

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, January 19, 2015

PRESENT: Dr. F. Murrin (Chair), Dr. K. Side, Dr. P. Coady, Dr. K. Arnold, Dr. X. Li, Dr. L. Lye, Dr. A. Sullivan, Ms. C. Walsh, Dr. B. Roebathan, Dr. J. Doré, Dr. K. Szutor, Dr. D. Moralejo, Dr. J. Weber, Dr. J.C. Loredó-Osti, Dr. K. Tahlan, Dr. A. Mercier, Mr. A. Johnson (Observer), Ms. L. Busby, Dr. E. Pittman, Ms. A. Gilbert

APOLOGIES: Dr. D. Farquharson, Dr. T. Norvell, Dr. T. Seifert, Dr. S. Matthews, Ms. K. Lord

A welcome was extended to two new members of Council: Dr. Anne-Marie Sullivan (Human Kinetics and Recreation) and Dr. K. Szutor (Music)

1. MINUTES:

It was moved by Dr. Loredó-Osti, and seconded by Dr. Szutor, that the minutes of the meeting held December 15, 2014, be approved, with minor revisions. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a. Due to the change in meeting time of Senate in December, business from Academic Council to Senate, for the months of December and January, will be presented at the February 10th meeting of Senate.
- b. The SGS Holiday function in December was a success.
- c. The Dean reported on a trip to India, by herself, Andrew Kim, and members of the International office, during the period January 12-16, 2015. They attended a summit which had approximately 20,000 people in attendance, with major dignitaries, such as the Prime Minister of India, Narendra Modi. Three MOU's were signed while in India.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a. The Aldrich Conference – 'Creating Connections', is being advertised. It will be held March 20 -22, 2015. Students are encouraged to submit abstracts.
- b. The GSU will be holding a Winter Festival during the period January 23 – March 13, 2015. There will be on-going winter events during this time period.

6. STANDING COMMITTEES

a. Academic Council Executive

i) Master of Employment Relations Program

The primary revisions to Regulation 12.2., clarifies that the minimum entrance requirement is an average of 70% in the applicant's undergraduate degree, rather than the more general 'B' grade, which is currently stated in the regulations.

It was moved by Dr. Coady, and seconded by Dr. Arnold, that the proposed revisions to Regulation 12.2. governing the MER program be approved. The motion

CARRIED

Regulation 12.2. will now read:

12.2 Qualifications for Admission

1. Admission is limited and competitive.
2. To be considered for admission to the M.E.R. program, an applicant shall have:
 - a. An undergraduate degree, **normally** with a minimum **degree average of 70%** from an institution recognized by Senate, and.
 - b. An undergraduate course in statistics, microeconomics, and one of organizational behaviour, sociology of work or labour history from an institution recognized by Senate, with a minimum B standing in each course.
3. **It is highly recommended that international applicants: i) submit a sample of their academic writing and, ii) achieve a satisfactory result of the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)**
.
4. In exceptional cases, applicants who have not completed an undergraduate degree, but who meet all other requirements, may be considered for admission. Preference will be given to those who have a minimum of 10 years of full-time professional experience, including demonstrated success in employment relations, and who have successfully completed substantial university course work including several courses at an advanced undergraduate level from an institution recognized by Senate. Applicants without an undergraduate degree must have completed one or more undergraduate courses in organizational behaviour, statistics, and microeconomics, from an institution recognized by Senate, with a minimum **70% ~~B-standing~~** in each course. Any applicants who do not meet normal admission requirements, may also be required to successfully complete the GMAT or the GRE with a **satisfactory result**

~~an acceptable score~~ and/or additional undergraduate courses before being considered for admission.

5. Applicants who did not complete a four-year baccalaureate degree at a recognized university where English is the primary language of instruction must normally complete either the:
 - a. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or
 - b. International English Language Testing System (IELTS) and achieve a score of 7 (or higher).
 - c. Information regarding the TOEFL is available from the Educational Testing Service at www.ets.org. IELTS information is available at www.ielts.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

ii) Social Work

The School of Social Work is proposes revisions to section 29, which reflects current language used by DELTS; current practices in Social Work; and changes in course requirements.

It was moved by Dr. Tahlan, and seconded by Ms. Walsh, that the proposed revisions to Regulation 29 governing the Master of Social Work program be approved. The motion

CARRIED

See attached for Regulation 29 as it will now read.

iii) Chemistry

The Department of Chemistry is proposing revisions to regulations 25 and 31 of the calendar, to bring the regulations in line with current practice. At present, the regulations state that all students will be required to write the ACS placement tests, but in practice it is only used in certain instances where there are questions about a student's familiarity in a particular branch of chemistry.

