

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, September 21, 2015

PRESENT: Dr. F. Murrin (Chair), Dr. K. Side, Dr. T. Brown, Dr. R. Joy, Dr. T. Norvell, Dr. A.M. Sullivan, Ms. C. Walsh, Dr. B. Roebbothan, Dr. K. Szutor, Dr. J. Weber, Dr. J.C. LoredO-Osti, Dr. T. Wareham, Dr. R. Klein, Mr. Abishek Sharma, Mr. Abhinav Sharma, Dr. Paul Foley (teleconference); Mr. Albert Johnson (DELTS – observer), Ms. L. Busby, Dr. E. Pittman

APOLOGIES: Dr. P. Coady, Dr. L. Lye, Mr. L. Wetsch, Dr. D. Farquharson, Ms. K. Lord

1. MINUTES:

It was moved by Dr. LoredO-Osti and seconded by Dr. Roebbotham, that the minutes of May 19, 2015, and June 3, 2015, be approved with one revision:
May 19, 2015 minutes: delete the third sentence in item 4.a) as it is incorrect.

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN’S REPORT/REPORT OF SENATE

- a) The Academic Council did not present any items of business at the September 8, 2015, meeting of Senate.

5. REPORT OF THE GRADUATE STUDENTS’ UNION

- a) There was no report from the GSU for this meeting.

6. STANDING COMMITTEES

a. Academic Council Executive

- i) General Regulation 4.12.6.2 – Calendar Revisions

The School of Graduate Studies is requesting approval of a revision to General Regulation 4.12.6.2., item 4, governing Academic Misconduct. The revision of a reduction of the number of members on the panel, from five to three, will permit a more efficient running of the Board.

The Investigations Board has a limited number of members to sit on such panels, and normally the number sitting on the panel is three.

It was moved by Dr. Klein and seconded by Dr. LoredO-Osti, that the proposed revision to General Regulation 4.12.6.2. be approved. The motion

CARRIED

General Regulation 4.12.6.2, item 4 will now read:

“The report shall be reviewed by a panel of three members of the Investigations Board for a decision.”

ii) Scientific Computing – Calendar Revisions

The Chair of the Scientific Computing Program is requesting approval of revisions to issue a course number (CMSC 6009) to the project component of the program; to add MATH 6201 to the lists of core courses; and other revisions to make the regulations consistent with other units.

It was moved by Dr. Loredano-Osti and seconded by Dr. Sullivan that the proposed revisions for the Scientific Computing program be approved. The motion

CARRIED

Revisions to Regulation 25.21.4 follows:

25.21.4 Program of Study

1. The goal of Scientific Computing is to solve technical problems, in science and engineering, using computers and computational methods. Our program is designed to educate students to apply computational, numerical and programming concepts and tools to solve and model complex problems in science and engineering.
2. The Program is offered in thesis and project (non-thesis) versions, with the option of a co-operative education program. It is intended that the overall level of student effort and performance required in each version will be comparable. The normal length of time to complete each option is 24 months.
3. The work for the thesis or project will be carried out under the guidance of a supervisor (or joint supervisors). The home department of the student will be the same as that of the Supervisor. Upon completion of the work for the thesis or project, ~~to be submitted to the School of Graduate Studies for examination,~~ each student is required to present a seminar suitable for the interdisciplinary audience of Scientific Computing program students.
4. All students are required to complete a minimum of 3 core courses (9 credit hours) selected from the list of **Core Courses** listing below. All students are also recommended to complete CMSC 6950. Additional courses are required in accordance with the program options as outlined below and will normally be selected from the student's discipline of specialization. The course requirements for each student are approved by the Program Chair on the recommendation of the student's supervisor(s), and should reflect the interdisciplinary nature of the program. Students are expected to attend research seminars in their home department as well as those relevant to Scientific Computing, when advertised.
 - a. The thesis option requires the completion of a minimum of four graduate courses (12 credit hours) numbered 6000 or higher, which must include three courses (9 credit hours) from the

Core Courses listing below. Equivalent courses may be considered for substitution with approval of the Program Chair. The additional course(s) will normally be chosen from the **Additional Courses** listing below in the same discipline as the thesis work. The submission of an acceptable thesis is required. The thesis is to contain an original scholarly contribution which must be submitted to the School of Graduate Studies for final examination. **The thesis must be written in a format according to procedures outlined in Guidelines for Theses and Reports by the School of Graduate Studies** (http://www.mun.ca/sgs/go/guid_policies/theses.php). Each student is also required to present a seminar on their thesis research topic that demonstrates their use of computational techniques to solve a problem in science or engineering.

- b. The project option requires the completion of a minimum of ~~seven~~**eight** graduate courses (21~~24~~ credit hours) numbered 6000 or higher, which must include **CMSC 6009 and** at least three courses (9 credit hours) from the **Core Courses** listing below. Equivalent courses may be considered for substitution with approval of the Program Chair. ~~An acceptable project report is also required which must be submitted to the School of Graduate Studies for final examination.~~ The additional courses will normally be chosen from the **Additional Courses** listing below in the same discipline as the project work. **An acceptable project report is also required that is based on research performed with the guidance of the student's supervisor.** The project, which will include an in-depth written report, shall require the equivalent of at least one and no more than two semesters of full time work. **The project report must be written in a format according to procedures outlined in Guidelines for Theses and Reports by the School of Graduate Studies** (http://www.mun.ca/sgs/go/guid_policies/theses.php). **The report will be evaluated by the student's supervisor, by the Chair of the Board of Study (or delegate), as well as by one other faculty member. Acceptance of a final version of the report (and a passing grade for CMSC 6009) requires the agreement of the three examiners.**

25.21.5 Co-operative Education Option

1. A co-operative education option will be available to students who are accepted into the M.Sc. program. Students in this option may follow the thesis or non-thesis version of the program. It is expected to take up to 24 months to complete.
2. Students will normally declare their intention to complete the co-operative education option at the start of the second semester of their academic program.
3. Students will complete two work terms consecutively, normally following the successful completion of ~~two academic semesters~~**a minimum of four courses (12 credit hours).**
4. The dates for starting and finishing each work term are shown in the **University Diary**.
5. A competition for work term employment is organized by the Division of Co-operative Education (DCE) in cooperation with a designated faculty member from Scientific Computing. Students may also obtain their own work term jobs outside the competition. Such jobs must be confirmed by letter from the employer and approved by the Chair of Scientific Computing and by the DCE on or before the first day of the work term. Work term jobs may be outside St. John's and possibly outside Newfoundland and Labrador. Students who do not wish to accept a work term job arranged by DCE shall be responsible for finding an acceptable alternative. By entering the competition, students give permission for the DCE to supply their Memorial University of Newfoundland transcripts and

