

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES  
Graduate Education Council – Committee Meeting  
MINUTES

January 23, 2018  
12:00pm – 1:30pm  
Talbot College Room 204

Catherine Nolan	Elizabeth Webb	Martin Lefebvre
Pam Bishop	Jeff Holmes	Nicole Novielli
Ruth Martin	Silvia Mittler	Linda Miller
Pam McKenzie	Jayshri Sabarinathan	Lorraine Davies
Doug Jones	Jean-Francois Millaire	Peter Simpson
Greg Kopp	Arzie Chant	Mary Blake Bonn
Jisuo Jin	Amanda Costella	Bobby Glushko
Peter Donahue	Lori Johnson	John Hatch
Jan Plug	Adam Roy	Nanda Dimitrov
Brenton Faubert	Mary Ott	Matt Dumouchel
Sharon Sliwinski	Ryan Chan	Ron Wagler
Sam Trosow	Jenna Kitz	Connie Vukson
Caroline Schild-Poulter	Andre Duarte	Julie Kaiser

*Regrets: Robert Wood, Stephan Vachon, Kristen Edwards, Lynn Ubell, Nandi Bhatia, Jamie Baxter, Michael Coyle, Lyn Purdy, Nicole Novielli, Maximillian Stallkamp, Preethi Rao, Emma Fargo, Andrea Di Sebastiano, Abdallah Shami, Kate Choi, Lina Dagnino, Dean Betts, Lorie Donelle*

1. Welcome and approve minutes from April 25, 2017 - Approved
2. Business Arising from the Minutes - None
3. Policy Update and Discussion:
  - a. Duration & Timing of Leave of Absence (attached), current policy can be found here: [http://grad.uwo.ca/current\\_students/regulations/4.html#06](http://grad.uwo.ca/current_students/regulations/4.html#06) - Approved
  - b. Financial Support Regulations (attached), current policy can be found here: [http://grad.uwo.ca/current\\_students/regulations/5.html#01](http://grad.uwo.ca/current_students/regulations/5.html#01) - Approved with modifications
4. Report on Program Reviews – FYI 2016 – 2017 year end reports
5. New SUPR-G and GEC Members
6. Own Your Future update
7. Other Business

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES  
Graduate Education Council – Committee Meeting  
MINUTES  
April 25, 2017  
11:45am – 1:30pm  
Arts & Humanities Building AHB 1B08

<i>Attended:</i>	<i>Silvia Mittler</i>	<i>Mary Blake Bonn</i>
<i>Catherine Nolan</i>	<i>George Ramos</i>	<i>Shelia Macfie</i>
<i>Carol Beynon</i>	<i>Kristen Wallentinsen</i>	<i>Connie Vukson</i>
<i>Ruth Martin</i>	<i>Melanie McPhail</i>	<i>Matt Dumouchel</i>
<i>Pam McKenzie</i>	<i>Maximillian Stallkamp</i>	<i>Candace Loosley</i>
<i>Doug Jones</i>	<i>Andre Duarte</i>	<i>Linda Miller</i>
<i>Brenton Faubert</i>	<i>Joel Armstrong</i>	<i>Lorraine Davies</i>
<i>Kibret Mequanint</i>	<i>Amanda Costella</i>	<i>Peter Simpson</i>
<i>Jeff Holmes</i>	<i>Karyn Olsen</i>	<i>Bobby Glushko</i>

*Regrets: Nandi Bhatia, Valerie Oosterveld, Greg Kopp, Jamie Baxter, Jan Plug, Lorie Donnelle, Liwen Vaughan, Alison Allan, Elizabeth Webb, Kate Choi, Joanna Quinn, Leonardo Guizzetti, Glen Tigert*

