (LOI). At a minimum, the Memorandum will outline:
  - a) which institution is the "Home Institution" and which is the "Host Institution";
  - b) the names and titles of the supervisors;
  - c) a listing of degree requirements for each institution;
  - d) a timetable for residency and meeting degree requirements;
  - e) a schedule for progress reports and committee meetings;
  - f) intellectual property and publication details;
  - g) financial/tuition/funding details;

[DATE]

h) Insurance coverage and visa requirements

~~h)~~i) options for completion if the supervisory relationship with either supervisor breaks down;

~~i)~~j) options for completion if the student fails to meet degree requirements;

~~j)~~k) the language of the thesis and defence (normally English), and details of the examination procedure;

~~k)~~l) agreement that both institutions will award a doctoral degree designated as having been completed “in cotutelle” with the other institution, and

~~l) Insurance coverage and visa requirements~~

9. The student must comply with regulations at both institutions (e.g., research ethics, etc.). The student can be processed under either university’s regulations.

10. Generally, the student spends the majority of time at the Home Institution, with a minimum of 12 months and maximum of 24 months at the Host Institution.

11. Students enrolled in a cotutelle program will pay tuition only to one institution at a time, normally to the Home Institution; additional administrative or ancillary fees may be required. The Faculty where the student is registered may have additional will determine the any additional financial requirements. All tuition and fee requirements should be in the Cotutelle MOAU.

12. As dictated by McMaster’s policies, there must be a formal thesis defence. The thesis defence normally will use the procedures of the Home Institution and be defended at the Home Institution with both thesis supervisors attending the defence (in person or ~~by teleconference~~remotely). The examining committee must ~~be equally appointed by~~have equal representation of voting members from both institutions (generally ~~2~~two professors from each institution though may not necessarily be the supervisor) and must include an external examiner independent of both institutions. Both institutions must approve the selection of the external examiner(s), and ~~the external~~ will must submit a written report to both institutions ~~McMaster~~ before the defense date.

13. Upon successful completion of the defence, the final thesis (normally in English) will be submitted to McMaster for dissemination through the eThesis program.

14. Wording on transcripts and parchments from both institutions must specify the degree was awarded as having been completed “in cotutelle” with the other institution.

[DATE]

## PROCEDURES

15. The steps are outlined in the cotutelle flowchart.

~~165.~~ The student and supervisor will fill out the Cotutelle Letter of Intent (LOI) (Steps 1-3), which will be reviewed by the head of the graduate unit/department (Step 4) ~~with the program coordinator in the School of Graduate Studies (SGS).~~ The graduate program office will must perform an initial assessment of the student's admission eligibility before the graduate unit/department signs the LOI. All parties will sign the LOI once complete. This letter must be signed by the student and both supervisors.

~~1617.~~ The ~~Cotutelle Letter of Intent~~LOI ~~then will~~will then be reviewed and approved by the Associate Dean of Graduate Studies representing the student's Faculty, along with the Vice-Provost and Dean of Graduate Studies (Steps 5-6). Responsible individuals from the partner institution will also review and sign the LOI.

~~1718.~~ The ~~Cotutelle Letter of Intent~~LOI ~~will be is~~ forwarded to the Office of International Affairs for the creation of a Cotutelle MOAU, in collaboration with the Faculty Graduate Office and the School of Graduate Studies (Steps 7-9). The Cotutelle ~~MOU-MOA~~ must be approved and signed by the Faculty Dean, Vice-Provost and Dean of Graduate Studies, and Vice-Provost Office of International Affairs from McMaster University, and an authorized representative of the other institution, as well as by both supervisors and the student (Step 10). Other signatories may be added as appropriate.

~~1819.~~ The ~~Cotutelle~~MOAU must be completed ~~and signed~~ before the student is registered as a cotutelle student at McMaster University and eligible to attend the Host Institution (Step 11).

[DATE]

## SECTION II

### RELATED POLICIES

19. This Policy is to be read in conjunction with the following policies, statements, and collective agreements. Normally the policies listed below act independently of one another. However, they may intersect with the application of other University policies or procedures regarding the same matter.

