

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

February 4, 2020
12:00pm – 1:30pm

International and Graduate Affairs Building room 2N05 (Chu Centre)

Nandi Bhatia	Jacqui Specht	Mohammed Estaiteyeh
Catherine Nolan	Diane Bryant	Martin Nord
Pam Bishop	Grant Campbell	Spencer Heuchan
Sharon Sliwinski	Sam Trosow	Joshua Patenaude
Andrew Botterell	Liyang Jiang	Kate Parham
Susanne Schmid	Aaron Ward	Linda Miller
Miriam Capritz	Pamela Houghton	Margaret McGlynn
Jisuo Jin	Lina Dagnino	Peter Simpson
Jamie Baxter	Arzie Chant	Jina Kum
Stephen McClatchie	Susan Simpson	Lisa Latif
Dennis Klimchuk	Lori Johnson	Aisha Haque
Edmund Goehring	Martin Ross	Ron Wagler

Regrets: Blair Benning, John Cuciurean, Greg Robinson, Denise Connelly, Lyn Purdy, Bobby Glushko, Ji Su Song, Tianjiao Xu, Alyssa Jervis, Ariana Potichnyj, Wendy Hough, Francois Poire, Doug Woolford, Dianne Bryant, Kim Shuey, Marc Moreno Maza, Caroline Schild-Poulter, Lauren Cipriano

1. Welcome and approve minutes from October 25, 2019 - Approved
2. Business Arising from the Minutes - None
3. President Shepard's Remarks - Postponed
4. English Language Requirements [2.01](#) (Peter) – Passed Will be implemented July 1
5. Revision to Thesis Examination Regulations
 - Regulations regarding the examiners' reports, [8.4.4.1/8.4.4.2/ 8.5.4.1/8.5.4.2](#)- Passed Will be implemented March 1
 - Pass, Pass conditional upon revisions to thesis; Unacceptable [8.4.4.2/ 8.5.4.2](#) – Passed Will be implemented March 1
6. Report of Postdoctoral scholars, for information only (Peter)

Other Business

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
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MINUTES

Friday, October 25, 2019

12:00pm – 1:30pm

International and Graduate Affairs Building room 1N05

Nandi Bhatia	Kim Shuey	Ji Su Song
Catherine Nolan	Doug Woolford	Spencer Heuchan
Pam Bishop	Aaron Ward	Joshua Patenaude
Andrew Botterell	Pamela Houghton	Linda Miller
Lyn Purdy	Lina Dagnino	Margaret McGlynn
Susanne Schmid	Francois Poire	Peter Simpson
Greg Kopp	Arzie Chant	Alan Shepard
Jisuo Jin	Susan Simpson	Andrew Hrymak
Jamie Baxter	Wendy Hough	Jina Kum
Denis Klimchuk	Ariana Potichmyj	Bobby Glushko
Edmund Goehring	Martin Ross	John Cuciurean
Sam Trosow	Mohammed Estaiteyeh	Lisa Latif
Jacqui Specht	Blair Benning	Nanda Dimitrop
Diane Bryant	Martin Nord	Aisha Haque
Grant Campbell	Alyssa Jervis	Ron Wagler
Caroline Schild-Poulter	Tianjiao Xu	Kate Parham
Marc Moreno Maza	Greg Robinson	

Regrets: Stephen McClatchie, Lori Johnson, Sharon Sliwinski, Glen Tigert, Lauren Cipriano, Denise Connelly, Liying Jiang

1. Welcome and approve minutes from April 24, 2019 - *Approved*
2. Business Arising from the Minutes - *None*
3. New GEC Committee Members for 2019 – 2020 year (5 new grad chairs, 2 new grad assistants, 6 new grad students, 2 new faculty appointments); New SUPR-G Members - *Approved*
4. Nominations for SUPR-G and GEC Policy
5. Report from Postdoc Advisory Committee (Peter)
6. Proposed Revisions to [Thesis Regulations section 8.3](#) – *Approved with friendly amendments*
7. Report on Program Reviews – 2018 – 2019 year end IQAP Report
7. Other Business