It was moved by Dr. LoredO-Osti, and seconded by Dr. Mercier, that the proposed revisions be approved. The motion

CARRIED

Regulations 25 and 31 will now read:

25.8.1.1.d.

Upon recommendation of their supervisor, candidates will ~~Candidates are normally required to~~ write American Chemical Society (ACS) placement test(s) in the first two weeks of their initial semester of registration in order to determine an appropriate course program.

31.5.1.1

Upon recommendation of their supervisor, candidates will ~~Candidates are normally required to~~ write American Chemical Society (ACS) placement test(s) in the first two weeks of their initial semester of registration in order to determine an appropriate course program.

iv) Mathematics & Statistics

The Department of Mathematics and Statistics is proposing revisions to regulations 7, 25 and 31 of the calendar, which include the reorganizing of courses; deletion of courses under the Courses section; regularizing special topics courses and clarifying the eligibility for transferring Masters students to a PhD program.

It was moved by Dr. Loredó-Osti, and seconded by Dr. Mercier, that the proposed revisions be approved.

Discussion:

It was pointed out that other academic units, if made aware of new course offerings, could have their students avail of such courses. For instance, STAT 6573 'Statistical Genetics' could be interesting for Medicine; or STAT 6571 'Financial and Environmental Time Series' could be interesting for Business Administration.

On the call for question, the motion

CARRIED

See attached for Regulations 7, 25 and 31 as they will now read.

New Courses:

STAT 6571
Financial and Environmental Time Series

STAT 6573
Statistical Genetics

STAT 6591
Practicum

v) Cognitive and Behavioural Ecology

The proposed revisions to the Cognitive and Behavioural Ecology program, regulations 25.9 and 31.6, reduces the number of required courses to this program from four to three; and the Doctoral program changes the composition of the Comprehensive Examination.

It was moved by Dr. Loredano-Osti, and seconded by Dr. Mercier, that the proposed revisions be approved. The motion

CARRIED

Regulations 25.9 and 31.6 will now read:

25.9.2 Program of Study

1. Students normally take ~~four~~**three** courses (~~429~~ credit hours) in the first year. Students will be required to take Quantitative Methods in Biology (BIOL 7220) or Advanced Statistics in Psychology (6000) unless they have already passed an equivalent graduate or Honours course, Behavioural Ecology and Sociobiology (CABE 6351), Field and Lab Methods in Animal Behaviour and Behavioural Ecology (CABE 7000) and one elective, **normally Quantitative Methods in Biology (BIOL 7220) or Advanced Statistics in Psychology (PSYC 6000)**, in consultation with the Supervisor.
2. Upon completion but before submission of the thesis, the student is required to give a formal thesis presentation.
3. The student will be required to comply with all other regulations governing the graduate Degree of Master of Science.

31.6.2 Regulations

1. There are no required courses for the doctoral program. However, the Doctoral Seminar (CABE 6992) and/or other courses tailored for individual students may be included in the student's program by the Dean of Graduate Studies on the recommendation of the Chair of the Committee.
2. The comprehensive examination shall normally be taken within the first 5 semesters of the program. An Examination Committee will be struck in accordance with **General Regulations**. At least one member of either the Department of Biology or of the Department of Psychology

(other than the Supervisor) must be on the Examination Committee, along with one other representative from among the faculty members currently associated with Cognitive and Behavioural Ecology and an additional representative from either within or outside of Cognitive and Behavioural Ecology. The candidate's Supervisor will be on the Examination Committee **with a maximum of one other member from the candidate's supervisory committee permitted to serve when appropriate** and will be the only examiner from the candidate's ~~Thesis Supervisory Committee~~. The Examination Committee is chaired by the Chair of the Cognitive and Behavioural Ecology Committee. The examination will include a comprehensive, integrative review and critical evaluation of novel ideas with regard to a topic in Animal Behaviour or Behavioural Ecology. The review topic is assigned by the Examination Committee, which also determines the submission date for the paper, and the date of the examination. Normally, the student will write the paper in 10 weeks, and the oral examination will occur within two to three weeks of the paper's submission. This paper will form the basis of a public seminar. The Examination Committee will question the candidate about the paper, the topic and its broader relationship with Cognitive and Behavioural Ecology.

vi) Psychology

The Department of Psychology is proposing revisions to regulations 3.2., 6, and 25.20, which includes a name change of the degree from Master of Applied Social Psychology, to Master of Applied Psychological Science.