- resumes to potential employers.
6. Each work term placement will be supervised by the student's program supervisor, the on-site supervisor assigned by the employer and the DCE Coordinator. The overall evaluation of the work term is the responsibility of the program Supervisor, on-site Supervisor, and DCE Coordinator. The work term shall consist of two components:
 - On-the-job Student Performance as evaluated by the on-site supervisor and DCE Coordinator, in consultation with the program supervisor.
 - A Work Report graded by the DCE Coordinator and the program supervisor in consultation with the on-site supervisor.
 7. Evaluation of the work term will result in the assignment of one of the following final grades:
 - *Pass with Distinction*: Indicates OUTSTANDING PERFORMANCE in both the work report and work performance.
 - *Pass*: Indicates that PERFORMANCE MEETS EXPECTATIONS in both the work report and work performance.
 - *Fail*: Indicates FAILING PERFORMANCE in the work report and/or the work performance. If a student fails to achieve a final grade of Pass or Pass with Distinction, and provided the student has not failed to achieve a grade of 'B' or better in any program course, the student may request to repeat the work term component. The request will be considered by the Chair of Scientific Computing in consultation with the program supervisor and the DCE Coordinator. Only one repetition of a work term will be permitted in the student's program.
 8. Following the completion of the two work terms, each student must complete any remaining course requirements and project report or thesis. Assuming that prior written authorization of the employer and the supervisory committee was obtained and submitted to the School of Graduate Studies, students may include material from the work terms in their reports or theses. For students following the non-thesis version of the program, the two work-term reports may be combined into a single, integrated report for this purpose. All other students must write a thesis on a research project which may be based on research completed during the work terms.
 9. Students who are accepted into the co-op option are not guaranteed placements. In the event that a student fails to obtain two semesters of placements, but successfully completes all other requirements of the Degree, he or she will still be eligible for graduation, but without the designation of a co-op degree.

25.21.6 Courses

Core Courses

- Computer Science 6731 Topics in Numerical Methods
- **Mathematics 6201 Numerical Methods for Partial Differential Equations**
- Mathematics 6210 Numerical Solutions of Differential Equations
- **Scientific Computing 6009 Master's Project**
- Scientific Computing 6910 Matrix Computations and Applications or Computer Science 6732 Matrix Computations (*credit may be obtained for only one of the CMSC 6910 and COMP 6732*)
- Scientific Computing 6920 Applied Scientific Programming
- Scientific Computing 6930 Algorithms for Distributed and Shared Memory Computers
- Scientific Computing 6950 Computer Based Tools and Applications (*credit may be obtained for only one of CMSC 6950 and the former CMSC 6940*)

iii) Social Work – Calendar Revisions

The School of Social Work is requesting approval of calendar revisions to Regulation 30 which includes reference to correct course numbers for the program (current calendar does not reflect 6313 which remains one of the core courses in the program, and removal of 6316 and 6317 which are no longer part of the program), and editorial changes.

It was moved by Dr. Klein and seconded by Dr. Joy that the proposed revisions be approved. The motion

CARRIED

The revisions to Regulation 30 follows:

30 Regulations Governing the Degree of Master of Social Work

www.mun.ca/socwrk

Professor and Dean

D. Hardy-Cox

The degrees of Master of Social Work and Doctor of Philosophy are offered in social work.

The Master of Social Work (M.S.W.) may be completed by part-time or full-time study. All program components, with the exception of on-campus institutes, are offered online.

The focus of the M.S.W. program is creative approaches to critical thinking for leadership in diverse social work practice. The program allows professionally qualified social workers holding the Degree of B.S.W. or an equivalent professional undergraduate degree in Social Work to undertake intensive advanced work in a specialized area of social work knowledge and practice.

The program is designed to be accessible to students in remote and rural areas, and assumes that: (1) students will have a computer and Internet access; and (2) can travel to St. John's for the institute portion of the three practice courses. Students will be expected to incur charges for Internet services, long distance telephone charges, and travel and accommodation expenses.

Entrance into all courses and the offering of any course in an academic year is by approval of the School, consistent with the student's program. Students are admitted only into a designated program of studies.

The School of Social Work may deliver special offerings of the M.S.W. and/or other programs of the School to identified groups of out-of-province students where numbers warrant. These offerings will be self supporting, and therefore subject to an additional one-time non-refundable tuition fee as approved by the Board of Regents and payable on first registration following formal admission to the program. Students will also pay appropriate tuition fees for each semester during their tenure in the program.

Admission to the special offerings of these programs will be competitive, using the same procedures and standards that are in place for students applying to the St. John's campus program(s).

Subject to approval by the M.S.W. Program Committee of the School of Social Work, students admitted to an out-of-province program offering may apply to transfer to the equivalent program on the St. John's campus. In such instances, the fee structure under which the student was admitted will not change. Subject to approval by the M.S.W. Program Committee of the School of Social Work, students admitted to a St. John's based program may apply to transfer to the equivalent out-of-province program. In these instances, students transferring from the St. John's based program

offerings to an equivalent out-of-province offering will be required to pay a pro-rated one-time fee upon formal transfer to the special offering.

30.1 Qualifications for Admission

1. Admission to the M.S.W. program is limited, selective, and competitive. Meeting the minimum criteria for admission does not guarantee acceptance to the program.
2. To be considered for admission, an applicant shall hold a Bachelor of Social Work (B.S.W.) degree (or an equivalent professional undergraduate degree in social work approved by the M.S.W. Program Committee of the School of Social Work) from an institution recognized by the Senate, with at least second class standing, and an average of at least 70% in the last 60 undergraduate credit hours.
3. In addition to the stated academic requirements, the applicant must have completed, subsequent to obtaining the B.S.W. degree, at least two years employment in professional social work practice or in a comparable human service discipline or activity. Extensive relevant experience prior to undergraduate degree work may be recognized in full or partial fulfillment of this requirement.
4. For ten percent of seats per year, priority is given to applicants of First Nations/Aboriginal ancestry who meet the minimum criteria for admission. When the number of eligible applicants wishing to be considered under this clause exceeds the number of seats available, priority will normally be given to bona fide residents of Newfoundland and Labrador (see **Qualifications for Admission**). Applicants wishing to be considered under this clause shall complete the Educational Equity section of the Supplementary Information form at the time of application.
5. For an additional ten percent of seats per year, priority is given to applicants from other equity groups, based on a person's sexual orientation, gender identity, race, ethnicity, disability and/or being disadvantaged by their economic position/background and who meet the minimum criteria for admission. When the number of eligible applicants wishing to be considered under this clause exceeds the number of seats available, priority will normally be given to bona fide residents of Newfoundland and Labrador (see **Qualifications for Admission**). Applicants wishing to be considered under this clause shall complete the Educational Equity section of the Supplementary Information form at the time of application.
6. Notwithstanding the above, and in keeping with the School's commitment to achieving equitable representation in the student body, the M.S.W. Program Committee of the School of Social Work, at its discretion, may give preference to additional applicants of First Nations/Aboriginal ancestry and/or members of other equity groups who meet the minimum criteria for admission.
7. Notwithstanding the above, and in keeping with the University's special obligation to educate the citizens of Newfoundland and Labrador, when the number of eligible applicants exceeds the number of seats available, priority will normally be given to bona fide residents of Newfoundland and Labrador (see **Qualifications for Admission**).
8. Applicants will be deemed bona fide residents of Newfoundland and Labrador if at the time of application they are currently residing or have a permanent address in the province.

