



Western Graduate & Postdoctoral Studies

GRADUATE EDUCATION COUNCIL (GEC)

October 9, 2025

10:30am – 12:00pm

Western Interdisciplinary Research Building (WIRB), Room 3000

[Zoom link](#)

AGENDA

1. Call to Order K. Siddiqui
2. Land Acknowledgment R. Charumbira
3. Confirmation of Quorum
4. Approval of Draft Minutes – **Exhibit A**
5. Business Arising
6. New Business for Approval

6.1 Academic Policy Committee

6.1.1 Senate Registration Policy - **Exhibit B**

Proposal #1: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective November 14, 2025, the Registration Policy be revised as presented in Exhibit B.

6.1.2 Senate Policy for the Interdisciplinary Combined PhD Option - **Exhibit C**

Proposal #2: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective November 14, 2025, the Policy for the Interdisciplinary Combined PhD Option be withdrawn.



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6.1.3 Procedures for the Interdisciplinary Combined PhD Option – Exhibit D

Proposal #3: That the Graduate Education Council approve for information to the Senate Committee on Academic Policy, and Senate that effective November 14, 2025, the Procedures for the Interdisciplinary Combined PhD Option be revised as presented in Exhibit D.

6.1.1 Senate Policy on Course Outlines – Exhibit E

Proposal #4: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective November 14, 2025, the Policy on Course Outlines be revised as presented in Exhibit E.

6.1.2 Terms of Reference – Exhibit F

Proposal #5: That the Graduate Education Council approve that effective October 9, 2025, the GEC Academic Policy Committee Terms of Reference be revised as presented in Exhibit F.

6.1.3 Membership Updates 2025-2026 – Exhibit G

Proposal #6: That the Graduate Education Council approve the proposed new members for the 2025-2026 GEC Academic Policy Committee as presented in Exhibit G.

6.2 Postdoctoral Affairs Advisory Committee

6.2.1 Terms of Reference – Exhibit H

Proposal #7: That the Graduate Education Council approve that effective October 9, 2025, the GEC Postdoctoral Affairs Advisory Committee Terms of Reference be revised as presented in Exhibit H.



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6.2.2 Membership Updates 2025-2026 – Exhibit I

Proposal #8: That the Graduate Education Council approve the proposed new members for the 2025-2026 GEC Postdoctoral Affairs Advisory Committee as presented in Exhibit I.

6.3 GEC Membership Updates 2025-2026 – Exhibit J

Proposal #9: That the Graduate Education Council approve the proposed new members, effective October 9, 2025, as presented in Exhibit J.

6.4 School of Graduate and Postdoctoral Studies Council Constitution Update – Exhibit K

Proposal #10: That the Graduate Education Council approve the proposed revisions to the School of Graduate and Postdoctoral Studies Council Constitution, effective October 9, 2025, as presented in Exhibit K.

7. Other Business

7.1 SUPR-G Vacancies – Call for Nominations

7.2 GEC Subcommittee Vacancies – Call for Nominations

8. Adjournment

Registration

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Registration
Subsections:	Initial Registration ; Registration Requirements ; Categories of Registration ; Transfer from Master's to Doctoral Degree Status in a Program ; Leave of Absence ; Student Progress and Withdrawal ; Admission After Withdrawal
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Registration ; Procedures for the Interdisciplinary Combined PhD Option
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	*
Effective Date:	November 8, 2024 November 14, 2025
Supersedes:	November 8, 2024 , May 17, 2024; March 15, 2024; September 16, 2022

1. Initial Registration

A candidate whose application for admission has been approved by the School of Graduate and Postdoctoral Studies (SGPS) must register in the term indicated on the "Offer of Admission". In exceptional circumstances, registration may be deferred, with approval of the program and SGPS. The candidate should consult the appropriate program for details about registration.

2. Registration Requirements

a) Continuous Registration

Graduate students must maintain continuous registration in the SGPS in each successive term from initial registration until all requirements for the degree are completed.

b) Maximum Registration Period

The maximum registration period for completing a Master's degree is three calendar years from initial registration and, in the case of a Doctoral degree, six calendar years from initial registration. For students who transfer from a Master's program to a Doctoral program without completing the Master's program or Direct-Entry to a Doctoral program, a maximum of seven calendar years from the initial registration in the Master's program or Doctoral program (Direct Entry) will be given to complete the Doctoral degree. For students admitted part-time to an approved part-time Master's program, the maximum registration period is four years.

The student will be withdrawn at the end of their maximum registration time limit unless the Vice-Provost (Graduate and Postdoctoral Studies) has approved an extension.

3. Categories of Registration

a) Full-Time Student

To be registered as a full-time student, a student must meet the following criteria:

- Make satisfactory progress toward degree completion in alignment with full-time program expectations and requirements. Failure to meet progression requirements may result in being required to withdraw from the program.
- Be present on campus as required by their program.
- Have paid, or make arrangements to pay, full-time tuition fees.

b) Part-Time Student in Approved Part-Time Program

Students may be admitted as part-time students in approved part-time programs as stipulated in the program's regulations. During the course of study, and with the approval of the program and SGPS, such a part-time registrant may be approved to register as a full-time student; they may then register as a part-time student at a later date by meeting the requirements as stipulated in (c) below. Students who begin as full-time students in programs that have an approved part-time course of study may only change to part-time registration as stipulated in (c) below.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

c) Part-Time Students in Full-Time Programs

Part-time registration in full-time programs may be granted in exceptional circumstances and only with the approval of both the Graduate Program and the Vice-Provost (Graduate and Postdoctoral Studies). Examples of such circumstances are: admission to another full-time university program or medical or compassionate circumstances that make it impossible for the student to continue to devote full-time attention to their program of study. Supporting documentation must be submitted with the request for part-time status.

Part-time status is not to be used as a means for reducing or avoiding tuition fees. Being beyond the funding eligibility period will not, by itself, constitute grounds for a change from full-time to part-time status. Part-time status may be granted for up to a cumulative total of three terms.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

d) Thesis Defense Only Student

The purpose of this status is to allow a student who: a) has completed all program requirements (including thesis submission), but b) has not been able to defend their thesis before the end of term, to register at the University in the subsequent term without paying tuition fees. Thesis Defense Only registration (TDO) can be held for only one term.

