

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
Academic Council of the School of Graduate Studies
Minutes, Meeting of November 19, 2018

PRESENT: Dr. D. Farquharson (Acting Chair), Dr. N. Kennedy, Dr. P. Coady, Dr. E. Haven, Dr. R. Shannahan, Dr. r. Joy, Dr. H. Zhang; Dr. A.M. Sullivan, Mr. D. Howse, Dr. V. Maddalena (via teleconference), Dr. H. Liu, Dr. J.C. Loredo-Osti, Mr. A. Alkasasbeh, V. Campbell, Dr. S. Cadigan, Dr. E. Pittman

APOLOGIES: Dr. A. Surprenant, Dr. L. Lye, Dr. C. Bottaro, S. Jamil, L. Ziamajidi, Dr. S. McConnell, Dr. R. Klein, Dr. S. Decker, Mr. C. Forbes, Ms. Janice Turner

It moved by Dr. Cadigan and seconded by Dr. Joy to accept the revised agenda as follows: remove item 6.a)vii of agenda. The student medical certificate and associated secondary calendar changes for SGS will go simultaneously with the undergraduate secondary changes.

1. MINUTES

It was moved by Dr. Loredo-Osti, and seconded by Dr. Pittman that the minutes of the meeting held September 17, 2018, and October 15, 2018, be approved as circulated. The motion

CARRIED

2. BUSINESS ARISING

3. CORRESPONDENCE

4. DEAN'S REPORT/REPORT OF SENATE

- a) At the November 13th meeting of Senate, there were no items of business from Council, but a revision to the Senate minutes of October 9th was made on the floor of Senate to reflect an editorial change to the Math submission, as noted in the Academic Council minutes of November 19th.
- b) The proposal for a Law School was approved at Senate and will go forward to the next stage.
- c) The President was due to make a report on the budget but this discussion was deferred to another meeting.
- d) The School of Graduate Studies Annual Holiday Reception will take place Wednesday, December 12th, 2:30 pm – 4:30 pm in Room IIC 2014. An invitation will be distributed in the next day or so.

5. REPORT OF THE GRADUATE STUDENTS' UNION

- a) The GSU is working on Graduate Student Development Fund funding for societies and workshops for graduate students, and we submitted two applications with collaboration between GSU and SGS as follows: a) Aldrich Conference March 2019, and Sponsorship of Enhanced Development of the Graduate Experience (EDGE) program events.
- b) Aldrich Lecture 2019 will be held March 23rd and 24th. The GSU will be looking for Faculty to judge paper presentations, and a call for papers will be sent out in the near future.

6. a) Academic Council Executive

i) Music

The School of Music is requesting approval of revisions to section 20.2 'Qualification for Admission', governing the School of Music, which seek to make a diagnostic exam in music theory and aural skills mandatory for students admitted to the program; and to remove point 4 which states that students may be asked to submit samples of academic written work.

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

CARRIED

Calendar Revisions are as follows:

20.2 Qualifications for Admission

1. Admission to the program is limited and competitive. The application deadline is December 15 for admission to the following Fall semester. Under special circumstances, applicants may be considered for admission to the Winter semester. For further information, contact the School of Music.
2. To be eligible for consideration for admission, applicants shall meet the requirements set out in **General Regulations for Admission, Master's Program**. Applicants to the M.Mus. will normally hold a Bachelor of Music or equivalent from a recognized university or conservatory. Preference will be given to applicants who hold first class standing in their undergraduate program.
3. In addition to the requirements above, admission is further determined by audition.
 - a. Auditions for September entry are normally held in late February or early March of each year. Check the School of Music website at www.mun.ca/music for dates and locations.
 - b. Applicants to the M.Mus. in Performance or Performance/Pedagogy may submit the audition as a professional quality video recording if they are unable to attend the live auditions. The recording must be unedited; live performances are preferred. The audition program should display a range of performance styles and repertoire. Applicants should consult the School of Music website at www.mun.ca/music for details on length of audition and appropriate repertoire.
 - c. Applicants to the M.Mus. in Conducting should submit professional quality video recordings of their work with a minimum of two different types of

ensembles. These video recordings should include both rehearsals and performances.

4. ~~Applicants may also be asked to submit a sample of their academic written work.~~
4. Once they have been admitted, students ~~may be~~ will be required to write complete diagnostic exams in music theory and aural skills ~~and/or music history~~. Voice and choral conducting students will also have their knowledge of lyric diction assessed. If weaknesses are identified, students may be required to complete remedial undergraduate course work.

ii) Ocean Sciences

The Department of Ocean Sciences is requesting approval of revisions to sections 25.17 and 34.25, which changes the names of the areas of concentration to better reflect how the programs have changed; the removal of old courses; and the inclusion of the recently acquired new block of Special Topics Courses (approved at the May 8, 2018 meeting of Senate).

It was moved by Dr. Pittman and seconded by V. Campbell that the proposed revisions be approved.

It was noted that the numbering under section 25.17 will need to be corrected before submitting to Senate Executive for consideration.