1. Welcome and approve minutes from February 21, 2017 (Approved with amendments)
2. Business arising from the Minutes (None)
3. Policy Update and Discussion:
  - a. **Approved with Friendly Amendments** - Approval of Supervisory Regulations (section 11.02)
  - b. **Approved with Friendly Amendments** – Approval of Student Regulations (section 11.03)
  - c. **Approved with Friendly Amendments** - SSD Draft Regulations (section 14)
4. Postdoc Contracts Update (Peter Simpson)
5. Course Regulations
  - a. **Approved with Friendly Amendments** - Definition of Course vs. Milestone
6. **Approved** - new GEC Committee members for 2017-2018 year (2 new Grad Chairs, 2 new grad assistants, 3 new grad students, 2 new faculty appointments) (thank you to members leaving)

7. SUPR-G Nominations (2 students, 1 faculty member needed) (*No one nominated – email to be sent out*)

Other Business

## 4.06 LEAVE OF ABSENCE

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### Duration and Timing of Leave of Absence

Normally, on the recommendation of the Graduate Program, a leave of absence is granted to a maximum of three terms or 12 months. To take into account the leave of absence period, the date for degree completion and funding of the degree program will be extended by the duration of the time taken on leave, i.e. one, two or three terms, as appropriate.

Normally, the leave will coincide with the start and end of terms; however, the start and finish of a leave of absence may begin or end at any point in the term. Students who begin a leave mid-term are advised to consult with their graduate program to make arrangements, especially if taking courses during this period. It is also advisable to consult with the School of Graduate and Postdoctoral Studies.

### Graduate Student and Supervisor Expectations

Students who are on a leave of absence are not recognized as active students and therefore are not covered by University liability insurances. They are expected to be away from normal graduate student activities, including research, writing, coursework, lab work and studying. Moreover, because of liability issues, students do not have approval to partake in various activities while on leave, for example, data collection, conferences, and any other University sponsored event.

Neither supervision nor student progress is expected while a student is on a leave of absence. If both student and supervisor are willing, ongoing communication may be negotiated. Students may not submit their thesis while on a leave of absence.

### Applying for a Leave of Absence

Students may apply for a leave of absence by completing an online request via the [Graduate Student Web Services Portal](#). The request is then reviewed by the Graduate Program. If approved by the Program, it is reviewed by the School of Graduate and Postdoctoral Studies for final approval.

While on leave, students will not be required to pay tuition and ancillary fees because they are not actively registered with the University.

## Financial Support

At Western, supporting our student researchers is a top priority. By offering financial packages to help offset the expenses associated with full-time graduate study, we help our full-time students in PhD programs and in many research-based Master's programs to devote more time to their studies and research. Based on recommendations by the admitting graduate program, students in research-based programs are offered competitive financial support packages.

### 5.01 FUNDING FOR STUDENTS IN RESEARCH-BASED PROGRAMS

The School of Graduate and Postdoctoral Studies distinguishes between research-based programs and professionally-oriented programs to determine eligibility for student support.

Eligible students in the Doctor of Musical Arts in Performance program (DMA), all PhD programs and some research-based Master's programs will be offered a financial support package which may include funds from the Faculty or graduate program, such as internal/external scholarship support, or employment.

### 5.02 ACADEMIC REQUIREMENTS AND ELIGIBILITY FOR FINANCIAL SUPPORT

To be eligible for financial support a student must continue to be registered full-time and must continue to meet the minimum academic requirements of the graduate program and progress satisfactorily towards the timely completion of the degree.

### 5.03 PROGRAM DURATION AND ELIGIBILITY FOR FINANCIAL SUPPORT

Students in funding-eligible programs receive financial support for the normal duration of their program. Note, there are three terms in an academic year; fall, winter, and summer:

- The normal duration for Master's programs varies from two to six terms, depending on the program. Consult the program's regulations for details.
- The normal duration for Doctoral programs is twelve terms.
- Students who transfer from a Master's program to a Doctoral program are eligible for financial support during the first fifteen consecutive full-time terms of registration (this includes both programs).
- Students who enter the Doctoral program directly from the Bachelor's are eligible for financial support for up to fifteen terms of full-time registration.
- During their period of fundability, graduate students are strongly encouraged to apply for

external awards for which they are eligible, such as, federal Tri-Agency (NSERC, SSHRC, CIHR) and Ontario government awards (OGS, QEIISSST).