20. Any question of the application of this Code or related policies shall be determined by the ~~Associate~~ Vice-Provost and Dean of Graduate Studies from McMaster University, in consultation with the administrator of the other policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- McMaster University Graduate Calendar
- Academic Accommodation of Students with Disabilities
- Academic Accommodation for Religious, Indigenous and Spiritual Observances
- McMaster University Policy on Accessibility
- Academic Freedom, Statement on
- Academic Integrity Policy
- Alcohol Policy, University
- Conflict of Interest Guidelines: Undergraduate Studies and Graduate Studies
- Code of Student Rights and Responsibilities
- Discrimination and Harassment Policy
- ~~and Sexual Harassment: Prevention and Response, Policy~~
- Employee/Labour Relations – Collective Agreements (students acting in their role as Teaching Assistants are acting as University employees and should refer to their collective agreement.)
- Freedom of Information and Protection of Privacy Act
- Group Conflict and Senate Mediation Procedures
- Ontario Human Rights Code
- Personal Health Information Protection Act
- Research Integrity Policy
- Sexual Violence Policy
- Statement on Building an Inclusive Community with a Shared Purpose

[DATE]

- Statement and Guidelines on Inclusive Communications
- Tobacco & Smoke Free University Policy
- University Technology Services (UTS) – Policies and Procedures
- ~~Violence in the Workplace, Policy on~~
- ~~\_\_\_\_\_~~





## Policies, Procedures and Guidelines

Complete Policy Title:	<b>Policy on Postdoctoral Fellows</b>
Policy Number (if applicable):	n/a
Approved by:	<b>Senate and Board of Governors</b>
Date of Most Recent Approval:	<b>November 12, 2008 (Senate) December 18, 2008 (Board)</b>
Revision Date(s):	<b>December 8, 2004 (Senate) December 9, 2004 (Board) June 1, 2005 (Senate) June 16, 2005 (Board) <u>May 2023</u></b>
Position Responsible for Developing and Maintaining the Policy:	<b>Vice-President and Dean of Graduate Studies</b>
Contact Department	<b>University Secretariat</b>

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

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### Scope of Policy on Postdoctoral Fellows

This policy applies to all Postdoctoral Fellows (PDFs) who receive income through McMaster University's payroll and/or who hold an externally-awarded postdoctoral fellowship for which McMaster University is the formally designated institution for tenure of the award.

McMaster University considers PDFs to be an integral part of the University and its mission. Postdoctoral fellows are employed at the University for a temporary period of mentored research and/or scholarly training for the purpose of acquiring the professional skills needed to pursue a career path of their choosing. ~~To recognize their contributions, the University offers Postdoctoral Fellows services and benefits intended to meet their needs and to enhance the value of their experience. The~~ As an employee, the University expects ~~in return~~ that Postdoctoral Fellows will comply with all University policies.

#### 1. Description of an Eligible Postdoctoral Fellow

The following criteria outline the scope of a Postdoctoral Fellowship at the University:

- (i) the appointee must have been awarded a PhD or equivalent normally within the five years immediately preceding their initial appointment as a PDF at



- McMaster, however, this time period may be extended with the approval of the Vice Provost and Dean of Graduate Studies for circumstances requiring an interruption to a career (eg. maternity/parental leave, medical leave);
- (ii) the appointment is temporary, normally not to exceed 6 years, including renewals and afterwards should be reclassified into an appropriate position of permanent employment;
  - (iii) the appointment normally full-time, involves substantial research or scholarship, and may also may involve include limited some teaching responsibilities (normally 3 or 6 units in any year, but in any case no more than 9) as specific in the current collective bargaining agreement and applies regardless whether this a union or non-union position;
  - (iv) the appointment is viewed as preparatory for a research-oriented career whether in academia or industry non-scholarly fields of employment;
  - (v) the appointee works under a supervisor in the University or at one of its affiliated hospitals;
  - (vi) the appointee is normally expected to publish the results of their research or scholarly activities during the period of the appointment and doing so, when appropriate, in conjunction with their supervisor.