On the call for question, the motion

CARRIED

Calendar revisions are as follows:

25.17 Marine Biology

- www.mun.ca/sgs/contacts/sgscontacts.php
- www.mun.ca/science
- www.mun.ca/osc

The degree of Master of Science (M.Sc.) is offered in Marine Biology by full-time and part-time study through the Department of Ocean Sciences. Areas of concentration include: ~~Biological Oceanography-Ocean Ecology, Marine Ecology and Evolution,~~ Functional Biology of Marine Organisms, Fisheries and Aquaculture, and ~~Marine Biogeochemistry Oceans and Environment.~~

25.17.1 Admission and Program of Study

1. Admission into the Master of Science degree program in Marine Biology is normally restricted to candidates holding at least a Bachelor of Science degree with second class Honours. When circumstances warrant, the requirement for a second class Honours may be waived by the School of Graduate Studies on the recommendation of the Head of the Department.
2. Each student will be assigned a Supervisory Committee consisting of the Supervisor and at least one other member. Within three months of the first registration in the M.Sc. degree program, the student will meet with the student's Supervisory Committee. Within six months, the student and the Supervisory Committee will agree on a written thesis proposal outlining the objectives, methods,

timetable and funding for the project, and provide the proposal (signed by the student and the supervisory committee) to the Head for inclusion in the student's file.

3. A student is required to complete a minimum of 9 credit hours of graduate program courses as follows:
 - Ocean Sciences 7000
 - One of Ocean Sciences 7100 or 7200
 - 3 additional credit hours selected from other Ocean Sciences graduate courses or relevant courses in other Departments as approved by the Supervisory Committee
4. All course requirements should be completed within four semesters from the date of first registration in the M.Sc. degree program.
5. A student is required to give an oral presentation to the Department on the results of the student's research. This presentation should be given after completion of a thesis draft.
6. The M.Sc. degree program will conclude with a thesis examination as prescribed in the School of Graduate Studies **General Regulations, Theses and Reports**.

25.17.2 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.

- OCSC 7000 Graduate Core Seminar (*cross-listed as Biology 7000*)
- OCSC 7100 Biological Oceanography (~~credit cannot be obtained for both OCSC 7100 and the former Biology/OCSC 7531~~)
- OCSC 7200 Adaptations to the Marine Environment (~~credit cannot be obtained for both OCSC 7200 and the former Biology/OCSC 7561~~)
- OCSC 7300 Plankton Dynamics (~~credit cannot be obtained for both OCSC 7300 and the former Biology/OCSC 7540~~)
- OCSC 7400 Fisheries Resource Management (~~credit cannot be obtained for both OCSC 7400 and the former Biology/OCSC 7551~~)
- OCSC 7500-7515 Special Topics in Ocean Sciences

Regulations Governing the Degree of Doctor of Philosophy

34.25 Marine Biology

- www.mun.ca/sqs/contacts/sqscontacts.php
- www.mun.ca/science
- www.mun.ca/osc

The Degree or Doctor of Philosophy (Ph.D) is offered in Marine Biology by full-time and part-time study through the Department of Ocean Sciences. Areas of concentration include: Biological Oceanography, ~~Ocean Ecology~~, Marine Ecology and Evolution, Functional Biology of Marine Organisms, Fisheries and Aquaculture, and Marine Biogeochemistry ~~Oceans and Environment~~.

34.25.1 Admission and Program of Study

1. Admission into the Ph.D. program in Marine Biology is normally restricted to candidates holding a Master's Degree or its equivalent. In exceptional circumstances, a candidate with a B.Sc. (Honours)

Degree who has spent not less than 12 months in an M.Sc. Degree program may be recommended for transfer into a Ph.D. program, provided that the candidate can demonstrate, to the satisfaction of the Department of Ocean Sciences, the candidate's ability to pursue research at the doctoral level.

2. Each student will be assigned a Supervisory Committee consisting of the Supervisor and at least one other member. Within three months of the first registration in the Ph.D. degree program, a student will meet with the student's Supervisory Committee. Within nine months, the student and the Supervisory Committee will agree on a written thesis proposal outlining the objectives, methods, timetable and funding for the project, and provide the proposal (signed by the student and the supervisory committee) to the Head for inclusion in the student's file.
3. A student is normally required to complete a minimum of 6 credit hours of graduate program courses as follows:
 - Ocean Sciences 7100 or 7200
 - Ocean Sciences 7000 or relevant course as approved by the Supervisory Committee
4. All course requirements should be completed within five semesters from the date of first registration in the Ph.D. program.
5. Normally, upon completion of required course work the student shall undertake a mandatory comprehensive examination, following the **General Regulations, Comprehensive Examinations, Ph.D. and Psy.D, Comprehensive Examination**. The comprehensive examination will be both written and oral. A student should consult the Departmental guidelines for further information and a detailed description of the content of the Comprehensive Examination.
6. The Ph.D. program will conclude with the examination and oral defense of the completed thesis in accordance with the School of Graduate Studies **General Regulations, Theses and Reports**.

34.25.2 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.

- OCSC 7000 Graduate Core Seminar (*cross-listed as Biology 7000*)
- OCSC 7100 Biological Oceanography (~~credit cannot be obtained for both OCSC 7100 and the former Biology/OCSC 7531~~)
- OCSC 7200 Adaptations to the Marine Environment (~~credit cannot be obtained for both OCSC 7200 and the former Biology/OCSC 7561~~)
- OCSC 7300 Plankton Dynamics (~~credit cannot be obtained for both OCSC 7300 and the former Biology/OCSC 7540~~)
- OCSC 7400 Fisheries Resource Management (~~credit cannot be obtained for both OCSC 7400 and the former Biology/OCSC 7551~~)
- OCSC 7500-7515 Special Topics in Ocean Sciences

iii) Nursing

The School of Nursing is requesting approval of revisions to the Nursing calendar entry, sections 21 (MN Admissions) which clarify the admission

requirements; and 34 (PhD Admissions, and Program of Study), which also clarify the PhD admission requirements and program of study.