## **5.04 A MINIMUM ANNUAL FINANCIAL PACKAGE FOR DOCTORAL STUDENTS**

Incoming Doctoral students and continuing Doctoral students who meet the usual eligibility criteria (see Sections 5.02 and 5.03 above), must be offered an annual financial package (i.e., three terms commencing with the initial term of admission) of at least the annual cost of full-time tuition ([Office of the Registrar - Fees & Refunds](#)) plus \$13,000, with the following caveats:

- The financial support package can come from a variety of sources and can differ from student to student. The sources include: supervisor research grant support (e.g. GRA); external scholarships and fellowships from the federal Tri-Agency (CIHR, NSERC, SSHRC) and from the Province of Ontario (OGS, OTS, QEIISSST); Graduate Teaching Assistantships (GTA); internal support (e.g. WGRS, awards from donations and endowments); and employment other than GTA. The support package can change, for example when a student receives an external scholarship, or in response to a student's change in residency; such as, becoming a permanent resident under the Immigration Act of Canada.
- OSAP is excluded in the calculation of the financial package.
- The student may decline all or part of the funding package. Where the student declines all or part of the package, the program must submit a written statement to SGPS, signed by the student and grad chair/director, waiving the graduate program's responsibility to provide the declined funding during the student's program.

## **5.06 COMPLETION OF THE STUDENT'S PROGRAM**

When a student completes the program or withdraws without completing while receiving financial support, the support may be subject to repayment or pro-rating for the remainder of the term. It is important for a student to consult with the graduate program and/or the School of Graduate and Postdoctoral Studies for details.

## **New GEC Members**

### **Associate/Assistant/Vice Dean Positions:**

**Pam Bishop** – Associate Dean, Graduate Programs, Education

<https://www.edu.uwo.ca/faculty-profiles/pamela-bishop.html>

**Michael Coyle** – Assistant Dean, Graduate Studies, Law

[https://law.uwo.ca/about\\_us/faculty/michael\\_coyle.html](https://law.uwo.ca/about_us/faculty/michael_coyle.html)

**Lyn Purdy** - Associate Dean Programs, Ivey

<https://www.ivey.uwo.ca/faculty/directory/lyn-purdy/>

**Jisuo Jin** – Associate Dean, Graduate & Postdoctoral, Science

<https://www.uwo.ca/earth/people/faculty/jin.html>

### **Faculty Appointments:**

*FIMS – 3 year Faculty Term*

**Sharon Sliwinski** - Graduate Program Director (Thesis Programs), FIMS

[https://www.fims.uwo.ca/people/profiles/sharon\\_sliwinski.html](https://www.fims.uwo.ca/people/profiles/sharon_sliwinski.html)

*Law – 2 year Faculty Term*

**Sam Trosow** – Associate Professor, Law

[https://law.uwo.ca/about\\_us/faculty/sam\\_trosow.html](https://law.uwo.ca/about_us/faculty/sam_trosow.html)

### **Graduate Student Appointments:**

*1-2 year terms*

Faculty of Music – **Adam Roy**

Faculty of Education – **Mary Ott**

Faculty of Law – **Lynn Ubell**

Faculty of Engineering – **Emma Fargo**

Post Doc Representative – **Nicole Novielli**

### **Ex-Officio Members**

New SOGS President = **Mary Blake Bonn**

New Chair of SCAPA = **John Hatch**

## **New SUPR-G Members**

1 year student position – Jenna Kitz, Schulich

2 year student position – Ryan Chan, Health Science

2 year faculty position - Lina Dagnino, Schulich Grad Chair