

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

The next meeting of Graduate Council will be held on **Tuesday June 13th at 9:30 am in Council Chambers (GH 111)**

Listed below are the agenda items for discussion.

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

A G E N D A

- I. **Opening Remarks**
- II. **Minutes of the meeting of May 16th, 2023**
Approval
- III. **Business arising**
- IV. **Report from the Associate Deans, Graduate Studies**
- V. **Report from the Associate Registrar and Graduate Secretary**
- VI. **Faculty of Social Sciences Graduate Curriculum and Policy Committee Report**
Approval
- VII. **Faculty of Science Graduate Curriculum and Policy Committee Report**
Approval
- VIII. **Faculty of Health Sciences Graduate Policy and Curriculum Committee Report**
Information
- IX. **Cotutelle**
Approval
- X. **Policy on Postdoctoral Fellows**
Approval
- XI. **Consent Course**
Approval
- XII. **New Awards**
Approval
- XIII. **Award Term Changes**
Information

Tuesday May 16th at 9:30 am in Council Chambers (GH 111)

Present: S. Hranilovic (Chair), B. Gupta, S. Hanna, M. Thompson, M. Horn, M. Verma, S. Han, N. Malik, D. Emslie, E. Grodek, Z. Lea, X. Li, L. Side, H. Abdulhussain, D. Gillespie, J. Antwi-Boasiako, C. Ching, T. Chamberlain, R. Wu, D. Trigatti, L. Romane, J. Kish, G. Nair, P. Guo, A. Anand, M. Young, M. Parlar, S. Baschiera (Associate Registrar and Graduate Secretary), C. Bryce, (Assistant Graduate Secretary)

Regrets: T. McDonald, V. Kuperman, P. Nyers, M. Ragany

I. Opening Remarks

Dr. Hranilovic reported on the following items:

- The Task Force on graduate student funding, noting presentations from the Associate Deans on how funding works in the Faculties and many hours of consultation with folks across campus;
- A Town Hall to be hosted by the Task Force on Graduate Student Funding on June 7th.

II. Minutes of the meeting of April 18th, 2023

It was duly moved and seconded, **'that the Graduate Council approve the minutes of the April 18th, 2023 meeting, as circulated, with one correction to the attendees.'**

The motion was **carried**.

III. Business arising

There was no business arising.

IV. Report from the Graduate Associate Deans

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

- A successful Faculty of Health Sciences plenary, including online presentations with the final event in person.

Dr. Heath (Faculty of Social Sciences) reported on the following item:

- A year end celebration for the Faculty of Social Sciences Graduate Students.

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

- A successful mentorship social.

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

- Following up on the initiative of the task force the Faculty was holding a Town Hall meeting to discuss funding and other concerns.

Drs. Horn and Verma had no report.

V. Report from the Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- Monitoring residence space uptake and a recent tour of the building.

Members discussed the number of spaces expected to be filled in fall 2023.

VI. Change to Minimum level of Graduate Funding for Full-Time/In-Time Ph.D. Students

Dr. Hranilovic presented the item, noting the issue of graduate funding is not a new one and that it became clear that the current minimum level of funding was not reflective of what the real funding landscape was. Discussions in the task force precipitated discussions within the faculties and that they are now bringing forward a proposal to raise the minimum level of funding accordingly.

Members discussed how that number was arrived at, whether it included TAs and RAs, the sources of funding, and competition with other institutions.

In response to a question about supplementary fees Dr. Hranilovic said they're not included, the proposal is to increase the minimum to 17 500, after tuition.

Members discussed the context for masters students.

In response to a question, Dr. Hranilovic confirmed that students above the new minimum will not see a change.

It was duly moved and seconded, **'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.'**

The motion was **carried**.

VII. Faculty of Business Graduate Curriculum and Policy Committee report

Dr. Verma presented the report, noting that the School of Business offers a single Ph.D. program with 7 specializations. The proposal is seeking approval for an 8th in Strategic Management.

Members discussed the expected enrollment, WGUs, the optional seminars and any related agreements, the context within the Faculty and the number of PhD students already in the program, as well as the use of MBA courses and independent study courses in the specialization.

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

The motion was **carried**.

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

Dr. Hanna presented the following items for approval:

- The new program calendar copy for the Masters of Biomedical Innovation;
- Two changes to the M.Sc. in Midwifery, one to the language around admission requirements to remove the specific questions for the statement of intent and a change to program

requirements to remove a reference to separate modules that have now been incorporated into core courses;

- A change to the thesis stream of the Nursing M.Sc. to remove an elective course, in response to their IQAP review;
- Changes to calendar copy proposed by the Physiotherapy program for clarity and to be more explicit about the timing of health screening requirement;
- The M.Sc. in Health Science Education proposed adding a scheduled break option to their program.

In response to a question, Dr. Hanna said they expect around 20 students in the new Master of Biomedical Innovation and that it is a self-funded 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**.

IX. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report

Dr. Heath presented the following items for approval:

- The Master of Public Policy program proposed a change to calendar copy to remove a reference to their part-time option; they want to keep the option available but are not currently able to offer it;
- A change to course requirements for sociology, transitioning a 600-level course to a 700-level course.

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

The motion was **carried**.

X. Spring 2023 Graduands

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

The motion was **carried**.

XI. 2023-2024 Graduate Calendar Admin Sections

Dr. Hranilovic presented the changes, focusing on section 2.5.3 related to hours of work. He noted that the section includes regulations on graduate hours of work while maintaining full time status and that they had received feedback about the need for additional flexibility. The current policy doesn't restrict off campus but does restrict on campus. He highlighted the breadth of discussion across the province,

noting that OCGS has recently adopted a change and that the proposed update mirrors the recommendation adopted by peer institutions in Ontario. It does provide a recommended number of hours still in order to ensure academic progression in program.

Members discussed how the rule would intersect with TAs and RAs, the role of the supervisory committee meeting to identify students who were not making the expected progress and the concept of tracking progress rather than time, the potential of additional value from on campus work versus off and how the change would be communicated.

It was duly moved and seconded, **‘that Graduate Council approve the revisions to section 2.5.3 related to hours of on campus work as set out in the document.’**

The motion was **carried**.

A member noted there was an additional reference to the 20-hour limit in 2.5.4. Dr. Hranilovic noted the paragraph in question could be removed.

In response to a sentence in 6.2.1 Ms. Side noted that there are awards outside of those connected to OSAP that an international student could apply to.

It was duly moved and seconded, **‘that Graduate Council approve the revisions to the Graduate Calendar administrative sections as set out in the document, with the change noted.’**

The motion was **carried**.

XII. New Awards

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

The motion was **carried**.

XIII. Consent1A00 – New Course

Dr. Hranilovic presented the item, noting that it was a new course that they’d proposed putting forward. The course had already been approved at the undergraduate level and the proposal was to create it under the number SGS 202 but keep all other items the same for the first year. The course in question was an online module on gender-based and sexual violence for incoming students. The course would be put on their record but students will be able to opt out.

Members discussed how the opt out would be administered and the similarity with SGS 101 and 201. In response to a question Ms. Baschiera noted that there would be no academic impact for not taking it.

Members discussed the process for approval, whether there was graduate content in the course, whether it was a pilot, why this was not released more broadly to the entire McMaster population and the grading basis for the course.

Hearing the feedback Dr. Hranilovic withdrew the item and planned to bring it back in June with more detail.

The item was withdrawn.

XIV. Cotutelle

Dr. Gupta presented the item, noting the report outlined issues related to cotutelle policy and procedure and describing the consultation process. The working group consulted stakeholders across the university and have prepared a set of recommendations accordingly. The Letter of intent and checklist have been merged and extensively revised to include more details for arrangement to ensure that everything complies with McMasters regulations and requirements. Recognizing the need for clear guidance to supervisors and students they have also introduced a flowchart. The policy was also revised to provide some updates to the timeline to ensure a cotutelle arrangement is implemented expeditiously and that requirements are clear.

