

Faculty of Health Sciences Graduate Council MANUAL

Graduate Programs in the FHSGC

<i>Graduate Department/Program Name</i>	<i>Graduate Credentials Awarded</i>
Aging and Health	Grad. Dipl.(A.H), M.Sc. (A.H.), Ph.D.
Biomedical and Molecular Sciences	M.Sc. (A.S.), M.Sc., Ph.D., combined B.Sc./M.Sc., Grad. Dipl. (PHMI), Grad. Dipl. BI, M.B.I.
Collaborative Program in Biostatistics	M.Sc.
Collaborative Program in Cancer Research	M.Sc., Ph.D.
Combined MD/PhD –MD/Master’s Programs	MD/Ph.D., MD/Master’s
Health Professions Education	M.P.H.E.
Health Quality	M.Sc.(H.Q.), Ph.D.
Medical Sciences	G.Dip., P.M.M.Sc.
Neuroscience	M.Sc., Ph.D., combined B.Sc./M.Sc.
Nursing	M.N.Sc., M.N. (PHCNP), PHCNP Diploma, Ph.D.
Occupational Therapy	M.Sc. (O.T.)
Pathology and Molecular Medicine	M.Sc., Ph.D., combined B.Sc./M.Sc.
Physical Therapy	M.Sc. (P.T.)
Public Health Sciences	M.P.H., M.Sc., Ph.D.
Rehabilitation and Health Leadership	D.Sc.
Rehabilitation Science	M.Sc., Ph.D.
Translational Medicine	M.Sc., Ph.D.

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The PURPOSE of this manual is to set out the guidelines for the organization and operation of the Faculty of Health Sciences Graduate Council (FHSGC), and to assist those involved in these tasks. The guidelines supplement regulations described in the Calendar of the School of Graduate Studies and Postdoctoral Affairs (SGSPA) (<https://www.queensu.ca/academic-calendar/graduate-studies/>) and in the Governing Framework for Graduate Studies, April 2009. The guidelines set out in this Manual will be subject to annual review at the first Council meeting of the academic year.

1. ORGANIZATION

1.1 Membership

The membership of Faculty of Health Sciences Graduate Council (FHSGC) shall be composed of:

- all faculty in the listed programs who are members of the SGSPA
- all Graduate Coordinators or Graduate Program Directors of the listed programs
- an Associate Dean of the Faculty assigned by the faculty office
- an Associate Dean of the SGSPA assigned to that faculty
- a Senior Officer of the SGSPA, normally, the Director of Admissions and Student Services
- One Master's graduate student and one Doctoral graduate student from different graduate programs. Call for interested volunteers is distributed by FHSGC Chair, students self-nominate (include bio), and election is hosted the Society of Graduate and Professional Students (SGPS)
- one post-doctoral fellow. Associate Dean of the Faculty to identify a willing volunteer for the post-doctoral fellow member.

According to Governing Framework for Graduate Studies (April 2009), faculty members of the School are:

- i. Heads/Directors of Departments/Programs offering graduate degree programs
- ii. Instructors of graduate courses in the current academic year, or either of the two preceding academic years
- iii. Supervisors of graduate students in the current academic year, or of the two preceding academic years

Voting members of the FHSGC shall be:

- the Faculty Associate Dean
- all Graduate Coordinators or Graduate Program Directors of the listed programs (or delegates)
- the Graduate student representatives to Council (or delegates)

1.2 Faculty Associate Dean

The Faculty Associate Dean, appointed by the Dean of the FHS, oversees administrative matters, including policy development and selection/election of representatives to various committees, represents the FHS on the Graduate Studies Executive Council (GSEC) (with the Chair of Council), liaises with the decanal teams in the FHS and the SGSPA, the School of Medicine Health Sciences Education Council and the SGPS, and advises graduate students and faculty regarding academic appeals/complaints, policies and procedures.

1.3 Chair and Associate Chair

The Chair and Associate Chair are elected for three-year terms (Section 1.5). These terms are partially overlapping to ensure continuity of the Council. The Chair and Associate Chair must be either faculty members of Council, Graduate Coordinators, or Graduate Program Directors, and

must be from different programs. Liaison with the Departments/Programs is chiefly through the Graduate Coordinators/Graduate Program Directors. The Associate Chair may substitute for the Chair in any capacity by mutual agreement. The Associate Chair handles matters relating to students in the Chair's Program. The Chair of Council is a member of the GSEC and the SGSPA Fellowship Committee.

