



471st REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE

PART A: On the APC meeting held on February 18th 2016

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL

Faculty of Science

B.Sc.; Joint Honours in Computer Science and Biology (75-79 cr.) – Appendix A

At a meeting on February 18th, 2016 APC reviewed and approved a proposal for a B.Sc. Joint Honours in Computer Science and Biology. It will train students in the fundamentals of biology - with a focus on molecular biology - and will give them computational and mathematical skills needed to manage, analyze, and model large biological datasets. It is an Honours version of the newly revised Joint Major program in Computer Science and Biology. This Honours program is needed to attract outstanding students, and to provide them with extra challenges and rigor that will help them to enter the most competitive graduate programs.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed B.Sc.; Joint Honours in Computer Science and Biology.

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS

Council of Graduate and Postdoctoral Studies

Proposed Changes to the Regulations on Graduate Research Progress Tracking – Appendix B

At a meeting on February 18th, 2016 APC reviewed and approved the proposed changes to the Regulations on Graduate Research Progress Tracking. The Regulations have been revised to specify that Graduate Program Directors must review and sign all Progress Tracking forms.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed changes to the Regulations on Graduate Research Progress Tracking.

Proposed Changes to the Regulations on Graduate Student Supervision – Appendix C

At a meeting on February 18th, 2016 APC reviewed and approved the proposed changes to the Regulations on Graduate Student Supervision. The current Regulations are a combination of policy and recommendations and do not specify supervision regulations for Adjunct professors. Some additions were made to clarify who can supervise graduate students.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed changes to the Regulations on Graduate Student Supervision.

Proposed Changes to Admission of Former Students Policy – Appendix D

At a meeting on February 18th, 2016 APC reviewed and approved the proposed changes to the Admission of Former Students Policy. The current Policy applies to graduate students who have passed time limitation and return to submit their thesis. Students who submit their thesis within two years of the time limit of their degree (i.e., Master's 3; PhD7) apply for reinstatement and are charged fees for all the terms after the time limit of their degree as well as the term in which they register to deposit the thesis. During this time, they were not registered and not able to access university services. On the other hand, students who return after two years have passed apply for readmission and pay fees only for the term in which they deposit their thesis. Removing reinstatement makes the process fairer to students. In addition, the revised Policy ensures that students who withdraw within the time limit of their degree (e.g., PhD4) and return within the time limit of their degree (e.g., PhD6) to deposit their thesis will be charged for the terms in which they had not registered.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed changes to the Admission of Former Students Policy.

Proposed Changes to the Time Limitation Policy – Appendix E

At a meeting on February 18th, 2016 APC reviewed and approved the proposed changes to the Time Limitation Policy. The Policy has been revised to align with the changes to the Admission of Former Students Policy.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed changes to the Time Limitation Policy.

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES – none

(D) CHANGES IN DEGREE DESIGNATION – none

(E) INTER-UNIVERSITY PARTNERSHIPS – none

(F) OTHER – none

II. TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION – none

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – none

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS

- University-Wide Partnerships:
Université Pierre et Marie Curie (UPMC) - Paris VI
Université Paris-Sorbonne – Paris IV
Université libre de Bruxelles
Ludwig Maximilians University
Technische Universität München
Universitat Autònoma de Barcelona
University of Iceland
University of Helsinki

- Faculty-Specific Partnerships:
Tongji University (School of Architecture)
Rangjung Yeshe Institute, University of Kathmandu (School of Religious Studies)

(C) OTHER - *none*

IV. **FOR THE INFORMATION OF SENATE**

A) ACADEMIC UNIT REVIEWS – *none*

B) APPROVAL OF COURSES AND TEACHING PROGRAMS

1. Programs

a) APC Approvals (new options/concentrations and major revisions to existing programs)

- i. New Programs – *none*
- ii. Major Revisions of Existing Programs
Faculty of Science
B.Sc.; Minor in Entrepreneurship for Science Students (18 cr.)

b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals
(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)

- i. Moderate and Minor Program Revisions
Faculty of Science
Approved by SCTP on 7th January 2016, reported to APC on 18th February 2016
B.Sc.; Joint Major in Computer Science and Biology (69-73 cr.)
- ii. Program Retirements - *none*

2. Courses

- a) New Courses
Reported as having been approved by SCTP on 7th January 2016: 1
Faculty of Science: 1
- b) Course Revisions - *none*
- c) Course Retirements - *none*

(B) OTHER



(07/2004)

| | |
|---|---|
| <p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <p><input type="text" value="B.Sc."/></p> | <p>2.0 Administering Faculty/Unit</p> <p><input type="text" value="Science"/></p> |
| <p>1.1 Major (Legacy= Subject)(30-char. max.)</p> <p><input type="text" value="Computer Science and Biology"/></p> | <p>Offering Faculty/Department</p> <p><input type="text" value="Science/ School of Computer Science; Biology"/></p> |
| <p>1.2 Concentration (Legacy = Concentration/Option) If applicable to Majors only (30 char. max.)</p> <p><input type="text"/></p> | <p>3.0 Effective Term of Implementation (Ex. Sept. 2004 = 200409) Term</p> <p><input type="text" value="201609"/></p> |
| <p>1.3 Minor (with Concentration, if Applicable) (30 char. max.)</p> <p><input type="text"/></p> | |

4.0 Rationale for new proposal

SEE LAST PAGE FOLLOWING THE APPROVALS

5.0 Program Information
Please check appropriate box(es)

| | | |
|---|--|---|
| <p>5.1 Program Type</p> <p><input checked="" type="checkbox"/> Bachelor's Program</p> <p><input type="checkbox"/> Master's</p> <p><input type="checkbox"/> M.Sc. (Applied) Program</p> <p><input type="checkbox"/> Dual Degree/Concurrent Program</p> <p><input type="checkbox"/> Certificate</p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Graduate Certificate</p> <p><input type="checkbox"/> Graduate Diploma</p> <p><input type="checkbox"/> Ph.D. Program</p> <p><input type="checkbox"/> Doctorate Program (Other than Ph.D.)</p> <p><input type="checkbox"/> Private Program</p> <p><input type="checkbox"/> Off-Campus Program</p> <p><input type="checkbox"/> Distance Education Program (By Correspondence)</p> <p><input type="checkbox"/> Other (Please specify)</p> | <p>5.2 Category</p> <p><input type="checkbox"/> Faculty Program (FP)</p> <p><input type="checkbox"/> Major</p> <p><input type="checkbox"/> Joint Major</p> <p><input type="checkbox"/> Major Concentration (CON)</p> <p><input type="checkbox"/> Minor</p> <p><input type="checkbox"/> Minor Concentration (CON)</p> <p><input checked="" type="checkbox"/> Joint Honours (HON)</p> <p><input type="checkbox"/> Joint Honours Component (HC)</p> <p><input type="checkbox"/> Internship/Co-op</p> <p><input type="checkbox"/> Thesis (T)</p> <p><input type="checkbox"/> Non-Thesis (N)</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Please specify</p> <p><input type="text"/></p> | <p>5.3 Level</p> <p><input checked="" type="checkbox"/> Undergraduate</p> <p><input type="checkbox"/> Dentistry/Law/Medicine</p> <p><input type="checkbox"/> Continuing Ed (Non-Credit)</p> <p><input type="checkbox"/> Collegial</p> <p><input type="checkbox"/> Masters & Grad Dips & Certs</p> <p><input type="checkbox"/> Doctorate</p> <p><input type="checkbox"/> Post-Graduate Medicine/Dentistry</p> <p><input type="checkbox"/> Graduate Qualifying</p> <p><input type="checkbox"/> Postdoctoral Fellows</p> |
|---|--|---|

6.0 Total Credits

7.0 Consultation with Related Units

Yes No

Financial Consult Yes No

Attach list of consultations.