30.2 Procedure for Admission

1. Applicants must submit an application for admission with supporting documentation to the School of Graduate Studies, which approves recommendations for admission made by the M.S.W. Program Committee of the School of Social Work. The supporting documentation will consist of: an official transcript of the applicant's previous academic record submitted directly from the institution(s) attended; a statement of previous professional employment; a list of any published or unpublished works; a declaration of program emphasis and educational objectives; and two letters of appraisal, to be submitted by two referees, one assessing the applicant's previous academic performance and one assessing the applicants previous practice performance. Letters of appraisal are to be submitted directly to the School of Graduate Studies by the referees.

Note:

Independent of admission to the program, agencies providing the mandatory field internship may have a range of additional requirements such as Criminal Record Check, Child Protection Records Check, or Health Check.

2. The deadline date for receipt of applications for admission in September of each year is January 15 of the same year. All application forms and supporting documentation for admission to the program must be submitted to the School of Graduate Studies on or before the deadline of January 15. Under special circumstances, late applications and admissions in other semesters may be considered.
3. The M.S.W. Program Committee of the School of Social Work may require the applicant to be interviewed by one or more faculty members of the M.S.W. Program Admissions Subcommittee.
4. A person who meets the basic admission requirements under **Qualifications for Admission**, may, space permitting, take SCWK 6012 without - being admitted to the M.S.W. program. Persons wishing to take a course under this provision must have applied for admission to the M.S.W. program by January 15th of the same year, and been placed on the waitlist. If there are available seats in the course, the applicant will need to submit to the School of Social Work the appropriate form requesting permission to register in a graduate course, and apply or reapply for admission to Memorial University of Newfoundland as an undergraduate.
5. A person who has completed an M.S.W. degree is eligible to register in any M.S.W. course offering, space permitting.

30.3 Plan of Study

1. A student's plan of study will be developed cooperatively by the student and the M.S.W. Student Services Coordinator.
2. Specified supplementary studies may be required to ensure requisite knowledge pertinent to the requirements for the degree.
3. A student electing a thesis program shall be assigned a Supervisor by the Dean of the School in consultation with the student. It is recommended that a thesis Supervisor be assigned as early in the program as possible. The thesis supervisor, when assigned, shall normally assume the duties of faculty advisor and Pathway mentor.
4.
 - a. Students who choose the thesis route must complete a thesis and a minimum of 21 credit hours consisting of SCWK 6012 (or the former 6011), 6013, 6014, - 6313, 6413, 6917, and at least one of SCWK 6314 or 6315. - Course route students must

complete a minimum of 27 credit hours consisting of SCWK 6012 (or the former 6011), 6013, 6014, -6313, 6314, 6315, 6413, 6417, and 6917- - Students in either route may be required to take additional courses.

- b. In addition to the above, students will be required to register for SCWK 6000 during each of the relevant semesters as prescribed below, in accordance with their plan of study. This course comprises the academic mentorship component of the - program and is designed to provide students with the opportunity to integrate curriculum with their individual academic and practice interests throughout their time in the program. For course route students, SCWK 6000 serves as a foundation for SCWK 6417. For thesis route students, SCWK 6000 serves as a foundation for their thesis.
 - i. Full-time course route and all thesis route students will register for SCWK 6000 beginning in the Fall of their first year and in each subsequent semester in which they are actively completing course work in the M.S.W. program.
 - ii. Part-time course route students completing the program in 6 semesters will register for SCWK 6000 beginning in the Fall of their first year and in each subsequent semester in which they are actively completing course work in the M.S.W. program.
 - iii. Part-time course route students completing the program in 9 semesters will register for SCWK 6000 beginning in the Fall of their second year and in each subsequent semester in which they are actively completing course work in the M.S.W. program.
 - iv. By the end of the final week of the first semester in which students are registered in SCWK 6000, they are required to submit the M.S.W. Pathway Learning Contract to their Mentor. Students are also required to submit a written progress report due the last day of classes of each semester, beginning with the first semester in which they are registered in SCWK 6000.
 - v. A grade of NC (No Grade Expected) will be awarded in all semesters of the course prior to the final Semester. The final grade in this non-credit course will be either Pas or Fal.

30.4 Field Internship SCWK 6917

Each M.S.W. student is required to complete a 500 hour field internship that is to be conducted in a setting and supervised by a qualified field instructor approved by the School of Social Work. Field Instructors must have as a minimum qualification a M.S.W. Degree and a minimum of two years post-M.S.W. social work employment.

Field internships may be offered in whole or in part outside the normal start and end dates of a semester. Part-time field internships of two semesters will require approval from the proposed agency, field instructor, and the M.S.W. Field Education Coordinator.

The M.S.W. Field Education Coordinator is responsible for facilitating appropriate matches among the student, field instructor, and field internship setting. Although consideration will be given to all factors affecting the location and type of social work field internships, final approval of field internship rests with the School of Social Work. The School cannot guarantee the availability of M.S.W. field instruction in all communities and at all times. Students are responsible for their own financial support during the field internship.