It was moved by Dr. Pittman and seconded by Mr. Alkasasbeh that the proposed revisions be approved. The motion

CARRIED

Calendar Revisions are as follows:

21 Regulations Governing the Degree of Master of Nursing

21.2 Qualifications for Admission

- 1. Applicants to the Master of Nursing program in any of the two options listed above must have a baccalaureate Degree in nursing, or an equivalent from an institution recognized by the University and a knowledge of nursing satisfactory to the School of Nursing.*
- 2. Admission to the program is limited and competitive. To be considered for admission, the applicant must have maintained at least a grade B standing in the baccalaureate program.*
- 3. Applicants are also required to have a minimum of one year's **of** experience **(1950 hours)** in nursing practice, ~~for the Practicum Option and two years of experience (3000 hours)~~ **in nursing practice for the Nurse Practitioner Option** and to have completed an undergraduate nursing research course **(minimum 'B' standing)** and an undergraduate statistics course **(minimum 'B' standing)**.*
- 4. Applicants must hold a practising licence from the Association of Registered Nurses of Newfoundland and Labrador or must be currently registered as a practising nurse in another Canadian jurisdiction. Applicants from other countries who do not meet the above criteria will be assessed on an individual basis. However, they must submit proof of registration as a practising nurse (or an equivalency) from their country or jurisdiction.*
- 5. In addition to the above requirements, ~~candidates~~ **applicants** seeking admission to the MN-Nurse Practitioner Degree option must have two years of clinical experience preferably in their chosen specialty area.*
- 6. In addition to requirements 1. and 4., ~~candidates~~ **applicants** seeking admission to the Graduate Diploma in Nursing (Post Master's Nurse Practitioner) program must have completed a Master's Degree **(minimum 'B' standing)** in Nursing or an equivalent degree with a nursing focus, **a graduate level statistics course (minimum 'B' standing), a graduate level nursing research theories course (minimum 'B' standing), a Bachelor's degree (minimum 'B' standing) in Nursing,** and have two years of clinical nursing experience preferably in their chosen specialty area.*

7. In addition to requirements 1., 4., and 6. ~~candidate~~ **applicant**s seeking admission to the MN-Nurse Practitioner Degree option and the [Graduate Diploma in Nursing \(Post Master's Nurse Practitioner\)](#) program will note that preference will be given to applicants who are living and working as Registered Nurses in Newfoundland and Labrador.

8. Only in exceptional circumstances and only on the recommendation of the School of Nursing shall the Dean of Graduate Studies consider applicants who do not meet admission requirements listed above.

34 Regulations Governing the Degree of Doctor of Philosophy

34.28.1 Qualifications for Admission

1. Admission to the program is limited and competitive.

2. To be considered for admission an applicant must normally hold a Master of Nursing degree or equivalent from a recognized university and have a strong academic record—**(minimum GPA of 3.4 on a scale of 4).**

3. Applicants must have completed either a graduate level course(s) in research that included both qualitative and quantitative approaches with some advanced statistical analysis in the quantitative work, or a graduate level statistics course.

4. Applicants must hold an active practicing license from the Association of Registered Nurses of Newfoundland or must be currently registered as a practicing nurse in another Canadian jurisdiction. Applicants from other countries who do not meet the above criteria will be assessed on an individual basis and must submit proof of registration as a practicing nurse (or an equivalency) from their country or jurisdiction.

5. Applicants must submit a statement about a research focus that is compatible with expertise within the current faculty of the School of Nursing.

34 Regulations Governing the Degree of Doctor of Philosophy

34.28.2 Program of Study

1. A Supervisory Committee shall be appointed for each ~~candidate~~ **student** in accordance with [General Regulations, Supervision](#) of the School of Graduate Studies.

2. ~~Candidates~~ **Students** will normally be required to successfully complete a minimum of 18-credit hours of program courses as follows: Nursing 7011, Nursing 7012, Nursing 7100, Nursing 7101, one of Nursing 7200-7210 (or another approved research course at the doctoral level), and one of Nursing 7300-7310 (or another approved course at the doctoral level in the area of the student's research interest). All courses will normally be completed within the first two ~~semesters~~ **years** of the program.
3. ~~Candidates~~ **Students** will normally be required to complete a minimum of two mandatory, non-credit internships/institutes during the first two years of the program. The internships/institutes are designed to provide an opportunity for students to gain substantive knowledge of, and engage in, collaborative research and/or teaching. An internship/institute will be selected based on the student's area of interest and learning needs and will have a set or negotiated time limit during a semester depending on the nature and scope of the work.
4. ~~Candidates~~ **Students** will be required to participate in **four** graduate seminars ~~of 2 hours per week~~ **term** in the Fall and Winter semesters in each of the first two academic years of the program (for a total of 16 graduate seminars).
5. ~~Candidates~~ **Students** must develop and maintain a professional portfolio that includes experience in research, teaching, and academic and professional service.
6. ~~Candidates~~ **Students** shall submit to a comprehensive examination in accordance with [General Regulations, Comprehensive Examinations](#) of the School of Graduate Studies. The Comprehensive Examination will consist of a written component and an oral component. The examination will normally be scheduled ~~in the first semester of the second year of the program~~ **on completion of course work**, but no later than the end of the student's seventh semester in the program.
7. ~~Candidates~~ **Students** must submit a written thesis proposal for presentation to the School, normally within ~~six weeks~~ **three months** of completion of the comprehensive examinations, ~~but no later than the end of the fifth semester of the program~~.
8. ~~Candidates~~ **Students** must submit a thesis, examined and defended in accordance with [General Regulations, Theses and Reports](#) of the School of Graduate Studies.
9. ~~Candidates~~ **Students** are required to spend a minimum of six semesters (two academic years) ~~of full-time study~~ in residence.
10. In keeping with the [General Regulations, Period of Study](#) for the School of Graduate Studies, the time limit to complete the degree is seven years.