Members discussed the issue of timing as it relates to the context at other institutions.

XV. Policy on Postdoctoral Fellows

Dr. Hranilovic asked members to review and provide any feedback to Dr. Thompson ahead of the next Graduate Council meeting.

XVI. Final Assessment Reports

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on March 22nd 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. **Addition of Co-op Option**



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

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

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

N/A

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

An optional, paid co-op stream for students enrolled in the MPP in Digital Society program will be offered during the spring/summer semester to students who have completed all program requirements as of the conclusion of the preceding winter term. Placements will be administered by MPP program staff. Enrolment in the co-op stream does not guarantee a co-op placement. Co-op stipends will vary based on placement.

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 MPP is a professional graduate program. Co-op opportunities will provide students with an opportunity to apply the knowledge and skills they develop in the MPP program in a supported, supervised, professional setting. In many cases these co-op placements will serve as bridging opportunities to full-time employment.

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

May 2023

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

This change is tied to the creation of a new 3-unit course, **PUBPOL XXX (TBC)**.

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):

Co-op Stream

Students may be eligible for the co-op stream, which takes place in the spring/summer term following the successful completion of all other program requirements.

Eligibility is based on performance in the program and availability of placement options. Admission to the co-op stream does not guarantee placement. Students will compete for and apply for positions. To complete the co-op stream, students must successfully complete their work placement.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vass Bednar Email: vass.bednar@mcmaster.ca Extension: 647.801.5856 Date submitted:

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

SGS/2013

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

Via e-ballot on May 8th the Faculty of Science Graduate Curriculum, Policy, Admissions and Study Committee approved the following graduate curriculum recommendations.

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

For Approval of Graduate Council:

- i. **Psychology, Neuroscience and Behaviour**
 1. **Change to Calendar Copy**



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

<u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u>			
<p>1. This form must be completed for ALL changes involving degree program requirements/procedures. All sections of this form must be completed.</p> <p>2. An electronic version of this form (must be in MS WORD not PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
DEPARTMENT		Psychology, Neuroscience, & Behaviour	
NAME OF PROGRAM and PLAN		Psychology, Research & Clinical Training Stream	
DEGREE	PhD		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/> X			
CHANGE IN ADMISSION REQUIREMENTS	<input type="checkbox"/>	CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE	<input type="checkbox"/>
CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR	<input checked="" type="checkbox"/>	EXPLAIN: Admission This is a PhD stream, not a Master's stream, we need to change the language to reflect that students enter at the PhD level.	
OTHER CHANGES	EXPLAIN:		

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Students entering the RCT stream typically begin at the Master's level.

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

Students entering the RCT stream begin at the PhD level.

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

This change stops students entering the RCT PhD stream as masters students. If they enter as masters students, they have the expectation they will be promoted to the PhD level and enter the RCT stream, but this is not guaranteed.

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

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*):

Students entering the RCT stream begin at the PhD level.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: David Feinberg Email: feinberg@mcmaster.ca Extension: 28664 Date submitted:
Feb 14, 2023

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

SGS/2013

Psychology Research & Clinical Training (RCT) Stream

Overview

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

Admission

Applicants are asked to apply through the regular Psychology admission process, identifying their interest in the RCT program stream. Enrolment in the Psychology RCT stream is limited and is awarded according to academic excellence, merit and space availability. Admission to the RCT stream is decided by the Psychology [Graduate studies committee on the recommendation of the RCT Admissions Committee](#) following a screening and interview process.

Entry to the Psychology RCT Stream

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

During the first year, ~~at the Masters level~~ students in the RCT stream take:

- ~~PSYCH 710, Statistics are engaged in the regular Psychology Masters coursework~~ and Research Design
- PSYCH 720 - Contemporary Problems
- ~~PSYCH 751 / must complete an additional course~~ Scientific and Professional Ethics in Clinical Psychology ~~(PSYCH 751). Master's level students are expected to proceed to the PhD level according to the process detailed above.~~

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

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

The following Graduate-level training courses (including those mentioned above) are required;

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

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

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

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

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

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

At its meeting on May 11th 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 Information of Graduate Council:

- i. **Biomedical Innovation**
 - i. **New Course**
 - 1. 701 Project Course I

- ii. **Midwifery**
 - i. **New Course**
 - 1. 719 Trauma and violence-informed care

- iii. **Psychotherapy**
 - i. **New Course**
 - 1. 722 Special Topics in Psychotherapy



SCHOOL OF GRADUATE STUDIES

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

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

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

DEPARTMENT		Department of Surgery, Faculty of Health Sciences		
COURSE TITLE		Project Course I		
COURSE NUMBER	MBI 701	COURSE CREDIT		
		6 Unit Course ()	3 Unit Course (X)	1.5 Unit Course ()
REQUISITE(S) (Pre/Co/Anti or program enrollment requirement)		Prerequisite: Registration in the Master of Biomedical Innovation (MBI) program		
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
NEW COURSE	X	DATE TO BE OFFERED (FOR NEW COURSES ONLY): Fall Term (Starting 2023)	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? NO IF YES, PROVIDE THE DATE:	
WILL THE COURSE BE <u>CROSS-LISTED (COMBINED SECTIONS)</u> WITH ANOTHER DEPARTMENT? NO IF YES, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
CHANGE IN COURSE TITLE		PROVIDE THE NEW COURSE TITLE:		
CHANGE IN COURSE DESCRIPTION		600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		

COURSE CANCELLATION		PROVIDE THE REASON FOR COURSE CANCELLATION: PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.
OTHER CHANGES		EXPLAIN:

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

This is a project-based course that gives students the opportunity to apply concepts from courses and bootcamps to an innovation-driven project. Students will identify and validate a biomedical need in partnership with a clinical area, research lab or relevant stakeholder, and assess the existing and emerging market landscape and current state of the art in technology development. Students will be evaluated on the completion of a set of milestones that focus on the desirability, feasibility, and viability of their innovation with access to personalized coaching, mentorship and leadership development.

CONTENT/RATIONALE - Provide a brief description that explains how the new course or changes to an existing course are related to the program learning outcomes, including a list of tentative topics to be covered.

This course will address the following program learning outcomes:

- Identify opportunities for new value creation (PLO1)
- Describe a current and future market landscape (PLO2)
- Design a solution and articulate a value proposition (PLO3)
- Identify and protect intellectual property (PLO4)

Upon completion of this course, MBI students will be able to:

- Identify unmet needs in a biomedical setting
- Evaluate the value proposition of a biomedical solution
- Communicate and engage in co-creation with stakeholders in the biomedical ecosystem
- Outline the procedural and documentation requirements related to intellectual property
- Implement strategies for effective leadership and teamwork

1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)

This course will be one of the core courses for students in the Master of Biomedical Innovation program. It is the first of three project courses (MBI 701, 702, 703) that allow students to apply concepts from courses and bootcamps to a real-world innovation project that spans the entire 12-month program. Individuals or teams of learners will work on a biomedical innovation project in partnership with a clinical area, research lab or relevant stakeholder. In MBI 701, learners will identify and validate a biomedical need by engaging with their partner (e.g., clinicians, researchers, administrators, end users) and assess the existing and emerging market landscape and current state of the art in technology development. All learners will have access to personalized coaching, mentorship and leadership development throughout the course to ensure project progress and to facilitate project scope modifications where necessary to meet requirements.