1.4 Meetings

All administrative matters pertaining to Council meetings shall be under the auspices of the Faculty of Health Sciences. Council will meet no fewer than three times a year. Meetings can be called by the Chair as necessary, at the request of the Dean or Faculty Associate Dean, or at the written request of six members of Council. A memorandum will be sent to the Department/Program Heads/Directors, Graduate Coordinators/ Graduate Program Directors, and Graduate Assistants with the schedule of the Council meetings for the academic year. Meetings shall be scheduled so that any business that must come forward to GSEC can be forwarded in time for GSEC's agenda. Any business of Council that has to be approved by GSEC will be reported to that body using the formats and forms as required by GSEC and according to any GSEC deadlines. Items requiring GSEC approval include: Calendar material and course offerings, graduate degree program requirements and changes to same, and new graduate degree programs.

Agenda items should be submitted to Council's administrative assistant one week before a scheduled meeting. Programs with items on the agenda should ensure that the item has received appropriate discussion within the Program, ensure representation by a spokesperson on the matter, and provide supporting materials for circulation at the meeting.

Decisions of Council shall be made only with the consent of a quorum of members, quorum being defined as greater than half of the voting members of Council. Members may vote in person or electronically. Resolutions submitted to Council shall be decided by a majority of votes, and in the case of a tie, the Chair shall have the deciding vote. Unless a poll is demanded, the declaration of the Chair of the meeting recorded in the minutes that a resolution has been carried or has not been carried shall be conclusive evidence of the fact. Bourinot's *Rules of Order*, in its most recent edition, shall govern the meetings of Council.

1.5 Nominations and Elections

A Nominating Committee, composed of the Chair, Associate Chair and Faculty Associate Dean, and in consultation with the Heads/Directors of Departments/Programs and Graduate Coordinators/ Graduate Program Directors, will prepare a slate of nominees willing to serve on Senate, standing committees, and for the positions of Chair and Associate Chair as needed. This slate will be brought before a meeting of Council for approval. Additional nominations may be received at that time. If the number of nominees exceeds the number of positions, the Chair and Associate Chair will conduct the necessary elections by secret ballot of the voting members of Council. The names of nominees approved by Council will be forwarded to the SGSPA, and to the FHS Nominating Committee and to Faculty Board, if necessary.

2. STUDENT MATTERS CONSIDERED BY COUNCIL

It is the responsibility of the Graduate Program to ensure that students receive adequate academic counselling with regard to his/her academic program, which must meet the stated calendar requirements.

2.1 Applications and Acceptances

For acceptance into a regular graduate program, candidates must have completed an Honours degree or equivalent. Students who have only a general degree can be admitted for a qualifying year.

PROCEDURE: A Graduate Program wishing to recommend a student for admission will complete a decision sheet for the attention of SGSPA. The decision sheet is online, but a paper version of the decision sheet is available for use when necessary. Any conditions placed on acceptance should normally be met before the time of registration.

2.2 Direct Entry into a Doctoral Degree Program (see SGSPA Calendar, Admission and Registration, Academic Qualifications for Admission):

In exceptional cases, applicants who hold an Honours bachelor's degree with an overall A average and who demonstrate advanced research ability may be granted direct admission to a doctoral degree program upon written recommendation of the admitting Graduate Program and approval of Council and the SGSPA. All other procedures for application and acceptance also apply. Students admitted in this way must complete a minimum of two session-length or four term-length graduate courses during the doctoral program.

NOTE: Students admitted to a doctoral program either through direct entry or promotion may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the SGSPA.

PROCEDURE: A written request documenting the case is sent by the Program to the Chair of Council. If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA, and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

2.3 Advanced Standing for Prior Course Work

- A. Coursework completed for a graduate credential that is laddered (or stacked) with a higher graduate credential

Courses that are successfully completed as part of a Queen's University Senate –approved Graduate Certificate or Graduate Diploma may be counted toward the coursework requirements of an appropriate higher graduate credential, where the Graduate Certificate or Graduate Diploma has been designed and approved to ladder to a higher level graduate credential. The number of courses for which advanced standing and equivalent credit may be granted, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and inter-relationship of the two graduate credentials.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the SGSPA. Documentation should include a rationale for the request, and the department's/programs verification that the course or courses are eligible to be counted towards a higher level graduate credential.

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that some or all of the coursework in the Graduate Certificate or Graduate Diploma has been counted towards the higher-level graduate credential.