- This registration category will not require payment of tuition fees; however, students will be required to pay part-time ancillary fees.
- In order to be considered for TDO status students must upload their thesis electronically.
- TDO status will be granted to those students who have submitted a thesis by the final official day of term but have not been able to secure an examination board and/or examination date that falls before the end of the term.
- Programs are required to inform SGPS as soon as possible (and in any case no less than 10 working days before the last working day of the term) when a thesis examination will need to be scheduled into the subsequent term.
- The thesis examination must be successfully completed, all required revisions done, and the final thesis submitted to SGPS prior to the end of the TDO term. A student who does not meet these conditions will be required to pay part-time tuition for the TDO term and will continue to be registered until the final thesis is submitted.
- TDO applies only to students in programs that have a thesis requirement.

- A student will be given TDO status for no more than one term.
- When the thesis examination is unsuccessful at either the preliminary or examination stages, the student will not have met the TDO conditions and will be required to pay part-time tuition and fees for the TDO term.

e) Non-degree Part-time Student

Non-degree part-time students must meet normal admission requirements. If a student in this category is subsequently admitted to a degree program, no more than 20% of the course requirements for the degree may be credited from courses taken while a non-degree student. Non-degree part-time students are not required to maintain continuous registration. For each term in which they are registered, however, they must inform their Graduate Chair before the start of the next term whether they plan to take courses during that term or whether they plan to withdraw. Without withdrawal, they will receive a tuition bill for the following term, as if they were in a degree program. Once withdrawn, they must apply for readmission to resume their non-degree part-time studies. In such cases, SGPS waives the readmission fee.

f) Concurrent Degree Student

Students in the following programs will be registered in both programs and are eligible to receive degrees in each:

- MD-PhD
- MBA-LLB in Business and Law

g) Doctoral Flex-time Registration

Students must select flex-time registration prior to commencing their program of study and cannot alter their registration status once selected.* Students enrolled in flex-time studies pay full-time tuition fees for the first four years of their registration, and part-time fees until they complete their program. As the flex-time option is intended for working professionals, Western's doctoral funding guarantee does not apply to students in flex-time studies. Flex-time enrolment will normally require two additional years of study for students to complete the program, in comparison to students in a regular full-time enrolment status. Completion within six to eight years while in flex-time enrolment is expected.

*Please note that the flex-time registration option is available only for doctoral programs with an approved flex-time option.

h) Interdisciplinary Combined PhD

A Western Interdisciplinary Combined PhD entails the completion of the combined degree requirements of two Western doctoral programs simultaneously under the supervision of a faculty member from each program. Engagement and approval of the School of Graduate and Postdoctoral Studies (SGPS) is required throughout.

DEFINITIONS

Home Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, "Home Program" will refer to the graduate program that has administrative responsibility for the student, including providing work/office space, assignment of GTAs, completion of annual progress reports, etc. The Home Program is also the "fall-back" program in the event that the student wishes to discontinue in the combined option.

Partnering Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, "Partnering Program" will refer to the second graduate program.

i) _____

j) **Program Structure**

k) The student shall have two supervisors—one supervisor with doctoral membership in each graduate program. In exceptional circumstances, a single supervisor, with doctoral membership in both programs may be approved by SGPS, conditional upon the supervisory committee representing both programs.

l) One of the two programs will be identified as the "Home Program" for the purpose of registration and administration.

m) Programs are encouraged to "share" or "merge" some of their usual requirements. For example, a required course in one program can also be counted as an optional or elective course in the second program.

n) One thesis is to be completed; the thesis must meet the expectations of both programs, the content of the thesis should represent a blending of the disciplines.

o) The composition of the examining board for the dissertation will include representation of both participating programs and disciplines. Some variation from the usual PhD Examination Board structure may be needed to achieve this; such variation must be approved by SGPS.

p) The student's individual program (structured to support completion in 4 years) must be determined and agreed upon by the two programs normally no later than by the second term, including:

q) All courses to be completed to meet the learning outcomes of both programs

r) The nature and timing of comprehensive(s) to satisfy both programs (if feasible, the comprehensive exam requirements of the two programs can be merged into one exam)

s) Any additional milestones required to meet the learning outcomes of both programs

t) The topic of the dissertation/research

u) _____

v) **Inclusion on Transcripts and Degrees**

w) One degree/parchment will be awarded; it will list both graduate programs.

x) The student's transcript will note registration in both graduate programs, with one degree awarded upon completion of all requirements.

y) The student's transcript will read under "Academic Program History":

z) Program: Home Program

Plan: Interdisciplinary Combined Doctor of Philosophy

Home Program and Partnering Program

Status: Active in Program (or later, "Completed Program")

- aa) ~~The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, Home Program and Partnering Program~~
- bb)

4. Transferring between Graduate Degree Levels

Transferring refers to a situation where a student leaves an unfinished degree program and registers in a different degree-level in the same graduate program. Students are normally given recognition for prior work in these instances. Transferring can occur from a lower-level degree program to a higher-level degree program (e.g., Graduate Diploma (GDip) to Master's or Master's to Doctoral) or from a higher-level degree program to a lower-level degree program (Doctoral to Master's). When transferring, the credential from the former degree program is not granted to the student, as they have not completed all requirements of the former degree program. Transfers must be approved by the graduate program and SGPS.

5. Laddering to another Graduate Degree

Laddering refers to an established process where a student completes a program and is given recognition for this prior work towards a subsequent degree program via this approved pathway. In the case of laddering, a student has completed the lower-level program and has been awarded the credential (e.g., a student completes a GDip program and is provided credit for prior work in a specific Master's program with an approved laddering process). The remaining requirements for the higher-level degree in these cases are also pre-determined. Students must apply for admission to the laddering degree program; admission is not guaranteed.

6. Leave of Absence

The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence on pregnancy/parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the program.

When recommending a leave of absence to the Vice-Provost (Graduate and Postdoctoral Studies), programs should contact SGPS about any academic considerations for outstanding coursework.

While on leave, students are expected to be away from normal activities as graduate students (e.g., attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period. Before the end of the approved leave of absence, students notify the Graduate Chair/Director, the Graduate Assistant and, where relevant, the Supervisor(s), to discuss the transition

back to their studies. If students are applying for an additional leave of absence, it is important that the program and SGPS be notified as soon as possible.