It was moved by Dr. Loredano-Osti, and seconded by Dr. Mercier, that the proposed revisions be approved. The motion

CARRIED

Regulations 3.2, 6 and 25.20 will now read:

3.2 Programs

The following graduate diploma and degree programs are offered by Memorial University of Newfoundland. Interdisciplinary study is encouraged by the University, and prospective applicants should make enquiries about their interests from all the areas of study concerned.

3.2.2 Graduate Degrees

- Master of Applied Science
- Master of Applied Psychological Science ~~Social Psychology~~ (Co-operative)
- Master of Applied Statistics
- Master of Arts
- Master of Arts and Education (Education and Francophone Literatures and Cultures)
- Master of Business Administration
- Master of Education
- Master of Employment Relations
- Master of Engineering

Master of Engineering Management
Master of Environmental Science
Master of Gender Studies
Master of Health Ethics
Master of Marine Studies (Fisheries Resource Management)
Master of Maritime Management
Master of Music
Master of Nursing
Master of Philosophy
Master of Physical Education
Master of Public Health
Master of Science
Master of Science in Kinesiology
Master of Science in Medicine
Master of Science in Pharmacy
Master of Social Work
Master of Technology Management
Doctor of Philosophy
Doctor of Psychology

6 Regulations Governing the Degree of Master of Applied ~~Social Psychology~~ Psychological Science (Co-operative)

This program is designed to meet the needs of both students and employers. Students will gain the skills and knowledge necessary to ask appropriate questions and conduct research in a variety of applied settings (e.g., business, government, health care, etc.). Students completing the program will be qualified for either immediate employment or further education. Students' and employers' needs will be met by a program that combines training in basic scientific methods and social psychological theory with practical experience in a variety of work settings. The training in methods and theory will be provided by the academic component of the program and the practical experience will be provided by the cooperative, work term component.

6.1 Qualifications for Admission

1. Admission to the program is competitive and selective. To be considered for admission to the Master of Applied ~~Social Psychology~~ Psychological Science(Co-operative) an applicant shall normally hold at least a high second class Honours degree or its equivalent, both in achievement and depth of study, from an institution recognized by the Senate.
2. Applications
 - a. All applicants are required to submit results from the General section of the Graduate Record Examinations.
 - b. Applicants are required to submit with their applications an example of their academic writing. This could include, but is not limited to, papers submitted in class, honour's thesis, etc.
 - c. At least one letter of reference should come from someone who is familiar with the applicant's research capability.
3. Election will be based on an applicant's overall academic performance, scores on the

Graduate Record Examination and letters of reference.

4. Admission to the program shall be upon acceptance by the Dean of Graduate Studies after recommendation by the Head of the Department of Psychology which will include a proposed program of study and a proposed Supervisor.

6.4 Courses

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the Department will allow. Other courses may be offered on the recommendation of the Head of Psychology.

- 6000 Advanced Statistics in Psychology
- 6001 Research Design
- 6010 Colloquium Series in Psychology (repeatable, non-credit)
- 601W Work Term 1
- 602W Work Term 2
- 6400 Theory and Methods in Social Psychology
- 6401 Social Cognition
- 6402 Group Processes
- 6403 Program Evaluation and Applied Research
- 6404 Project in Applied ~~Social Psychology~~ Psychological Science

25.20 Psychology

Professor and Head of the Department

G. Martin

The Degree of Master of Science is offered in Experimental Psychology. The Degree of Doctor of Philosophy is offered in Experimental Psychology. Interested students may wish to consult the sections in the Calendar describing the **Master of Applied Psychological Science Social Psychology (Cooperative)** and the Master of Science and Doctor of Philosophy in Cognitive and Behavioural Ecology programs.

Applications

All applicants are required to submit results from the General section of the Graduate Record Examinations.

At least one letter of reference should come from someone who is familiar with the applicant's research capability.

25.20.2 Courses

A selection of the following graduate courses will be offered to meet the requirements of candidates, as far as the resources of the Department will allow.

- 6000 Advanced Statistics in Psychology
- 6001 Research Design
- 6010 Colloquium Series in Psychology (repeatable, non-credit)
- 6100-6130 Special Topics in Experimental Psychology
- 6200 Learning I
- 6201 Learning II
- 6203 Behavioural Pharmacology
- 6210 Behavioural Analysis of Toxins
- 6351 Behavioural Ecology and Sociobiology (*cross-listed as CABE 6351*)

- 6400 Theory and Methods in Social Psychology
- 6401 Social Cognition
- 6402 Group Processes
- 6403 Program Evaluation and Applied Research
- 6404 Project in Applied Psychological Science ~~Social Psychology~~ (*Note: This course is open only to students in the Master of Applied Psychological Science ~~Social Psychology~~*)
- 6500 Developmental Psychology I
- 6501 Developmental Psychology II
- 6502 Developmental Changes During Old Age
- 6700 Perception
- 6710 Human Information Processing
- 6720 Human Memory
- 6800 Behavioural Neuroscience I
- 6801 Behavioural Neuroscience II
- 6810 Psychometrics
- 6910 Personality
- 699A/B Core Graduate Seminar in Psychology

vii) Business Administration – Master’s Program

The Faculty of Business Administration is proposing revisions to regulation 10, which includes the removal of the thesis option; housekeeping changes, and the regularization of several MBA special topics courses.