8.0 Program Description (Maximum 150 words)

This honours program will train students in the fundamentals of biology - with a focus on molecular biology - and will give them computational and mathematical skills needed to manage, analyze, and model large biological datasets. Two integrative features of the program are a six-credit joint research project course, and a one-credit seminar. Compared to its non-Honours counterpart, the Honours program requires additional research credits and a larger number of advanced courses. Students must have and maintain a minimum CPGA of 3.5. Students may complete this program with a maximum of 79 credits or a minimum of 75 credits. This depends upon the student's choice of required courses and whether or not the student is exempt from taking COMP 202.

Program prerequisites: To ensure they meet the core requirements of the program it is highly recommended that the following courses be selected by UO students: BIOL 111-112, CHEM 110-120, MATH 133, MATH 140-141 or MATH 150-151, PHYS 101-102 or PHYS 131-142. Note that MATH 150-151 provides equivalence for required course MATH 222. It is also advisable to take COMP 202 during UO if possible. It is highly recommended that Freshman BIOL, CHEM, MATH, and PHYS courses be selected with an adviser to ensure they meet the core requirements of the COMP-BIO program.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

Required Courses (54-58 credits)

* Note: Students with CEGEP-level credit for the equivalents of MATH 222 and/or CHEM 212 (see <http://www.mcgill.ca/students/courses/plan/transfer/> for accepted equivalents) may not take these courses at McGill and should replace them with elective courses to satisfy the total credit requirement for their degree.

Required Mathematics and Statistics Courses

15 credits from:
MATH 222 Calculus 3 (3 credits)*
MATH 223 Linear Algebra (3 credits)
MATH 240 Discrete Structures 1 (3 credits)
MATH 323 Probability (3 credits)
MATH 324 Statistics (3 credits)

Required Computer Science Courses

12-16 credits from:
COMP 202 Foundations of Programming (3 credits) **
COMP 206 Introduction to Software Systems (3 credits)
COMP 250 Introduction to Computer Science (3 credits)
COMP 252 Honours Algorithms and Data Structures (3 credits)
COMP 462 Computational Biology Methods (3 credits) ***
COMP 561 Computational Biology Methods and Research (4 credits)***
**Students who have sufficient knowledge in a programming language are not required to take COMP 202
*** Students take either COMP 462 or COMP 561.

Required Biology and/or Chemistry Courses

20 credits from:
BIOL 200 Molecular Biology (3 credits)
BIOL 201 Cell Biology and Metabolism (3 credits)
BIOL 202 Basic Genetics (3 credits)
BIOL 215 Introduction to Ecology and Evolution (3 credits)
BIOL 301 Cell and Molecular Laboratory (4 credits)
CHEM 212 Introductory Organic Chemistry 1 (4 credits)*

Required Joint Courses

7 credits from:
COMP 402D1 Honours Project in Comp. Science and Biology (3 credits)
COMP 402D2 Honours Project in Comp. Science and Biology (3 credits)
COMP 499 Undergraduate Bioinformatics Seminar (1 credit)

Complementary Courses (21 credits)

At least 21 credits selected from the following blocks, with the following requirements:

- at least 9 credits from each of the following two blocks
- at least 9 credits at the 400 level or above
- at least 3 credits at the 400 level or above from each block

Computer Science Block

Note: All COMP courses at the 400 level or above (except COMP 400, 401, 499, 462, 561).
COMP 273 Introduction to Computer Systems (3 credits)
COMP 302 Programming Languages and Paradigms (3 credits)
COMP 303 Software Development (3 credits)
COMP 307 Principles of Web Development (2 credits)
COMP 310 Operating Systems (3 credits)
COMP 322 Introduction to C++ (1 credit)
COMP 330 Theory of Computation (3 credits)

(continuation on the next column)

COMP 350 Numerical Computing (3 credits)
COMP 362 Honours Algorithm Design (3 credits)
COMP 361D1 Software Engineering Project (3 credits) *
COMP 361D2 Software Engineering Project (3 credits) *
* Students must take both COMP 361D1 and COMP 361D2.

Biology Block

BIOL 300 Molecular Biology of the Gene (3 credits)
BIOL 303 Developmental Biology (3 credits)
BIOL 304 Evolution (3 credits)
BIOL 306 Neural Basis of Behavior (3 credits)
BIOL 308 Ecological dynamics (3 credits)
BIOL 309 Mathematical Models in Biology (3 credits)
BIOL 310 Biodiversity and Ecosystems (3 credits)
BIOL 313 Eukaryotic Cell Biology (3 credits)
BIOL 314 Molecular Biology of Oncogenes (3 credits)
BIOL 316 Biomembranes and Organelles (3 credits)
BIOL 319 Introduction to Biophysics (3 credits)
BIOL 320 Evolution of Brain and Behaviour (3 credits)
BIOL 370 Human Genetics Applied (3 credits)
BIOL 389 Laboratory in Neurobiology (3 credits)
BIOL 395 Quantitative Biology Seminar 1 (1 credit)
BIOL 416 Genetics of Mammalian Development (3 credits)
BIOL 434 Theoretical Ecology (3 credits)
BIOL 435 Natural Selection (3 credits)
BIOL 495 Quantitative Biology Seminar 2 (1 credit)
BIOL 509 Methods in Molecular Ecology (3 credits)
BIOL 514 Neurobiology Learning and Memory (3 credits)
BIOL 518 Advanced Topics in Cell Biology (3 credits)
BIOL 520 Gene Activity in Development (3 credits)
BIOL 524 Topics in Molecular Biology (3 credits)
BIOL 530 Advances in Neuroethology (3 credits)
BIOL 532 Developmental Neurobiology Seminar (3 credits)
BIOL 546 Genetics of Model Systems (3 credits)
BIOL 551 Principles of Cellular Control (3 credits)
BIOL 568 Topics on the Human Genome (3 credits)
BIOL 569 Developmental Evolution (3 credits)
BIOL 575 Human Biochemical Genetics (3 credits)
BIOL 580 Genetics Approaches to Neural Systems (3 credits)
BIOL 588 Advances in Molecular/Cellular Neurobiology (3 credits)
NEUR 310 Cellular Neurobiology (3 credits)

EXISTING:

Major Computer Science and Biology (73 credits)

Offered by: Computer Science Degree: Bachelor of Science

Program Requirements

This program will train students in the fundamentals of biology - with a focus on molecular biology - and will give them computational and mathematical skills needed to manage, analyze, and model large biological datasets. Two integrative features of the program are a three-credit joint independent studies course, and a one-credit seminar.

Students may complete this program with a maximum of 73 credits or a minimum of 69 credits. This depends upon the student's choice of required courses and whether or not the student is exempt from taking COMP 202.

Advising notes for UO students:

It is highly recommended that Freshman BIOL, CHEM, MATH, and PHYS courses be selected with an adviser to ensure they meet the core requirements of the COMP-BIO program.

Required Courses (49 credits)

Required Mathematics and Statistics Courses

6 credits from the following:

MATH 222 Calculus 3 (3 credits)

MATH 223 Linear Algebra (3 credits)

Required Computer Science Courses

12-16 credits from:

* Students who have sufficient knowledge in a programming language are not required to take COMP 202.