Commented [HM1]: Do we need this phrase? iii is really about the teaching.

## 2. Recruitment

- (i) An applicant must find one or more prospective supervisors who shares their research interests and have the resources to support the PDF's research activities. This prospective supervisor(s) must have the authority to supervise, per the policy of the Faculty involved. Please note that the Office of Postdoctoral Affairs and Research Training cannot provide assistance until an applicant has an identified supervisor;
- (ii) Normally, PDF positions are advertised by a prospective supervisor, following the approved language identified by Human Resources to ensure a diverse and inclusive selection of applications are received for a posting. There are instances when the supervisor has prior familiarity with an applicant, and they may request that the department proceed to recommending the candidate without advertising;
- (iii) A selection committee consistent with the terms of reference stated by the academic or clinical unit shall be formed with the responsibility of identifying and interviewing selected candidates in an unbiased manner compliant with the University's goals of creating a diverse and inclusive community on campus. This committee shall also be responsible for checking referees, following regulations under Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) when doing so;
- (iv) ~~Each~~ An applicant ~~will need~~ must be receiving financial support to hold a PDF, at a level that meets or exceeds the annual minimum remuneration set by the appropriate Faculty and will be adjusted after the first year according to the collective agreement, if applicable. A Postdoctoral position may be funded. This financial support may consist of by grants, contracts, or scholarships offered either through the university ~~(eg. faculty member,~~

~~operating funds, endowments)~~ or by an external agency ~~(usually through a competition)~~, or from a combination of these sources.

### 3. Appointment Offer Process

- (i) Financial support should be reviewed by the academic or clinical unit for compliancy with university and/or external agency policies and at least one faculty member must have agreed to supervise the applicant. The ~~department-~~ academic or clinical unit shall contact the Office of Post Doctoral Affairs and Research Training to assist in producing the letter of appointment; the Office of Post Doctoral Affairs and Research Training maintains templates of appropriate offer language. The letter will specify the following terms:

- the area or topic of advanced study in which the Fellow will be working;
- the level of financial support (or salary) from the academic unit and/or the host member of faculty, as well as the source of any external postdoctoral fellowship paid directly to the Postdoctoral Fellow;
- any conditions on accepting the position (such as completing PhD degree requirements or receiving a specific external grant/scholarship);
- expectations with regard to teaching, and the level of remuneration for that teaching;
- the duration of the appointment;
- the benefits that are available;
- expectations with regard to office space and clerical support to be provided, and also access to lab facilities if applicable.

- (ii) With the ~~acceptance-permission~~ of the ~~Department~~ Chair of the academic or clinical unit to proceed based on the terms stated in the letter, the academic unit will submit a copy of the offer letter and a current curriculum vitae to the Office of Postdoctoral Affairs and Research Training for review. the Office of Post-Doctoral Affairs and Research Training shall seek With the approval of the Vice Provost and Dean of Graduate Studies, ~~to issue an offer letter~~ of appointment will be issued to the applicant; ~~Only~~ only the Vice Provost and Dean of Graduate Studies (or named delegate) has the authority to make ~~PDF~~ offers for the university and affiliated hospitals.

- ~~(+)(iii)~~ (iii) Once an applicant has accepted the offer of a ~~Postdoctoral PDF~~ position in writing (or by electronic means), the Chair of the ~~Department/Program~~ academic or clinical unit will arrange ~~a meeting~~ with Human Resources Services to initiate start the Fellow ~~'s formal introduction to~~ at McMaster.

### 4. Appointment and Registration of Postdoctoral Fellows

The Office of Post Doctoral Affairs and Research Training, involved academic or clinical department ~~unit~~, and Human Resources Services shall keep records of all Post Doctoral Fellows. A copy of the appointment letter must be accompanied by a



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curriculum vitae for the proposed appointee, and proof of completion of all degree requirements, which can take the form of a letter from the University granting the PhD, or a copy of a final transcript showing degree completion.