B. Individual course(s)

Some students, after admission, may wish to have related courses of appropriate levels credited to their current programs. All such requests are considered on their individual merits. If requested by the Graduate Department or Program and approved by Council, the coursework requirement for the Queen's graduate degree may be reduced accordingly. The following working rules have been employed:

- i. The course was not used for another degree or credential.
- ii. The course was not used to obtain admission.
- iii. The course does not duplicate the content of another course taken by the student.
- iv. The course is equivalent in hours and level to a course of the Queen's program for which it is to substitute.

Requests for Advanced Standing should be made prior to admission, but not later than the end of the first term after admission.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the Chair of Council c/o the SGSPA. Documentation should include a rationale for the request, verification that the course or courses are equivalent in depth and breadth to the Queen's graduate course, and course description and/or outlines of the course or courses in question. If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that a course or courses previously completed has or have been counted towards the current graduate degree.

C. Graduate courses completed in a combined Bachelor's/Master's degree program

Graduate courses that are successfully completed as part of a Queen's University Senate – approved combined Bachelor's/Master's degree program may be counted toward the coursework requirements of both the Bachelor's degree and the subsequent Master's degree. The number of courses for which advanced standing may be granted, restrictions on including

cross-listed courses, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and policies of the combined Bachelor's/Master's degree program.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the SGSPA. Documentation should include a rationale for the request, and the department's/programs verification that the course or courses are eligible to be counted towards the Master's degree.

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that some of the coursework in the Bachelor's degree has been counted towards the Master's degree.

2.4 WITHDRAWAL ON ACADEMIC GROUNDS AND APPEALS OF SAME (see SGSPA Calendar, General Regulations, Graduate Degree Programs-General, Withdrawal on Academic Grounds)

Any academic decision can be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions*. This SGSPA regulation (*Withdrawal on Academic Grounds*) does not apply to the appeal of an academic decision but rather outlines the procedures whereby a graduate program recommends that a student be required to withdraw on academic grounds, and the procedures and responsibilities for deciding on the outcome of this recommendation. Note that a recommendation under a. or b. below, may be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions*.

Some Graduate Programs have separate procedures to be followed that would be enacted prior to making a recommendation under the procedures below.

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Head/Director or Graduate Coordinator/ Graduate Program Director of the Program shall meet with the student to discuss their academic situation, the possible recommendation of withdrawal, and the grounds for the recommendation. The student may invite a representative to the meeting. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours notice to the department/program/faculty attendees who reserves the right to reschedule the meeting if notice is not given. If the student does not wish to attend the meeting, the student can submit a written statement. If the student does not respond to an invitation to attend the meeting, or does not make a written statement, the process will continue without the student's input.

The student shall be informed in writing when the Graduate Program shall be making a recommendation of withdrawal to the Council, and shall be informed of the grounds for the recommendation.

Unsatisfactory performance by the student during the program may cause proceedings to be instituted by the Program requiring the student to withdraw. There are several circumstances which may lead to this request, and, as these differ in certain important respects, the procedures of

appeal and review also differ. The Council has the following responsibilities in each situation:

a. **Failure of a Primary Course:** In cases when a student does not achieve B- (B minus) in a primary course, the Head/Director or Graduate Coordinator/Graduate Program Director of the Program may recommend to the Chair of Council that the student:

a) repeat the examination (or equivalent) within one year after the original examination (or equivalent), or

b) repeat the course, or

c) take a substitute course. If approved, a student may take another course approved by the Chair of Council to allow them the opportunity to complete the degree requirements.

If such a recommendation is not made or, if made, is not approved by the Council, any student who fails to obtain the required standing in any primary course shall be required to withdraw.

Council, or its duly empowered Chair or Associate Chair, shall examine the case to see that proper procedures were followed, and if this is ascertained, the Chair of the Council shall notify the SGSPA, who shall inform the student of the Program's recommendation and the confirmation of the recommendation by the Council. Review of the Program recommendation by the Council or its duly empowered Chair or Associate Chair, is limited to procedural matters and any extenuating circumstances only and does not entail assessing the academic decision itself.

If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA (not GSEC), and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

All such Council decisions are subject to appeal, under the general regulations of the SGSPA. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain Council's decision to the SGSPA Academic Appeal Board, if/as required.

b. Withdrawal on General Academic Grounds: There are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the comprehensive examination; there may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or a supervisory committee or other Graduate Program academic committee, the student's overall academic performance in coursework is not acceptable. For such cases the Program shall recommend withdrawal to Council and shall inform the student in writing that such a recommendation is being made and the grounds for this recommendation.