Item 4 – English Language Requirements

IELTS minimum scores for graduate admission at some U15 universities

Alberta	6.5
UBC	6.5
Calgary	6.5
Dalhousie	7.0
McGill	7.0
McMaster	6.5
Manitoba	6.5
Ottawa	7.0
Queens	7.0
Saskatchewan	6.5
Toronto	7.0
Waterloo	7.0 (Engineering 6.5)
Western (graduate)	6.0
Western (undergraduate)	6.5

Item 5.1 – Revision to Thesis Examination Regulations: Regulations regarding the examiners’ reports 8.4.4.1/8.4.4.2/8.5.4.1/8.5.4.2

Regulations regarding the examiners’ reports

Current regulations: <https://grad.uwo.ca/administration/regulations/8.html>

Highlighted text is new.

PhD Regulations [website, binder]

8.4.4.1: Stage One: The Preliminary Evaluation of the Thesis

Each Examiner must independently and without consultation **complete the examiner’s report and** decide whether the thesis meets the scholarly standards for the discipline and degree

....

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies) **until the examination is completed**. ~~The External Examiner completes the External Examiner's Report.~~ SGPS must receive the completed forms from all the Examiners at least five working days before the date scheduled for the candidate's Thesis Examination. **The reports will be included in the chair's package** and all examiner evaluations **reports** are shared with the Supervisor **and** candidate after the examination.

...

If the Thesis Content and Thesis Form is Judged Unacceptable

If there is not a majority of Examiners who judge the written thesis to be acceptable, SGPS cancels the Thesis Examination, and the Vice-Provost (Graduate and Postdoctoral Studies) appoints a Re-Submission Hearing Committee which reviews the case, **including the examiners’ reports**, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.

8.4.4.2 Stage Two: The Thesis Examination

...

When the Thesis Examination is Unsuccessful

...

The Re-Submission Hearing Committee reviews the case, **including the examiners’ reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.** ~~Where the Re-Submission Hearing Committee agrees that the candidate should be given the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination,~~ The committee ~~first~~ establishes a new Thesis Examination date, no earlier than twelve weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision and the changes suggested by the Committee.

Master’s Regulations [website, grad net (Chair package)]

8.5.4.1: Stage One: The Preliminary Evaluation of the Thesis

Each Examiner must independently and without consultation **complete the examiner's report and** decide whether the thesis meets the scholarly standards for the discipline and degree

...

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies) **until the examination is completed**. SGPS must receive the completed forms from all the Examiners at least five working days before the date scheduled for the candidate's Thesis Examination. **The reports will be included in the chair's package** and all examiner **reports** are shared with the Supervisor **and** candidate after the examination.

...

If the Written Thesis is Judged Unacceptable

If there is not a majority of Examiners who judge the written thesis to be acceptable, the Program cancels the Thesis Examination, and the Graduate Chair of the Program concerned [Modified Sept. 29, 2004] appoints a Re-Submission Hearing Committee* which reviews the case **including the examiners' reports**, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.

8.5.4.2: Stage Two: The Thesis Examination

...

When the Thesis Examination is Unsuccessful

...

The Re-Submission Hearing Committee reviews the case, **including the examiners' reports, and decides whether or not to allow the candidate to prepare a revised version of the thesis for examination and, if so, the time limit for doing so.** ~~Where the Re-Submission Hearing Committee agrees that the candidate should be given the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination,~~ The committee ~~first~~ establishes a new Thesis Examination date, no earlier than six weeks after the date of the originally scheduled examination. Normally the same Examiners assess the re-submitted thesis. The Chair of the committee provides the Supervisor(s) and student written notification of the decision and the changes suggested by the Committee.

Item 5.2 – Revision to Thesis Examination Regulations: Pass; Pass conditional upon revisions to thesis; Unacceptable 8.4.4.2/8.5.4.2

What does “Acceptable with Revisions” mean, really?

8.4.4.2 Stage Two: The Thesis Examination

...