** Students take either COMP 462 or COMP 561.

COMP 202 Foundations of Programming (3 credits) *

COMP 206 Introduction to Software Systems (3 credits)

COMP 250 Introduction to Computer Science (3 credits)

COMP 251 Algorithms and Data Structures (3 credits)

COMP 462 Computational Biology Methods (3 credits) **

COMP 561 Computational Biology Methods and Research (4 credits) **

Required Biology Courses

20 credits from:

BIOL 200 Molecular Biology (3 credits)

BIOL 201 Cell Biology and Metabolism (3 credits)

BIOL 202 Basic Genetics (3 credits)

BIOL 215 Introduction to Ecology and Evolution (3 credits)

BIOL 301 Cell and Molecular Laboratory (4 credits)

CHEM 212 Introductory Organic Chemistry 1 (4 credits)

Required Joint Courses

4 credits from:

COMP 401 Project in Biology and Computer Science (3 credits)

COMP 499 Undergraduate Bioinformatics Seminar (1 credit)

Complementary Courses (27 credits)

6 credits, ONE of the following pairs of courses as follows:

MATH 203 and MATH 204 or MATH 323 and MATH 324 or BIOL 309 and BIOL 373.

BIOL 309 Mathematical Models in Biology (3 credits)

BIOL 373 Biometry (3 credits)

MATH 203 Principles of Statistics 1 (3 credits)

MATH 204 Principles of Statistics 2 (3 credits)

MATH 323 Probability (3 credits)

MATH 324 Statistics (3 credits)

At least 21 credits selected from the following blocks, with the following requirements:

- at least 9 credits from each of the following two blocks
- at least 9 credits at the 400 level or above
- at least 3 credits at the 400 level or above from each block

Computer Science Block

COMP 273 Introduction to Computer Systems (3 credits)

COMP 302 Programming Languages and Paradigms (3 credits)

COMP 303 Software Development (3 credits)

COMP 310 Operating Systems (3 credits)

COMP 330 Theory of Computation (3 credits)

COMP 350 Numerical Computing (3 credits)

COMP 360 Algorithm Design (3 credits)

COMP 361D1 Software Engineering Project (3 credits) *

COMP 361D2 Software Engineering Project (3 credits) *

MATH 240 Discrete Structures 1 (3 credits)

Biology Block

BIOL 300 Molecular Biology of the Gene (3 credits)

BIOL 309 Mathematical Models in Biology (3 credits)

BIOL 310 Biodiversity and Ecosystems (3 credits)

BIOL 313 Eukaryotic Cell Biology (3 credits)

BIOL 395 Quantitative Biology Seminar 1 (1 credit)

BIOL 435 Natural Selection (3 credits)

BIOL 495 Quantitative Biology Seminar 2 (1 credit)

BIOL 518 Advanced Topics in Cell Biology (3 credits)

BIOL 551 Principles of Cellular Control (3 credits)

BIOL 568 Topics on the Human Genome (3 credits)

BIOL 569 Developmental Evolution (3 credits)

BIOL 583 Advanced Biometry (3 credits)

| 10.0 Approvals | | | |
|-----------------------|----------------------|-------------------------|---------------|
| Routing Sequence | Name | Signature | Date |
| Department | Gregory Duckert | | Dec. 11, 2015 |
| Curric/Acad Committee | | | 24 Nov 2015 |
| Faculty 1 | Paul D'Amico | | 8 Dec 2015 |
| Faculty 2 | SCTP | | |
| Faculty 3 | | | |
| SCTP | | | JAN. 7, 2016 |
| GS | APPC APPROVED | | |
| APPC | | APC APPROVED | Feb. 18, 2016 |
| Senate | | | |
| Submitted by | | | |
| Name | | To be completed by ARR: | |
| Phone | | CIP Code | |
| Email | | | |
| Submission Date | | | |

RATIONALE:

This is an Honours version of the newly revised Joint Major program in Computer Science and Biology. This Honours program is needed to attract outstanding students, and to provide them with extra challenges and rigor that will help them to enter the most competitive graduate programs. There are currently 63 students enrolled in the Joint Major. Of these, 25 have a CGPA of at least 3.5 which is required in the Honours program. In the short term we expect an enrollment of approximately 5-10 new students per year, based on expressed interest thus far.

No program retirements or other program revisions are being considered that are related to these two programs.

The admission requirements for this new program does not differ from current admission standards for existing programs within the Department, and the CGPA is consistent with Honours programs within the Department of Biology.

MEMORANDUM

February 3, 2016

Office of the Dean
Graduate and Postdoctoral Studies

James Administration Building, Room 400

Tel.: (514) 398-1224

Fax: (514) 398-6283

| | | | |
|------------------------|---|--|--|
| Document Number | CGPS.15.20_GradResProgTrack_APPROVED | | |
| To : | Professor Christopher Manfredi (Chair) Academic Policy Committee | | |
| From : | Professor Josephine Nalbantoglu (Chair) Council of Graduate and Postdoctoral Studies | | |
| Subject | Regulations on Graduate Research Progress Tracking | | |
| Purpose: | <input type="checkbox"/> For Information | <input type="checkbox"/> Feedback/Discussion | <input checked="" type="checkbox"/> Decision |

| | |
|---|--|
| Issue: | The current Regulations on Graduate Research Progress Tracking do not specify a role for Graduate Program Directors. |
| Background: | The Council of Graduate and Postdoctoral Studies (CGPS) would like to present revisions to the Regulations on Graduate Research Progress Tracking to the Academic Policy Committee (APC) for approval. |
| Motion or resolution for approval: | That the proposed revisions be approved by APC. |
| Rationale: | The Regulations on Graduate Research Progress Tracking has been revised to specify that Graduate Program Directors must review and sign all Progress Tracking forms. |
| Recommendation: | That the proposed revisions to the Regulations on Graduate Research Progress Tracking be approved. |
| Prior consultations & approvals: | CGPS approved the revisions to the Regulations on Graduate Research Progress Tracking on January 18, 2016. |
| Next steps: | APC approval submitted to Senate for information. |
| Reference Document(s): | <i>Appendix A: Regulations on Graduate Research Progress Tracking</i> |



Regulations on Graduate Student Research Progress Tracking

1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated. For doctoral students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit must also attend. Units may also use [this form](#) (available at www.mcgill.ca/gps/students/research-tracking) for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

1.2. Students should be informed of the phases through which they must pass toward the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the OBJECTIVES box on page 1 of the form. Those attending the meeting—the student, the supervisor, and, in the case of Ph.D. students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit—must sign the form on page 2.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee or a representative from the academic unit must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or a representative from the academic unit) on page 2 of the form. All parties sign the form on page 2. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form.

2.3. This form may also be supplemented with unit-specific details or documents (see page 3 of the form).

2.4. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form.

2.5. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.6. A student or faculty member who refuses to sign the form must write a statement detailing his/her reasons for not signing.