It was moved by Dr. Arnold, and seconded by Dr. Coady, that the proposed revisions be approved. The motion

CARRIED

Regulation 10 will now read:

10 Regulations Governing the Degree of Master of Business Administration

- **Professor and Dean**
 - W. Zerbe
- **Associate Dean (Course Based Masters)**
 - P.A. Coady

The Degree of Master of Business Administration (M.B.A.) is offered by full-time or part-time study. These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

10.1 Qualifications for Admission

1. Admission is limited and competitive. To be eligible for consideration for admission to the Master of Business Administration program, an applicant shall:
 - a. normally hold at least a Bachelor's Degree, with a minimum 'B' standing, from an institution recognized by Senate;

- b. normally have two-years of full-time work experience, or equivalent, deemed acceptable to the Faculty of Business Administration; and
 - c. achieve a satisfactory total score on the Graduate Management Admission Test (GMAT), as well as an appropriate balance of verbal and quantitative GMAT score components. Specific information regarding test centres, dates, registration procedure and deadlines can be obtained by contacting the Graduate Management Admission Council at www.mba.com.
2. An applicant who did not complete a Bachelor's degree at a recognized university where English is the primary language of instruction must normally complete either the:
 - a. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or
 - b. International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at www.ets.org. IELTS information is available at www.ielts.org.

3. In exceptional cases, an applicant who has not completed a Bachelor's degree, but who meets all other requirements, may be considered for admission. Preference will be given to those who present a high GMAT score, have a minimum of 10 years of full-time managerial and executive experience, and have completed several years of university studies. The Faculty may also take into account relevant professional credentials. An applicant who does not meet normal admission requirements may be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.
4. Notwithstanding the above, in exceptional cases, and only on the strong recommendation of the Faculty of Business Administration, consideration may be given to an applicant who does not qualify for admission consideration in accordance with the entrance requirements outlined above. It is noted that the GMAT requirement is never waived.

10.2 Deadlines for Applications

Applications and all supporting documents must be received not later than May 1 from Canadian applicants wishing to enter full-time or part-time studies in the Fall semester. Full-time and international applicants are normally considered for entry in the Fall semester. International applicants must submit complete documentation by March 1. Part-time applicants planning to enter in the Winter (January) or Spring (May) semester must apply prior to October 15 and January 15 respectively. Individuals submitting applications later than the above dates are not assured of consideration for admission to the program in the semester desired; their applications will be processed only if time and resources permit.

10.3 Procedure for Admission

1. Applications for admission to the M.B.A. program must be made on the appropriate form to the School of Graduate Studies.
2. The following documents must be submitted in support of the official application form:

- a. letters of appraisal from two referees, at least one of whom has had close professional contact with the applicant within the last two years, and at least one of whom is capable of appraising the applicant's academic potential as a graduate student;
 - b. official transcript from each university or other post-secondary institution previously attended (other than Memorial University of Newfoundland), to be sent directly by its Registrar (or equivalent officer) to the School of Graduate Studies. If not recorded on the transcript, official evidence of completion of undergraduate degree must also be submitted;
 - c. the official GMAT score report, to be sent directly by the Graduate Management Admission Council. The code number for Memorial University of Newfoundland is LTT-6W-51;
 - d. the Master of Business Administration Employment Experience Form; and
 - e. where applicable, an official TOEFL or IELTS score report (or another equivalent test acceptable to the School of Graduate Studies), to be forwarded directly by the educational testing service.
3. Admission shall be by the Dean of the School of Graduate Studies on the recommendation of the Faculty of Business Administration. Upon notification from the Dean of the School of Graduate Studies of acceptance into the M.B.A. program, an applicant must give written notice to the School of Graduate Studies of his/her intention to register. Such notice must be received by the Office of the Dean within 30 days of notification of acceptance, or three weeks prior to semester registration.