Human Resources Services will maintain a list of all who accept ~~McMaster's~~ offers of a PDF appointment, and will provide quarterly updates of that list to the Office of Post Doctoral Affairs and Research Training.

At the end of the appointment, a short letter confirming the duration of the Fellow's affiliation with McMaster will be sent by the ~~Department/Program~~ academic or clinical unit to the Office of Post Doctoral Affairs and Research Training. Annually, the Vice Provost and Dean of Graduate Studies will ~~prepare~~ approve a list of all PDFs who have completed their appointments in that year. The list will be presented to the University Senate, with a recommendation that a Certificate of Postdoctoral Studies be conferred upon the individuals whose names appear on the list. The Office of Post Doctoral Affairs and Research Training will prepare the Certificates of Postdoctoral Studies to be sent to the PDFs through their ~~Department/Program~~ unit.

#### 5. Remuneration and Financial Support

A PDF ~~can~~ must receive financial support to remain employed in the position but it may ~~in~~ come from various forms, including fellowships, research contracts, and part-time teaching (within the limits stipulated in the collective bargaining agreement); a PDF may not be self-funded. Each year, the University (and each Faculty) establishes an annual minimum level of total financial support required for a full-time PDF: external funding which does not satisfy this minimum must be adjusted to the minimum by supplementary funding from the supervisor or unit. In the case of a part-time appointment, the minimum is calculated proportionally. When the PDF's financial support comes from an external research grant, the regulations of the granting agency must be observed.

The probationary period for PDF appointments is normally three months.

The University will ~~provide~~ allow maternity/parental/adoptive leave and medical leave to eligible PDFs, in accordance with the external granting agency for external funding or the unit's collective bargaining agreement.

Vacation time shall be taken at a time agreed upon between the PDF and their ~~faculty~~ supervisor(s). The duration of vacation time must follow the recommendations of Human Resources, and may not be applicable for short appointments.

PDF appointments may be renewed annually, not exceeding the six year limit, based on satisfactory performance and availability of ~~funding~~ financial support. A ~~faculty~~ supervisor should give reasonable notice (normally three months) to the candidate and Human Resources if to a PDF of whether he or she they intends to request reappointment ~~that Human Resources process the reappointment~~.

#### 6. Benefits and Services Available to Postdoctoral Fellows

Postdoctoral Fellows are encouraged to participate in ~~the "Working at McMaster" program and other health promotion~~ activities offered by the Office of Postdoctoral Affairs and Research Training as well as other service units available to all at



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McMaster ~~employees.~~

~~Currently,~~ Postdoctoral Fellows have access to benefits and services ~~listed below corresponding to their terms of employment.~~ However, ~~t~~The Canadian Union of Public Employees Local 3906 (“CUPE”) represents all Postdoctoral Fellows employed by McMaster ~~in the Province of Ontario,~~ except those in the Faculty of Health Sciences ~~and those with external funding.~~ Thus, ~~terms of employment for~~ Postdoctoral Fellows in this bargaining unit will be governed by ~~the a~~ collective agreement ~~to be negotiated from time to time between CUPE and the University.~~

Eligible benefits for unionized and non-unionized PDF are given on separate webpages located under Human Resources (mcmaster.ca).

~~*Health and Dental Care Services and Insurance:*~~

~~**If there is a PDF who is ineligible for the Ontario Health Insurance Plan (OHIP),**~~

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~~enrolment in the Universities Health Insurance Plan (UHIP) is mandatory. The cost for UHIP (single and family coverage) will be covered by the faculty member who is the Postdoctoral supervisor for a maximum period of three months. In the case of those funded through a researcher at McMaster, this means the UHIP cost will be part of the cost of benefits. In the case of those with an external fellowship, it is expected that the McMaster supervisor will cover the cost of this insurance if the fellowship does not do so. A prospective supervisor who does not expect to have sufficient research funding to do so should contact the office of the Associate Vice-President and Dean of Graduate Studies to discuss the alternatives.~~