2.7. In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the academic unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

2.8. The student, supervisor(s), and academic unit must retain copies of the forms.

2.9. The Graduate Program Director must review and sign all Progress Tracking Reports.

MEMORANDUM

February 3, 2016

Office of the Dean
Graduate and Postdoctoral Studies

James Administration Building, Room 400

Tel.: (514) 398-1224

Fax: (514) 398-6283

| | | | |
|------------------------|---|--|--|
| Document Number | CGPS.15.21-GradStudSupervision_APPROVED | | |
| To : | Professor Christopher Manfredi (Chair) Academic Policy Committee | | |
| From : | Professor Josephine Nalbantoglu (Chair) Council of Graduate and Postdoctoral Studies | | |
| Subject | Regulations on Graduate Student Supervision | | |
| Purpose: | <input type="checkbox"/> For Information | <input type="checkbox"/> Feedback/Discussion | <input checked="" type="checkbox"/> Decision |

| | |
|---|---|
| Issue: | The current "Regulations on Graduate Student Supervision" is a combination of policy and recommendations and does not specify supervision regulations for Adjunct professors. |
| Background: | The proposed revisions separate the Regulations into: Regulations on Graduate Student Supervision (for approval) and Responsibilities of the Academic Unit (for GPS website). In addition, some sections were added to the Regulations on Graduate Student Supervision to clarify supervision regulations for Adjunct professors. |
| Motion or resolution for approval: | That the proposed revisions be approved by APC. |
| Rationale: | Some additions were made to clarify who can supervise graduate students. |
| Recommendation: | That the proposed revisions to the Regulations on Graduate Student Supervision be approved. |
| Prior consultations & approvals: | CGPS approved the revisions to the Regulations on Graduate Student Supervision on January 18, 2016. |
| Next steps: | APC approval submitted to senate for information. |

| | |
|-------------------------------|--|
| Reference Document(s): | <i>Appendix A:</i> Regulations on Graduate Student Supervision |
| | <i>Appendix B:</i> Responsibilities of the Academic Unit (for GPS website) |

Regulations on Graduate Student Supervision

1. Principles
 - 1.1. Supervision is a recognized aspect of the academic duty of teaching.
 - 1.2. Supervision involves responsibilities on the part of both the supervisor and supervisee.
2. Supervisors and Supervisory Committees
 - 2.1. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they must be consistent within a particular program and must be made clear to students. Units should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.
 - 2.2. Graduate supervision is recognized as an integral part of the academic responsibility of professors in academic units where supervision is the normal practice, and must be considered in the allocation of workload, as should the teaching of graduate courses.
 - 2.3. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff, or ranked contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. When a thesis supervisor retires or resigns from the University, they cannot act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.
 - 2.4. Emeritus Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.
 - 2.5. Adjunct Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's approval. After approval, a letter of agreement, signed by the co-supervisor and the supervisee, must be submitted to GPS. If problems arise, the McGill supervisor will be held accountable to McGill policies and regulations.
 - 2.6. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor – for example, when the supervisor is on sabbatical, leaves McGill, or retires.
 - 2.7. PhD students must have a supervisory committee consisting of at least one faculty member in addition to the supervisor(s). The supervisory committee must provide, on a regular basis, guidance and constructive feedback on the student's research ([Graduate Student Research Progress Tracking](#)).
 - 2.8. GPS strongly recommends that all parties engaged in supervisory roles sign a letter of understanding with each supervisee.
 - 2.9. The Chair of the academic unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator, such as the Graduate Program Director, who will ensure that all sides of a dispute are heard before any decision is made. If the issue cannot be resolved at the unit level, then an Associate Dean from Graduate and Postdoctoral Studies should be contacted.
3. Orientation
 - 3.1. Supervisees: Graduate students must participate, before registration, in a mandatory online orientation that includes sections on supervisee responsibilities.
 - 3.2. Supervisors: Professors who have not yet engaged in graduate supervision at McGill are required to participate in a supervisory orientation approved by GPS ~~before assuming a supervisory role~~. Professors who have not supervised for 5 or more years must meet with their Chairs to determine if such orientation is necessary.

Responsibilities of the Academic Unit

1. Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines relating to the graduate program (e.g. orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the Charter of Students' Rights.
2. Early in their programs, students must be informed of the degree requirements, the amount of time each requirement should take, the criteria for successful completion of the requirements and their deadlines.
3. Academic units must ensure that students are aware of the courses that are required to complete their degrees. Where relevant, academic units must inform students of language requirements or comprehensive examinations. The guidelines, criteria and procedures for these requirements must be explicit and consistently applied in each program.
4. Every effort should be taken to ensure that students choose realistic and appropriate areas of research, commensurate with degree requirements.
5. Students should be made aware of sources of financial support (e.g., fellowships, teaching or research assistantships) and of the facilities available to them (e.g., study space, computers).
6. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development and career planning. Examples may include, where appropriate, reporting on research, writing abstracts, preparing papers for conference presentation or for publication, writing grant and fellowship applications, conducting a job search, and preparing for job interviews.
7. Academic units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students, or students who undertake graduate studies after a long absence from university.
8. Academic units and Graduate and Postdoctoral Studies should consider ways to assess and improve the quality of supervision and to help new supervisors. Procedures for monitoring the quality of graduate student supervision and for providing constructive feedback for supervisors should be developed.
9. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit awards.
10. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.
11. Some examples of the responsibilities of supervisors are to uphold and to transmit the highest professional standards of research and scholarship; to provide guidance in all phases of the student's research; to meet with their students regularly; to provide prompt feedback



when work is submitted; and to clarify expectations regarding collaborative work, authorship, publication, and conference presentations.

12. Some examples of the responsibilities of students are to inform themselves of program requirements and deadlines; to work within these deadlines; to communicate regularly with the supervisor and committee; and to submit annual progress reports to the supervisor and committee.

Policies and Guidelines on Graduate Student Advising and Supervision

Policies

1. Principles

1.1. Supervision is a recognized aspect of the academic duty of teaching.

1.2. Supervision involves responsibilities on the part of both the supervisor and supervisee.

2. Practices in Academic Units

2.1. Each academic unit should have explicitly stated policies and procedures regarding the advising and supervising of graduate students, as well as established means for informing students of procedures and deadlines relating to the graduate program (e.g., orientation sessions, handbooks) and mechanisms for addressing complaints. Academic units should ensure that their policies and procedures are consistent with the [Charter of Students' Rights](#).

2.2. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they should be consistent within a particular program and should be made clear to students.

3. Supervisors and Supervisory Committees

3.1. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff or contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. Emeritus Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

3.2. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor—for example, when the supervisor is on sabbatical, leaves McGill, or retires, or when the student is off campus on field work or takes a job before submitting a thesis.

3.3. In addition to a supervisor, Ph.D. students shall have a supervisory committee consisting of at least one faculty member. The supervisory committee shall provide, on a regular basis, guidance and constructive feedback on the student's research.

4. Orientation

4.1. Supervisees: Graduate students must participate, before registration, in a mandatory online orientation that includes sections on supervisee responsibilities.

This 4 page document of policies and guidelines has been revised into two parts. One on regulations and the other on responsibilities.

The document titled "Regulations on Graduate Student Supervision" (CGPS.15.21-GradStudSupervision) will describe the Principles, Supervisor and Supervisory Committees and Orientation. The information in red has been added and requires approval (e-calendar).

The document titled: "Responsibilities of the Academic Unit" will describe best practices and will be housed on our Website.

4.2. Supervisors: Professors who have not yet engaged in graduate supervision at McGill are required to participate in a supervisory orientation approved by GPS before assuming a supervisory role. Professors who have not supervised for 5 or more years must meet with their chairs to determine if such orientation is necessary.

5. **Progress towards the Degree**

5.1. Every unit shall establish clear procedures by which students receive guidance and feedback on a regular basis on their progress through the program as well as on their research (e.g., regular meetings and/or email communication with supervisors and committees, attendance at research seminars, regular reviews of student progress).