The Program recommendation shall be taken to a meeting of Council. The Chair of Council shall inform the student that he or she may attend the meeting, with or without a representative, and that he or she is

entitled to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hour's notice to the Chair of Council, who reserves the right to reschedule the discussion of the matter to another meeting of the Council, if notice is not given. If the student does not wish to attend the meeting of Council, the student can submit a written response to the recommendation, for circulation to the Council and for discussion by the Council at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

Review of the Program recommendation by the Council is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Council approves the recommendation of the Program, the Chair of the Faculty Graduate Council shall report the case to the Dean of the SGSPA who shall notify the student in writing of the recommendation by the Council. This letter will also inform the student of the relevant appeal procedure under SGSPA General Regulation *Appeals Against Academic Decisions* and will inform the student of the academic services provided by the Coordinator of Dispute Resolution Mechanisms and the Society of Graduate and Professional Students' Student Advisors.

All such Council decisions are subject to appeal, under the SGSPA General Regulation *Appeals Against Academic Decisions*. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain the decision to the SGSPA Academic Appeal Board, if/as required.

The Graduate student representatives to Council will not be permitted to attend that portion of a Council meeting at which student matters pertaining to Sections 2.2, 2.3, 2.4 or 2.6 are discussed.

2.5 Thesis Examinations

2.5.1 Membership and Convening of Thesis Examination Committee- Master's students

The supervisor(s) shall nominate members for the Master's Thesis Examination Committee and propose a date, time and place for the oral thesis examination. The supervisor(s) must obtain commitments from those nominated for the committee to serve as examiners and to attend the oral thesis examination as scheduled. In all cases, potential examiners should refer to the appropriate Senate document to determine if a conflict of interest exists. The applicable Program form is completed and signed by the supervisor(s) and the Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor).

The Thesis Examination Committee for Master's students in the programs administered by the FHSGC shall be composed of the following members:

- Chair of Committee
- Supervisor (s)
- Head/Director (or delegate)
- At least 2 examiners

NOTES

- a) Normally, one of the Committee members shall be external to the candidate's Program, and Programs should try to find a suitable faculty member external to the student's home Program to serve on the Committee. However, all members of the Committee may be internal to the candidate's Program, if approved by both the Program's Graduate Coordinator and the Program Director/Head.
- b) The Chair of the Master's Thesis Examination Committee is not a voting member of the Committee.
- c) The student and/or the supervisor(s) may request that the Chair be external to the student's home program.
- d) The Graduate Coordinator (or Head/Director, if the Graduate Coordinator is a supervisor) shall be responsible for approving the composition of the Examining Committee and signing the applicable departmental form.

2.5.2 Processing Master's Oral Thesis Examinations

1. The completed signed Program form to schedule a Master's Oral Thesis Examination shall be delivered to the designated Program person (e.g., the Graduate Assistant) no later than 10 working days prior to the scheduled date of the examination. The designated Program person shall indicate on the Program form whether the student has met the course requirements for graduation.
2. The candidate shall deliver a copy of the thesis to each member of the examining committee no later than 10 working days prior to the scheduled date of the examination.
3. The designated Program person shall confirm the date, time and place of the examination to all committee members and the candidate no later than 10 working days prior to the scheduled date of the examination, and shall send a copy of the Program form to the SGS Thesis Coordinator.
4. The examiners are not required to submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a "negative report"; that is, if it is their opinion that the oral thesis examination should NOT proceed (see #5 below). If no negative report is submitted, it is presumed that the examiner agrees that the oral thesis examination should be held as scheduled and that they will attend the oral thesis examination.
5. If, on the basis of the thesis submitted for oral examination, any committee member feels the examination should NOT proceed, he or she must submit a report which lists the substantive reasons why the thesis should not proceed to examination, no later than 3 working days prior to the scheduled date of the examination. The "negative report" shall be submitted to a designated Program person who could be either the Chair of the committee, or the Graduate Coordinator in the candidate's Program. If only one such negative report is submitted, the oral thesis examination shall proceed as scheduled.

6. If two or more negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The SGSPA shall be notified whenever two or more examiners recommend that the oral thesis examination not proceed. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The SGSPA shall be informed when an oral thesis examination has been postponed due to negative reports.
7. After the oral thesis examination, the Chair will ask for comments from the Examining Committee on the conduct of the examination (a standard form shall be provided) and will provide a report to the Head/Director of the Department/Program or Graduate Coordinator and to the SGSPA. The result of the defense, copyright forms, and reports, are forwarded by the Chair to the SGSPA Thesis Coordinator.