<p>2. EXPECTED ENROLMENT:</p> <p>20 students</p>
<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>Course will include:</p> <ul style="list-style-type: none"> • Coaching sessions (in person or online) every other week to introduce project milestones, presentations on project progress, roundtable discussions and feedback and guidance from coaches, mentors, and peers • Weekly partner and stakeholder engagement (through site visits, meetings, focus groups) to identify and validate project scope, communicate directly with end users and customers, and develop a strategy for co-creation and testing of a biomedical solution
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (percentage breakdown, if possible): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)</p> <p>Assessments will include the following:</p> <ul style="list-style-type: none"> • Oral presentations on project progress and stakeholder engagement during group coaching sessions (25%) • Written reports applying the concepts from coursework and bootcamps to the innovation project (40%) • Final written report – 15% • Final oral presentation – 20% <p>Students will work in groups of 3-4 (if students elect to work in smaller groups, the academic expectations will be the same, and students will be asked to acknowledge this as part of their group work contract). To ensure effective group work by all members, groups will submit a group contract agreement at the beginning of the course, and will submit a self-assessment and an assessment of each group member at the end of the course. Group will be monitored intermittently during the term through formative feedback to ensure that the group is working well together. Each member of the group is expected to meet the learning outcomes for the course, and should be prepared to present and answer questions on all aspects of the project.</p>
<p>5. TO PREVENT OVERLAP, IS A COURSE IN THE SAME OR A RELATED AREA OFFERED IN ANOTHER DEPARTMENT? IF YES, PLEASE ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S).</p> <p>No</p>
<p>6. IF THE COURSE IS INTENDED PRIMARILY FOR STUDENTS OUTSIDE YOUR DEPARTMENT, DO YOU HAVE THE SUPPORT OF THE DEPARTMENT/PROGRAM CONCERNED?</p> <p>No</p>
<p>PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</p> <p>Name: Dr. Michelle MacDonald. Email: macdonml@mcmaster.ca Extension: 22316. Date submitted: May 5, 2023</p>

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



SCHOOL OF GRADUATE STUDIES

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

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

DEPARTMENT		Midwifery Education Program, Faculty of Health Sciences		
COURSE TITLE		Trauma and violence-informed care		
COURSE NUMBER	MIDWIF 719	COURSE CREDIT		
		6 Unit Course ()	3 Unit Course (X)	1.5 Unit Course ()
REQUISITE(S) (Pre/Co/Anti or program enrollment requirement)	Prerequisite: MIDWIF 700; Pre/Corequisite: MIDWIF 701			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No				
NEW COURSE	X	DATE TO BE OFFERED (FOR NEW COURSES ONLY): Fall Term (starting in 2023)	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL? If YES, PROVIDE THE DATE:	
WILL THE COURSE BE <u>CROSS-LISTED (COMBINED SECTIONS)</u> WITH ANOTHER DEPARTMENT? NO If YES, PLEASE NOTE WHICH DEPARTMENT: ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM <u>EACH</u> DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
CHANGE IN COURSE TITLE		PROVIDE THE NEW COURSE TITLE:		
CHANGE IN COURSE DESCRIPTION		600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		

COURSE CANCELLATION	<p>PROVIDE THE REASON FOR COURSE CANCELLATION:</p> <p>PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.</p>
OTHER CHANGES	EXPLAIN:
<p>BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar.</p> <p>This elective course will examine the theoretical and research-based foundations of the concept of trauma and violence-informed care and will explore issues related to the integration of this approach in the provision of sexual and reproductive health care.</p>	
<p>CONTENT/RATIONALE - Provide a brief description that explains how the new course or changes to an existing course are related to the program learning outcomes, including a list of tentative topics to be covered.</p> <p>This course will address the following program learning outcomes:</p> <p>3) Apply concepts of social justice as a leader and to promote equitable sexual and reproductive health care that meets community needs (PLO3),</p> <p>5) Communicate effectively as a leader using both written and oral communication strategies (PLO5),</p> <p>7) Demonstrate critical analysis and expertise in a focused area of midwifery leadership (e.g., advanced practice, professional leadership, midwifery education, midwifery research) (PLO7).</p>	

<p>1. STATEMENT OF PURPOSE (How does the course fit into the department's program?)</p> <p>This course will be an elective courses for students in the Master of Science in Midwifery degree program that includes both leadership and clinical content.</p> <p>One of the primary goals of the degree program is to support the development of advanced midwife practitioners (AMPs). Expertise (including clinical expertise) and leadership have been identified as two of the major attributes of AMPs.</p>
<p>2. EXPECTED ENROLMENT:</p> <p>16 Students</p>
<p>3. DESCRIBE IN DETAIL THE METHOD OF PRESENTATION OF COURSE MATERIAL (i.e., lectures, seminars):</p> <p>Course will be offered asynchronously online via the Avenue to Learn system. Each week students will have the opportunity to engage with academic readings, a brief recorded lecture, discussion boards, podcasts, guest speaker recorded presentation, and youtube videos.</p>
<p>4. DESCRIBE IN DETAIL THE METHOD OF EVALUATION (<u>percentage breakdown, if possible</u>): (For 600-level course, indicate the <u>Extra Work</u> to be required of graduate students, i.e., exams, essays, etc. Please also note if a lab or tutorial will be included.)</p> <p>Assessment methods will include a discussion board 20%, literature review 30%, case study analysis paper 40%, self-reflection 10%.</p>

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

No

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

No

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Dr. Liz Darling Email: darlinek@mcmaster.ca Extension: 21597 Date submitted: May 3, 2023

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



SCHOOL OF GRADUATE STUDIES

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

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

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

DEPARTMENT		Department of Psychiatry and Behavioural Neurosciences		
COURSE TITLE		Special Topics in Psychotherapy		
COURSE NUMBER	722	COURSE CREDIT		
		6 Unit Course ()	3 Unit Course (X)	1.5 Unit Course ()
REQUISITE(S) (Pre/Co/Anti or program enrollment requirement)	Enrollment in MSc Psychotherapy Program			
NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
NEW COURSE	<input checked="" type="checkbox"/>	DATE TO BE OFFERED (FOR NEW COURSES ONLY): Winter 2024	WAS THE PROPOSED COURSE OFFERED ON DEAN'S APPROVAL?	
WILL THE COURSE BE CROSS-LISTED (COMBINED SECTIONS) WITH ANOTHER DEPARTMENT? NO IF YES, PLEASE NOTE WHICH DEPARTMENT:				
ATTACH TO THIS FORM ANY RELEVANT CORRESPONDENCE WITH THE OTHER DEPARTMENT(S). NOTE: CROSS-LISTING OF COURSES REQUIRES WRITTEN APPROVAL FROM EACH DEPARTMENT AND FACULTY CONCERNED. IF YOU WOULD LIKE TO REMOVE A CROSS-LISTING YOU MUST INCLUDE A WRITTEN EXPLANATION AGREED UPON BY BOTH DEPARTMENTS AFFECTED.				
CHANGE IN COURSE TITLE		PROVIDE THE NEW COURSE TITLE:		
CHANGE IN COURSE DESCRIPTION		600-LEVEL COURSE (Undergraduate course for graduate credit) Please see #4 on page 2 of this form		

COURSE CANCELLATION	<p>PROVIDE THE REASON FOR COURSE CANCELLATION:</p> <p>PLEASE NOTE: CROSS-LISTED (COMBINED SECTIONS) COURSES CAN ONLY BE CANCELLED BY THE DEPARTMENT WHO OWNS THE COURSE.</p>
OTHER CHANGES	EXPLAIN:
<p>BRIEF COURSE DESCRIPTION FOR CALENDAR - Provide a brief description (<i>maximum 6 lines</i>) to be included in the Graduate Calendar.</p> <p>This course will highlight current issues and emerging trends in psychotherapy as it applies to case conceptualization, assessment, and treatment. The course will have rotating topics that vary depending on the instructor and student interests with a focus on expanding students' scope of clinical knowledge on contemporary areas of psychotherapeutic practice.</p>	
<p>CONTENT/RATIONALE - Provide a brief description, i.e., outline the topics or major sub-topics, and indicate the principal texts to be used.</p> <p>This course will complement and extend the learning from prior required coursework in the MSc Psychotherapy program. The aim of this elective course is to provide students with skills on how to apply a case conceptualization model to patients with a specific mental health diagnosis and then utilize the appropriate evidenced-based treatment strategies. The subjects covered in this Special Topics course may vary from year to year in order to ensure students learn about current issues and emerging trends in psychotherapy. The course will cover 3 different topics (to be determined each year) and the students will learn how to take an evidenced-based approach when applying a case conceptualization model to individual patients and then selecting appropriate treatment strategies. For example, in the winter of 2024 the proposed topics are psychosis, neurodiversity and personality disorders.</p> <p>Course readings: Selected book chapters from clinical handbooks and readings from peer-reviewed journals.</p>	

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

The MSc Psychotherapy program is a course based and experiential training program. The overall aim is to provide students with academic and clinical learning experiences that include theoretical knowledge of mental health disorders and evidenced-based psychotherapies along with applied clinical skills development. The goal is to prepare students for a career as an independent psychotherapy practitioner.