5.2. At least annually, there shall be a meeting between the student, the supervisor, and a member of the supervisory committee or a departmental representative, at which objectives for the upcoming year are established and the prior year's progress recorded and evaluated. A written record of such meetings must include the signature of the student, the supervisor, and the supervisory committee member/departmental representative. This record must be retained in the student's departmental file. In the case where the student does not make satisfactory progress, the supervisor(s) and (if applicable) the supervisory committee shall meet at least once per semester for the subsequent twelve months to review progress and, if appropriate, set new objectives. On the occasion of a second unsatisfactory progress report, the student will be withdrawn from the University.

Guidelines

1. **Assignment of Advisers**

1.1. Each unit should designate a member (or members) of the academic staff to monitor and advise the progress of students through the graduate program.

2. **Program Requirements**

2.1. Early in their program, students should be informed of the phases through which they must pass toward the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

2.2. Students should be made aware of whatever courses are required to complete their programs. Such courses should relate to the student's proposed area of research or to the development of related areas of scholarship.

2.3. Where relevant, students should also be informed of language requirements or comprehensive examinations. The guidelines, criteria, and procedures for comprehensive examinations must be explicit and consistently applied in each program.

2.4. Every effort should be made to ensure that students choose realistic and appropriate areas of research, commensurate with degree requirements.

3. Student Support

3.1. Students should be made aware of sources of financial support (e.g., fellowships; teaching or research assistantships) and of the facilities available to them (e.g., study space, computers).

3.2. Students should receive guidance and encouragement in areas relating to their growth in scholarship, professional development, and career planning. Examples may include, where appropriate: reporting on research; writing abstracts; preparing papers for conference presentation or for publication; writing grant and fellowship applications; conducting a job search; and preparing for job interviews.

3.3. Units should be sensitive to special academic needs and concerns that may arise in the case of certain students, such as international students or students who undertake graduate studies after a long absence from university.

4. Responsibilities

4.1. Graduate supervision should be recognized as an integral part of the academic responsibility of professors in academic units where supervision is the normal practice, and should be considered in the allocation of workload, as should the teaching of graduate courses.

4.2. Units should clearly identify the student's advisory or supervisory needs at each phase and the means by which these needs will be met. Some functions will be fulfilled by the Chair, some by the Graduate Program Director, some by the supervisor, and some by the supervisory committee. Units should clearly identify the specific responsibilities of each of these people, as well as the responsibilities of students themselves.

4.3. Units should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.

4.4. Some examples of the responsibilities of the Graduate Program Director are: to be knowledgeable about program requirements, the composition of committees, the procedures for comprehensive and oral defense examinations, and other policies relating to graduate studies; to ensure that all conditions of admission and other requirements are fulfilled; to maintain a dossier on each student's progress; and to be sensitive to graduation deadlines and students' career plans.

4.5. Some examples of the responsibilities of supervisors are to uphold and transmit the highest professional standards of research and scholarship; to provide guidance in all phases of the student's research; to meet with their students regularly; to provide prompt feedback when work is submitted; and to clarify expectations regarding collaborative work, authorship, publication, and conference presentations.

4.6. Some examples of the responsibilities of students are to inform themselves of program requirements and deadlines; to work within these deadlines; to communicate

regularly with the supervisor and committee; and to submit progress reports to the supervisor and committee.

4.7. The Chair of the unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator, such as an Associate Dean from Graduate and Postdoctoral Studies, who will ensure that all sides of a dispute are heard before any decision is made.

5. Quality of Supervision and Teaching

5.1. Academic units and Graduate and Postdoctoral Studies should consider ways to assess and improve the quality of supervision and to help new supervisors. Procedures for monitoring the quality of graduate student supervision and for providing constructive feedback for supervisors should be developed.

5.2. Academic units should establish criteria of excellence in supervision and graduate teaching appropriate to their disciplines and should suitably reward those who meet these criteria, e.g., in decisions concerning tenure and promotion, or merit awards.

5.3. The maximum number of students under the direction of a single supervisor should be consistent with the ability of the supervisor to provide quality supervision, taking into account the workload of the supervisor and norms of the discipline.

Revised by Council of FGSR, April 23, 1999; Revised October 6, 2003, and September 15, 2014

MEMORANDUM

February 3, 2016

Office of the Dean
Graduate and Postdoctoral Studies

James Administration Building, Room 400

Tel.: (514) 398-1224

Fax: (514) 398-6283

Document Number CGPS.15.18-Readmission_APPROVED
To : Professor Christopher Manfredi (Chair)
 Academic Policy Committee
From : Professor Josephine Nalbantoglu (Chair)
 Council of Graduate and Postdoctoral Studies
Subject Admission of Former Students
Purpose: For Information Feedback/Discussion Decision

| | |
|---|--|
| Issue: | The current “Reinstatement and Admission of Former Students” policy applies to graduate students who have passed time limitation and return to submit their thesis. Students who submit their thesis within two years of the time limit of their degree (i.e., Master’s 3; PhD7) apply for reinstatement and are charged fees for all the terms after the time limit of their degree as well as the term in which they register to deposit the thesis. During this time, they were not registered and not able to access university services. On the other hand, students who return after two years have passed, apply for readmission and pay fees only for the term in which they deposit their thesis. |
| Background: | The Council of Graduate and Postdoctoral Studies (CGPS) would like to present the Policy on Admission of Former Students to the Academic Policy Committee (APC) for approval. |
| Motion or resolution for approval: | That the proposed revisions be approved by APC. |
| Rationale: | Removing reinstatement makes the process fairer to students. In addition, the revised policy ensures that students who withdraw within the time limit of their degree (e.g., PhD4) and return within the time limit of their degree (e.g., PhD6) to deposit their thesis will be charged for the terms in which they had not registered. |
| Recommendation: | That the proposed revisions to the Reinstatement and Admission of Former Students be approved by APC. |



| | |
|---|--|
| Prior consultations & approvals: | CGPS approved the revisions to the Reinstatement and Admission of Former Students on January 18, 2016. |
| Next steps: | APC approval. Submitted to Senate for Approval. |
| <hr/> | |
| Reference Document(s): | <i>Appendix A: Admission of Former Students</i> |
| | <i>Appendix B: Admission of Former Students: Fees and Procedures (DRAFT for GPS website)</i> |

~~Reinstatement and A~~ Admission of Former Students

~~Students who have reached time limitation, who have officially withdrawn from the University by submitting a Withdrawal Form, or who are not currently registered are eligible to be considered for readmission into their program. Students who have not been registered for a period of less more than two years terms, have reached time limitation or and who have not officially withdrawn from the University by submitting a signed Withdrawal Form to Service Point are eligible to be considered for reinstatement readmission into their program.~~ The student's department must recommend ~~, in writing,~~ that the student be ~~reinstated~~readmitted, stipulating any conditions for ~~reinstatement~~readmission that it deems appropriate. If the student's department chooses not to recommend ~~reinstatement~~readmission, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

~~Reinstatement fees will be charged in addition to the fees due for the academic session into which the student has been reinstated. The amount of the reinstatement fees is the tuition portion of fees owed for all unregistered terms, up to a maximum of two years just prior to the term of reinstatement.~~

~~If an individual has not registered for a period of more than two years, their student file will be closed. These individuals and those who have formally withdrawn may be considered for admission. Applicants' admission~~

~~A graduate applications for readmission must be submitted by completing the "Request for Readmission" webform. will be considered as part of the current admission cycle, in competition with other people applying during that cycle and in accordance with current graduate admission procedures and policies.~~

Procedure

Requirements for completion of the program will be evaluated. Some of these requirements may need to be redone or new ones may be added. Fees will be based on term of readmission up to the time limit of the degree (i.e., Master's 3 or PhD7) plus the term of readmission. Applicants should direct questions about fees to the Graduate Program Coordinator/Administrator.