iv) Earth Sciences

The Department of Earth Sciences is requesting approval of revisions to section 25.11 governing the M.Sc. program in Earth Sciences, which includes an oral defence at the Master's level, and outlines the process for this component of the program, as well as to section 34.8 dealing with the Comprehensive Examinations. This revision proposed that the existing Comprehensive and Thesis Proposal Exams be merged into a single exam named the Comprehensive Exam, hence the Thesis Proposal Exam will be removed from the PhD program requirements.

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

CARRIED

Calendar Revisions are as follows:

25.11 Earth Sciences

- www.mun.ca/sgs/contacts/sgscontacts.php
- www.mun.ca/science
- www.mun.ca/earthsciences

The degrees of Master of Science and Doctor of Philosophy are offered in Earth Sciences (Geology) and Earth Sciences (Geophysics) by full-time and part-time study.

25.11.1 Program of Study

1. Admission into a Master's Degree program in Earth Sciences (Geology) and Earth Sciences (Geophysics) is restricted to ~~candidate~~ students holding at least a B.Sc. Degree with second class Honours. When circumstances warrant, this requirement may be waived by the School of Graduate Studies on the recommendation of the Head of the Department.
2. Each ~~candidate~~ student will be assigned a multi-member supervisory committee. This committee shall consist of the Supervisor and at least one other member. Within two weeks of the first registration in the M.Sc. Degree program, a ~~candidate~~ student will meet with the ~~candidate~~ student's supervisory committee. Within six months, the student and the supervisory committee will agree on a written thesis proposal outlining the objectives, methods, timetable and funding for the project, and provide the proposal (signed by the student and supervisory committee) to the Head for inclusion in the student's file.
3. A ~~candidate~~ student in the M.Sc. Degree must complete a minimum of 6 credit hours in program courses. The courses must be selected from the overview and general courses below or with the approval of the supervisory committee and Head of the Department, other graduate level courses including those offered by other departments. Depending on background and/or area of specialization, a ~~candidate~~ student also may be required to complete additional courses in eEarth sciences or related subjects.
4. All course requirements should be completed within one year from the date of first registration in the M.Sc. Degree program.
5. ~~A candidate is required to give an oral presentation to the Department on the results of the candidate's research. This presentation must be given during the second year of the program.~~
5. A student is required to give an oral presentation to the Department on the results of their research. This presentation is normally given during the second year of the program and must take place within the Graduate Student Seminar Series.
- (6) A student is required to give an oral defence of their thesis research. The defence will consist of three voting members and will be comprised of (i) the supervisory committee, (ii) a third supervisory committee member (if one exists), or one other regular faculty member (who may also be suggested to examine the thesis), and (iii) the chair or delegate (non-voting). The defence

presentation will be open to the public, but examiner questions will be held in camera. Possible outcomes of the defence are the same as for the Ph.D. given in section 4.10.4(g) of the calendar. Students who earn a "Pass" or "Pass with Distinction" can proceed to the thesis examination following the SGS procedures. Students who earn a "Pass Subject to Conditions" must satisfy those conditions before submitting their thesis for examination. Students who earn a "Re-Examination Required" have six months to complete that re-examination or their program will be terminated. Students who earn a "Fail" will have their program terminated. Once the defence and any necessary revisions are completed, the supervisory committee will complete the Supervisory Approval Form and the thesis may then proceed to examination following the SGS procedures.

6. The M.Sc. Degree program will conclude with a thesis examination as prescribed in the **Regulations Governing the Degree of Master of Science**.
7. The Supervisor and the Head of the Department may recommend to the Dean of Graduate Studies that a ~~candidate~~ student who is not making satisfactory progress be required to withdraw from the program.

34.8 Earth Sciences

- www.mun.ca/sgs/contacts/sgscontacts.php
- www.mun.ca/science
- www.mun.ca/earthsciences

The degrees of Master of Science and Doctor of Philosophy are offered in Earth Sciences (Geology) and Earth Sciences (Geophysics) by full-time and part-time study.

34.8.1 Program of Study

1. Admission into a Ph.D. program in Earth Sciences (Geology) and Earth Sciences (Geophysics) is normally restricted to ~~candidate~~ students holding a Master's Degree or its equivalent. ~~Candidate~~ students holding B.Sc. (Honours) degrees who show evidence of exceptional ability may be considered for a direct entry into a Ph.D. program. In exceptional circumstances, a ~~candidate~~ student with a B.Sc. (Honours) Degree who has spent not less than 12 months in an M.Sc. Degree program may be recommended for transfer into a Ph.D. program, provided that the ~~candidate~~ student can demonstrate, to the satisfaction of the Department of Earth Sciences, the ~~candidate~~ student's ability to pursue research at the doctoral level.