10.4 Program of Study

The program is a 60 credit hour all course program. This program requires: 36 credit hours as specified in **Table I**; plus 24 credit hours selected from **Table II** including a minimum of 3 credit hours in the area of international business chosen from 9005, 9020, 9030, 9306, 9326 or another approved International course. Course exemptions may be considered in accordance with Clause 3. below. In the event that course exemptions are granted, the 60 credit hour program requirement will be adjusted accordingly.

1. The Faculty of Business Administration may consider exemptions for up to 10 (30 credit hours) introductory M.B.A. courses for those applicants who have completed relevant undergraduate courses in Business, Economics, and Statistics. Undergraduate courses will normally only be considered for exemption purposes if they were completed within seven years of the year in which admission to the M.B.A. program is sought and provided the student achieved a grade of 75% or higher in the undergraduate course(s) required for exemption of the relevant M.B.A. course. Only the following introductory M.B.A. courses will be considered for exemption: 8103, 8104, 8106, 8108, 8109, 8204, 8205, 8206, 8207, 8208.
2. An applicant who has completed relevant undergraduate courses at institutions external to Memorial University of Newfoundland must submit the following information to the M.B.A. Program Office, Faculty of Business Administration, for evaluation:
 - a detailed course outline for each course to be considered in the application for advanced standing;

- a description of the method of evaluation used in each such course, the grades received, and the completion dates.

The Faculty of Business Administration reserves the right to restrict a student from taking particular M.B.A. elective courses if it is deemed that those courses do not add sufficient value beyond courses that the student has completed at the undergraduate level.

A student is required to observe approved co- or prerequisites in scheduling his/her courses. These are indicated in **Table III**.

A student shall successfully complete the requirements of Business 8103 as part of the first 36 credit hours of the program.

10.5 Evaluation

1. Credit towards the M.B.A. Degree will be granted only for those courses which have been approved as constituting part of the student's program of study and in which the student has obtained a mark of 65% or higher.
2. A student is required to withdraw from the M.B.A. program if a final grade of 'F' is obtained in any course.
3. To remain in the program, a student who obtains a final grade of 'C' or 'D' in any course must repeat that course when next offered, and obtain a minimum grade of 'B'. In the case of an elective course, a replacement course approved by the Faculty of Business Administration may be substituted for the course. Only two such repetitions/replacements shall be permitted in the student's graduate program. Should a grade of less than 'B' be obtained in a repeated or replacement course, the student shall be required to withdraw from the program.

10.6 Courses

Table I - Master of Business Administration Schedule of Required Courses

<ul style="list-style-type: none"> • 8103 Statistical Applications in Management • 8104 Organizations: Behaviour and Structure • 8106 Marketing • 8107 Managing Ethics and Responsibility • 8108 Economics for Business • 8109 Accounting for Management 	<ul style="list-style-type: none"> • 8204 Human Resource Management • 8205 Information Systems • 8206 Managerial Finance • 8207 Operations Management • 8208 Strategic Management • 8209 Leadership and Interpersonal Skills for Managers
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Table II - Master of Business Administration Schedule of M.B.A. Electives

<ul style="list-style-type: none"> • 8001 Consumer Behaviour • 8002-005 Special Topics • 8202 Advanced Managerial Accounting • 8203 Management Science • 8210 Labour Relations • 9001-9019 Special Topics (excluding 9005, 9013) 	<ul style="list-style-type: none"> • 9311 Seminar in Human Resource Management • 9312 Financial Management • 9314 Business and Taxation Law • 9315 Advanced Financial Accounting • 9316 Information Systems Management • 9317 Current Topics in Management • 9318 Marketing Communications Management • 9320 Investments and Portfolio Management
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<ul style="list-style-type: none"> • 9005 International Marketing • 9013 Collective Agreement Administration and Arbitration • 9020 International Human Resource Management • 9021 Data Management • 9022 Information Systems Analysis and Design • 9023-9050 Special Topics (excluding 9030, 9032, 9033, 9034, 9040, 9042) • 9030 International and Comparative Industrial Relations • 9032 Digital Marketing • 9033 The International Business Environment • 9034 Strategic Risk Management • 9040 Business Sustainability • 9042 Branding with Social Media • 9103 Research in Management • 9301-03 Research Project • 9306 International Strategic Management • 9308 New Venture Creation • 9309 Marketing Management • 9310 Management Science Applications 	<ul style="list-style-type: none"> • 9322 Strategic Management of Technology and Innovation • 9323 Financial Forward, Futures, and Options Markets • 9324 Gender, Work and Organizations • 9326 International Finance • 9328 Change Management • 9329 Labour Law • Up to 6 credit hours in courses from other graduate programs within the School of Graduate Studies, as approved by the Dean of Graduate Studies on the recommendation of the Faculty of Business Administration
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A selection of electives will be offered to meet the requirements of candidates as far as the resources of the Faculty of Business Administration will allow.