This is an elective course for the MSc Psychotherapy program and will build on the students' foundational knowledge of evidence-based psychotherapeutic assessment and clinical skills that was provided in prior coursework. Students will learn about current issues and emerging trends in psychotherapy. The goal of the course is to build on students' foundational knowledge by learning how to apply a case conceptualization model to patients with a specific mental health diagnosis and then employ the appropriate evidenced-based treatment strategies. By the end of the course the students will have gained knowledge and understanding of the topic areas and how to apply a case conceptualization and treatment strategies to specific psychiatric diagnoses and presenting problems.

This elective course will address the following program's Learning Outcomes:

Theoretical Knowledge – 1 & 2: 1. Demonstrate and apply knowledge of key theoretical models of mental illness and wellness, including understanding the role of human development, physical health, and sociocultural factors, in their professional practice.
2. Demonstrate knowledge of the theory and research support for evidence-based psychotherapies in the treatment of mental health disorders.

Therapeutic Skills – 3: Demonstrate the competency to conduct clinical assessments, formulate case conceptualizations and develop treatment plans for a range of clinical presentations.

Self-Awareness & Professional Ethics – 5: Demonstrate and integrate knowledge of professional standards of practice and ethical conduct in clinical practice.

Communication Skills - 9: Engage in effective written and oral communication skills with patients and other healthcare providers.

Research Knowledge & Skills - 11: Integrate and apply knowledge of clinically relevant research findings in clinical practice, including the selection of appropriate evidence-based therapies, and measuring and evaluating clinical outcomes.

2. EXPECTED ENROLMENT:

15

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

This in-class course will consist of lectures and small group discussions and activities (e.g., practice using patient case studies to complete case conceptualizations for specific diagnoses and presenting problems)

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

Students will be expected to demonstrate Master-level analysis and consolidation of information on class topics and how they relate to clinical practice. Students will demonstrate their knowledge in the topics areas and also their ability to examine a case study and create a case conceptualization and select appropriate treatment interventions.

Developing a case conceptualization requires students to understand, integrate, and formulate all of the information gathered from a patient case/assessment and develop a set of hypothesis about the patient's challenges and more specifically problem areas that will be addressed using evidence-based treatment interventions.

For each of the 3 topic areas the students will complete a case conceptualization based on a patient case study and also complete a quiz to demonstrate their knowledge, understanding and application.

Topic 1: Case Conceptualization (15%) and Quiz (15%) = 30%

Topic 2: Case Conceptualization (15%) and Quiz (15%) = 30%

Topic 3: Case Conceptualization (15%) and Quiz (15%) = 30%

Participation 10%

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

No

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

N/A

PLEASE PROVIDE THE CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Laura O'Neill

Email: oneill@mcmaster.ca

Extension:

Date submitted: April 28, 2023

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

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)

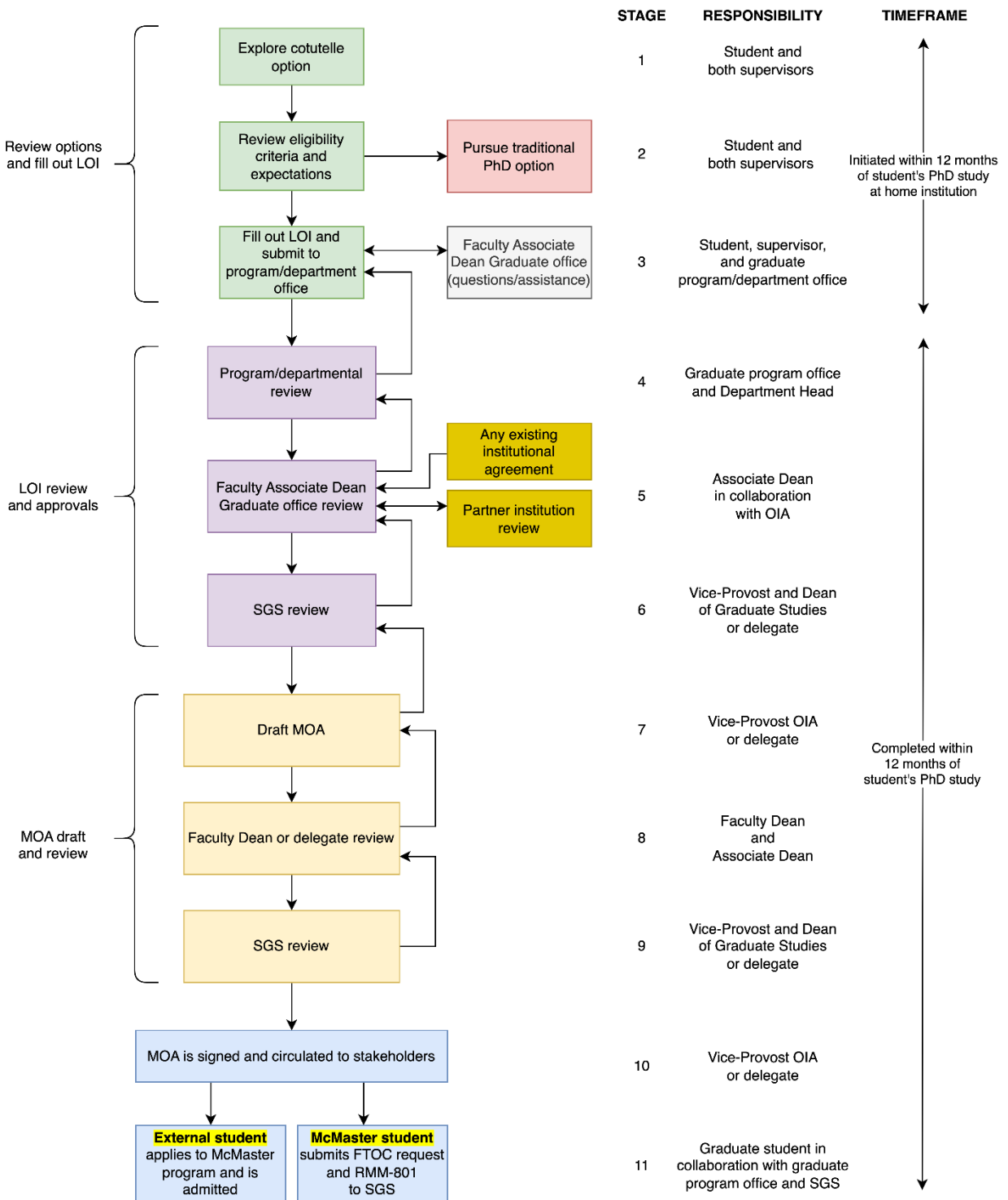
Issues identified

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.

Flowchart to facilitate cotutelle agreement at McMaster University





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: _____
Supervisor at McMaster University: _____
Partner University: _____
Supervisor at Partner University: _____

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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~~

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Cotutelle Checklist Form

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.