2. A ~~candidate~~ student for in the Ph.D. Degree is normally required to complete 6 credit hours in addition to the credit hours required for the M.Sc. Degree. The courses must be selected from the overview and general courses below or with the approval of the supervisory committee and Head of Department, other graduate level courses including those offered by other departments. Depending on background and/or area of specialization, a ~~candidate~~ student also may be required to complete additional courses in Earth sciences or related subjects. All course requirements should be completed within 12 months from the date of the first registration in the Ph.D. program.

- ~~3. The Ph.D. Comprehensive Examination shall normally be taken in the first semester of registration in the Ph.D. program.~~

Note:

~~Detailed descriptions of the Ph.D. Comprehensive Examination are available upon request from the General Office of the Department of Earth Sciences.~~

3. *The Ph.D. Comprehensive Examination shall normally be taken within the first four semesters of registration in the Ph.D. program.*

Note:

A detailed description of the Ph.D. Comprehensive Examination can be found in the Department of Earth Sciences Graduate Student Handbook.

- ~~4. The Ph.D. Thesis Proposal Examination shall normally be taken in the second semester of registration in the Ph.D. program.~~

Note:

~~Detailed descriptions of the Ph.D. Thesis Proposal Examination are available upon request from the General Office of the Department of Earth Sciences.~~

5. The Ph.D. Degree program will conclude with a thesis examination and an oral defense of thesis as prescribed in the **General Regulations, Theses and Reports**.

6. The Supervisor and the Head of the Department may recommend to the Dean of Graduate Studies that the program of a ~~candidate~~ student who is not making satisfactory progress be terminated, in

accordance with **General Regulation, Termination of a Graduate Program.**

7. A ~~candidate~~ *student* is required to give an oral presentation to the Department on the results of the ~~candidate's~~ *student's* research. The presentation must be given during the second or third year of the program.

- v) Proposed New Graduate Diploma and Master of Applied Ocean Technology (Ocean Mapping) Programs

The Marine Institute is requesting approval of the Graduate Diploma in Applied Ocean Technology (Ocean Mapping), and the Master of Applied Ocean Technology (ocean Mapping).

It was moved by Dr. Pittman and seconded by V. Campbell that the proposed programs be approved in principle to permit an external review.

It was noted that the Academic Council Executive had requested clarification on some aspects of the proposed programs, and the Committee was satisfied with the responses and revisions made as submitted.

On the call for question, the motion

CARRIED

- vi) SGS Diversity Statement

SGS is recommending endorsement of the SGS Diversity Statement. It was moved by Dr. Pittman and seconded by A. Alkasasbeh, that the statement be endorsed.

It was noted that the comments made at the September 18, 2018 meeting of Council were incorporated in the statement and vetted through the Office of the Special Advisor to the President on Aboriginal Affairs who was in agreement with the statement with no additional comments.

On the call for question, the motion

CARRIED

SGS diversity statement:

Memorial University's commitment to diversity and inclusivity is reflected in its mission, code, and values. While everyone is responsible for upholding these values, the School of Graduate Studies (SGS) believes it has a special responsibility to lead and foster equity initiatives given the breadth of diversity in graduate programs and the importance of inclusion in scholarship.

SGS acknowledges the importance of diversity and inclusion in graduate education – that different backgrounds and views are critical to excellence in

personal development, academic achievement, and societal change. Diversity is represented in many ways, including indigeneity, socioeconomic status, race, ethnicity, religion, gender, gender identity, sexual orientation, nationality, ability, ways of learning, or life experience.

Following [Universities Canada's principles on equity, diversity, and inclusion](#), SGS will actively remove barriers and improve supports for graduate students from all backgrounds, to ensure academic progress and success. Through evidence-based, collaborative practice, SGS will foster a welcoming and supportive campus culture for student scholars and leaders and be deliberate in its efforts to raise awareness of diversity and inclusive excellence in all disciplines and programs.

SGS's commitment to graduate students from diverse backgrounds and lived experiences extends across the lifecycle. By creating and making more inclusive our processes, resources, and services, SGS will improve the recruitment and admission, retention and experience, and completion rates and outcomes of all graduate students.

Endorsed by Academic Council, November 19, 2018

- vii) Revisions to the Constitution and By-Laws governing the Academic Council, School of Graduate Studies

The SGS is requesting approval of revisions to the Constitution and By-laws governing the Academic Council, School of Graduate Studies. Most changes are housekeeping and a rationale for all changes are reflected in the document that was circulated. The notice of motion for these changes were distribution October 16, 2018.

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

As a friendly amendment to the motion, it was agreed that the titles for the Dean of Graduate Studies and the Deputy Provost (Students and Associate Vice-President (Academic) Undergraduate Studies, be revised to reflect the new titles effective November 1, 2018.

On the call for question, the motion (with friendly amendment)

CARRIED

**ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES
CONSTITUTION OF THE COUNCIL
(Revised – November 19, 2018)**

1. FUNCTIONS

The functions of Academic Council shall be to ensure standards across all graduate program by considering all policies concerning graduate studies, approving regulation changes in calendar

language and all courses and program of study pertaining to graduate studies, recommending to Senate the award of graduate degrees, receiving reports of decisions approved by Council committees, and discussing and making recommendations on any other matters affecting graduate studies. Where required, recommendations from Council shall be forwarded to Senate.