~~Applicants must inquire about the fees that will be charged.~~

The Request for Readmission Form and other pertinent details regarding the readmission procedure can be found on the GPS website.

Revised – Council of February 9, 2004- ~~Revised – Council January 18, 2016.~~

Admission of Former Students

PhD - Program Progression

| PhD program level | Term & Status | Term & Status | Term & Status | Fee Residency Status |
|-------------------|---------------------------|-----------------------------|-----------------------------|----------------------|
| PhD1 | Fall – Full-Time | Winter – Full-time | Summer – Continuing | Residency* |
| PhD2 | Fall – Full-Time | Winter – Full-Time | Summer – Continuing | Residency* |
| PhD3 | Fall – Full-Time | Winter – Full-Time | Summer – Continuing | Residency* |
| PhD4 | Fall – Full-Time | Winter – Full-Time | Summer - Continuing | Continuing |
| PhD5 | Fall – Additional Session | Winter – Additional Session | Summer - Additional Session | Continuing |
| PhD6 | Fall – Additional Session | Winter – Additional Session | Summer – Additional Session | Continuing |
| PHD7 | Fall – Additional Session | Winter – Additional Session | | Time limitation |

The above grid displays the program progression (full-time/continuing/additional session status) applicable to graduate students who are admitted to a PhD program and who remain registered/continuing in their program until degree requirements are completed.

*Residency refers to the number of terms (or years) students must be registered on a full-time basis to complete their program. Students are not permitted to graduate until they have fulfilled the residence requirement (or paid the corresponding fees) in their program.

PhD students are required to pay a minimum of 4 full-time terms (if admitted as PhD 2) and 6 full-time terms (if admitted to PhD 1). If degree requirements are met *prior to* completion of the residency year (PhD 3), fees for outstanding residency terms will be charged in the final term of registration.

PhD students who interrupt their studies and are readmitted to the same program will be charged readmission fees equivalent to the tuition portion of fees owed for all unregistered terms up to a maximum of the end of PhD7. In addition, students will be charged the [applicable tuition](#) for the term of readmission and any future terms of registration up to and including their term of graduation. Students who are readmitted after time limitation will not be assessed for unregistered terms but will be responsible for all [applicable fees](#) as of the term of readmission.

For example:

If you were not registered for 3 terms and your last registration was the end of PhD 4, upon readmission, you will be charged the tuition portion for 3 unregistered terms and the fees due for the term of readmission, and any future terms of registration up to and including their term of graduation.

If you were not registered for 5 terms and your last registration was the end of PhD 6, upon readmission, you will be charged the tuition portion for 3 unregistered terms (up to PhD 7) and the fees due for the term of readmission, and any future terms of registration up to and including their term of graduation.

If you were not registered for 3 terms and your last registration was the end of PhD 7 (time limitation), upon readmission you will be charged the fees due for the term of readmission, and any future terms of registration up to and including their term of graduation.

Master's Degree - Program Progression

| Master's Program Level | Term & Status | Term & Status | Term & Status | Fee Residency Status |
|------------------------|--------------------------|-----------------------------|-----------------------------|----------------------|
| Master's Year 1 | Fall – Full-Time | Winter – Full-Time | Summer – Continuing | *Residency |
| Master's Year 2 | Fall – Full-Time | Winter – Additional Session | Summer – Additional Session | *Residency |
| | | | | Continuing |
| Master's Year 3 | Fall –Additional Session | Winter – Additional Session | Summer – Additional Session | Time limitation |

The above grid displays the program progression (full-time/continuing/additional session status) applicable to graduate students who are admitted to a Master's degree and who remain registered/continuing in their program until degree requirements are completed.

*Residency refers to the number of terms (or years) students must be registered on a full-time basis to complete their program. Students are not permitted to graduate until they have fulfilled the residence requirement (or paid the corresponding fees) in their program.

Master's thesis students are normally** required to pay a minimum of 3 full-time terms. **Master's non-thesis and some Master's thesis programs have different residency requirements. Student should refer to the program requirements section of the [eCalendar](#) for the residency requirements of their program. If degree requirements are met *prior to* completion of the residency term (e.g. Master's Year 2), the applicable tuition is charged in their final term of registration.

Master's thesis students who interrupt their studies and are readmitted to the same program will be charged readmission fees equivalent to the tuition portion of fees owed for all unregistered terms up to the end of Master's Year 3 (applicable to full-time students). In addition, students will be charged the [applicable tuition](#) for the term of readmission and any future terms of registration up to and including their term of graduation. Students who are readmitted after time limitation will not be assessed for unregistered terms but will be responsible for all [applicable fees](#) as of the term of readmission

For example:

If you were not registered for 3 terms and your last registration was the end of Master's Year 2, upon readmission you will be charged the tuition portion for 3 terms and the fees due for the term of readmission, and any future terms of registration up to and including their term of graduation.

If you were not registered for 3 terms and your last registration was the end of Master's Year 3 (time limitation), upon readmission you will be charged the fees due for the term of readmission, and any future terms of registration up to and including their term of graduation.

MEMORANDUM

February 3, 2016

Office of the Dean**Graduate and Postdoctoral Studies**

James Administration Building, Room 400

Tel.: (514) 398-1224

Fax: (514) 398-6283

| | |
|------------------------|--|
| Document Number | CGPS.15.19-TimeLimit_APPROVED |
| To : | Professor Christopher Manfredi (Chair) Academic Policy Committee |
| From : | Professor Josephine Nalbantoglu (Chair) Council of Graduate and Postdoctoral Studies |
| Subject | Time Limitation Policy |
| Purpose: | <input type="checkbox"/> For Information <input type="checkbox"/> Feedback/Discussion <input checked="" type="checkbox"/> Decision |

| | |
|---|---|
| Issue: | The change to the Policy on Admission of Former Students affects the Time Limitation policy. |
| Background: | The Council of Graduate and Postdoctoral Studies (CGPS) would like to present the Time Limitation Policy to the Academic Policy Committee (APC) for approval. |
| Motion or resolution for approval: | That the proposed revisions be approved by APC. |
| Rationale: | The Time Limitation Policy has been revised to align with the changes to the Policy on Admission of Former Students. |
| Recommendation: | That the proposed revisions to the Time Limitation policy be approved by APC. |
| Prior consultations & approvals: | CGPS approved the revisions to the Time Limitation Policy on January 18, 2016. |
| Next steps: | APC approval submitted to senate for information. |

| | |
|-------------------------------|---|
| Reference Document(s): | <i>Appendix A: Time Limitation Policy</i> |
|-------------------------------|---|

Time Limitation

Candidates for master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less than full-time basis, it must be completed within five years of initial registration, ~~after which point the student will be withdrawn from the University.~~

~~By registering annually, all doctoral candidates may maintain their connection with the University for four years after completing their residence requirements.~~ Candidates for doctoral degrees must complete the degree by the end of PhD7. Please note that students admitted after a ~~Master's degree~~ are normally considered to be PhD2 and not PhD1 (direct entry). ~~Students should contact your their Graduate Program Coordinator/Administrator to confirm the number of years in which you they must complete your program the degree.~~