According to the Quality Assurance framework, cotutelle is a customized program of doctoral study developed jointly by two institutions for an individual student in which the requirements of each university's doctoral program are upheld, but the student working with supervisors at each institution prepares a single thesis which is then examined by a committee whose members are drawn from both institutions. The student is awarded two degree documents, though there is a notation on the transcripts indicating that the student completed his or her thesis under Cotutelle arrangements. In the case of the Cotutelle, since this arrangement relates to an existing, approved program, no separate appraisal or review processes will apply.

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: Date (month and year)
			<input type="checkbox"/> Not yet registered (<u>expected start date</u>)

Partner Institution	<input type="checkbox"/> Home Institution	<input type="checkbox"/> Host Institution	<input type="checkbox"/> Registered in PhD program on: Date (month and year)
			<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):

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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.

Milestone Type	Home Institution Requirements	Host Institution Requirements	Agreement	Meets or exceeds McMaster calendar requirements
Example: Coursework	minimum 4 half-courses, at least 2 in department	minimum 6 courses, at least 3 in department	6 courses, 3 in each department	<input type="checkbox"/>
Example: Department Seminar Day	attend and participate each year for first 48 months	none	participate when at the Home Institution on the Seminar Day	<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.

In-time status	Date	Milestone	Location (Home or Host Institution)
Year			
Year			
Year			
Year			

F. Timetable

McMaster ~~cotutelle~~ Policy Article 10:

"Generally, the student spends the majority of time at the Home Institution, with a minimum of one-quarter of time (roughly 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). 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 MOUMOA."

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

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approve the selection of the external examiner(s), and the external must submit a written report to both institutions before the defense date.”

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:

+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.

4.1. Signatures

- The partner institution's template has been used, with key information reproduced here. All necessary signatures are provided on the partner's form, which is included as an attachment.
- McMaster's template has been used. Signatures are below.

Commented [BG6]: This part is not entirely clear to me

Name	Date (day, month, year)	Position	Institution
		Doctoral Student	N/A
		Co-Supervisor	McMaster University
		Co-Supervisor	Partner Institution
		Dean, Faculty of Faculty name	McMaster University
		Vice-Provost and Dean of Graduate Studies	McMaster University

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The partner institution's template has been used, with key information reproduced here. All necessary signatures are provided on the partner's form, which is included as an attachment.

OR, if McMaster's template has been used, then signatures are below.

The signatories have read McMaster's Cotutelle Policy and agree to fulfill its requirements and procedures. Everyone has reviewed the information provided in the LOI, and agrees that no changes may be made to the content of the MOU without re-submitting a revised LOI with new signatures.

The student and both supervisors have discussed the research project and study plan and are aware of the research schedule and financial/tuition/funding arrangements included in this document.

The student must meet McMaster's admission requirements as per the policy. The department/graduate program head confirms that an initial assessment of eligibility has been performed by their graduate admissions committee.

Graduate Student Date

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



Letter of Intent to Initiate a Cotutelle Study at McMaster University

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.

According to the Quality Assurance framework, cotutelle is a customized program of doctoral study developed jointly by two institutions for an individual student in which the requirements of each university's doctoral program are upheld, but the student working with supervisors at each institution prepares a single thesis which is then examined by a committee whose members are drawn from both institutions. The student is awarded two degree documents, though there is a notation on the transcripts indicating that the student completed his or her thesis under Cotutelle arrangements. In the case of the Cotutelle, since this arrangement relates to an existing, approved program, no separate appraisal or review processes will apply.

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: Date (month and year)
			<input type="checkbox"/> Not yet registered (expected start date)

Partner Institution	<input type="checkbox"/> Home Institution	<input type="checkbox"/> Host Institution	<input type="checkbox"/> Registered in PhD program on: Date (month and year)
			<input type="checkbox"/> Not yet registered (expected start date)

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):

C. Research Project and Study Plan (Including research schedule in both institutions) 250 words maximum

D. 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
Example: Coursework	minimum 4 half-courses, at least 2 in department	minimum 6 courses, at least 3 in department	6 courses, 3 in each department	<input type="checkbox"/>
Example: Department Seminar Day	attend and participate each year for first 48 months	none	participate when at the Home Institution on the Seminar Day	<input type="checkbox"/>
				<input type="checkbox"/>

Commented [BG1]: Include any required SGS courses and milestones

				<input type="checkbox"/>
--	--	--	--	--------------------------

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.

In-time status	Date	Milestone	Location (Home or Host Institution)
Year 			
Year 			
Year 			
Year 			

F. Timetable

McMaster cotutelle policy article 10:

"Generally, the student spends the majority of time at the Home Institution, with a minimum of one-quarter of time (roughly 12 months) at the Host Institution."

List expected 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). 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.

Expected Dates (tentative/firm)	Location (Home or Host Institution)

Expected Date for Completion of all Degree Requirements: Date (month and year)

G. Financial / Tuition / Funding Details

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 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:

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:

I. Intellectual Property

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 written consent from the other Party before any disclosure can be made.

Other:

J. Language of Thesis and Defence, and Details of Examination Procedure

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."

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:

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.

L. Signatures

The partner institution's template has been used, with key information reproduced here. All necessary signatures are provided on the partner's form, which is included as an attachment.

OR, if McMaster's template has been used, then signatures are below.

The signatories have read McMaster's Cotellet Policy and agree to fulfill its requirements and procedures. Everyone has reviewed the information provided in the LOI, and agrees that no changes may be made to the content of the MOU without re-submitting a revised LOI with new signatures.

The student and both supervisors have discussed the research project and study plan and are aware of the research schedule and financial/tuition/funding arrangements included in this document.

The student must meet McMaster's admission requirements as per the policy. The department/graduate program head confirms that an initial assessment of eligibility has been performed by their graduate admissions committee.

_____ Date
Graduate Student

_____ Date
McMaster Supervisor

_____ Date
McMaster Program Head

_____ Date
McMaster Associate Dean (Graduate)

_____ Date
McMaster Faculty Dean

_____ Date
Partner Institution Supervisor

_____ Date
Partner Institution Program Head

_____ Date
Partner Institution
Associate Dean (Graduate) or equivalent

_____ Date
McMaster Vice-Provost and Dean SGS



Policies, Procedures and Guidelines

Complete Policy Title: **Cotutelle Policy**

Policy Number (if applicable): **n/a**

Approved by: **Senate**

Date of Most Recent Approval: ~~xxx~~ **June 5, 2019**

Date of Original Approval(s): **June 5, 2019**
April 10, 2013

Suspends/Amends Policy dated: **April 10, 2013** **June 5, 2019**

Position Responsible for Developing and Maintaining the Policy: **Vice-President and Dean of Graduate Studies**

Contact Department: **University Secretariat**

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TABLE OF CONTENTS

SECTION I1

INTRODUCTION1

REQUIREMENTS1

PROCEDURES2

SECTION II3

RELATED POLICIES3

SECTION I3

INTRODUCTION3

REQUIREMENTS3

PROCEDURE5

SECTION II6

RELATED POLICIES6

[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 promotes 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) m) 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 one-quarter of time (roughly 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.

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.~~

~~167.~~ 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).

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

Cotutelle Policy

[DATE]

Section I

- Statement and Guidelines on Inclusive Communications
- Tobacco & Smoke Free University Policy
- University Technology Services (UTS) – Policies and Procedures
- ~~Violence in the Workplace, Policy on~~

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Policies, Procedures and Guidelines

Complete Policy Title:	Cotutelle Policy
Policy Number (if applicable):	n/a
Approved by:	Senate
Date of Most Recent Approval:	xxx
Date of Original Approval(s):	June 5, 2019 April 10, 2013
Suspends/Amends Policy dated:	June 5, 2019
Position Responsible for Developing and Maintaining the Policy:	Vice-President and Dean of Graduate Studies
Contact Department	University Secretariat

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[DATE]

TABLE OF CONTENTS

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 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 (MOA) normally prior to admission or within three to nine months once in their Ph.D. study, but must finalize the cotutelle MOA within the first 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 MOA.
8. A cotutelle MOA must be created between both institutions if it does not already exist. The MOA 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
- i) options for completion if the supervisory relationship with either supervisor breaks down;
- j) options for completion if the student fails to meet degree requirements;
- k) the language of the thesis and defence (normally English), and details of the examination procedure;
- l) agreement that both institutions will award a doctoral degree designated as having been completed “in cotutelle” with the other institution, and

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.