2.5.3. Attendance at the Master's oral thesis examination

Master's oral thesis examinations are either *open*, meaning that all members of the Queen's community and other approved visitors may attend, or *closed*, meaning that only members of the Examining Committee and the student may be present. Students and supervisors must consult with the graduate department/program to determine what format is normally followed.

Attendance at the Master's oral thesis examination of people other than the members of the examining committee and the student, shall follow the general regulation of the SGSPA, *Attendance at the oral thesis examination* ([https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/ under Thesis](https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/under-thesis)), with the exception that requests for permission for "closed" Master's examinations are decided upon by the graduate coordinator or department/program head, not by the Associate Dean of SGSPA.

2.5.4 Membership and Convening of Thesis Examination Committee- Doctoral students

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the SGSPA.

2.6 Mini-Master's

Students registered in a Master's program at Queen's University, with first-class standing, and who show exceptional promise in their research may be considered for promotion to a doctoral program in the same Program, without completion of the Master's degree. Promotion to a doctoral program requires the recommendation of the Program, the approval of Council and the approval of the SGSPA.

NOTE: Students admitted to a doctoral program by the mini-master's route may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the SGSPA.

Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have completed at least one term, full time, and have completed at least two graduate courses, or equivalent.
2. Must complete all course requirements for both the Master's and Doctoral degree prior to graduation.
3. Should have an undergraduate honours degree with a minimum upper second class standing or equivalent.
4. Must have an overall first class average in graduate courses completed.
5. Must meet Program criteria for demonstrating promise and ability at research. This may take the form of oral or written presentation as well as letters of support from faculty familiar with the student's progress.
6. Must apply to Council following one term of enrolment (4 months) and prior to the end of the fifth term of study (20 months). All requirements for completion of the mini-master's must be satisfied by the end of the sixth term.

1. Procedure for Application and Approval:

The student will meet with the supervisor, the supervisory committee and the Graduate Coordinator or delegate to agree upon whether he or she should apply to the Ph.D. program without completing the Master's thesis. During this meeting the ramifications of the transfer to the doctoral program are to be clearly defined for the student.

The following documents are required for submission to the SGSPA:

- Updated transcript (internal transcript acceptable)
- A brief justification outlining the student's qualifications for admission (to be completed by the Graduate Coordinator or delegate)
- Letter of support from the supervisor
- Outline of student's current and proposed research.
- Completed application form for admission to the doctoral program, plus decision sheet for conditional admission into the Ph.D. program, "pending successful completion of the mini-master's." Paper application form and decision sheet should be used, available upon request from SGSPA, rather than the full online application process.

The application will be forwarded to the Chair of Council c/o the SGSPA. When the mini-master's candidate is in the same department/program as the Chair of Council, the application shall be forwarded to the Associate Chair of Council c/o the SGSPA. The Chair or Associate Chair will either approve the application, thereby accepting the student into

the Ph.D. program pending successful completion of the mini-master's examination, or, in the case where he/she queries the qualifications of the student, have the application forwarded to Council for discussion. Both the Graduate Coordinator (or delegate) in the student's Program, and the supervisor must attend the Council meeting when the application is discussed.

No later than 40 working days after the approval to proceed via the mini-master's route has been confirmed in writing by the SGSPA, the mini-master's candidate will defend a written research report and proposal in an oral examination to an examining committee.

2. Procedure for Examination of the Research Proposal of the candidate for the Mini-Master's:

The candidate must prepare a written report that normally should not exceed 10 pages in length, single spaced (excluding Figures, Tables and References), clearly delineating the background of the research project, the work done to date, and the proposal for development of the research into a doctoral thesis. This report will be submitted to an examining committee composed of the following members:

Head/Director or Delegate as Chairperson
Supervisor

Two faculty members (cross-appointees or the supervisory committee may be used)

The Mini-Master's Oral Examination Form will contain a signature line for the candidate indicating that the candidate has been informed of the make-up of the Committee and that there are no conflicts.

An oral examination will be held normally no later than 2 weeks (10 working days) after submission of the written report to the members of the examining committee. At the examination, the candidate will present a 15-20 minute talk on his/her research report and proposal. This talk will be followed by an oral examination. Questioning or comments of the examining committee will primarily relate to the background of the project, what the student has accomplished, and the basis for expanding the project. This should normally last no longer than 1.5 hours.