Table III - Master of Business Administration Prerequisite/Co-requisite

Course	Prerequisite/Co-requisite*	Electives	Prerequisite/Co-requisite*
		8001	8106
		8202	8109
Required Courses		8203	Nil
8103	Nil		

8104	Nil	8210	Nil
		9005	Nine courses including 8106
		9013	Nine courses completed including 8210 or 8210 plus admission to the MER program
8106	Nil	9020	Nine courses completed including 8104 or 8204
8107	Nil	9021	Nine courses completed including 8205
8108	Nil	9022	Nil
		9030	Nine courses completed including 8210
		9032	8106
		9033	Nine courses
		9034	Nine courses
		9040	Nine courses including 8107
		9042	Nil
8109	Nil	9103	Nine courses completed including 8103
8204	Nil		
8205	Nil	9301	Nine courses completed
8206	8103*, 8108*, 8109	9302	Nine courses completed including 9301*
8207	8103, 8108*	9303	Nine courses completed including 9301* and 9302*
8208	8103, 8104, 8106, 8108, 8109, 8205*, 8206*, 8207*	9306	• 8103, 8104, 8106, 8108, 8109, 8206
8209	8104	9308	• 8106, 8109
		9309	Nine courses completed including 8106
		9310	8203
		9311	Nine courses completed including 8104, 8204 or admission to the MER program
		9312	• Nine courses completed including 8103, 8108, 8109, 8206
		9314	Nine courses completed including 8103, 8108, 8109, 8206 or admission to the MER program
		9315	8109
		9316	Nine courses completed including 8205
		9317	Nine courses completed
		9318	Nine courses completed including 8106
		9320	• Nine courses completed including 8103, 8108, 8109, 8206

		9322	• 8104, 8106, 8108, 8109, 8206,
		9323	• Nine courses completed including 8103, 8108, 8109, 8206, 9320
		9324	Nine courses completed including 8104 or admission to the MER program
		9326	• Nine courses completed including 8103, 8108, 8109, 8206
		9328	Nine courses completed including 8104 or admission to the MER program
		9329	Nine courses completed including 8210 or 8210 plus admission to the MER program

Note:

Unless specified in Table III all 9000-level courses require the prior completion of nine courses, including any specific prerequisites or co-requisites unless otherwise specified.

Submitted Course Proposals:

- 9005 International Marketing
- 9032 Digital Marketing
- 9033 International Business Environment
- 9034 Strategic Risk Management
- 9040 Business Sustainability
- 9042 Branding with Social Media

viii) Business Administration – PhD. Program

The Faculty of Business Administration is proposing revisions to regulation 31.23 which brings the English Proficiency regulations in line with current practice, and the reorganizing of courses.

It was moved by Dr. Arnold, and seconded by Dr. Coady, that the proposed revisions be approved. The motion

CARRIED

Regulation 31.23 will now read:

31.23 Management

Professor and Dean

W. Zerbe

Associate Professor, Associate Dean (Research); Director of the PhD Program

K. Arnold

The Degree of Doctor of Philosophy in Management is offered in the Faculty of Business Administration. The designation refers to management in the broad context. The Degree will offer specializations corresponding to functional areas in management. The Degree currently is offered with specializations in: (1) operations and information management, and (2) organizational behaviour and human resources management.

The Degree of Doctor of Philosophy in Management is offered by full-time study to qualified candidates. The **General Regulations** of the School of Graduate Studies and the Degree Regulations of the Faculty of Business Administration outlined below, will apply.

31.23.1 Admission to the Ph.D. Program

Admission is limited and competitive. General qualifications for admission to the Ph.D. Programs at Memorial University of Newfoundland are set out under **General Regulations, Qualifications for Admission**. Applicants from all disciplines will be considered.

In addition:

1. Quantitative and qualitative competency are required as evidenced by an acceptable balanced GMAT (minimum score of 600) or GRE (minimum ~~400~~ score of 302).
2. An applicant who did not complete a Master's degree at a recognized university where English is the primary language of instruction must normally complete either the:
 5. Test of English as a Foreign Language (TOEFL) and achieve a paper-based score of 580 (or higher), computer-based score of 237 (or higher), or Internet based score of 92-93 (or higher); or International English Language Testing System (IELTS) and achieve a score of 7 (or higher).

Information regarding the TOEFL is available from the Educational Testing Service at www.ets.org. IELTS information is available at www.ielts.org. It is noted that other equivalent tests acceptable to the School of Graduate Studies will also be considered.