To ensure that they are optimally supported throughout their degree, students requiring leaves of absence that extend beyond three terms are encouraged to communicate with programs about potential professional, academic or research implications of the extended period away from their studies.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this 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.

a) Pregnancy and/or Parental

Pregnancy/Parental Leave is intended to recognize the need for leave at the time of pregnancy, birth or adoption, and to permit a pause in studies in order to provide full-time care in the first year of parenting a new child. Either parent may request up to three terms of leave, which must be started within twelve months of the date of birth or custody.

Provided the student has been a registered full-time graduate student for at least one term and is not receiving additional Tri-Agency benefits, they are entitled to a \$1,500 pregnancy and parental bursary per leave.

During a Pregnancy/Parental leave international students can opt into UHIP for up to 12 months.

b) Medical

Graduate students may apply for a medical leave by providing a Medical Certificate completed by a health care practitioner. During a Medical leave, international students can opt into UHIP for four months in a 12-month leave period. It is possible to extend UHIP for another four months subject to the approval of the insurance provider.

c) Compassionate

Graduate students may apply for a compassionate leave for care and support of a seriously ill family member. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.

d) Internship

Graduate students in programs without an internship requirement who secure an internship through Western's Internship Program may apply for an internship leave.

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 SGPS.

Once on leave, students are not registered with the University nor will they be required to pay tuition and ancillary fees for this period; however, they are entitled to receive/maintain certain benefits as described in the related Procedures.

7. Withdrawal

The Graduate Chair of a program:

- Must approve the student's plan of study.
- Must ensure the preparation and filing of an annual progress report for each student.

Graduate faculty must provide students with timely feedback on courses, examinations, or other requirements.

The program may require students to withdraw if they fail to meet the following standards:

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.
- Students must make satisfactory progress towards the degree according to milestones set by the program.

Withdrawal from a program can occur in two ways. A student can voluntarily withdraw, following formal notification to the program. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees. Once withdrawn from a program (and SGPS), the person withdrawn is no longer a student and may not attend classes, receive supervision, or have access to any resources of the University.

8. Admission After Withdrawal

Students who have voluntarily withdrawn or who have been withdrawn and wish to complete their program must formally re-apply for admission. Credit for previous work completed must be approved by the program and SGPS.

Students who are withdrawn for non-payment of fees will be considered for admission under the following payment conditions:

- Any student who has withdrawn or has been withdrawn may be required to pay fees for the terms in which registration has lapsed if admitted.
- Payment of all fees owing at the time of withdrawal including all penalty fees incurred as a result of the default.
- Prepayment of full fees for the term in which admission is sought.
- These payments must be money order, cash, direct debit, or certified cheque.

9. Time Away From Studies and Vacation Time

Full-time graduate students in research-based programs are expected to be active in their program for all three terms of the university year, as specified in Section 2. While engaging in their program, we recognize that personal time (i.e., time away from studies) is beneficial for student health, well-being and academic achievement. It is acceptable and expected that Supervisors, Supervisory Committee Members and Graduate Chairs will discuss expectations around students' study and research schedules; they will mentor students and support their need for time off and their pursuit of work/life balance. Time away from studies must take into account the impact on timely progression and the impact on research and other responsibilities.

It is expected that students devote a reasonable number of hours each weekday to study and to research. It is acceptable for students to take days off. In making these time management decisions, it is expected that students will learn to discern when time away from studies supports academic productivity, and when it undermines timely progression.

Graduate Chairs are encouraged to ensure that both student and supervisor needs and expectations are met. See SGPS Regulation regarding supervisor expectations.

In addition to the above, students are entitled to be away from their studies and research responsibilities during:

- the closing of the University from late December until early January
- statutory holidays when the University is closed
- religious holidays in accordance with University policy

Graduate students are also entitled to at least two weeks of vacation time from their studies per year.



Interdisciplinary Combined PhD Option

Policy Category:	Registration
Subject:	Interdisciplinary Combined PhD Option
Subsections:	Definitions ; Rationale for an Interdisciplinary Combined PhD Option ; Program Structure ; Enrolling in an Interdisciplinary Combined PhD Option ; Inclusion on Transcripts and Degrees
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedures for the Interdisciplinary Combined PhD Option
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate and Postdoctoral Studies)
Related Policies:	*
Effective Date:	July 1, 2023 November 14, 2025
Supersedes:	(NEW) July 1, 2023

A Western Interdisciplinary Combined PhD entails the completion of the combined degree requirements of two Western doctoral programs simultaneously under the supervision of a faculty member from each program.

DEFINITIONS

Home Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Home Program” will refer to the graduate program that has

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~~administrative responsibility for the student, including providing work/office space, assignment of GTAships, completion of annual progress reports, etc.~~

~~The Home Program is also the “fall-back” program in the event that the student wishes to discontinue in the combined option.~~

Partnering Program: ~~For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Partnering Program” will refer to the second graduate program.~~

~~1. Rationale for an Interdisciplinary Combined PhD Option~~

- ~~1.1. Many current and emerging areas of research and professional practice are at the intersection of existing disciplines.~~
- ~~1.2. Advanced knowledge and research expertise that spans disciplinary boundaries is needed to effectively respond to emerging cultural, social, and scientific needs.~~
- ~~1.3. The creation of new interdisciplinary graduate programs would not provide the flexibility or responsiveness required to address these growing needs.~~
- ~~1.4. This option will be unique in Canada and will provide an innovative and competitive advantage for Western and its graduates.~~

~~2. Program Structure~~

- ~~2.1. The student shall have two supervisors — one supervisor with doctoral membership in each graduate program. In exceptional circumstances, a single supervisor, with doctoral membership in both programs may be approved by the School of Graduate and Postdoctoral Studies (SGPS), conditional upon the supervisory committee representing both programs.~~
- ~~2.2. One of the two programs will be identified as the “Home Program” for the purpose of registration and administration.~~
- ~~2.3. Programs are encouraged to “share” or “merge” some of their usual requirements.~~
 - ~~○ For example, a required course in one program can also be counted as an optional or elective course in the second program.~~
- ~~2.4. One thesis is to be completed; the thesis must meet the expectations of both programs, the content of the thesis should represent a blending of the disciplines.~~
- ~~2.5. The composition of the examining board for the dissertation will include representation of both participating programs and disciplines.~~