At the end of the examination, the candidate will be asked to leave the room while the examining committee members discuss the performance of the candidate. The examining committee will decide if the student will be recommended for promotion to the Ph.D. program or not. Two or more negative votes by the examining committee will result in failure of the mini-master's examination. The decision of the examining committee shall be forwarded to the SGSPA.

Students who pass their mini-master's examination will be allowed to transfer to the doctoral program in the following September, January or May. The Chair and/or Associate Chair of Council shall report any promotions to the Graduate Council at the next meeting. Students who do not pass the mini-masters examination will be allowed to complete the M.Sc. thesis, according to SGSPA regulations.

3. PROGRAM MATTERS CONSIDERED BY COUNCIL

3.1 Calendar Material and Course Offerings

Programs submit changes to their Calendar material (fields of research, degree programs information) and course offerings (new courses, course deletions, course number or title changes, course description text changes) to Council for approval (Guidelines and forms pertaining to changes in the SGS Calendar are available on the SGS web site, and as Appendices 1-4). Other changes to calendar material are submitted directly to the SGS. Calendar changes approved by Council are submitted to GSEC for ratification. Changes for an upcoming academic year should be approved no later than the Council meeting preceding the March meeting of GSEC. Proposals for new or revised courses approved by Council are submitted to the Office of the Dean/Vice Dean of the School of Medicine, Nursing or Rehabilitation Therapy, as appropriate, for review and consideration of resource issues, prior to submission to GSEC for ratification.

3.2 New and Modified Programs

The processes for approval of new graduate programs, or modifications to existing graduate programs are outlined in detail in the Queen's University Quality Assurance Processes (QUQAP) document first approved by Senate in November 2010, and approved with revisions in January 2022, which can be found here:

https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/senateandtrustees/Queen's%20University%20Quality%20Assurance%20Processes_QUQAP_November%202022.pdf

The QUQAP website is:

<https://www.queensu.ca/provost/teaching-and-learning/quality-assurance/quqap-guide>

Most of the templates to be used for the QUQAP processes can be accessed at the same website.

After submission of full Proposal Briefs for new graduate programs to Council for approval, Proposals approved by Council for new graduate programs, or for major or minor modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

4. COMMITTEES AND COMMITTEE LINKS

4.1 Graduate Studies Executive Council

The Faculty Associate Dean and the Chair of FHSGC serve on GSEC.

4.2 SGSPA Fellowship Committee

The Chair of Council serves on the SGSPA Fellowship Committee. In addition, one of the awards subcommittee members shall be the elected member to the SGSPA Fellowship Committee, normally for a three-year term commencing September 1. Calls for nominations for faculty members will be sent out to the Departments/Programs in February every three years or as needed. If possible, the terms held by the Fellowship Subcommittee members shall be staggered,

so that members are all not elected/appointed at the same time, to ensure ongoing continuity and expertise. The final composition of the Subcommittee membership shall be presented to Council for review and approval.

In order to have representatives involved in the adjudication of all annual major external and internal graduate award competitions the following fellowship subcommittees are established:

- The Vanier Canada Graduate Scholarship competition committee
- The CIHR Canada Graduate Scholarship –Master’s award competition committee
- The Governor General’s Gold Medals/Internal fellowships competition committee.
- The NSERC Doctoral Award and other Awards competition committee

One person shall also participate in the adjudication of the annual Graduate Dean’s Doctoral Field Travel Award competition.

Other awards may be adjudicated as requested by the SGSPA Fellowship Committee.

A schedule of the annual competitions, the deadlines, the schedule for review activities and for final decisions, is available from the SGSPA.

Departments/Programs shall nominate graduate faculty members to be assigned to one of the four Faculty of Health Sciences Graduate Council Awards subcommittees. Nomination distribution shall be as follows:

Biomedical and Molecular Sciences: 3

Neuroscience: 2

Nursing: 1

Pathology and Molecular Medicine: 1

Public Health Sciences: 2

Pathology and Molecular Medicine: 1

Rehabilitation Science: 1

Translational Medicine: 1

The Chair and Associate Chair of Council shall coordinate the activities of all Fellowship subcommittees.

4.3 SGSPA Academic Appeal Board

Faculty members serving on the SGSPA Academic Appeal Board (AAB) shall be nominated by Faculty Graduate Councils or Committees. Student representatives on the AAB shall be nominated by the Society for Graduate and Professional Students.