At least four months prior to the commencement of the semester in which they intend to begin SCWK 6917, all students shall submit a completed Intent to Register in M.S.W. Field Internship

form and a current resume to the M.S.W. Field Education Coordinator. At least six weeks before the internship commences, students shall submit an M.S.W. Field Internship Proposal to the Coordinator. The School of Social Work depends on the cooperation of community agencies external to the University to provide field internships and instruction to its students. Many of these agencies have a range of requirements, such as Criminal Record Check, Child Protection Records Check, or Health Check, which must be completed before starting the internship. Students unable to meet the agency's requirements may be delayed in their program or prevented from completing their program of study. Students are required to complete and update these requirements in a timely fashion and at their own expense. The procedures of any given agency may change from time to time and are beyond the control of the University.

Evaluation of the field internship will be on a PAS/FAIL basis. Students who voluntarily withdraw from the field internship without prior approval of the M.S.W. Field Education Coordinator - or who conduct themselves in such a manner as to cause the agency and the M.S.W. Field Education Coordinator to terminate the placement, will normally be awarded a grade of FAIL in the field internship.

Students who voluntarily withdraw from the field internship with the prior approval of the M.S.W. Field Education Coordinator - -cannot be guaranteed a second internship during that semester. In this case, the student will be awarded a grade of INC for the field internship. The student shall normally complete a field internship the following semester.

30.5 Course Format

To increase accessibility for students in remote and rural areas, we offer courses in the following formats:

1. SCWK 6012, 6013, 6014, and 6413 are online courses.
2. SCWK 6313, 6314- and 6315- -are online courses with a mandatory on-campus institute component consisting of 36 hours of classroom instruction. Course materials and activities for the pre-institute and post-institute components of the courses are available online for students. Students must be available on a full-time basis to attend classes and complete assignments and group projects during the institute portion of these courses. It is recommended that students take leave from their employment for the duration of an on-campus institute, which may be scheduled in a combination of weekday, evening, and weekend hours within a two-week time period. The final decision regarding the on-campus institute schedule rests with the School of Social Work.
3. SCWK 6917 can be completed in St. John's, or in a student's home community, where appropriate supervision is available.
4. SCWK 6000 and 6417 can be completed in St. John's or in a student's home community.
5. In exceptional circumstances, and contingent upon student numbers and school resources, additional course sections may be offered in a regular classroom format.

30.6 Period of Study

For students admitted to the program under **Plan of Study** above:

1. For part-time students, the program is designed to permit completion of all degree requirements within three academic years (nine semesters) or two academic years (six semesters). The following is a sample program of study for nine semesters:

Fall Semester:

SCWK 6012 in Year 1

SCWK 6000, 6013, 6313, 6315, - or 6413 in Year 2

SCWK 6000-, 6013, 6313, - -6315 or 6413 in Year 3

Winter Semester:

SCWK 6013, 6014, 6313, 6314, or 6413 in Year 1

SCWK 6000-, 6013, 6014, 6313, - 6314, -, - or 6413 in Year 2

SCWK 6000-, 6013, 6014, 6313, -6314, -, - or 6413 in Year 3

Spring Semester:

SCWK 6014, 6314 or 6315 in Year 1

SCWK 6000-, - 6014, 6314 or 6315 in Year 2

SCWK 6917 (Field Internship) may be completed in Fall/Winter/Spring of Year 3

SCWK 6417 (Pathway Scholarship) is the final requirement to be completed and may be completed in the same semester as SCWK 6917 (Field Internship). Students are required to register for SCWK 6000 concurrently with SCWK 6917 and 6417.

2. For full-time students, course route, the program is designed to permit completion of all degree requirements within one academic year (three semesters), as follows:

Fall Semester:

SCWK 6000, 6012, - 6313* (institute) and 6413.

Winter Semester:

SCWK 6000, 6013, 6014, and 6314 - - (institute)-

Spring Semester:

SCWK 6000, - 6315 (institute), 6417 (pathway scholarship), and 6917 (field internship)

3. For full-time students, thesis route, the program is designed to permit completion of all degree requirements within one academic year (three semesters), as follows:

Fall Semester:

SCWK 6000, 6012, - 6313 (institute) and 6413.

Winter Semester:

SCWK 6000, 6013, 6014, 6314* - (institute)-

Spring Semester:

SCWK 6000, 6315*6917 (field internship), thesis

* Thesis students are required to complete 6313 - and only one of the - two institute courses 6314-, or 6315-.

30.7 Evaluation

1. Failure to attain a final passing grade of A or B in a program course, or PAS in a PASS/FAIL course, shall lead to termination of the student's program, unless a re-read has been requested. Failure to obtain the required grades in the re-read shall lead to termination of the student's program.
2. To remain in good standing students are required to maintain professional behaviour consistent with the current Code of Ethics of the Canadian Association of Social Workers (www.casw-acts.ca/en/what-social-work/casw-code-ethics). Students who are registered in their home province are required to comply with the current Code of Ethics of their provincial association of social workers. Students who are not registered in their home province are required to comply with the current Code of Ethics of the Canadian Association of Social Workers (www.casw-acts.ca/en/what-social-work/casw-code-ethics). Students who fail to meet this requirement will be required to withdraw from the School upon the recommendation of the M.S.W. Program Committee.

30.8 Courses

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

Program Courses

6000 Pathway (mandatory repeatable non-credit course)

6012 Critical Thinking and Reflection (*credit may not be obtained for both 6012 and the former 6011*)

6013 Leadership for Social Justice (*prerequisite/co-requisite 6012*) (*credit may not be obtained for both 6013 and the former 6540*)

6014 Leadership in Social Policy and Programs (*prerequisite/co-requisite 6012*) (*credit may not be obtained for both 6014 and the former 6530*)

6313 Perspectives with Individuals and Families (*prerequisite/co-requisite 6012*) (*credit may not be obtained for both 6313 and the former 6312 or 6322*)

6314 Perspectives with Diverse Communities (*prerequisite 6012*) (*credit may not be obtained for both 6314 and the former 6230*)

6315 Perspectives with Groups (*prerequisite 6012*) (*credit may not be obtained for both 6315 and the former 6332*)

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6413 Research Theory, Design, and Analysis (*prerequisite/co-requisite 6012*) (*credit may not be obtained for both 6413 and the former 6412 or 6422*)

6417 Pathway Scholarship (following completion of all other program components) (*credit may not be obtained for both 6417 and the former 6432 or 6442*)

6917 Field Internship (*prerequisites 6012; 6013; 6014; 6313 - and 6413 and prerequisite/co-requisite two of 6314- and 6315- for course route students-; one of 6314 or 6315- for thesis route students*) (*credit may not be obtained for both 6917 and the former 6912*)

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Program Core Courses for Students Admitted Prior to Fall 2011