2. **MEMBERSHIP**

a. The Academic Council shall consist of *ex-officio* members, representatives of faculties and schools, and student members. All of these shall have an equal right to speak and to vote in Council.

b. The *ex-officio* members shall be the

Vice-President (Academic)

Vice-President (Research)

~~Dean of~~ Associate Vice-President and Dean, Graduate Studies

Associate Dean of Graduate Studies

Director, Graduate Enrolment Services, School of Graduate Studies

~~Deputy Provost (Students and~~ Associate Vice-President (Academic), Students
Undergraduate ~~Studies~~ or delegate

University Librarian

The Registrar or delegate

Executive Director of External Affairs, Graduate Students' Union

c. Representatives to Council from faculties and schools:

3 representatives from each of the constituencies of Education, Science, Humanities and Social Sciences, Business Administration

2 representatives from each of the constituencies of Engineering & Applied Science, Medicine, Social Work

1 representative from each of the constituencies of Nursing, Fisheries & Marine Institute, Music, Human Kinetics and Recreation, Pharmacy, Science and Environment (Grenfell Campus), Arts and Social Science (Grenfell Campus), and Fine Arts (Grenfell Campus)

d. Graduate student representatives shall be 6 in number.

3. **SELECTION OF REPRESENTATIVES**

a. Members shall be selected by election or appointment as decided by faculties and schools by means they choose individually. The term of office shall be one year beginning September 1.

b. Selection of faculty members of the Council shall be completed not later than March 31st of each year.

- c. Selection of student members of the Academic Council shall be decided by the Graduate Students' Union.

4. **MEETINGS**

- a. The Academic Council shall normally meet at least once each month in the period from September to May. Additional meetings may be called by the Council Chair as required.
- b. A quorum shall consist of a simple majority of the membership of the Academic Council.

5. **OFFICERS**

The Officers of the Council shall be the Dean of Graduate Studies who shall be Chair, Associate Dean of Graduate Studies who will be Vice-Chair, and a Secretary elected from and by members of the Council.

6. **COMMITTEES**

The Council shall have the right to establish committees and to delegate to those committees whatever functions it will.

7. **BY-LAWS**

The Academic Council shall have the right to draw up by-laws governing its procedures and those of its committees. Such by-laws may be amended by a simple majority of Council members present and voting, provided that a notice of motion to introduce, amend, or delete a by-law has been submitted in writing and circulated to all Council members not less than 14 days before the meeting of the Council at which the motion is to be presented.

8. **AMENDMENTS TO THE CONSTITUTION**

Recommendations to the Senate for amendments to this Constitution may be made by the Council if approved by two-thirds of Council members present and voting, provided that a notice of the proposed amendment has been given at the previous regular meeting of the Academic Council, and that the proposed amendment has been submitted in writing and circulated to all Council members not less than 21 days before the Council meeting at which the motion is to be presented.

**Memorial University of Newfoundland
ACADEMIC COUNCIL OF THE SCHOOL OF GRADUATE STUDIES**

By-Laws of the Council

Revised November 19, 2018

Meetings

Regular meetings of the Council shall take place once each month on the third Monday of the month. The date of a meeting may be changed by the Chair or Vice-Chair for good reasons.

Special meetings may be called by the Chair; or, upon petition of 11 members of the Council, shall be called by the Chair or Vice-Chair. Normally, notice of 24 hours must be given to all members.

The Secretary shall be responsible for the preparation and circulation of the agenda and minutes of all meetings. All committee reports and recommendations to Council are to be circulated in writing prior to a meeting.

Meetings of the Council shall normally be open to observers from the faculty, staff, and graduate student body of the University. Meetings may, however, be closed at any time by simple majority vote of those present.

~~A student whose case is under consideration who appears at a Council meeting as an observer or for whatever purpose, will be required to leave and may not be present while his/her case is under debate or discussion.~~

5. Regular Council meetings shall commence at 4:00 p.m. and adjourn at 6:00 p.m., except by leave of Council.
6. Council approves, on behalf of Senate, all new graduate courses, and changes in existing courses. Senate will be informed of the courses so approved.

Standing Committees

All Standing Committees are required to have regular minutes.

(1) Nominating Committee

- (a) There shall be a Nominating Committee charged with the responsibility for preparing lists of nominees for Secretary and for membership on committees, ~~and for recommending terms of reference for ad hoc committees created by Council.~~
- (b) The Committee shall consist of a Chair and three other members, one of whom shall be a graduate student, who shall be elected from the membership of the Council at the May regular meeting of each academic year for the succeeding year, and shall serve for one year. Members shall be eligible for re-election.

- (c) The Committee shall secure the agreement of each candidate to serve, and shall circulate the lists of nominations to Council at least seven days before the ~~election~~ meeting.
- (d) The Chair of Council, or delegate, shall be an *ex-officio* member of all committees.