Faculty members on the AAB will be elected/appointed for two-year terms, and student members in the AAB will be elected/appointed for one-year terms. Both terms normally commence as of September 1 and are renewable. Calls for nominations for faculty members will be sent out in February every two years or as needed.

When the matter under appeal concerns a mandatory clinical component such as but not limited to the outcome of a clinical course, or clinical placement, practicum, internship or similar, one

Faculty member on that AAB shall also be from a graduate program in the FHS with a clinical component. The Faculty member of this AAB cannot be from the same graduate program as the appellant.

Departments/Programs shall put forward graduate faculty members to be nominated to the AAB. Nomination distribution shall be as follows:

Biomedical and Molecular Sciences: 1 member

Pathology and Molecular Medicine: 1 member

School of Nursing: 2 members (includes one from program with clinical aspect)

School of Rehabilitation Therapy: 2 members (includes one from program with clinical aspect)

Public Health Sciences: 1 member

Centre for Neuroscience Studies: 1 member

Translational Medicine: 1 member

Health Professions Education: 1 member

Medical Sciences: 1 member

4.4 Ad Hoc

Ad Hoc committees are established as necessary. The constitution and terms of reference of such committees are approved by Council.

Note: At the last meeting of Council before the summer session, the Chair will ask Council to authorize the Chair and Associate Chair to conduct Council business over the summer months.

APPENDIX 1

School of Graduate Studies and Postdoctoral Affairs (SGSPA)

NEW GRADUATE COURSE FOR FACULTY OF HEALTH SCIENCES GRADUATE COUNCIL APPROVAL

GRADUATE PROGRAM:

For EACH new course, please complete the entire form.

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

EXAMPLE

(1a)	(2)	(1b)
ECON-853*/3.0		Applied Econometrics
This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. (3)		
PREREQUISITE: ECON-852* or equivalent. (4)		
EXCLUSION: ECON-953* (5)		

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk * is used to denote a term-length graduate course. In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 1.5 credit units, 3.0 credit units, 6.0 credit units, etc.): The course weight must be consistent with the course content.
3. *SGSPA Calendar* description: This is the description that will appear in the *SGSPA Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any cost recovery fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your plan, but also in other plans. It is the responsibility of the department creating a new course to contact other departments that may offer courses with similar content in order to make this assessment. If none, omit.

Provide the following detailed information for each new course:

6. Expanded Course Description: Attach a detailed course description, expanding on course content. Include potential readings, texts, instructional methods (i.e. lectures, seminars, etc.) and student

evaluation. Explain how this course will fit into the Program's overall program requirements. Is this course intended as a requirement, an option or an elective?

7. Impact (if any) on other programs: If the new course will have any impact on programs offered by other Programs, please indicate which programs may be affected by this new course, i.e., the course could be included in another concentration or the course content might overlap with courses offered by another program. Please indicate which Graduate Program(s) have been contacted.

8. Schedule: Will this course be offered regularly? Annually? In alternate years? When will it first be offered?

9. Staffing: Provide faculty/staff information for the coming year and foreseeable future.

10. Resources: Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.

11. Enrolment: Indicate the anticipated enrolment in this course.

12. Grading basis: Indicate if this course is graded (ie assigned a grade) or Pass/Fail.

13. Course component(s): What component(s) make up this course (enter Y for any that apply):

Lecture	
Seminar	
Laboratories	
Tutorials	

14. Program Approval: Provide the date that this course was approved at the Program level, if applicable: _____

15. Submission Contact: Name: _____

Internal Phone#: _____

Email: _____

16: EMAIL the completed form and any attachments to the FHSGC Administrative Assistant (copied to FHSGC Chair), on or before the deadline for agenda items for the next Committee meeting.

FOR OFFICE USE ONLY:

Date of approval by FHSGC: _____

Date of approval at GSEC: _____

Appendix 2

**School of Graduate Studies and Postdoctoral Affairs (SGSPA)
REVISING AN EXISTING GRADUATE COURSE, FOR FACULTY OF HEALTH SCIENCES
GRADUATE COUNCIL APPROVAL**

GRADUATE PROGRAM:

For EACH course revision, please complete the entire form.

Insert the EXISTING *Calendar* description in the box below, and delete the example provided.

MGMT-963* Mathematical Programming This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: Kuhn-Tucker theory, non-linear programming, network theory, integer programming, and current topics from the literature.

Insert the REVISED *Calendar* description in the box below, and delete the example provided.