6011 Critical Thinking and Ethical Evaluation for Assessment and Intervention

6312 Crisis Intervention, Brief and Integrated Therapies for Diverse Individuals (*prerequisite/co-requisite 6011*) (*credit may not be obtained for both 6312 and 6313*)

6322 Family Therapy: Promotion of Strengths and Prevention of Violence in Diverse Families (*prerequisite 6011*) (*credit may not be obtained for both 6322 and 6313*)

6332 Social Work Perspectives in Interdisciplinary Team Development and Group Therapy (*prerequisite 6011*) (*credit may not be obtained for both 6332 and 6315*)

6412 Research Design for Social Work Assessment and Evaluation (*prerequisite/co-requisite 6011*) (*credit may not be obtained for both 6412 and 6413*)

6422 Data Analysis for Social Work Assessment and Evaluation (*prerequisite 6011 and 6412*) (*credit may not be obtained for both 6422 and 6413*)

6432 Research Internship (2 credit hours) (*prerequisite 6011, 6412 and 6422*)

6442 Colloquium Presentation Integrating Theory and Research in Advanced Clinical Practice (1 credit hour) (following completion of all other program components)

6912 Advanced Clinical Practice Internship (*prerequisites 6011, 6312, 6322 and prerequisite/co-requisite 6332*) (*credit may not be obtained for both 6912 and 6917*)

Program Elective Courses for Students Admitted Prior to Fall 2011

6230 Seminar in Community Development (*credit may not be obtained for both 6230 and 6314*)

6530 Seminar in Social Administration: Evaluation of Policies and Programs (*credit may not be obtained for both 6530 and 6014*)

6540 Supervision in Professional and Clinical Practice (*credit may not be obtained for both 6540 and 6013*)

6550 Feminist Therapy in Social Work Practice

Although the School does not currently offer a program in Social Policy and Administration, it has faculty expertise in these areas and, in the future, may offer the following courses:

6210 Seminar in Social Planning and Social Development

6220 Seminar in Organization Development

6510 Seminar in Social Administration: Social Policy Analysis, Development and Administration

6520 Seminar in Social Administration: Program Design and Development

6820-29 Individual Reading and Research in Special Areas

Thesis

See **General Regulations, Theses and Reports.**

Note:

*Every candidate shall comply with the **General Regulations** governing the School of Graduate Studies and the M.S.W. Degree Regulations.*

iv) MMS New Option – Marine Spatial Planning and Management

The proposed new option for the MMS program was reviewed by internal reviewers it is now being put forward for approval. Documents include the Review Committee Report; Proponents response; and the proposal.

It was moved by Ms. Walsh and seconded by Dr. Roebathan that the proposed new option be approved.

The motion

CARRIED

Calendar Entry follows:

18 Regulations Governing the Degree of Master of Marine Studies (~~Fisheries Resource Management~~)

Vice-President (Marine Institute)

G. Blackwood

Academic Director

K. Rideout

18.1 Administration

~~The programs will be administered by an Academic Director appointed by the Vice President (Marine Institute), together with an Academic Advisory Committee.~~

~~An Academic Advisory committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice President (Marine Institute). This committee will consist of the Academic Director as Chair, three members from the Marine Institute and two members from other academic units of the University. Normally, all appointments will be for a period of three (3) years.~~

~~A Technical Advisory Committee consisting of a cross-section of members with professional expertise related to the fishery, will provide regular feedback on program content, instruction, and future~~

~~direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). The Academic Director will be an ex-officio member and Chair of the Technical Advisory Committee. Normally all appointments will be for a period of three (3) years.~~

18.21 Programs

The degree of Master of Marine Studies (M.M.S.) is offered at present in Fisheries Resource Management (FRM) and in Marine Spatial Planning and Management (MSPM). There are two graduate programs in Fisheries Resource Management: the Graduate Diploma (Fisheries Resource Management) and the Master of Marine Studies (Fisheries Resource Management).

18.2 Fisheries Resource Management

Academic Director

K. Rideout

18.2.1 Administration

The Fisheries Resource Management programs will be administered by an Academic Director appointed by the Vice-President (Marine Institute), together with an Academic Advisory Committee.

An Academic Advisory committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). This committee will consist of the Academic Director as Chair, three members from the Marine Institute and two members from other academic units of the University. Normally, all appointments will be for a period of three (3) years.

A Technical Advisory Committee consisting of a cross-section of members with professional expertise related to the fishery, will provide regular feedback on program content, instruction, and future direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). The Academic Director will be an ex-officio member and Chair of the Technical Advisory Committee. Normally all appointments will be for a period of three (3) years.

18.32.2 Graduate Diploma (Fisheries Resource Management)

The Graduate Diploma in Fisheries Resource Management provides an opportunity for fisheries professionals to enhance their perspective on fishery issues from a variety of disciplines.

~~18.3.1~~ 2.2.1 Admission Requirements

To be admitted to the Graduate Diploma in Fisheries Resource Management, a student must be eligible to register in the Master of Marine Studies program (see **Master of Marine Studies (Fisheries Resource Management), Admission Requirements** below).

~~18.3.2~~ 2.2.2 Program of Study

The program is offered online and requires successful completion of 18 credit hours of course work selected from the **Courses** section below:

1. 5 core courses (15 credit hours)
2. 1 elective course (3 credit hours) from either **Category A** or **Category B** Electives

18.3.32.2.3 Evaluation

Candidates for the Graduate Diploma in Fisheries Resource Management must obtain a grade of B or better in all program courses.

18.4.2.3 Master of Marine Studies (Fisheries Resource Management)

The Master of Marine Studies (Fisheries Resource Management) (M.M.S.) is a multi-disciplinary program of study that will provide the candidate with exposure to all dimensions of modern fisheries resource management in an international context. The program is aimed at professionals working in or intending to enter careers in fisheries management. The program is offered online and requires successful completion of either (a) 24 credit hours of course work and a Major Report, or (b) 30 credit hours of course work. Students who have successfully completed the requirements for the Graduate Diploma may elect to continue their program of study in order to earn the Degree.

18.4.1.2.3.1 Admission Requirements

1. Admission to the program is on a competitive basis. To be considered for admission to the program an applicant must normally have an undergraduate degree with a minimum of a high second class standing from an institution recognized by the Senate.
2. In addition to the academic requirements in 1. above applicants will normally have a demonstrated commitment to fisheries through employment or experience in a sector of the fishery, in a regulatory agency or government Department connected to fisheries, in a non-governmental agency, or through self-employment or consulting activities related to fisheries.
3. In exceptional cases, applicants who have not completed an undergraduate degree may be considered for admission. Preference will be given to those who have at least 10 years of relevant professional experience, and have successfully completed several years of post-secondary studies. Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.
4. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:
 - i. 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
 - ii. 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.