31.23.2 Supervisory Committee

Until a supervisory committee has been formed, the Ph.D. Program Director will be the designated advisor of each Ph.D. student. Each candidate will have a supervisory committee consisting of three or more members, at least two of whom shall be members of the Faculty of Business Administration. The thesis Supervisor shall be a doctorally qualified faculty member in the Faculty of Business Administration, Memorial University of Newfoundland, having a recent (past five years) research track record suitable to provide research supervision at the Ph.D. level. The supervisory committee will be appointed no later than the end of the first year of studies. Students are encouraged to find a Supervisor within the first year of the program and, together with the Supervisor, find the remaining committee members by the time all required courses are

completed.

31.23.3 Components of Study

31.23.3.1 Courses

Students are required to complete successfully a program of courses, normally over the first two years of the program. Students without an adequate background in the functional areas of business may be required to take additional breadth courses. Such determination will be made by the Graduate Research Programs ~~Ph.D. Admission~~ Committee when a student is accepted into the program.

Required for all Specializations

Philosophy 6015 Theory of Knowledge

Business 9901 Approaches to Management Research

One of

Business 9902 Modelling Methods in Management Research

Business 9903 Quantitative Methods in Management Research*

Business 9904 Qualitative Methods in Management Research**

Business 9901 is to be completed before any of Business 9902, 9903, 9904 is attempted. In exceptional cases Business 9901 may be completed concurrently with 9902, 9903 or 9904, with approval from the Director of the Program and the Supervisor.

~~2. Graduate Research Integrity Program (non-credit)~~

*Alternatively, students may elect to take an equivalent Quantitative methods graduate course on the approval of the Ph.D. Program Director and the Supervisor.

**Alternatively, students may elect to take an equivalent Qualitative methods graduate course on the approval of the Ph.D. Program Director and the Supervisor

Note: Waivers shall not be granted in the Ph.D. program for previously completed course work at either the undergraduate or master's level.

Operations and Information Management (OIM) Specialization Courses

In addition to the above-noted courses required for all specializations, the following courses are required for the Operations and Information Management specialization:

Business 9910 Optimization

Business 9911 Data and Process Models in Information Systems Development

Business 9912 Probabilistic Models

Business 9913 Human-Computer Interaction and Decision Support Systems

Business 9914 Supply Chains: Models and Management

Business 9915 Electronic Commerce

~~Business 991A/B Seminar in Operations and Information Management Research~~

~~A/B~~

Business 9917 Special Topics in Operations Management

Business 9918 Special Topics in Information Systems

Recommended Sequence for Operations and Information Management (OIM) Specialization Table

Semester	Courses
Year 1, Fall	Philosophy 6015 Theory of Knowledge BUSI 9901 Approaches to Management Research BUSI 9910 Optimization BUSI 9911 Data and Process Models in Information Systems Development
Year1 , Winter	BUSI 9902 (Modelling), 9903 (Quantitative), or 9904 (Qualitative) Methods in Management Research BUSI 9912 Probabilistic Models BUSI 9913 Human-Computer Interaction and Decision Support Systems Graduate Research Integrity Program (non-credit)
Year 1, Spring	Summer Research Project
Year 2, Fall	BUSI 9914 Supply Chain: Models and Management* BUSI 9915 Electronic Commerce** BUSI 991A Seminar in Operations and Information Management Research (Part A) Graduate Program in Teaching (Recommended (non-credit))
Year2 , Winter	BUSI 991B Seminar in Operations and Information Management Research (Part B) BUSI 9917 Special Topics in Operations Management* BUSI 9918 Special Topics in Information Systems**

* Note that students who are planning to specialize in Information Systems can substitute appropriate graduate courses for BUSI 9914 and 9917 on the approval of the Director of the Program and the Supervisor.

** Note that students who are planning to specialize in Operations Management can substitute appropriate graduate courses for BUSI 9914 and 9917 on the approval of the Director of the Program and the Supervisor.

Organizational Behaviour and Human Resources Management Specialization Courses

In addition to the above-noted courses required for all specializations, the following courses are required for the Organizational Behaviour and Human Resources Management specialization.