(2) Executive Committee

- (a) There shall be an Executive Committee which will serve as a screening committee for Council, ~~and~~ which is charged with the responsibility for:
 - i. Ensuring that new rules and regulations are compatible with University regulations.
 - ii. Soliciting information and ensuring that resources are available and are documented for new programs.
 - iii. Interdisciplinary programs administered by the School of Graduate Studies.
 - ~~iv. Leaves of Absence~~
 - v. Waiver of General Regulations
 - vi. Waiver of Degree Regulations
 - vii. Matters referred to it by Council, by the Committees of Council and by the Associate Vice-President and Dean, Graduate Studies.
 - viii. Previewing reports or matters submitted to Council, and preparing documentation for Council debate.
 - ~~ix. Reviewing for submission to Council lists of candidates for post-baccalaureate degrees and diplomas in consultation with the Office of the Dean of Graduate Studies.~~
 - x. And such other matters as are presented to the Committee concerning graduate studies.
- (b) Regular meetings of the Committee shall take place once each month on the first Tuesday of the month. The date of a meeting may be changed by the Chair or Vice-Chair for good reasons.
- (c) The Committee shall consist of the Associate Vice-President and Dean, Graduate Studies, or delegate, who shall be Chair, and five members, one of whom shall be a graduate student, one of whom shall be the Registrar, or delegate, plus three others, who shall be elected from the membership of the Council at its first meeting in each academic year. The Director, Graduate Enrolment Services, shall also be an ex-officio member of this Committee. Members shall be eligible for re-election.
- (d) The quorum shall be three.
- (e) The Secretary of the Committee, who shall not vote, shall be appointed by the Dean of Graduate Studies from ~~his/her~~ their staff.
- (f) The Committee shall have the power to co-opt.

- (g) The Committee may appoint *ad hoc* sub-committees.

(3) Appeals Committee

- (a) There shall be an Appeals Committee.
- (b) The committee shall consist of five members elected from the Academic Council, at least one of whom shall be a graduate student.
- (c) The Associate Vice-President and Dean, Graduate Studies, or delegate, shall be an *ex-officio* non-voting member of the Committee.
- (d) The Committee shall receive appeals addressed to the Chair of the Appeals Committee c/o School of Graduate Studies.
- (e) The Committee shall meet at the call of the Chair.
- (f) The Secretary of the Committee, who shall not vote, shall be appointed by the Associate Vice-President and Dean, Graduate Studies from ~~his/her~~ their staff.
- (g) The Committee shall have the power to co-opt.
- (h) Procedures:

The academic appeal process may include cases by students or faculty relating to the regulations, policies, and procedures of the School of Graduate Studies.

The basic principle governing all attempts to resolve both academic and other types of difficulties is that they ought to be settled at the lowest possible level, and in as informal a manner as possible. However, in cases where such resolution is unsuccessful, the matter should be referred to the Appeals Committee of the School of Graduate Studies.

Not all complaints, dissatisfactions, or grievances, will necessarily go as far as the Appeals Committee of the School of Graduate Studies.

- i. A student who considers ~~himself/herself~~ themselves aggrieved and who suspects that ~~he/she has~~ they have an academic basis for an appeal should try to settle the difficulty with the individuals immediately concerned;
- ii. If not settled, the problem should then be taken up with the student's supervisor, advisor or tutor;

- iii. If not settled, then with the head of the academic unit responsible;
- iv. If not settled, it is at this stage that the problem should be presented to the Associate Vice-President and Dean, Graduate Studies for resolution;
- v. If not satisfied with the decision made by the Associate Vice-President and Dean, Graduate Studies, it is then the individual's right to lodge an appeal in writing with the Chair of the Appeals Committee of the School of Graduate Studies, who in turn submits the matter to the Appeals Committee at which point the procedures laid out herein shall be followed.

In the case of a student appealing against termination of program, or in the case in the case of .v. above, the following procedures will be followed:

- i. The appellant will initiate the process by submitting a letter to the Chair of the Appeals Committee, c/o the Office of Dean of the School of Graduate Studies. This letter must outline fully the basis of the appeal and suggestions for resolution. All principal parties will be provided with documentation outlining the nature of and the grounds for the appeal, with a two-week period to provide comments.
- ii. The Chair will convene a meeting of the Committee to review the contents of the letter and make decisions regarding the nature of any additional materials that will be required and the persons to be interviewed.
- ~~iii. All parties will be expected to provide written and/or oral submissions to the Committee. Written material shall be submitted to the Chair of the Appeals Committee, c/o the Office of the Dean of Graduate Studies.~~
- iv. The appellant will have the right to be the first person interviewed by the Committee, if the Committee deems interviews to be necessary. If instructed by the Committee, the Chair may consult with the appellant or others for any clarification deemed necessary. Communication of any nature between the appellant and the other voting members of the Committee either before or after the appeal hearing is not permitted. The appellant may, however, submit pertinent material to the Associate Vice-President and Dean, Graduate Studies at any time. Under section 7 of the

Access to Information and Protection of Privacy Act (ATIPPA), a student has a right of access to documentation used by the Committee to come to a decision.

- v. After considering all the relevant information the Committee will vote to decide that the appeal be upheld or denied. The minutes of the Committee shall normally outline the nature of the appeal, indicate who was interviewed and summarize the relevant facts presented to the Committee.
- ~~vi. The Committee may make recommendations regarding the best way to effect a reasonable resolution of any difficulties that might be faced either by the appellant or the academic unit as a consequence of the decision made by the Committee.~~
- vii. The Chair of the Appeals Committee will transmit the decision of the Committee to the appellant, with a copy of the letter sent to the Head of the appellant's academic unit and the Associate Vice-President and Dean, Graduate Studies. In a case where the appeal has been denied, the appellant will be advised in writing of the reasons for the decision and informed that ~~(s)he has~~ they have the right to lodge a further appeal with the Executive Committee of the University Senate.
- viii. The Appeals Committee will make every reasonable effort to render the decision on an individual case within 60 days of the receipt of the original letter of appeal.
- ix. Throughout all steps in the appeal process confidentiality will be maintained. The guidelines laid out in the document entitled Guidelines for Confidentiality for the Academic Council's Appeals Committee, School of Graduate Studies shall be followed.