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- ~~Some variation from the usual PhD Examination Board structure may be needed to achieve this; such variation must be approved by SGPS.~~

~~2.6. The student's individual program (structured to support completion in 4 years) must be determined and agreed upon by the two programs normally no later than by the second term, including:~~

- ~~All courses to be completed to meet the learning outcomes of both programs~~
- ~~The nature and timing of comprehensive(s) to satisfy both programs (if feasible, the comprehensive exam requirements of the two programs can be merged into one exam)~~
- ~~Any additional milestones required to meet the learning outcomes of both programs~~
- ~~The topic of the dissertation/research~~

~~3. Enrolling in an Interdisciplinary Combined PhD Option~~

~~3.1. The student is accepted first into a "Home Program" and then requests admission to the "Partnering Program" ideally before the beginning but no later than by the second term after beginning in the "Home Program".~~

- ~~The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.~~

~~3.2. Following completion and approval of the "Interdisciplinary Combined PhD Degree Agreement" and admission to the Partnering Program, the student is transferred into the combined degree program.~~

- ~~Normally the Interdisciplinary Combined PhD Agreement will be completed prior to the student's first term of registration but no later than two terms into the student's registration in the Home Program.~~

~~4. Inclusion on Transcripts and Degrees~~

~~4.1. One degree/parchment will be awarded; it will list both graduate programs.~~

~~4.2. The student's transcript will note registration in both graduate programs, with one degree awarded upon completion of all requirements.~~

~~4.3. The student's transcript will read under "Academic Program History":~~

~~Program: Home Program~~

~~Plan: Interdisciplinary Combined Doctor of Philosophy~~

~~Home Program and Partnering Program~~

~~Status: Active in Program (or later, "Completed Program")~~

~~4.4.1.1. The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, *Home Program* and *Partnering Program*~~



Procedures for the Interdisciplinary Combined PhD Option

The creation of an Interdisciplinary Combined PhD Option requires completing the Interdisciplinary Combined PhD Degree Agreement form. This procedure document serves to clarify and provide direction for doing so, as well as to highlight important considerations.

Engagement and approval of the School of Graduate and Postdoctoral Studies (SGPS) is required throughout.

1. Definitions

1.1 Home Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Home Program” will refer to the graduate program that in which the student is registered and which has administrative responsibility for the student, including, if appropriate, work/office space, assignment of GTAships, completion of annual progress reports, etc.

- The Home Program is also the “fall-back” program in the event that the student wishes to discontinue in the combined option.

1.2 Partnering Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Partnering Program” will refer to the second graduate program.

2. Program Structure

2.1. A student in an Interdisciplinary Combined PhD Degree Program participates in two (2) doctoral programs, a Home Program and a Partnering Program, and is required to progress toward and meet the respective requirements of the two (2) doctoral programs concurrently.

2.2. The Interdisciplinary Combined PhD Program duration is the same as a regular PhD Program 4 years.

2.3. The student shall have two supervisors – one supervisor with doctoral membership in each graduate program. In exceptional circumstances, a single supervisor, with doctoral membership in both programs may be approved by the School of Graduate and Postdoctoral Studies (SGPS), conditional upon the supervisory committee representing both programs. If variation in the structure of the supervisory committee is warranted, such

Procedures for the Interdisciplinary Combined PhD Option

variation must be clearly described and must be in alignment with SGPS Regulations.

- All thesis submission and examination-related forms must be completed and submitted to SGPS by the designated Home Program.

2.4. It is expected that programs will “share” or “merge” some of their requirements and that students will meet the learning outcomes of both programs.

- For example, comprehensive/qualifying exams can be restructured to meet the expectations of both programs.

2.5. One thesis is to be completed; the thesis must meet the expectations of both programs; the content of the thesis should represent a blending of the disciplines. The composition of the Thesis Examination Board for the dissertation will include representation of both participating programs and disciplines. If variation from the usual PhD Examination Board structure is necessary, approval by SGPS is required. Composition and approval of the thesis examination board, the public **lecture presentation**, and examination date will be administered by the Home Program, in consultation with the Partnering Program.

- Some variation from SGPS Thesis Procedures is expected to ensure that the examination board appropriately represents the research conducted in the Interdisciplinary Combined PhD Program. However, it is strongly encouraged that the examination board does not include more than one additional member (i.e., the usual PhD examination board includes four (4) examiners.).

2.6. The student's individual program (structured for completion in four (4) years) must be determined and agreed upon by the two programs (Graduate Chairs or equivalent, Supervisors, and student) normally no later than the second term. The student's individual program design, timeline and plan must meet the learning outcomes of both programs and include:

- The topic of the dissertation/research
- The course requirements
- The nature and timing of comprehensive(s)/**qualityfingqualifying** exams
- Any additional milestones
- The topic of the dissertation/research

3. Enrolling in an Interdisciplinary Combined PhD Option

Procedures for the Interdisciplinary Combined PhD Option

- 3.1. The student is accepted first into the Home Program and then applies for admission to the Partnering Program. The student must meet the entrance requirements of both programs and must be admitted by both programs.
- 3.2. The Interdisciplinary Combined PhD Agreement form should be completed prior to the student's first term of registration but no later than two terms into the student's registration in the Home Program.
- 3.3. Following completion and approval of the Interdisciplinary Combined PhD Degree Agreement form and admission to the Partnering Program, the student is transferred into the Interdisciplinary Combined PhD Degree Program.

4. Funding

- 4.1 The funding eligibility period for students in the Interdisciplinary Combined PhD Degree Program is the same as regular PhD Programs. The Interdisciplinary Combined PhD Degree Program duration is four (4) years. If the student is expected to exceed the normal four year duration with an additional year, If, in order to meet the learning outcomes of both the Home and Partnering Programs the student's Program extends beyond four (4) years, details must be provided on how the student will be supported financially for the additional year(s).
- 4.2 Although the Partnering Program should reasonably contribute to the student's funding package, the Home Program has ultimate responsibility for the student's funding.
- 4.3 If one program has a higher funding level, the student should receive the higher level, shared appropriately by the Home and Partner Programs.