1. Required courses:

- Business 9920 Foundations in Organizational Behaviour
- Business 9921 Foundations in Human Resources Management
- Business 9924 Current Issues in Organizational Behaviour
- Business 9925 Current Issues in Human Resources Management

2. Four of:

- Business 9922 Foundations in Industrial Relations
- Business 9923 Foundations in Organizational Theory
- Business 9926 Current Issues in Industrial Relations
- Business 9927 Current Issues in Organizational Theory
- Business 9928-9939 Special Topics in Organizational Behaviour/Human Resources Management

Any other graduate course subject to the approval of the Director of the Program and the Supervisor

Recommended Sequence for Organizational Behaviour and Human Resources Management Specialization Table

Semester	Courses
Year 1, Fall	Philosophy 6015 Theory of Knowledge BUSI 9901 Approaches to Management Research BUSI 9920 Foundations of Organizational Behaviour BUSI 9921 Foundations of Human Resources Management
Year 1, Winter	BUSI 9902 (Modelling), 9903 (Quantitative), or 9904 (Qualitative) Methods in Management Research Business 9924 Current Issues in Organizational Behaviour Business 9925 Current Issues in Human Resources Management Graduate Research Integrity Program (non-credit)
Year 1, Spring	Summer Research Project
Year 2, Fall	Two of: BUSI 9922, 9923, 9926, 9927, 9928-9939** or any other graduate course subject to the approval of the Supervisor (** Offerings subject to scheduling) Graduate Program in Teaching (Recommended (non-credit))
Year 2, Winter	Two of: BUSI 9922, 9923, 9926, 9927, 9928-9939** or any other graduate course subject to the approval of the Supervisor (** Offerings subject to scheduling)

31.23.3.2 Summer Research Project

During the first summer in the program, students will complete a research project under the supervision of a qualified faculty member in the area of specialization. Projects must be presented at a Faculty of Business Administration research seminar ~~in the course BUSI 991B Seminar in Operations and Information Management Research~~ during the second year of the program ~~or an equivalent course in other specializations.~~

31.23.3.3 Research Seminar Participation

Students are expected to attend research seminars offered by the Faculty of Business Administration in their discipline. Presentation of student conference papers where the Faculty of Business funds travel is expected at a Faculty of Business research seminar. In addition, students may be requested to present their work at other Faculty seminars where and when feasible.

31.23.3.4 Comprehensive Examination

Students shall undertake a mandatory written comprehensive examination, following General Regulation **Comprehensive Examinations, Ph.D. Comprehensive Examination**, which sets out the procedures for the comprehensive examination.

In addition:

1. A candidate in the Ph.D. Program in Management shall normally take the written Comprehensive Examination by the end of the seventh semester of the program. The candidate must have successfully completed all required courses prior to writing the Comprehensive Examination. The scope of the Comprehensive Examination will be

determined by the Examining Committee (as defined in General Regulation **Comprehensive Examinations, Ph.D. Comprehensive Examination**) under the guidance of the Supervisory Committee.

2. A list of topics/areas for the Comprehensive Examination will be provided to the student no later than three months prior to the date of the examination.
3. The written examination will take place in three phases over a one-week period.
4. Based on the results of the written examination, the Examining Committee may schedule a supplementary oral examination on any topics covered on the written examination. The oral examination request must be made to the Dean within two weeks of completion of the written examination. The oral examination, if any, must take place within six weeks of completion of the written examination.
5. The scheduling of the Comprehensive Examination will be initiated by the student's Supervisor who will notify the Dean of the Faculty of Business Administration or designate. The date of the written examination will be determined by the Dean of the School of Graduate Studies. The student will be provided with written notice of the scheduled dates of the written examinations. In the case of oral examinations, requests will be initiated by the Examining Committee or the student (as described above in 4.) through the School of Graduate Studies.

31.23.3.5 Ph.D. Thesis Regulations

1. The candidate must submit a thesis proposal to all members of the Supervisory Committee for evaluation and approval by the end of the eighth semester of the program. Within one month of submitting the proposal, the Candidate will give a public oral presentation of the proposal, attended by the Committee. The presentation will provide the Committee and others in attendance with an opportunity to raise questions about the proposal research. Immediately following the presentation, the Supervisory Committee will meet to assess the proposal. Assessment will result in one of the following three outcomes: (1) accept; (2) accept with changes; or (3) reject. The results of this assessment will be provided to the student following the meeting. Assessments of accept with changes or reject will be accompanied by written comments within one week of the proposal presentation.
2. If the proposal is rejected, the candidate will be permitted a second proposal. This proposal must be submitted and deemed acceptable by the Supervisory Committee within four months of the original proposal presentation. Failure to resubmit within this time period will lead to termination of the candidate's program.
3. The Ph.D. thesis will constitute an independent and original research contribution.
The Ph.D. thesis will be evaluated according to the process established in General Regulation **Theses and Reports, Evaluation of Ph.D. Theses** governing the School of Graduate Studies.

7. ANY OTHER BUSINESS
8. NOTICE OF MOTION
9. ADJOURNMENT

The meeting adjourned 4:25 pm.

Faye Murrin, Chair