5. The deadlines for submission of applications for candidates wishing to enter studies are as follows:
Fall (September) semester: June 15
Winter (January) semester: October 15
Spring (May): semester: February 15
Applications received after listed deadlines will be considered as time and resources permit.

18.4.22.3.2 Program of Study

1. Candidates for the Master of Marine Studies (Fisheries Resource Management) shall be required to complete a minimum of either:
 - a. 24 credit hours of course work plus a Major Report on the **Course Work Plus a Major Report Route** completed in accordance with **General Regulation, Theses and Reports** of the School of Graduate Studies. Course work must include the following course selections from the Courses section below:
 - 5 core courses (15 credit hours)
 - 1 elective course (3 credit hours) from **Category A** Electives
 - 1 elective course (3 credit hours) from **Category B** Electives
 - 1 elective course (3 credit hours) from either **Category A** or **Category B**
 - b. 30 credit hours on a **Comprehensive Course Route** which must include the following course selections from the Courses section below:
 - 5 core courses (15 credit hours)
 - 2 elective courses (6 credit hours) from **Category A** Electives
 - 1 elective course (3 credit hours) from **Category B** Electives
 - 2 elective courses (6 credit hours) from either **Category A** or **Category B**
2. Dependent upon the applicant's academic background, other courses may be required by the Academic Advisory Committee.
3. Transfer of credit for graduate courses completed in other programs at the University or at other institutions recognized by Senate will be considered in accordance with School of Graduate Studies **General Regulations, Transfer of Course Credits**.
4. Those having partially completed the requirements for the degree under 2011-2012 Calendar Regulations may apply to transfer to one of the above program options and will be considered in accordance with the following:
 - a. Those having previously completed all coursework required for the degree, but who have not submitted the Major Report, may satisfy the Comprehensive Course Route requirements by successfully completing an additional 6 credit hours of courses as follows:
 - MSTM 6005 (for students who completed the former FRM 6009 to satisfy the 24 credit hours of courses required under previous program regulations, an additional elective course chosen from **Category A** or **B** must be selected in place of this course)
 - One further elective course (3 credit hours) from **Category A** or **B** electives
 - b. Those having previously completed all coursework required for the degree may satisfy the Major Report requirements by successfully completing:
 - MSTM 6001 (or the former FRM 6001)

- MSTM 6002 (or the former FRM 6002)
 - MSTM 6003 (or the former FRM 6003)
 - MSTM 6004 (or either of the former FRM 6004 or FRM 6005)
 - MSTM 6005 (or the former FRM 6009)
 - a Major Report completed in accordance with **General Regulations, Theses and Reports** of the School of Graduate Studies together with the following course selections from the Courses section below:
 - 1 elective course (3 credit hours) from **Category A** Electives
 - 1 elective course (3 credit hours) from **Category B** Electives
 - 1 elective course (3 credit hours) from either **Category A** or **Category B**. The former FRM 6007 and/or FRM 6008 may be used to partially satisfy the elective requirement.
- c. Those having previously partially completed the coursework required for the degree may satisfy the **Comprehensive Course Route** requirements by successfully completing:
- MSTM 6001 (or the former FRM 6001)
 - MSTM 6002 (or the former FRM 6002)
 - MSTM 6003 (or the former FRM 6003)
 - MSTM 6004 (or either of the former FRM 6004 or FRM 6005)
 - MSTM 6005 (or the former FRM 6009) together with the following course selections from the Courses section below:
 - 1 elective course (3 credit hours) from Category A Electives
 - 1 elective course (3 credit hours) from Category B Electives
 - 3 elective courses (9 credit hours) from either Category A or Category B. The former FRM 6007 and/or FRM 6008 may be used to partially satisfy the elective requirement.

18.4.2.12.3.2.1 Course Work Plus a Major Report Route

24 credit hours of course work plus a Major Report completed in accordance with **General Regulations, Theses and Reports** of the School of Graduate Studies. Course work must include the following course selections from the Courses section below:

1. 5 core courses (15 credit hours)
2. 1 elective course (3 credit hours) from Category A Electives
3. 1 elective course (3 credit hours) from Category B Electives
4. 1 elective course (3 credit hours) from either Category A or Category B

18.4.2.22.3.2.2 Comprehensive Course Route

30 credit hours on the Comprehensive Course Route which must include the following course selections from the Courses section below:

1. 5 core courses (15 credit hours)
2. 2 elective courses (6 credit hours) from Category A Electives
3. 1 elective course (3 credit hours) from Category B Electives
4. 2 elective courses (6 credit hours) from either Category A or Category B

18.4.32.3.3 Evaluation

1. Candidates for the Master's Degree must obtain a grade of B or better in all program courses.
2. Candidates who have received a grade less than a B in a program course will be permitted to remain in the program, provided the course is retaken and passed with a grade of B or better. Alternatively the candidate may, on the recommendation of the Academic Advisory Committee, substitute another graduate course. Only one such repeat or substitution will be permitted in the program.
3. The Major Report will normally be undertaken towards the end of the program. The topic of the report and a faculty Supervisor will be chosen by the candidate in consultation with the Academic Advisory Committee. The report provides an opportunity to synthesise an original perspective on a selected fisheries issue through the examination of appropriate literature and other sources of information. Normally the report will be multi-disciplinary in nature and will result in a document equivalent to a publishable periodical journal article or a consultant's report on a particular issue. It will be assessed in accordance with General Regulations, Theses and Reports of the School of Graduate Studies.