4. Investigations Board

Mandate

There shall be an Academic Misconduct Investigations Board of the School of Graduate Studies ("the Board").

The Board shall be governed by the School of Graduate Studies General Regulations on **Academic Misconduct** (“the Regulations”) and shall consider allegations of academic misconduct on behalf of Academic Council.

Membership

The Board shall consist of at least nine and not more than twelve members elected from the Academic Council of the School of Graduate Studies, three of whom shall be graduate students. The term of appointment is for two years and is renewable for a further two-year term.

The Chair of the Board shall be chosen by a majority vote of all of the Board members.

The Chair of the Board may request that the Associate Vice-President and Dean, Graduate Studies appoint an advisor who is not a member of the Board to provide guidance with respect to policy and procedures.

The Associate Vice-President and Dean, Graduate Studies, in consultation with the Chair of the Board, shall appoint a non-student investigator from the members of the Board. In exceptional circumstances, the Associate Vice-President and Dean, Graduate Studies, in consultation with the Chair of the Board shall have the power to appoint as an investigator, on an *ad hoc* and temporary basis, a person from outside the Board where a particular expertise or skill set is required for an investigation; that person’s term expires at the conclusion of the specific investigation for which ~~he/she was~~ they were appointed.

The report of the investigator shall be considered by a panel of the Board for a decision. A panel shall consist of three members from the Board including the Chair (or delegate), one student member and one non-student member. Membership on the panel shall be at the invitation of the Chair.

Privacy and Natural Justice

The student shall know all of the allegations made against him/her and given an opportunity to respond to those allegations.

Neither the investigator nor the members of the panel shall have been involved in any prior decision-making with respect to the matter under investigation or have any conflict of interest, bias or reasonable apprehension of bias.

Neither the investigator nor the members of the panel shall be from the academic unit from which the allegation originally emanates nor from the academic unit of the student.

The members of the Board who consider investigations do require substantial information in order to make their decisions. However, the Board also recognizes each

student's right to privacy and its obligations, under the Access to Information and Protection of Privacy Act, to safeguard the personal information of anyone involved in the application of these procedures.

The accused, other students and witnesses will remain anonymous to the panel considering the case.

Any communications on the issues outside of the process by any parties involved is inappropriate.

There shall be no undue delay at any stage of the process.

Procedures

An allegation is made according to the Regulations to the Associate Vice-President and Dean, Graduate Studies or ~~his or her~~ delegate, who shall determine if an investigation is required. He/she shall, normally within one week, and in consultation with the Chair of the Board, appoint an investigator. If the Associate Vice-President and Dean, Graduate Studies or ~~his or her~~ delegate determines an investigation is not required, that person shall notify the student and the person who made the allegation.

The investigator shall interview separately the accused and accuser and relevant witnesses. At these interviews the investigator, the accuser, the accused and relevant witnesses have the right to be accompanied by a registered student or a member of the Faculty or Staff of the University.

Upon completion of these interviews, the investigator shall submit a written report of all findings to the Associate Vice-President and Dean, Graduate Studies. The Associate Vice-President and Dean, Graduate Studies shall present this report to both the accuser and the accused for perusal and comment. Once in receipt of this report, the accuser and accused shall have two weeks in which to submit to the Dean any additional comments on the report that the person wishes to be considered. The investigator shall be given the opportunity to correct any errors of fact should they arise from the comments of the accused and accuser prior to consideration of the allegation by the Panel.

Upon receipt of all information from the investigator as well as comments from the accuser and the accused, the Associate Vice-President and Dean, Graduate Studies shall present the documents, duly anonymized, to the Chair of the Board. The report shall be read by a panel of the Board for a decision.

The Chair of the Board or delegate shall act as Chair of the panel. The panel shall consider the report of the Investigator and may request clarification or additional information from the investigator. Should the investigator provide additional information not contained in the report, the accused and the accuser shall be given an opportunity to review and comment before the panel considers such information.

The panel shall determine by a majority vote of members, whether the accused is guilty of the offence (or each offence, if more than one).

If the accused is found guilty of the offence (or more than one if there are multiple offences) the panel shall then determine by a majority vote of members, the appropriate penalty in accordance with regulations on **Penalties in the Case of Resolution by the School of Graduate Studies**.

The Chair of the Board shall communicate the decision to the accused and accuser in writing outlining the reasons for the decision and shall provide a copy of the decision to the head of the accused's academic unit and the Dean. In addition, the student shall be advised of their right to appeal as outlined in the School of Graduate Studies General Regulations on **Academic Misconduct**.

The Board shall provide to Academic Council an annual report summarizing the activities of the Board. The report shall include the number assigned to each investigation, the alleged Academic Offence, the academic unit of the student, the decision reached and any penalties applied. The report shall not include information that may identify any persons involved.

7. ANY OTHER BUSINESS

8. NOTICE OF MOTION

9. ADJOURNMENT

The meeting adjourned at 4:16 p.m.

Aimée Surprenant, Chair

Echo Pittman, Acting Secretary