5. Inclusion on Transcripts and Degrees

- 5.1. The student's transcript will note registration in both graduate programs, with one degree awarded upon completion of all requirements.
- 5.2. The student's transcript will read: COMBINED DOCTOR OF PHILOSOPHY, *Home Program and Partnering Program*
- 5.3. The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, *Home Program and Partnering Program*

The following table provides comments and additional considerations for each of the subsections of the Interdisciplinary Combined PhD Degree Agreement form:

Procedures for the Interdisciplinary Combined PhD Option

Subsection	Comments & considerations
Student name:	(No additional comments)
Entrance requirements:	<ul style="list-style-type: none"> • The student is accepted first into the Home Program and then applies for admission to the Partnering Program. • The student must meet the entrance requirements of both programs and must be admitted by both programs. • If there is a variation from the normal requirements (e.g., if one Program is allowing a variation from their usual requirements), describe the variation.
Duration of degree:	<ul style="list-style-type: none"> • Interdisciplinary Combined Program duration is 4 years • If the student is expected to exceed the normal 4 year duration with an additional year, describe later in the funding section how the student will be supported financially for the additional year.
Supervisory committee structure:	<ul style="list-style-type: none"> • The structure of the supervisory committee for the Interdisciplinary Combined Program may vary from the structure of each of the participating program. • Such variation must be clearly described and must be in alignment with SGPS Regulations.
Course and milestone requirements:	<ul style="list-style-type: none"> • List the courses and milestones required for the combined program. • Describe how the course requirements of the two programs will be combined or varied. • If any courses or milestones will be required beyond the usual requirements of either program, they must be listed, along with any recommended or required timing of when such additional courses or milestones should be completed.
Comprehensive examination(s) / Candidacy Examination milestones:	<ul style="list-style-type: none"> • Ideally, the student should not be required to complete the comprehensive exam requirements of both programs separately. • Rather, efforts should be made to combine or blend the requirements in a manner that supports the learning expectations of each program while avoiding separate comprehensive examinations.
Additional program requirements:	<ul style="list-style-type: none"> • Describe how any of the additional requirements from either program may be combined or waived for the Interdisciplinary Combined PhD Program. • In combining or waiving any additional requirements, information should be provided to explain how the learning expectations of the two programs will still be met. • Mandatory lab or safety training cannot be waived.

Procedures for the Interdisciplinary Combined PhD Option

Subsection	Comments & considerations
Thesis requirements:	<ul style="list-style-type: none"> • All thesis submission and examination related forms must be completed and submitted to SGPS by the Home Program. • Composition and approval of the thesis examination board, the public lecture, and examination date will be administered by the Home Program, in consultation with the Partnering Program.
Thesis examination committee format:	<ul style="list-style-type: none"> • Some variation from SGPS Regulations is expected in order to ensure that the examination board appropriate represents the research conducted in the Interdisciplinary Combined PhD Program. • However, it is strongly encouraged that the examination board not include more than one additional member (i.e., the usual PhD examination board includes 4 examiners; the Interdisciplinary Combined PhD examination board should not exceed 5 members).
Supervisor(s):	<ul style="list-style-type: none"> • Supervisors, one from each program, are required for the combined program. • The supervisor from the Home Program will have responsibility for ensuring that annual progress reports are submitted via the Home Program and for ensuring that thesis submission and examination forms are submitted to SGPS.
Funding and Teaching Assistantship:	<ul style="list-style-type: none"> • Detail the funding commitments from each Program (eg, GTAs, scholarships, Graduate Fellowships), breaking the details down by year if the funding sources are expected to change on a yearly basis. • Although the Partnering Program should reasonably contribute to the student's funding package, the Home Program has ultimate responsibility for the student's funding. • If one program has a higher funding level, the student should receive the higher level, shared appropriately by Home and Partner Programs.

Procedures for the Interdisciplinary Combined PhD Option

APPENDIX A

Interdisciplinary Combined PhD Degree Agreement Form

(a link to this form is available on the SGPS website)

	Home Program	Partnering Program	Interdisciplinary Combined Program
Student Name: _____			
<u>Supervisor(s):</u>			
<u>Entrance— requirements:</u>			
<u>Duration of— degree:</u>			
Supervisory committee <u>structure mem bers:</u>			
Course and milestone requirements:			
Comprehensive examination(s) / <u>Candidacy— Qualifying</u> Examination milestones <u>and— format:</u>			
Additional program requirements:			
Thesis <u>requirements to pic:</u>			
<u>Thesis— examination— committee and— format:</u>			

Procedures for the Interdisciplinary Combined PhD Option

Supervisor(s):			
Funding and Teaching Assistantship Details:			

APPROVALS:

Student			
	Student: Name	Student: Signature	Date
Home Program			
	Supervisor: Name	Supervisor: Signature	Date
Home Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Partnering Program			
	Supervisor: Name	Supervisor: Signature	Date
Partnering Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Home Program			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
Partnering Program (if in a Faculty different from Home)			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date

Procedures for the Interdisciplinary Combined PhD Option

SGPS			
	Vice-Provost: Name	Vice-Provost: Signature	Date

Course Outlines

Policy Category:	Examinations
Subject:	Course Outlines
Subsections:	Course Outlines (Syllabi) for Undergraduate Courses; Course Outlines for Graduate Courses;
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	Program Design – Courses and Milestones; Registration
Effective Date:	September 1, 2026 September 2025
Supersedes:	September 2025; September 2024; September 2019

COURSE OUTLINES (SYLLABI) FOR UNDERGRADUATE COURSES

No later than the first day of class in the term a course is given, Faculties, Departments, Schools or Programs (hereafter called “Academic Units”) must post on a secure Web site a course outline for each course offered that includes the course name and number, and the location and days and hours that the course is scheduled (including lecture, laboratory and tutorial hours).

Each course outline must include the following information or direct students to a secure course Web site where these details are available:

1. Course Information

Prerequisite checking - the student’s responsibility

If applicable, a list of the prerequisites for the course and the following notation regarding the Senate regulation with respect to the student's responsibility for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

2. **Instructor Information**

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

3. **Course Syllabus**

A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

4. **Course Materials**

A description **and approximate cost** of the materials that are required (or recommended) for the course, including text books, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

5. **Methods of Evaluation**

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Any course-specific conditions that are required to pass the course must be outlined. Conditions might include (i) minimum attendance at lectures, tutorials or laboratories, (ii) minimum overall grade on laboratory, tutorial or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam, to name a few.