18.5.2.4 Courses

18.5.2.4.1 Core Courses

MSTM 6001 Fisheries Ecology (credit may be obtained for only one of MSTM 6001 and the former FRM 6001)

MSTM 6002 Fisheries Resource Assessment Strategies (credit may be obtained for only one of MSTM 6002 and the former FRM 6002)

MSTM 6003 Fisheries Economics (credit may be obtained for only one of MSTM 6003 and the former FRM 6003)

MSTM 6004 Fisheries Policy and Planning (credit may be obtained for only one of MSTM 6004, the former FRM 6004, and the former FRM 6005)

MSTM 6005 Overview of World Fisheries (credit may be obtained for only one of MSTM 6005 and the former FRM 6009)

18.5.2.4.2 Category A Electives

MSTM 6006 Business Management for Fisheries (credit may be obtained for only one of MSTM 6006 and the former FRM 6006)

MSTM 6007 Fisheries Technology

MSTM 6008 Social and Philosophical Issues of Fisheries Management

MSTM 6009 Current Issues for Sustainable Fisheries

MSTM 6010 Legal Aspects of Fisheries Resource Management

18.5.2.4.3 Category B Electives

MSTM 6022 Communication and Conflict Resolution in a Technical Environment

MSTM 6023 Strategic Planning, Policy, Participation and Management in Technical Operations

MSTM 6033 Quality Systems

MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments

MSTM 6039 Sustainability and Environmental Responsibility
MSTM 6044 Marine Environment Law and Pollution Control
MSTM 6056 Management for International Development
MSTM 6071 Management of Aquaculture Technology

18.3 Marine Spatial Planning and Management

Academic Director

TBD

18.3.1 Administration

The Marine Spatial Planning and Management program will be administered by an Academic Director appointed by the Vice-President (Marine Institute), together with an Academic Advisory Committee.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). This committee will consist of the Academic Director as Chair, three members from the Marine Institute and two members from other academic units of the University. All appointments will normally be for a period of three (3) years.

A Technical Advisory Committee, consisting of a cross-section of members with professional expertise related to the ocean/marine sector, will provide regular feedback on program content, instruction, and future direction of the Program. Members of this Committee will be appointed by the Dean of Graduate Studies on recommendation of the Vice-President (Marine Institute). The Academic Director will be an ex officio member and Chair of the Technical Advisory Committee. All appointments will normally be for a period of three (3) years.

18.3.2 Program

The Master of Marine Studies (Marine Spatial Planning and Management) is a multi-disciplinary academic program that provides students with both conceptual/theoretical background and practical applied skills in integrated coastal and ocean management (ICOM) and marine spatial planning (MSP). The program provides a broad level understanding of planning processes and the governance, policy/legislative, ecological, social, cultural and economic elements of coastal and ocean areas complemented by practical and applied skills for stakeholder engagement, project management and utilization of geospatial technology to support planning and management efforts.

Successful completion of the program includes 30 credit hours of course work and an Internship or a Research Project.

The program commences in the Fall semester of each year.

18.3.3 Admission Requirements

Admission to the program is on a limited and competitive basis.

1. To be considered for admission to the program an applicant will normally possess a relevant second class or better undergraduate degree from a university of recognized standing.
2. Students intending to undertake electives in Decision Support / Geospatial Analysis (Category C) are required to have a background in mathematics, statistics and geographic information systems.
3. In exceptional cases, applicants who have not completed an undergraduate degree may be considered for admission. Preference will be given to those who have at least 10 years of relevant professional experience, and have successfully completed several years of post-secondary studies. Applicants who do not meet normal admission requirements shall be required to complete, with a high level of achievement, certain undergraduate courses before being considered for admission.
4. Applicants who did not complete a baccalaureate or post-graduate degree at a recognized university where English is the primary language of instruction must normally complete either the:
 - i. 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
 - ii. 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.

The deadline for submission of applications is March 15.

18.3.4 Program of Study

Students in the Master of Marine Studies (Spatial Planning and Management) are required to complete 30 credit hours of course work and an Internship or Research Project. Course work includes 7 core courses: 6 courses (18 credit hours) completed online; and 1 intensive hands-on course (3 credit hours)

offered in a face-to-face environment, as well as 3 elective courses (9 credit hours) offered either online or on campus.

a) **Core Courses**

All students must complete the following compulsory core courses:

- MSTM 6011 Introduction to Integrated Coastal and Ocean Management / Marine Spatial Planning
- MSTM 6012 Fundamentals of Geospatial Analysis
- MSTM 6013 Resource/Natural Environment and Ocean Use Characterization
- MSTM 6014 Geospatial Analysis for Marine Spatial Planning
- MSTM 6022 Communication and Conflict Resolution in a Technical Environment
- MSTM 6034 Project Management in the Offshore, Health, Fisheries and Engineering Technology Environments
- MSTM 6027 Coastal and Ocean Environmental Policies

b) **Electives**

Students will choose one of three options for elective course selection:

- i. Two Category A Electives plus one Category B Elective.
- ii. Two Category B Electives plus one Category A Elective.
- iii. Two Category C Electives plus one Category A or B Elective.

Category A Electives: Natural Environment

- ENVE/ENVS 6001 Earth and Ocean Systems
- MSTM 6001 Fisheries Ecology
- MSTM 6015 Marine Protected Areas
- MSTM 6016 Coastal Geomorphology / Oceanography

Category B Electives: Human Environment

- MSTM 6008 Social and Philosophical Issues in Sustainable Fisheries
- MSTM 6017 Social and Cultural Aspects of Coastal Communities
- MSTM 6018 Coastal and Ocean Economics

Category C Electives: Decision Support / Geospatial Analysis

- GEOG 6120 Geospatial Modelling and Analysis
- GEOG 6821 Advanced Computer Modelling/Habitat Mapping

c) **Internship (MSTM 6019) or Research Project**

All students must complete an Internship or Research Project. Normally students would be

permitted to register for the Internship or Research Project only after all other course requirements have been met, or during the student's last semester of studies. Evaluation of the Research Project shall be carried out in accordance with **Theses and Reports** of the **General Regulations** governing all students in the **School of Graduate Studies**.

i. **Internship Requirements**

- Internships are normally proposed by the student and approved by the Academic Director in consultation with the Placement Officer. Internship placements may be local, national or international. Students seeking international internships must consult with the Academic Director early in the first year of their program.
- Internships are for full-time employment hours for the duration of the semester (12 weeks).
- Students must attend a scheduled pre-internship orientation workshop. See **Pre-Internship Workshop**.
- Each internship placement is supervised and evaluated by the on-site Supervisor assigned by the employer and the Academic Director. The internship shall consist of two components:
 - On-Site Student Performance as evaluated by the on-site Supervisor assigned by the employer, in consultation with the Academic Director and Placement Officer.
 - An Internship Report graded by the Academic Director in consultation with the on-site Supervisor assigned by the employer.
- Evaluation of the Internship shall result in one of the following final grades: Pass or Fail.
- A student must obtain a Pass in both the On-Site Student Performance and the Internship Report to obtain a final grade of Pass. If a student fails to achieve the internship standards specified above, the student may be required to repeat the internship. An internship may only be repeated once.
- Students who voluntarily withdraw from the internship without prior approval from the Academic Director, or who conduct themselves in such a manner as to cause the host organization and the Placement Officer to terminate the placement, will normally be awarded a grade of Fail in the internship.
- Students are not permitted to withdraw from the internship without prior approval of the Academic Director in consultation with the Placement Officer. The Placement Officer will make a recommendation to the Academic Director who will make the final decision. Permission to withdraw from the internship does not constitute a waiver of degree requirements, and students who have obtained such permission must complete an approved internship or research project in lieu of the internship dropped.