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~~**Extended Health (Major Medical) Insurance:** Any PDF who has accepted an appointment for 12 months or more will be provided with Extended Health (Major Medical) coverage for a period not extending beyond the end date of their appointment. The cost of this coverage will be covered in the same manner as described above for UHIP premiums.~~

~~**Dental insurance:** Any PDF who has accepted an appointment for 12 months or more and who wishes to register for Dental Insurance must do so within 30 days of the start of the appointment. Such coverage must continue for the duration of the appointment. The PDF must pay all premium costs. The payment of premiums can be done through regular payroll deductions if the PDF is paid through the University. The payment of premiums for other situations must be made through post-dated cheques.~~

~~***Life Insurance:***~~

~~Any PDF who has accepted an appointment for 12 months or more will be eligible to enrol in the basic group life insurance plan, with premiums to be paid by the supervisor. Each such PDF will also be eligible to purchase additional optional coverage.~~

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~~***Tuition Rebates for University Courses:***~~

~~Tuition will be refunded, or covered, by the University for courses taken at McMaster by a PDF that are relevant to her or his training.~~

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~~***Library:***~~

~~PDFs are entitled to the same access and borrowing privileges at all University libraries as faculty members.~~

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~~***Athletics and Recreation:***~~

~~PDFs are entitled to the same access as faculty members.~~

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~~***Computing and Communication Services:***~~

~~PDFs are entitled to an e-mail account and access to software for which the University owns site licenses.~~

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~~***Centre for Leadership and Learning:***~~

~~PDFs are entitled to the same access as faculty members.~~

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~~***Research Services:***~~

~~PDFs are entitled to the services that are available to faculty members, such as the~~

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~~administration of operating grants, and negotiation of research contracts.~~

## 7. Roles and Responsibilities of the Post Doctoral Fellow

PDFs must comply with ~~all the~~ regulations and policies of all external funding organizations that provide their ~~PDF with~~ financial support, ~~whether that funding is either given~~ directly or through their Supervisor's research ~~funding agreement grant~~.

PDFs will acknowledge their affiliation with the University in their publications and ~~in their when participation participating~~ in scholarly meetings and endeavours.

PDFs must comply with any research agreements and non-disclosure agreements signed by the university. The researcher should consult with their ~~faculty~~ supervisor early in their ~~studies work~~ to ensure they are fully aware of any restrictions on disclosures and how they apply.

PDFs are subject to and must comply with University policies and procedures, including but not limited to the following:

- (a) Research Integrity Policy
- (b) Contract Employees Fund Policy
- (c) Research involving Human Participants Policy Research Accounts Policy
- (d) Joint Intellectual Property Policy
- (e) Related Equity and Inclusion Policy
- (f) Conflict of Interest Policy.

Current University policies can be viewed on the ~~University Secretariat website~~ ~~University website at: <http://www.mcmaster.ca/policy/>~~. PDFs should be aware of all provincial and federal laws impacting their studies at McMaster, including the Copyright Act, ~~Accessibility for Ontarians with Disabilities Act (AODA)~~ and the Freedom of Information and Protection of Privacy Act (FIPPA).

## 8. Dispute Resolution

The established policies of McMaster University apply to the responsibilities and activities of any PDF including, for example, intellectual property, research ethics, human rights/equity and, for PDFs enrolled in University courses, academic integrity.

~~Current University policies can be viewed on the University website at: <http://www.mcmaster.ca/policy/>~~.

Disputes between a PDF and their supervisor that are not covered by other University policies with dispute-resolution mechanisms ~~for employees~~ should in the first instance be resolved informally, through the ~~Department~~ ~~Chair of an academic or clinical unit~~.