A clear indication of how absences from midterms, tutorials, laboratory experiments, or late essays or assignments, will be dealt with must be

provided. The course outline must direct the student to the Policy on Academic Consideration for Medical Illness – Undergraduate Students (https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf)

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the dean (or designate) of the faculty concerned.

6. **Additional Statements**

Statement on Use of Electronic Devices

A clear statement of what electronic devices will or will not be allowed during tests and examinations.

Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.

Statement on Academic Offences

The statement: “Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.”

Additionally,

- A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

- B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in

answer patterns that may indicate cheating, the following statement must be added to course outlines:

“Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”

Support Services

The Web sites for Registrarial Services (<http://www.registrar.uwo.ca>), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>) and the Student Development Services, should be provided for easy access.

Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

“Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:

https://www.uwo.ca/health/student_support/survivor_support/get-help.html To connect with a case manager or set up an appointment, please contact support@uwo.ca.”

All course outlines should contain the following statement: “Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site, each Department must forward an electronic version of items 1-5 of each course outline (syllabus) to the Office of the Dean of the Faculty or College. By the fourth week after the start of term, the Dean's Office will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President's Advisory Committee on University Records and Archives).

COURSE OUTLINES FOR GRADUATE COURSES

As soon as possible and in any case no later than two weeks prior to the course's start, Faculties, Departments, Schools or Programs (hereafter called "Academic Units") must post on a secure Web site a course outline for each course offered. At the start of each course this outline also must be available electronically and/or in hard copy form.

In order to allow students to make informed decisions on their course selection and the scheduling of their studies, each course outline must include the following information or direct students to a secure course Web site where these details are available:

1. Course Information

This includes the course name and number, and the location and days and hours that the course is scheduled (including all required components of the class: lectures, seminars, colloquia, labs, etc).

2. Enrollment Restrictions

All course outlines must include one of the following two statements regarding enrollment restrictions:

Enrollment in this course is restricted to graduate students in (Insert name of program(s)).

OR

Enrollment in this course is restricted to graduate students in (Insert name of program(s)), as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student's home program.

3. Instructor Information

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

4. Course Description and Graduate Course Level Learning Outcomes/Objectives

A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises,

essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

Provide a list of course learning outcomes/objectives. Course learning outcomes/objectives should align with the graduate program's learning outcomes. Contact your graduate chair/administrator, or SGPS, for a copy of the program learning outcomes. Ideally, students should be able to see how course learning outcomes/objectives are addressed through course requirements, activities and assessments.

5. Course Timeline and Format

Include an anticipated timeline of the content areas, or topics and/or other learning activities, covered over the course duration, as well as the format (face-to-face, online, hybrid) used to deliver the content. Instructors should make every effort to follow the stated timeline. Normally, instructors cannot change the format of instruction during the course.

6. Course Materials

A description **and approximate cost** of the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

7. Methods of Evaluation

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments. When exact dates cannot be supplied, a tentative schedule must be issued with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Any course-specific conditions that are required to pass the course must be outlined. For example, conditions might include (i) minimum attendance at lectures or laboratories, (ii) minimum overall grade on laboratory or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam.

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the graduate chair of the program concerned.

8. Statement on Academic Offences

The statement: "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

Additionally,

A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement must be added to course outlines: “Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”

9. Health/Wellness Services

All course outlines must contain the following statement:

Students who are in emotional/mental distress should refer to Mental Health Support at <https://www.uwo.ca/health/psych/index.html> for a complete list of options about how to obtain help.

10. Accessible Education (AE)

All course outlines must contain the following statement:

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education (AE), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AE and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate

academic accommodations to program requirements are arranged. These accommodations may include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

11. Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

“Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:

https://www.uwo.ca/health/student_support/survivor_support/get-help.html

To connect with a case manager or set up an appointment, please contact support@uwo.ca.”

12. Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence. Refer to the Provisional Guidance for the use of Generative AI in Graduate Studies for more information. A link to this document is available on the School of Graduate and Postdoctoral Studies website.

13. Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site, each program must forward an electronic version of items 1, 3, 4-7 of each course outline to the School of Graduate and Postdoctoral Studies (SGPS). By the fourth week after the start of term, SGPS will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President's Advisory Committee.)

GRADUATE EDUCATION COUNCIL (GEC) ACADEMIC POLICY COMMITTEE

Terms of Reference:

The GEC Academic Policy Committee is responsible for reviewing and amending academic policies relating to graduate studies.

- ✓ New and revised graduate academic policies will be recommended to GEC for approval
- ✓ New and revised policies that are deemed (as per the ["Approval Authority Document"](#)) to require Senate approval will be recommended to the Senate Committee on Academic Policy and Senate following approval from GEC.

Composition:

- ✓ One Associate Dean-Graduate (or equivalent) from each Faculty
- ✓ One Graduate Program Chair from an Affiliate University College, rotating across the Affiliates on a two-year cycle
- ✓ Two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis), elected by GEC **
- ✓ Two Graduate Assistants who are not from the same Faculty and who are members of GEC (two-year cycles, on a rotational basis) **
- ✓ Additional non-voting members (e.g. Office of the Registrar staff, School of Graduate and Postdoctoral Studies staff, Office of Indigenous Initiatives staff, Equity, Diversity and Inclusion Office staff, Western International staff) as resources as needed
- ✓ Ex Officio voting:
 - *Vice-Provost (Graduate and Postdoctoral Studies)
 - *Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - ~~Chair, Senate Committee on Academic Policy~~
- ✓ Quorum shall be achieved with:
 - i. The presence of either of
 - a. School of Graduate and Postdoctoral Studies' Vice-Provost
 - b. School of Graduate and Postdoctoral Studies' Associate Vice-Provost
 - ii. A simple majority of committee members

*The Vice-Provost or one of the Associate Vice-Provosts will serve as Chair of the GEC Academic Policy Committee

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

GRADUATE EDUCATION COUNCIL (GEC)
Academic Policy Committee
2025-2026 Membership

Ex-officio membership:

Name	Position
Lauretta Frederking	ex officio (Chair)
Jamie Baxter	ex officio
Kamran Siddiqui	ex officio

Elected/Appointed membership:

Name	Term Expires	Constituency	Elected/Appointed By:
Carolyn McLeod	ex officio		Faculty of Arts and Humanities
Kevin Mooney	ex officio		Don Wright Faculty of Music
Immaculate Namukasa	ex officio		Faculty of Education
Laura Murray	ex officio		Faculty of Health Sciences
Anabel Quan-Haase	ex officio		Faculty of Information and Media Studies
Zoë Sinel	ex officio		Faculty of Law
Darren Meister	ex officio		Ivey Business School
Nica Borradaile	ex officio		Schulich School of Medicine and Dentistry
Lars Rehmann	ex officio		Faculty of Engineering
Liz Webb	ex officio		Faculty of Science
Elizabeth Hayden	ex officio		Faculty of Social Science
Brett Potter	June 30, 2026	One Graduate Program Chair from an Affiliated University College	Rotating between Affiliates on a two-year cycle
Christopher Circelli	June 30, 2027	Two Graduate Assistants who are not from the same Faculty and who are members of GEC (two-year cycles, on a rotational basis) **	Graduate Education Council
Audrey Yardley-Jones	June 30, 2027		Graduate Education Council
Evan Suave	June 30, 2026	Two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis) **	Graduate Education Council
Kaitlyn Wade	June 30, 2026		Graduate Education Council

Additional non-voting members (as required)

Name	Position
Marsha Lace	SGPS Staff Resource

*** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility and Decolonizing-Indigenization.*

EXHIBIT H

GRADUATE EDUCATION COUNCIL (GEC) POSTDOCTORAL AFFAIRS ADVISORY COMMITTEE

Terms of Reference

The GEC Postdoctoral Affairs Advisory Committee is responsible for advising the School of Graduate and Postdoctoral Studies (SGPS) on the needs and trends related to policies, processes, and services to support postdoctoral scholars and their supervisors. In particular, the committee is responsible:

- ✓ To gather and disseminate information with respect to needs, trends, and “best practices” in postdoctoral training and services.
- ✓ To advise SGPS on matters related to the University’s policies and processes regarding the terms of appointment and compensation of postdoctoral scholars at Western.
- ✓ To advise SGPS on the processes regarding recruitment and appointment of postdoctoral scholars at Western.
- ✓ To provide advice and oversight for the monitoring of career progress, career development, and conflict resolution.
- ✓ To provide an annual report of its activities to GEC.

Composition:

- ✓ Two Postdoctoral Scholars, elected by GEC **
- ✓ Four Associate Deans-Graduate, elected by GEC **
- ✓ One Director of a Western Research Institute
- ✓ Ex Officio:
 - * Postdoctoral Services Coordinator, SGPS
 - Vice-Provost, SGPS
 - Associate Vice-Provosts, SGPS
 - Director, Western International (or designate)
 - ~~Three~~ **One** Associate VPRs (or designate~~s~~)

*The Postdoctoral Services Coordinator, SGPS, will serve as Chair of the Postdoctoral Affairs Advisory Committee.

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western’s commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised **October 2025**~~April 2023~~ (Supersedes **April 2023**; March 2014)

GRADUATE EDUCATION COUNCIL (GEC)
Postdoctoral Affairs Committee
2025-2026 Membership

Ex-officio membership:

Name		Position
Mihaela Harmos	ex officio (Chair)	Postdoctoral Services Coordinator, SGPS
Kamran Siddiqui	ex officio	Vice-Provost (Graduate and Postdoctoral Studies)
Jamie Baxter	ex officio	Associate Vice-Provost (Graduate and Postdoctoral Studies)
Lise Laporte	ex officio	Director, Western International (or designate)
Jacquelyn Burkell	ex officio	One Associate Vice-President, Research (or designate)

Elected/Appointed membership:

Name	Title	Constituency	Elected/Appointed By:
Juan Manuel Diaz Villasenor	President of the Postdoctoral Association at Western	Two Postdoctoral Scholars **	Graduate Education Council
Abdurrashid Haruna	Vice-President, Internal of the Postdoctoral Association at Western		Graduate Education Council
Nica Borradaile (Schulich)	Associate Dean, Graduate	Four Associate Deans, Graduate **	Graduate Education Council
Laura Murray (Health Sciences)	Associate Dean, Graduate		Graduate Education Council
Lars Rehmann (Engineering)	Associate Dean, Graduate		Graduate Education Council
Elizabeth Webb (Science)	Associate Dean, Graduate		Graduate Education Council
Jessica Grahm (Brain and Mind Institute)	Acting Chair, Brain and Mind Steering Committee	One Director of a Western Research Institute	

**** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility and Decolonizing-Indigenization.**

GRADUATE EDUCATION COUNCIL (GEC)
2025-2026 Membership Updates

Name		Position	
Elected/Appointed membership:			
Name	Term Expires	Constituency (* a member of SGPS)	Elected/Appointed By:
Martha Maznevski	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Ivey Business School
Jason Chew	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Ivey Business School
Briar Grayson - fall term Shannon Scott - winter term	30-Jun-26	Graduate student	Faculty of Information and Media Studies



**SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
AND GRADUATE EDUCATION COUNCIL**

Effective Date: ~~April 21, 2023~~ October 9, 2025

Supersedes: April 21, 2023; June 2014

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES (the School)

- 1.0 The academic and administrative head of the School shall be the Vice-Provost (Graduate and Postdoctoral Studies) (the Vice-Provost). The Vice-Provost shall be assisted by Associate Vice-Provosts whose appointments shall be recommended by the Vice-Provost following selection in accordance with the *Appointment Procedures for Senior Academic and Administrative Officers of the University* and approved by the President & Vice-Chancellor.
- 2.0 Members in the School shall normally be those persons with an academic appointment at The University of Western Ontario and its Affiliated University Colleges who have been approved for membership in accordance with the policies and guidelines established and approved by the Graduate Education Council. They shall normally be of the rank of assistant professor or above and shall be of such academic achievement, experience, and distinction as to enable them to undertake the instruction and/or supervision of students registered in the nominating graduate program.
 - 2.1 Recommendations for membership in the School shall be upon nomination from the chair or director of the graduate program to the head of the nominee's home unit(s) or designate.
- 3.0 Graduate students in the School shall be those students who are registered in the School, having been admitted to an approved program at The University of Western Ontario. Admission to such programs is in accordance with the admission requirements of the School and the graduate program as approved by Senate and the policies and guidelines established and approved by the Graduate Education Council.