ii. **Research Project Requirements**

- Research projects are normally proposed by the student and approved by the Academic Director.
- Students must attend a scheduled pre-research project orientation workshop. See **Pre-Research Project Workshop**.
- Evaluation of the Research Project shall be carried out in accordance with **Theses and Reports** of the **General Regulations** governing all students in the **School of Graduate Studies**.
- Students are not permitted to withdraw from the research project without prior approval of the Academic Director. Permission to withdraw from the research project does not constitute a waiver of degree requirements, and students who have obtained such permission must complete an approved research project or internship in lieu of the research project dropped.

iii. Students are required to complete one of the following workshops:

- **Pre-Internship Workshop**

This online workshop reviews the Internship requirements. It aids students in writing resumes and cover letters, discusses interviewing practices and examines student/employer relationships. International internship opportunities and processes for application will be discussed. This workshop is held during the week following the end of the Winter semester.

- **Pre-Research Project Workshop**

This online workshop reviews the Research Project requirements, aids students in preparing a project concept, proposal and establishing the research project timelines, and provides access to information and resources necessary for approval and completion of the Research Project. This workshop is held during the week following the end of the Winter semester.

d) **Advanced Standing**

Students who have successfully completed the Marine Institute Advanced Diploma in Integrated Coastal and Ocean Management will be given advanced standing credit for MSTM 6012, 6013, 6016.

e) **Transfer Credits**

Up to three relevant elective courses (9 credit hours) may be transferred from other graduate programs within the School of Graduate Studies or from other post-secondary institutions recognized by Senate, subject to the approval of the Dean of Graduate Studies on the recommendation of the Academic Director.

18.3.5 Evaluation

1. Students in the Master of Marine Studies (Marine Spatial Planning and Management) program must obtain a grade of B or better in all program courses.
2. Students who receive a grade of less than B in any course will be permitted to remain in the program provided the course is repeated and passed with a grade of B or better. Alternatively, the student may, on the recommendation of the Academic Director, and with the approval of the Dean of Graduate Studies, substitute another graduate course. Only one course repetition or substitution will be permitted during the student's program after which the student shall be required to withdraw from the program.

v) Guideline Revisions for 'Recommending the Appointment of Thesis Examiners'

The School of Graduate Studies is proposing revisions to the guidelines to clarify what is already practice.

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

CARRIED

The Guidelines now read:

Guidelines for Academic Units to use in Recommending the Appointment of Thesis Examiners

1. These guidelines should be read in conjunction with Memorial University's general regulations governing [Theses and Reports](#) and the University [Conflict of Interest Policy](#).
2. Examiners are appointed by the Dean of Graduate Studies on the recommendation of the appropriate academic unit. It is the responsibility of academic units to provide evidence that each examiner is suitably qualified and that the recommendation complies with these guidelines and general regulations.
3. To ensure the academic integrity of the examination process, the names of examiners shall remain confidential until released by the School of Graduate Studies.
4. Examiners of master's theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area, or possess equivalent experience. (Note: There is no requirement by SGS for an examiner on master's theses who is external to the University and any approved will be treated as an internal examiner with regard to these guidelines.)

5. Examiners of doctoral theses shall normally be those who have completed a graduate degree at the doctoral level, including a thesis, in the discipline or cognate area. (Note: SGS requires one of the three examiners of doctoral theses to be external to the University.)
6. An examiner shall not have been involved in the student's research or the preparation of the thesis/report.
7. An examiner must not be a former faculty supervisor or a graduate student of the graduate student whose thesis is being considered.
8. An examiner must not have collaborated or published with the graduate student within the past six years.
9. An examiner must not have a family link with or be currently employed by the graduate student or that student's supervisor
10. External examiners of doctoral theses must not have belonged to Memorial University or its affiliates for the last six years.
11. With the exception of 9, 10 above, the employment status of the examiner is normally not a restriction.
12. An examiner must be comfortable with and willing to review the thesis/report.
13. The appointment of a thesis examiner may be suspended by the Dean of Graduate Studies, after consultation with the Head of the academic unit, if there is prima facie evidence that such action is warranted.

(Endorsed by Academic Council of the School of Graduate Studies, September 2015.)

b. Nominating Committee Report

The Nominating Committee recommends approval of the slate of names for the standing committees of Academic Council for 2015-2016.

It was moved by Dr. Wareham and seconded by Dr. Brown, that the proposed membership for the standing committees be approved. The motion

CARRIED

Following are the members for each of the Standing Committees.

Nominating Committee

Peggy Coady (Business Administration)
Leonard Lye (Engineering)
J.C. Loreda-Osti (Mathematics & Statistics)
Abhinav Sharma (Student Rep)

Appeals Committee

Peggy Coady (Business Administration)
Scott Matthews (Political Science)
Katherine Side (Graduate Studies – Ex-officio)
Barbara Roebothan (Medicine)
Rhonda Joy (Education)
Hesam Nejad (Student Rep)

Academic Council Executive

Faye Murrin (Dean *pro tempore*)
Katherine Side (Interim Associate Dean)
Leonard Lye (Engineering)
J.C. LoredO-Osti (Mathematics & Statistics)
Echo Pittman (Registrar's Office)
Peggy Coady (Business Administration)
Hossam Al-ailaly (Student Rep)

Secretary to the Academic Council - Peggy Coady (Business Administration)

7. ANY OTHER BUSINESS

8. NOTICE OF MOTION

- a) A 14 day notice was sent to members for a change in the By-laws of the Academic Council, School of Graduate Studies, item B.4.g. governing Investigations Board, Membership. The change is to reduce the number of members on the Panel from five to three.

It was moved by Dr. LoredO-Osti and seconded by Dr. Sullivan that the proposed revision to the By-laws, item B.4.g. be approved.

Discussion:

The Chair indicated that a secondary change to item B.4.g. was necessary, to accommodate the composition of the panel of three members. The Chair recommended a friendly amendment to the motion to also change the composition of the panel. The change required would be: *A panel of ~~five~~ three members from the Board including the Chair (or delegate), one student member and ~~three~~ one non-student members.*

On the call for question, the motion

CARRIED

9. ADJOURNMENT

The meeting adjourned 4:25 pm.

Faye Murrin, Chair