~~PDFs may also seek assistance for dispute resolution from their union steward, Human Rights and Dispute Resolution Program of the Equity & Inclusion Office, Faculty of Health Sciences Professionalism Office, or other resource available to employees of the University.~~

~~If the Chair is not able to resolve an issue, the Chair or PDF may bring the issue to the attention of the Faculty's Associate Dean of Graduate Studies who will act as an impartial adjudicator (the "Adjudicator").~~

~~An Adjudicator or the PDF may refer an issue to the Vice Provost and Dean of Graduate Studies, whose decision on an issue will be final.~~

## 9. Termination

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On the recommendation of the ~~faculty~~ supervisor, the Chair of an academic or clinical unit may terminate a PDF's appointment at any time, irrespective of the source of funding and subject to ~~the~~ approval by the Vice Provost and Dean of Graduate Studies. The Vice Provost and Dean of Graduate Studies must be consulted in all termination proceedings.

For a unionized PDF ~~or non-unionized PDF within the Faculty of Health Sciences~~, termination may be:

- (a) for just cause without notice or pay in lieu of notice; or
- (b) for any other reason with the greater of one month's notice for each completed year of service or the amount of notice the PDF is entitled to pursuant to the Ontario Employment Standards Act. Pay may be provided in lieu of notice.

For a non-unionized PDF, the Chair will seek the approval of the Vice Provost and Dean of Graduate Studies on the manner and timing of the termination subject to any applicable legal obligations.



May 2023

TO: Graduate Council

FROM: Steve Hranlovic  
Vice-Provost and Dean of Graduate Studies  
Co-Chair, Quality Assurance Committee

RE: IQAP Cyclical Program Reviews

## **INTRODUCTION**

The purpose of Institutional Quality Assurance Process (IQAP) program reviews is to assist academic units in clarifying their objectives and to assess curriculum and pedagogical policies, including desirable changes for future academic development. Although the primary objective for these reviews is the improvement of our academic programs, the processes that we adopt are also designed to meet our responsibility to the government on quality assurance. The process by which institutions meet this accountability to the government is outlined in the Quality Assurance Framework (QAF), developed by the Ontario Councils of Academic Vice-Presidents (OCAV). Institutions' compliance with the QAF is monitored by the Ontario Universities Council on Quality Assurance, also known as the Quality Council, which reports to OCAV and the Council of Ontario Universities.

The goal of McMaster's IQAP is to facilitate the development and continued improvement of our undergraduate and graduate academic programs, and to ensure that McMaster continues to lead internationally in its reputation for innovation in teaching and learning and for the quality of its programs. McMaster's IQAP is intended to complement existing mechanisms for critical assessment and enhancement, including departmental reviews and accreditation reviews. The uniqueness of each program emerges through the self-study.

All program review reports (including self studies, review team recommendations, departmental responses, and dean's implementation plans) are submitted to McMaster's Quality Assurance Committee, a joint committee of Undergraduate and Graduate Councils. The Quality Assurance Committee assesses all submitted reports and prepares a Final Assessment Report (FAR) for each program review conducted during the previous academic session. Each FAR:

- Identifies significant strengths of the program;



- Addresses the appropriateness of resources for the success of the program;
- Identifies opportunities for program improvement and enhancement;
- Identifies and prioritizes the recommendations;

Undergraduate Council and/or Graduate Council will review this report to determine if it will make additional recommendations.

## **2020 -2022 IQAP CYCLICAL PROGRAM REVIEWS**

The following programs were reviewed during 2020-21:

### Graduate Programs

Communication and New Media M.A.

School of Earth and Environmental Science (all graduate programs)

English M.A., Ph.D. and Cultural Studies and Critical Theory M.A.

Global Health M.Sc.

Department of Health, Aging, and Society (all graduate programs)

School of Engineering Practice and Technology (all graduate programs)

The following programs were reviewed during 2021-22:

### Graduate Programs

Computing and Software M.Eng., M.Sc., Ph.D.

Health Research Methodology M.Sc. and Ph.D.

History, M.A., and Ph.D.

Master of Finance

Medical Sciences M.Sc. and Ph.D.

Software Engineering M.A.Sc., and Ph.D.