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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 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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[DATE]

PROCEDURE

15. The steps are outlined in the cotutelle flowchart.

16. 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). The graduate program office 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.

17. The LOI 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.

18. The LOI will be forwarded to the Office of International Affairs for the creation of a Cotutelle MOA, in collaboration with the Faculty Graduate Office and the School of Graduate Studies (Steps 7-9). The Cotutelle 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.

19. The MOA must be completed 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.

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- McMaster University Graduate Calendar
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- McMaster University Policy on Accessibility
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- Academic Integrity Policy
- Alcohol Policy, University
- Conflict of Interest Guidelines: Undergraduate Studies and Graduate Studies
- Code of Student Rights and Responsibilities
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- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Tobacco & Smoke Free University Policy
- University Technology Services (UTS) – Policies and Procedures

[DATE]

- Violence in the Workplace, Policy on

Complete Policy Title:	Policy on Postdoctoral Fellows
Policy Number (if applicable):	n/a
Approved by:	Senate and Board of Governors
Date of Most Recent Approval:	November 12, 2008 (Senate) December 18, 2008 (Board)
Revision Date(s):	December 8, 2004 (Senate) December 9, 2004 (Board) June 1, 2005 (Senate) June 16, 2005 (Board) <u>September 2023</u>
Position Responsible for Developing and Maintaining the Policy:	Vice-President and Dean of Graduate Studies
Contact Department	University Secretariat

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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. As an employee, the University expects 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 may include limited teaching responsibilities as specific in the current collective bargaining agreement and applies regardless whether this is a union or non-union position;
- (iv) the appointment is viewed as preparatory for a research-oriented career whether in academia or 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.

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) An applicant 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. This financial support may consist of grants, contracts, or scholarships offered either through the university or by an external agency, 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 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 permission of the 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. With the approval of the Vice Provost and Dean of Graduate Studies, an offer of appointment will be issued to the applicant; only the Vice Provost and Dean of Graduate Studies (or named delegate) has the authority to make offers for the university and affiliated hospitals.
- (iii) Once an applicant has accepted the offer of a PDF position in writing (or by electronic means), the Chair of the academic or clinical unit will arrange with Human Resources Services to start the Fellow at McMaster.

4. Appointment and Registration of Postdoctoral Fellows

The Office of Post Doctoral Affairs and Research Training, involved academic or clinical unit, and Human Resources Services shall keep records of all Post Doctoral Fellows. A copy of the appointment letter must be accompanied by a 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 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 academic or clinical unit to the Office of Post Doctoral Affairs and Research Training. Annually, the Vice Provost and Dean of Graduate Studies will 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 unit.

5. Remuneration and Financial Support

A PDF must receive financial support to remain employed in the position but it may 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 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 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 financial support. A supervisor should give reasonable notice (normally three months) to the candidate and Human Resources if they intend to request reappointment.

6. Benefits and Services Available to Postdoctoral Fellows

Postdoctoral Fellows are encouraged to participate in activities offered by the Office of Postdoctoral Affairs and Research Training as well as other service units at McMaster.

Postdoctoral Fellows have access to benefits and services corresponding to their terms of employment. The Canadian Union of Public Employees Local 3906 ("CUPE") represents all Postdoctoral Fellows employed by McMaster, except those in the Faculty of Health Sciences and those with external funding. Postdoctoral Fellows in this bargaining unit will be governed by a collective agreement.

Eligible benefits for unionized and non-unionized PDF are given on separate webpages located under Human Resources (mcmaster.ca).

7. Roles and Responsibilities of the Post Doctoral Fellow

PDFs must comply with the regulations and policies of all external funding organizations that provide their financial support, whether that funding is given directly or through their Supervisor's research grant.

PDFs will acknowledge their affiliation with the University in their publications and when 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 supervisor early in their 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](#). 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.

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 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.

9. Termination

On the recommendation of the 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 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, 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.

It Takes All of Us: Addressing gender-based and sexual violence on campus

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, 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.

Background and Rationale

- Figures from Statistics Canada published in 2020 show that nearly three-quarters of university students in Canada “witnessed or experienced unwanted sexualized behaviours in a post-secondary setting in 2019—either on campus, or in an off-campus situation that involved students or other people associated with the school” and;
- Approximately 1 in 10 (11%) students who identify as women at Canadian postsecondary schools were sexually assaulted in a postsecondary setting in 2019¹.
- “The Red Zone is the time spanning the start of the fall semester through Thanksgiving break when more than 50% of all college sexual assaults are statistically found to occur.”²
 - Unable to locate Canadian statistics on the Red Zone but those with experience in this sector would confirm that this trend is also seen in Canada
- In a 2019 survey, when asked if they had knowledge of sexual violence supports, services, and reporting procedures, 60.9% of McMaster students said they strongly disagreed or disagreed, and another 18.1% said they neither agreed or disagreed (compared to 59.7% and 17.9% respectively across Ontario universities)³
- “It Takes All of Us” was developed by Concordia University and Knowledge One, and was first delivered at Concordia in 2019; it is now delivered at 95% of Quebec institutions as well as several institutions across Canada and two internationally:
 - University of Saskatchewan, Fleming College, Mount Royal University, Canadian Collegiate Athletic Association, University of Winnipeg, University of Ottawa, Algonquin College, Humber College, Vancouver Island University, Northern Alberta Institute of Technology, Queen’s University, MacEwan University, Université d’Angers, and Université Louvain

¹ [The Daily — One in ten women students sexually assaulted in a postsecondary setting \(statcan.gc.ca\)](https://www150.statcan.gc.ca/n1/pub/82-625-x/2020001/article/00001-eng.htm)

² [1.5.11 The-Red-Zone-Sexual-Violence-on-College-Campuses INFOSHEET V2.pdf \(metoomvmt.org\)](https://www.metoomvmt.org/1.5.11-The-Red-Zone-Sexual-Violence-on-College-Campuses-INFOSHEET-V2.pdf)

³ [Summary Report of the Student Voices on Sexual Violence Survey \(ontario.ca\)](https://www.ontario.ca/gov/summary-report-of-the-student-voices-on-sexual-violence-survey)

2023 Pilot

- Rights to the module were purchased for one year, and the 2023-24 academic year will serve as a pilot for It Takes All of Us at McMaster
- The Undergraduate Council has approved the module under the course code CONSENT 1A00 and the proposal is that, pending approval from Graduate Council, SGS 202 will have the same description as the CONSENT course, but is being proposed as a separate course to allow for the development of a graduate specific instance.
 - All incoming students will be automatically enrolled in the course
 - Students can drop the course themselves without repercussion
 - For this pilot year, the course will not show up on student transcripts
- An evaluation of the course will be integrated into the pilot
- There are currently discussions at the Council of Ontario Universities to make similar trainings mandatory to students at universities across the province as early as the 2024-25 academic year

Course Demo

<https://ittakesallofus.econcordia.com/courses/demo-zDvbNPO7RfnXcRNcQEMKYbrHZBHSIJ3wO/>

Lesson Breakdown

Introduction

- Navigation Instructions
- Introduction Video
- How Much Do You Know?