MGMT-963* Mathematical Programming This is a seminar designed to permit students to become familiar with the more advanced topics in mathematical programming. Topics covered will include: optimization theory, linear and nonlinear programming, network theory, integer programming, and current research topics from the literature.

NOTE: ANY change to the current course NUMBER and/or course WEIGHT, are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the FHSGC for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change: Provide the new title along with the reason for this change (eg. title does not reflect content, etc.)

2. SGSPA Calendar description change: Provide the new description along with the reason for this change. The maximum length for a *Calendar* description is 350 characters. Besides revising the current description itself, other descriptors to change might include a change in format (labs replaced by in class demonstrations; the addition of tutorials; lectures changed to seminars, etc.), or the addition or deletion of an ancillary fee.

3. Prerequisite change: Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate that the other department(s) or program(s) have been notified. If none, omit.

4. Exclusion change: Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate that the other department(s) or program(s) have been notified. If none, omit.

5. Impact (if any) on other programs: If the revised course will have any impact on programs offered by other Programs, please indicate which programs may be affected by this revised course, i.e., the course could be included in another concentration or the course content might overlap with courses offered by another program. Please indicate which Graduate Program(s) have been contacted.

6. Resources: Provide details of changes in specific resource requirements in terms of staffing, rooms, equipment, computers, etc.

7. Program Approval: Provide the date that this course was approved at the program level, if applicable: _____

8. Submission Contact: Name: _____

 Internal Phone#: _____

 Email: _____

9. EMAIL the completed form and any attachments to the FHSGC Administrative Assistant (copied to FHSGC Chair), on or before the deadline for agenda items for the next Committee meeting.

FOR OFFICE USE ONLY:

Date of approval by FHSGC: _____

Date of approval at GSEC: _____

Appendix 3

**School of Graduate Studies and Postdoctoral Affairs (SGSPA)
COURSE DELETION FOR FACULTY OF HEALTH SCIENCES GRADUATE COUNCIL APPROVAL**

GRADUATE PROGRAM:

COURSE CODE/NUMBER : ** For EACH course deletion, please complete the section above AND items 1 through 3.

- 1 Course number and title: Note that this number may not be reused for five years.

- 2 Reason for deletion: Provide a detailed rationale for this deletion, eg. staffing, resources, archaism, replacement by new course(s), etc.

- 3 Impact: How will this deletion affect the Program? Will this deletion have any impact on programs offered by other Graduate Programs? If so, please indicate which Program(s) have been contacted **and include copies of relevant correspondence.**

Submission Contact: Name: _____
Internal Phone#: _____
Email: _____

Signature of Department/Program Head: _____

Signature of Graduate Coordinator: _____

EMAIL the completed form and any attachments to the FHSGC Administrative Assistant (copied to FHSGC Chair), on or before the deadline for agenda items for the next Committee meeting.

FOR OFFICE USE ONLY: Date of approval by FHSGC: _____ Date of approval at GSEC: _____

Appendix 4

**School of Graduate Studies and Postdoctoral Affairs
(SGSPA)
FACULTY OF HEALTH SCIENCES GRADUATE COUNCIL
Graduate Degree Program Revision**

PROGRAM: Submission Contact: Name: _____
Internal Phone#: _____
Email: _____
Date: _____

Signature of Department/Program Head: _____

Signature of Graduate Coordinator: _____

Program revisions should be submitted whenever a course addition, course deletion or course revision affects the graduate degree program requirements OR whenever a minor change to the current degree program requirements is proposed.

1. Description of Change: Indicate the degree program and/or *Calendar* section to be revised.
2. Rationale: Provide a detailed justification explaining the proposed change(s).
3. SGSPA Calendar Copy: This is the text that will appear in the SGSPA *Calendar*. Provide the revised text with revisions in bold.
4. Timing: Please provide dates when these changes will come into effect. Describe how you will ensure that students who began their programs before this change will be allowed to continue in their programs (grandparenting arrangements).
5. Resources: If these changes will affect specific resource requirements in terms of rooms, equipment, computers, TA's, etc., please provide details. Will any new funds be required for these changes? If so, how will these costs be covered? Please include any relevant correspondence.

EMAIL the completed form and any attachments to the FHSGC Administrative Assistant (copied to FHSGC Chair), on or before the deadline for agenda items for the next Committee meeting.

FOR OFFICE USE ONLY:

Date of approval by FHSGC: _____

Date of approval at GSEC: _____