~~The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.~~

~~Students who do not complete their degree requirements within the time limits stated above will have been withdrawn from the University and their registration at the University terminated and will lose their student status and access to McGill facilities and support. International students on study permits will also be required to leave Canada.~~

~~Students can apply for readmission by completing and submitting the Request for Readmission webform only when they are ready to submit their thesis and will be charged fees for the term of readmission and any future terms of registration up to and including their term of graduation.~~

~~In exceptional cases, a student who wishes to submit a thesis, or to complete outstanding degree requirements, after withdrawal may do so only on the recommendation of the department concerned. A graduate application must be submitted by stated deadlines and readmission fees will apply. The final decision rests with Enrolment Services.~~

~~By annual registration, all doctoral candidates may maintain their connection with the University for four years after completing their residence requirements.~~

~~The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.~~

Council of the FGSR - February 2, 1996; Council – January 18, 2016



471st REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE

PART B: On the APC meeting held on March 17th 2016

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL

Graduate and Postdoctoral Studies/Faculty of Arts

Graduate Certificate in Information Architecture and Design (15 cr.) – Appendix A

At a meeting on March 17th, 2016, APC reviewed and approved a proposal for a Graduate Certificate in Information Architecture and Design. It is intended to prepare students to work as information architects and designers and will prepare students to design and assess information systems (text, multimedia), databases, websites, and interfaces. There is growing demand for information professionals in this area. The program is at the graduate entry-level that may lead to another certificate or to the Master of Information Studies (MIS^t).

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve the proposed Graduate Certificate in Information Architecture and Design.

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS – none

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES – none

(D) CHANGES IN DEGREE DESIGNATION – none

(E) INTER-UNIVERSITY PARTNERSHIPS – none

(F) OTHER

Office of the Provost and Vice-Principal (Academic)

Statement of Academic Freedom – Appendix B

At a meeting on March 17th, 2016, APC reviewed and approved McGill's Statement of Academic Freedom. The McGill Association of University Teachers (MAUT) established an ad hoc Committee on Academic Freedom, consulting with other members of the McGill community including MUNACA, MUNASA, SEIU, SSMU, and PGSS to develop a university statement on academic freedom. This committee developed a Statement that with discussion and revision was adopted by MAUT Council, and by the MAUT membership by referendum. The Statement affirms and embraces the key principles found in McGill's Mission Statement, in order to give it a place of importance in the University's public documents.

APC therefore recommends that Senate approve the following resolution:

Be it resolved that Senate approve and recommend to the Board of Governors for approval the Statement of Academic Freedom.

II. **TO BE ENDORSED BY SENATE / PRESENTED TO SENATE FOR DISCUSSION** – *none*

III. **APPROVED BY APC IN THE NAME OF SENATE**

(A) **DEFINITIONS** – *none*

(B) **STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS** - *none*

(C) **OTHER** - *none*

IV. **FOR THE INFORMATION OF SENATE**

A) **ACADEMIC UNIT REVIEWS** – *none*

B) **APPROVAL OF COURSES AND TEACHING PROGRAMS**

1. Programs

a) APC Approvals (new options/concentrations and major revisions to existing programs)

i. New Programs

Faculty of Arts

B.A.; Minor Concentration in Social Entrepreneurship (18 cr.)

At a meeting on March 17th, 2016, APC reviewed and approved this new program, which in collaboration with the Desautels Faculty of Management, is in line with the University's strategic plan to offer entrepreneurship minors within multiple faculties. The Faculties of Agricultural and Environmental Sciences, Arts, Engineering, Music and Science have begun offering this type of program and the Faculty of Law is considering creating this type of minor for their students.

i. Major Revisions of Existing Programs - *none*

b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals
(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)

i. Moderate and Minor Program Revisions

Approved by SCTP on 11th February 2016, reported to APC on 17th March 2016

Faculty of Agricultural and Environmental Sciences

B.Sc.(Nutr.Sc.); Major in Dietetics (115 cr.)

Concurrent B.Sc.(F.Sc.); Major in Food Science/B.Sc.(Nutr.Sc.); Major in Nutritional Science (122 cr.)

Faculty of Arts

B.A. & Sc.; Interfaculty Program in Cognitive Science (54 cr.)

B.A. & Sc.; Honours in Cognitive Science (60 cr.)

School of Continuing Studies

Certificate in First Nations and Inuit Educational Leadership (30 cr.)

Professional Development Certificate in Condominium Management (20-20.5 CEUs)

Certificat de perfectionnement professionnel en Gestion de copropriété (20-20.5 CEUs)

Graduate and Postdoctoral Studies

M.A. in Teaching and Learning; Science and Technology (60 cr.)

M.A. in Teaching and Learning; Social Sciences (60 cr.)

M.A. in Teaching and Learning; Mathematics (60 cr.)
M.A. in Teaching and Learning; English Language Arts (60 cr.)
M.A. in Teaching and Learning; English or French Second Language (60 cr.)
M.A. in Education and Society; Non-Thesis (45 cr.)
M.A. in Education and Society; Non-Thesis – Gender and Women’s Studies (45 cr.)
M.A. in Educational Leadership; Non-Thesis – Coursework (45 cr.)
Ph.D. in Educational Studies; Language Acquisition (0 cr.)
M.B.A.; Non-Thesis – Finance (57 cr.)
M.B.A.; Non-Thesis – Global Strategy and Leadership (57 cr.)
M.B.A.; Non-Thesis – Marketing (57 cr.)
M.B.A.; Non-Thesis – Technology and Innovation Management (57 cr.)

Faculty of Law

B.C.L./LL.B. (105 cr.)
Joint M.B.A. and B.C.L./LL.B. (144 cr.)
Joint M.S.W. and B.C.L./LL.B. (132 cr.)

Desautels Faculty of Management

B.Com.; Major in General Management; Concentration in Marketing (15 cr.)
B.Com.; Major in Marketing (30 cr.)

ii. Program Retirements - *none*

2. Courses

a) New Courses

Reported as having been approved by SCTP on 11th February 2016: 9

Faculty of Dentistry: 1

Faculty of Law: 5

Desautels Faculty of Management: 3

b) Course Revisions

Reported as having been approved by SCTP on 11th February 2016: 37

Faculty of Agricultural and Environmental Sciences: 10

School of Continuing Studies: 2

Faculty of Education: 5

Faculty of Law: 12

Desautels Faculty of Management: 8

c) Course Retirements

Reported as having been approved by SCTP on 11th February 2016: 2

Faculty of Law: 2

(B) OTHER

8.0 Program Description (Maximum 150 words)

The Graduate Certificate in Information Architecture and Design is intended to prepare students to work as information architects and designers. The graduate courses in the program will prepare students to design and assess information systems (text, multimedia), databases, websites, and interfaces. Techniques for data mining and Issues related information security are also covered. This is an entry-level graduate program that may lead to another certificate or to the MIST.

9.0 List of proposed program for the New Program/Major or Minor/Concentration.

If new concentration (option) of existing Major/Minor (program), please attach a program layout (list of all courses) of existing Major/Minor.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

GRADUATE CERTIFICATE IN INFORMATION ARCHITECTURE AND DESIGN (15 credits)

Required course (3 credits)

GLIS 617 Information System Design (3 cr.)

Complementary courses (12 credits)

GLIS 616 Information Retrieval (3 cr.)

GLIS 626 Usability Analysis and Assessment (3 cr.)