Module 1: Sexual Violence

- Define Sexual Violence Question
- Define Sexual Violence Answer
- What is Sexual Violence?
- Who is Impacted by Sexual Violence?
- Sexual Violence Statistics
- Male Survivors
- Knowledge Check
- Module Review (Summary)

Module 2: Sexual Consent

- Knowledge Check
- What is Consent?
- Scenario #1 (Alex and Jesse)
- Knowledge Check
- How Do You Know (Consent)?
- How to Talk About It?
- Giving Consent
- Scenario #2 (Sam and Simon)

- Knowledge Check
- Intoxication and Consent
- Module Review (Summary)

Module 3: Bystander Intervention

- Bystander Intervention
- Intervention: Step 1
- Intervention: Step 2
- Intervention: Step 3
- Scenario #3 (Addison, Manu, Jayna)
- Knowledge Check
- Module Review (Summary)

Module 4: Supporting Survivors

- Knowledge Check
- Impact on Survivors
- Barriers to Disclosure
- Scenario #4 (Jesse and Alex)
- Knowledge Check
- Tips for Responding to Disclosure
- Module Review (Summary)

Conclusion

- Training Summary
- Additional Information
- Thank You

June 2023 Graduate Council

New Award Terms for Approval

Name of Fund: The Dr. Moyra Allen Nursing Academic Grant

Terms of Reference for Fund:

Established in 2023 by the Willson family to honor Dr. Moyra Allen, a recipient of an Honorary Doctorate from McMaster University in 1984 and the prestigious Officer of the Order of Canada in 1987 for her leadership in shaping nursing to be an innovative approach to health care that focuses on health and is responsive to the changing needs of a society and its families. To be awarded by the School of Graduate Studies, on the recommendation of the School of Nursing to graduate students enrolled in the School of Nursing who self-identify as a member of an equity-deserving group and who demonstrate academic and research excellence and financial need.

These term changes are for information only. These are non-substantive changes and as per the gift agreements, the original Gift value was under \$100k, therefore, a change memo is not necessary. SGS worked in collaboration with University Advancement to determine the accuracy and relevance of the terms of the following awards.

SGS Term Changes

Name	Current Terms	New Terms	Reason for Change
The Shaw Memorial Scholarship	Established in 2004 by friends, colleagues and former students in memory of Dr. Denis Shaw. To be awarded to a graduate student in the School of Geography and Earth Sciences to attend the annual meeting of the Geochemical Society or a similar organization. Selection will be made by the School of Graduate Studies on the recommendation of the Director of the School of Geography and Earth Sciences. Preference will be given to a PhD student in Geochemistry.	Established in 2004 by friends, colleagues and former students in memory of Dr. Denis Shaw. To be awarded to a graduate student in the School of Earth, Environment & Society to attend the annual meeting of the Geochemical Society or a similar organization. Selection will be made by the School of Graduate Studies on the recommendation of the Director of the School of Earth, Environment & Society. Preference will be given to a PhD student in Geochemistry.	Name change of the Department

<p>The Walter Gibbins Memorial Travel Scholarship</p>	<p>This award was established in 1994 in honour of Dr. Walter Gibbins, who received his Ph.D. in Geology at McMaster in 1974. A well-known geologist, Walter held the position of Artic District Geologist for the Department of Indian Affairs in Northern Development, based in Yellowknife. It is to be awarded annually to a graduate student in Geology by the School of Graduate studies on the recommendation of the Chair of the Department of Geology. This award will help support travel costs to deliver a paper at an international research conference.</p>	<p>This award was established in 1994 in honour of Dr. Walter Gibbins, who received his Ph.D. in Geology at McMaster in 1974. A well-known geologist, Walter held the position of Artic District Geologist for the Department of Indian Affairs in Northern Development, based in Yellowknife. It is to be awarded annually to a graduate student in Earth Sciences, with a preference for a student studying Geology by the School of Graduate studies on the recommendation of the Director of the School of Earth, Environment & Society. This award will help support travel costs to deliver a paper at an international research conference</p>	<p>Name change of the Department</p>
<p>Ashbaugh Graduate Scholarships</p>	<p>Established in 1987 by the bequest of F.K. Ashbaugh in memory of Mary Eliza Kingston. The scholarships are currently valued at \$11,000 and up to 10 may be awarded in any one year. The scholarships will be awarded by the School of Graduate Studies to students entering full-time graduate studies.</p>	<p>Established in 1987 by the bequest of F.K. Ashbaugh in memory of Mary Eliza Kingston. Up to 10 scholarships may be awarded in any one year. The scholarships will be awarded by the School of Graduate Studies to students entering full-time graduate studies.</p>	<p>Remove value of award</p>

<p>The A.W. Patrick Scholarship</p>	<p>This scholarship was established in 1986 in honour of Arthur W. Patrick, former Dean of Arts, Head of the Department of Romance Languages, and Professor of French. It is to be awarded annually to the incoming graduate student deemed most academically deserving by the Department of French. The value of the award is approximately \$700.</p>	<p>This scholarship was established in 1986 in honour of Arthur W. Patrick, former Dean of Arts, Head of the Department of Romance Languages, and Professor of French. It is to be awarded annually to the incoming graduate student deemed most academically deserving by the Department of French.</p>	<p>Remove value of award</p>
<p>The McMaster Alumni Association Scholarships (OGSST)</p>	<p>Established in 1999 by the McMaster Alumni Association under the Ontario Graduate Scholarships in Science and Technology initiative. To be awarded to a student enrolled in an approved research Master's or Doctoral program in science and technology at McMaster University who has maintained an overall average of at least A minus or equivalent during each of their last two full years of study at a post-secondary level. This scholarship is tenable for two years.</p>	<p>Established in 1999 by the McMaster Alumni Association under the Ontario Graduate Scholarships in Science and Technology initiative. To be awarded to a student enrolled in an approved research Master's or Doctoral program in science and technology at McMaster University who has maintained an overall average of at least A minus or equivalent during each of their last two full years of study at a post-secondary level.</p>	<p>Remove tenable for two years as this is an OGS/QEII matching award and they OGS/QEII awards are not renewable. Update S/C to spend at discretion of the admin</p>

<p>The Raymond Moore Scholarships In Science & Technology</p>	<p>Established in 1999 through the estate of Raymond Moore under the Ontario Graduate Scholarships in Science and Technology initiative. To be awarded to students enrolled in an approved research Master's or Doctoral program in science and technology at McMaster University. Students must be eligible under the regulations of the Ontario Graduate Scholarships in Science and Technology. The value of the award is a maximum of \$15,000 and may be tenable for two years. To be awarded by the School of Graduate Studies.</p>	<p>Established in 1999 through the estate of Raymond Moore under the Ontario Graduate Scholarships in Science and Technology initiative. To be awarded to students enrolled in an approved research Master's or Doctoral program in science and technology at McMaster University. Students must be eligible under the regulations of the Ontario Graduate Scholarships in Science and Technology. To be awarded by the School of Graduate Studies.</p>	<p>Remove value of award as this award is valued at \$5,000, the OGS is valued at \$15,000 (\$10,000 from the ministry and \$5,000 from a matching award like this one). Also remove that is it renewable because OGS/QEII awards are not renewable. Update S/c to spend at discretion of the admin</p>
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<p>The H.W. Mccready Fund</p>	<p>The Department of History established this graduate prize to honour the memory of the late Dr. H.W. McCreedy, Chair of the Department of History from 1961 to 1964 and Messecar Professor of History from 1973 to 1975. The prize, currently valued at \$300 is awarded annually at the Fall Convocation to a worthy M.A. graduand on the recommendation of the Chair of the Department of History</p>	<p>The Department of History established this graduate prize to honour the memory of the late Dr. H.W. McCreedy, Chair of the Department of History from 1961 to 1964 and Messecar Professor of History from 1973 to 1975. The prize is awarded annually at the Fall Convocation to a worthy M.A. graduand on the recommendation of the Chair of the Department of History.</p>	<p>Remove value of award</p>
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<p>Kanaroglou Memorial Scholarship</p>	<p>Established in 2016 to honour Dr. Pavlos S. Kanaroglou, Professor Emeritus, for his invaluable contributions to research and education in the study of Geography and Earth Sciences at McMaster University. To be awarded by the School of Graduate Studies on the recommendation of the School of Earth, Environment & Society to a graduate student working in the McMaster Institute for Transportation and Logistics. The recipient will demonstrate high academic achievement, a proven interest in transportation and logistics, a good work ethic, and a potential for collaboration with others and participation in research activities that will be of benefit to the community at large.</p>	<p>Established in 2016 to honour Dr. Pavlos S. Kanaroglou, Professor Emeritus, for his invaluable contributions to research and education in the study of Geography and Earth Sciences at McMaster University. To be awarded by the School of Graduate Studies on the recommendation of the School of Earth, Environment & Society (SEES) to a graduate student working in the field of transportation research with SEES. The recipient will demonstrate high academic achievement, a proven interest in transportation and logistics, a good work ethic, and a potential for collaboration with others and participation in research activities that will be of benefit to the community at large.</p>	<p>Over the past few years there have been no students in the School of Earth, Environment, and Society (SEES) that do work in the McMaster Institute for Transportation and Logistics (MITL) and we have not been able to award the scholarship.</p>
<p>Betty Horricks Research Endowment Fund</p>	<p>Established in 2005, to be awarded on an annual basis to a graduate student registered in the Molecular Biology Genetics and Cancer Program with preference given to a student beginning research in the area of bone marrow and blood cancer.</p>	<p>Established in 2005. To be awarded by the School of Graduate Studies to graduate students conducting research in the area of bone marrow and blood cancer.</p>	<p>Original program no longer exists. Unable to award.</p>