GRADUATE EDUCATION COUNCIL (the Council)

4.0 There shall be a Graduate Education Council of the School responsible to the Senate. The Council shall:

- a) serve as a central forum to approve or recommend to Senate academic policies as determined by Senate and set out in the [“Approving Authority Document”](#).
- b) provide a representative and open forum for discussion and sharing of information and topics and give advice on any aspect of graduate education.

4.1 The Council shall be composed of:

- a) the following ex officio (voting) members:
 - (i) Vice-Provost (Graduate and Postdoctoral Studies), who shall be Chair
 - (ii) Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - (iii) President & Vice-Chancellor (*or designate*)
 - (iv) Provost & Vice-President (Academic) (*or designate*)
 - (v) Associate Dean-Graduate (*or equivalent*) from each Faculty
 - (vi) President, Society of Graduate Students (SOGS)
 - (vii) President, Postdoctoral Association at Western (PAW)
 - ~~(viii) Chair, Senate Committee on Academic Policy (*or designate*)~~
 - (ix) Vice-Provost & Associate Vice-President (Indigenous Initiatives) (*or designate*)
 - (x) Associate Vice-President (Equity, Diversity & Inclusion) (*or designate*)
 - (xi) University Registrar (*or designate*)
 - (xii) Vice-Provost (Western International) (*or designate*)
 - (xiii) Vice-President Research (*or designate*)
- b) the following ex officio (non-voting) members
 - (i) Vice-President & Chief Librarian (*or designate*)
 - (ii) Director, Centre for Teaching and Learning (*or designate*)
 - (iii) Program Specialist, Graduate Student Life, Student Experience
 - (iv) Associate Director, Careers & Experience, Student Experience (*or designate*)
 - (v) Director, Academic Quality & Enhancement, Office of Vice-Provost (Academic Programs)
 - (vi) Communications Specialist, Office of Associate Vice-President (Equity, Diversity and Inclusion)
 - (vii) Postdoctoral Services Coordinator, School of Graduate and Postdoctoral Studies
- c) the following (voting) members, elected/appointed by each Faculty* ++:
 - (i) One Faculty Member who is a member of the School
 - (ii) One Graduate Chair (or equivalent from non-departmental faculties) who is a member of the School (see 2.0)

School of Graduate and Postdoctoral Studies Council Constitution

- (iii) One Graduate Assistant (or comparable role with responsibility for graduate program administration)
- (iv) One Graduate Student

* Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

++ To the extent possible, representation from Faculties should be elected/appointed by peer constituents.

- d) the following elected/appointed (voting) members:
 - (i) One member of an Affiliated University College, appointed by the Affiliated University Colleges on a rotating basis (2 year cycles)
 - (ii) One Postdoctoral Scholar, chosen by the Postdoctoral Association at Western in consultation with Postdoctoral Services Coordinator of the School
- e) the following guests:
 - (i) Resource persons, as needed, will also be invited
 - (ii) Any member of the university community with an interest in graduate education is considered an observer member and may participate in the discussion but shall neither move/second motions nor vote

- 4.2 The term of office for elected members shall be one-year (renewable) for students and two years (renewable) for faculty/others, as set out in Senate By-Laws. The term of office for elected members shall normally be renewable once for a maximum of two sequential terms

The membership terms shall be so staggered that approximately even proportions of the faculty/other members retire each year

- 4.3 The seat of an appointed or elected member of Council may be declared vacant if the member during a membership year is absent from three regular meetings without having been granted Leave of Absence
- 4.4 The Council shall meet as required but at least twice annually: once in the fall term and once in the winter term, and at such other times as the Council, Chair, or Senate may prescribe.
- 4.5 As set out in Senate By-Laws, **quorum** shall be one-half of the voting members, including at least one-half of the elected or appointed members.
- 4.6 Approval of resolutions shall require a **majority of those voting** in a regularly constituted meeting of the Council.

School of Graduate and Postdoctoral Studies Council Constitution

- 4.7 Senate delegates authority to the Council to approve and recommend policies as detailed in the Sep 16, 2022 Senate minutes. All policy changes shall be reported to Senate annually at the June meeting of Senate.
- 4.8 The Council may establish such committees as it considers necessary. The Council may delegate authority to its committees, but such committees shall be responsible to the Council.
- 5.0 The following standing committees of the Council shall, assist and advise the Vice-Provost on graduate affairs related to graduate education and postdoctoral study, including policy:
- Academic Policy Committee
 - Mentorship Advisory Committee
 - Postdoctoral Affairs Advisory Committee
 - Professional Development Advisory Committee

The terms of reference and composition of the standing committees are accessible on the SGPS website: grad.uwo.ca. They may be revised and committees added or deleted by the Graduate Education Council as it deems necessary.

The Vice-Provost or an Associate Vice-Provost shall chair the Academic Policy Committee. The Chairs of the Professional Development Advisory Committees, the Mentorship Advisory Committee, and the Postdoctoral Affairs Advisory Committee shall be appointed by the Vice-Provost.

PROGRAM GRADUATE AFFAIRS COMMITTEES

- 6.0 Each graduate program within the School shall establish a graduate affairs committee constituted in accordance with the size and needs of the graduate program to be administered. Such committees shall be responsible to the program concerned.
- 6.1 The membership of a graduate affairs committee must include:
- a) one or more graduate students elected or appointed, according to procedures determined by the program concerned,
 - b) a faculty member with membership in the School and who is actively engaged in graduate education to chair the committee, preferably for a period of two years or more,
 - c) the Graduate Chair (or equivalent), who may also be the chair of the committee
 - d) sufficient faculty members with membership in the School to reflect the size and scope of the graduate program.

School of Graduate and Postdoctoral Studies Council Constitution

- 6.2 Consultation with students about matters of program policy is expected.
 - 6.3 Student members of the committee will be required to withdraw when matters concerning individual students are concerned.
- 7.0 The by-laws and regulations for the conduct of the proceedings of the Council, the standing Committees, and all other committees or subcommittees within the School shall be, where practicable, those adopted by Senate.
- 8.0 Proposed amendments to the Composition shall be circulated to all members of Council along with the agenda, at least one week in advance of the meeting in which approval will be sought. Approval shall be by a majority vote. If approved, the amendments shall be recommended to Senate for final approval.