GLIS 627 User-Centered Design (3 cr.)

GLIS 629 Information Security (3 cr.)

GLIS 630 Data Mining (3 cr.)

GLIS 633 Multimedia Systems (3 cr.)

GLIS 634 Web System Design and Management (3 cr.)

GLIS 657 Database Design and Development (3 cr.)

GLIS 692 Special Topics 2 (3 cr.)*

GLIS 693 Special Topics 3 (3 cr.)*

*When topic is appropriate for the Graduate Certificate in Information Architecture and Design.

EXISTING PROGRAMS

Graduate Certificate in Digital Archives Management (15 credits)

Program Requirements

This program is intended to prepare students to work in the area of digital archives. The graduate courses in the program will focus on principles of organization of information, practices in archival studies, and strategies for digital curation and enterprise content management. This is an entry-level, graduate program that may lead to another graduate certificate or to the M.I.St. program, however, none of the courses taken in the graduate certificate can be credited towards the M.I.St. program once a graduate certificate has been completed.

Required Courses (6 credits)

GLIS 607 Organization of Information (3 credits)
GLIS 649 Digital Curation (3 credits)

Complementary Courses (9 credits)

chosen from the following:

GLIS 609 Metadata & Access (3 credits)
GLIS 633 Multimedia Systems (3 credits)
GLIS 641 Archival Description and Access (3 credits)
GLIS 642 Preservation Management (3 credits)
GLIS 645 Archival Principles and Practice (3 credits)
GLIS 657 Database Design & Development (3 credits)
GLIS 660 Enterprise Content Management (3 credits)

Graduate Certificate in Information and Knowledge Management (15 credits)

Program Requirements

This program is intended to prepare students to work as information and knowledge managers in a variety of sectors. The graduate courses in the program will focus on the information behavior of individuals, networks and organizations, and the nature of tacit and explicit knowledge services and strategies for identifying, capturing, organizing, storing, sharing, and using knowledge throughout the IM/KM lifecycle in order to learn and improve. Tools and techniques for codifying knowledge and facilitating collaboration in networks are also covered. This is an entry-level, graduate program that may lead to another graduate certificate or to the M.I.St. program, however, none of the courses taken in the graduate certificate can be credited towards the M.I.St. program once a graduate certificate has been completed.

Required Courses (6 credits)

GLIS 619 Information Behaviour and Resources (3 credits)
GLIS 661 Knowledge Management (3 credits)

Complementary Courses (9 credits)

chosen from the following:

GLIS 607 Organization of Information (3 credits)
GLIS 620 Managing Information Organizations (3 credits)
GLIS 662 Intellectual Capital (3 credits)
GLIS 663 Knowledge Taxonomies (3 credits)
GLIS 664 Knowledge Networks (3 credits)
GLIS 665 Competitive Intelligence (3 credits)

| 10.0 Approvals | | | |
|-----------------------|--|-------------------------|------------------|
| Routing Sequence | Name | Signature | Date |
| Department | Director Franca Bouthillier | | November 7, 2014 |
| Curric/Acad Committee | Chair, Joan Bertot | | October 27, 2014 |
| Faculty 1 | Associate Dean, Gillian Lane-Mercier / for | | FEB 23 2015 |
| Faculty 2 | Dean Christopher Manfredi / on behalf | | MAR 10 2015 |
| Faculty 3 | | SCTP | |
| SCTP | Cindy Smith | | Feb. 11, 2016 |
| ESCAPS | CGPS | APPROVED | May 19, 2015 |
| APPC | | APC APPROVED | March 17, 2016 |
| Senate | APPROVED | | |
| Submitted by | | | |
| Name | <input type="text"/> | To be completed by ARR: | |
| Phone | <input type="text"/> | CIF Code | |
| Email | <input type="text"/> | | |
| Submission Date | <input type="text"/> | | |

RATIONALE:

There is a growing demand for information professionals in the area of information architecture. This is a new area of specialization that is available in the Master of Information Studies (MIS). Students who already have a master in information studies or other disciplines would also be interested in this program to expand their knowledge and skills in this new area.

This certificate would also attract students who have completed a bachelor's degree (in any discipline) and who want to develop skills in the specific area of information architecture without doing a full MIS. This certificate may serve as a pipeline for the MIS as students may be interested in switching to the MIS while doing a certificate, or may want to pursue with the MIS with the understanding that the courses done in the certificate cannot be counted in the MIS. There is no costs associated with this proposal as the courses already exist or are being developed.

Admission requirements: bachelor degree in any disciplines, CGPA 3.0/4.0.

Statement of Academic Freedom

September 9, 2015 [revised February 25, 2016]

Academic freedom is central to McGill University's mission of advancing learning through teaching, scholarship and service to society.

The scholarly members of the university have the freedom to pursue research and artistic creation and to disseminate their results, without being constrained by political or disciplinary orthodoxies, monetary incentives or punitive measures as a result of their academic pursuits. They may exercise this freedom in the service of both the university and the wider society. When scholarly members of the university participate in public forums and debates, they should represent their views as their own.

The exercise of academic freedom requires collegial governance with the full participation of scholarly members. They retain the right of free expression, including the freedom to criticize one another, university policies and administration.

The university and its officers have a duty to protect the academic freedom of its scholarly community, both individually and collectively, from infringement and undue external influence as well as to maintain the university's institutional autonomy.

Proposal that the Academic Policy Committee present a McGill University Statement of Academic Freedom to Senate for its recommendation for adoption by the Board of Governors.

In 2011, the McGill Association of University Teachers (MAUT) Council established an *ad hoc* Committee on Academic Freedom to develop a Statement of Academic Freedom to be adopted by MAUT and ultimately brought forward to Senate as the basis of a McGill University Statement of Academic Freedom.

The MAUT *ad hoc* Academic Freedom Committee consulted widely. As part of its consultation, the committee held a two-hour meeting on questions pertaining to a statement of academic freedom. It was open to all members of the McGill community and it invited representatives of MUNACA, MUNASA, SEIU, SSMU and PGSS to attend. The meeting was broadcast live on the internet and it was made available for subsequent viewing. Several months were left for people to send in their suggestions and ideas, which the committee took into account.

This committee developed a Statement that with discussion and revision was adopted by MAUT Council, and by the MAUT membership by referendum in May 2014. This MAUT Statement of Academic Freedom is posted on the MAUT website. <https://www.mcgill.ca/maut/current-issues/academic-freedom>.

The statement was presented to the Principal and Provost and following further consultation with the MAUT Ad Hoc Committee on Academic Freedom, and the MAUT Executive and Council, a revised Statement was developed on February 25 2016 that could expect broad support from the academic staff and administration as a McGill University Statement of Academic Freedom. As a sign of that broad support, the eventual Motion at Senate could be proposed and seconded by the Provost and Senator David Lowther, President of MAUT.

The importance of academic freedom at McGill was underscored by the recommendation by Senate in April 2015 that the Board of Governors approve a revised McGill University Mission Statement (<https://www.mcgill.ca/secretariat/mission>). The Mission Statement affirms that McGill embraces several key principles, the first-mentioned being the principle of academic freedom. It is therefore appropriate that the university adopt a Statement of Academic Freedom and give it a place of importance in its public documents comparable to the Mission Statement.

Because the Mission Statement was presented to Senate as a document considered by the Academic Policy Committee, it is appropriate that the proposed McGill Statement of Academic Freedom follow the same path. The Academic Policy Committee also serves as an important forum for consideration across the academic community including students as well as academic staff.