James and Helen Harvey Travel Scholarship	<p>Established in 1995 with funds from the estate of Helen S. Harvey. James F. Harvey was a member of the first McMaster graduating class in Hamilton in 1935. This travel scholarship will enable students to engage in research requiring travel. The candidates will be selected, and the scholarship awarded on the basis of academic performance in any program. Up to three awards, normally valued at \$1000 each will be available each year. Awards will be made by the School of Graduate Studies on the recommendation of departments.</p>	<p>Established in 1995 with funds from the estate of Helen S. Harvey. James F. Harvey was a member of the first McMaster graduating class in Hamilton in 1935. This travel scholarship will enable students to engage in research requiring travel. To be awarded by the School of Graduate Studies to graduate Students who demonstrate academic excellence.</p>	<p>To remove the award value from the terms. The current spending criteria (3 awards @ \$1000) is also limiting. The available annual spending allocation allows for the support of more students.</p>
The Purchasing Management Association Of Canada - Hamilton District Bursary	<p>Established in 2007 by the Purchasing Management Association of Canada - Hamilton District. To be granted to a student enrolled in the Supply Chain Management specialization of the MBA program who demonstrates financial need.</p>	<p>Established in 2007 by the Purchasing Management Association of Canada - Hamilton District. To be granted by the School of Graduate Studies to students enrolled in the MBA program who demonstrate financial need. Preference will be given to students with interest in Supply Chain Management</p>	<p>The supply chain specialization is no longer offered.</p>

The UPS MBA Scholarship	Established in 2010 by UPS Global Logistics and Distribution and the UPS Foundation. To be awarded to a student completing an MBA at the DeGroote School of Business, who in the judgment of the Faculty of Business, has achieved notable academic standing. Preference to be given to a student enrolled in the MBA specialization in supply chain management.	Established in 2010 by UPS Global Logistics and Distribution and the UPS Foundation. To be awarded by the School of Graduate Studies to students enrolled in the MBA program on the recommendation of the Degroote School of Business, has achieved notable academic standing. Preference will be given to students with an interest in Supply Chain Management.	The supply chain specialization is no longer offered.
J.I. Case Scholarship	J.I. Case, Hamilton Plant, has provided a scholarship to the School of Business. An award is made annually to a qualified MBA student selected by the MBA Awards Committee of the Faculty of Business.	Established by J.I. Case, Hamilton Plant, as a gift to the the School of Business. To be awarded by the School of Graduate Studies to students enrolled in the MBA Program at the DeGroote School of Business who demonstrate academic excellence.	This award description is too vague, this year; the committee did not indicate any choice.

<p>The Royal LePage Commercial Inc. Scholarship</p>	<p>Established in 2000 by the Royal LePage Foundation, The Edper Group Foundation and Mr. Colum Bastable. To be awarded by the School of Graduate Studies to students enrolled in the MBA program, interested in Management Information Systems on the recommendation of the School of Business, who has achieved notable academic standing and demonstrated qualities of leadership at McMaster or in the community.</p>	<p>Established in 2000 by the Royal LePage Foundation, The Edper Group Foundation and Mr. Colum Bastable. To be awarded by the School of Graduate Studies to students enrolled in the MBA program, interested in Business Analytics on the recommendation of the DeGroot School of Business, who achieve notable academic standing and demonstrate qualities of leadership at McMaster or in the community.</p>	<p>The MIS specialization is no longer offered so we feel that students cannot best demonstrate their interest in this program- we usually do not have strong applicants for this scholarship.</p>
<p>The DeGroot School Of Business Business Analytics Scholarship</p>	<p>Established in 1999 by the Faculty of Business. Preference will be given to students entering the MBA program, specializing in Management Information Systems who demonstrate a high degree of scholarship.</p>	<p>Established in 1999 by the Faculty of Business. Preference will be given to students in the MBA program, specializing in Business Analytics who demonstrate a high degree of scholarship.</p>	<p>Both name and terms changed. The MIS specialization is no longer offered so we feel that students cannot best demonstrate their interest in this program- we usually do not have strong applicants for this scholarship.</p>

<p>Canadian Tire MBA Scholarships in Business Analytics</p>	<p>Established in 2001 by Canadian Tire Corporation, Limited. To be awarded by the School of Graduate Studies to students enrolled in the MBA Program, interested in Management Information Systems on the recommendation of the School of Business, based on academic achievement and contribution to the program.</p>	<p>Established in 2001 by Canadian Tire Corporation, Limited. To be awarded by the School of Graduate Studies to students enrolled in the MBA Program, interested in Business Analytics on the recommendation of the School of Business, based on academic achievement and contribution to the program.</p>	<p>Both name and terms changed. The MIS specialization is no longer offered so we feel that students cannot best demonstrate their interest in this program- we usually do not have strong applicants for this scholarship.</p>
<p>John Deere Foundation Graduate Scholarship In Business Analytics</p>	<p>Established in 2001 by the John Deere Foundation of Canada. To be awarded by the School of Graduate Studies to a student enrolled in the MBA Program, interested in Management Information Systems on the recommendation of the School of Business, based on academic achievement and contribution to the program.</p>	<p>Established in 2001 by the John Deere Foundation of Canada. To be awarded by the School of Graduate Studies on the recommendation of the School of Business, based on academic achievement and contribution to the program, to a student in the MBA Program who will be pursuing the Business Analytics specialization</p>	<p>Both name and terms changed. The MIS specialization is no longer offered so we feel that students cannot best demonstrate their interest in this program.</p>
<p>The John Deere Foundation Graduate Scholarship In Innovative Management</p>	<p>Established in 2001 by the John Deere Foundation of Canada. To be awarded by the School of Graduate Studies to a student enrolled in the MBA program, interested in Innovation and New Technology on the recommendation of the DeGroote School of Business.</p>	<p>Established in 2001 by the John Deere Foundation of Canada. To be awarded by the School of Graduate Studies on the recommendation of the DeGroote School of Business to a student enrolled in the MBA program, who will be pursuing the Accounting and Financial Management Services specialization.</p>	<p>It is hard to assess an interest in innovation and new technology as there are no courses offered that encompass that topic.</p>