The Thesis Examination Board Deliberates and Renders a Decision

...

The Examiners must decide whether the thesis content and oral defense were acceptable or unacceptable.

There are 3 possible outcomes to the Examination that the examiners may consider:

- **Pass:** This indicates that the thesis is acceptable as it stands. Minor changes may be made before final submission.
 - Examples of such changes might include minor typographical, grammatical or formatting errors. Normally such changes should be completed within 1-2 weeks.
- **Pass conditional upon revisions to thesis:** This indicates that required revisions must be reviewed and approved by a member of the examining committee prior to submission.
 - Examples of required revisions may include extensive typographical or grammatical errors; errors in calculation; the need for clarification or addition of content in order to meet requisite scholarly standards; some additions, deletions or editing of text; further analysis, or discussion of some data. Normally such revisions should be completed within 6 weeks after the examination.
- **Unacceptable:** This indicates that the thesis cannot be submitted as it stands and would require extensive revision to reach the acceptable standard. A thesis found unacceptable proceeds to the re-submission process.
 - An unacceptable thesis may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

The Chair collects the completed forms and tallies the results.

The Chair announces the results of the vote on the acceptability of the written thesis and of the oral defense and asks if further discussion is needed. In rare instances, the Chair may allow Examiners to change their votes.

If a majority of the Examiners find that the thesis content and the oral defense pass, the candidate passes the Thesis Examination.

If a majority of the Examiners find that the thesis content and the oral defense will pass conditional upon revision, the candidate has not yet passed the Thesis Examination. Upon successful acceptance of the required revisions by a designated Examiner the candidate passes the Thesis Examination.

~~The Examiners' approval may be conditional on the candidate successfully completing revisions to the thesis content.~~

...

When the Thesis Examination is Successful

On the "Doctoral Thesis Examination - Chair Report," the Chair:

- Reports the Thesis Examination Board's decision for the Thesis Examination.
- Though revisions are not required following a pass, examiners may suggest minor changes that would be beneficial, and the student is encouraged to complete such changes before final submission. The Chair is encouraged to list such changes on the Chair Report form and the Supervisor(s) may withhold signature until the changes are complete.
- Dates and signs the Chair's Report.
- The Chair, the Examiners, and the Supervisor(s) (if applicable) sign the Certificate of Examination.
- The Chair communicates the positive decision to the candidate. (See Communicating the Decision to the Candidate.)

When the Thesis Examination is Conditionally Successful

On the "Doctoral Thesis Examination - Chair Report," the Chair:

- With the assistance of the Examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the Examiners. The Chair's Report will be made available to the designated Examiner, the candidate, and the Supervisor, who will normally continue to support the candidate through the revision process.
- With the help of the examining committee, determines which Examiner(s) will review the revised thesis. The designated Examiner(s) withhold their signature(s) until the required revisions have been made. All the Examiners may receive a copy of the revised thesis to review.
- Dates and signs the Chair's Report.
- The Chair, the remaining Examiner(s), and the Supervisor(s) sign the Certificate of Examination.

...

Communicating the Decision to the Candidate

When the Chair and the Examiners have completed the documentation, the Chair invites only the candidate back into the room and informs them of the result.

Following a positive decision that is subject to revisions if the thesis is passed conditional upon revision the Supervisor(s) must meet with the candidate, to ensure that they understand the revisions required by the Thesis Examination Board.

8.5.4.2: Stage Two: The Thesis Examination [Masters]

...

The Thesis Examination Board Deliberates and Renders a Decision

...

The Examiners must decide whether the thesis content and oral defense were acceptable or unacceptable. For thesis content, they must find the thesis:

There are 3 possible outcomes to the Examination that the examiners may consider:

- Pass: This indicates that the thesis is acceptable as it stands. Minor changes may be made before final submission.

- Examples of such changes might include minor typographical, grammatical or formatting errors. Normally such changes should be completed within 1-2 weeks.
- Pass conditional upon revisions to thesis: This indicates that required revisions must be reviewed and approved by a member of the examining committee prior to submission.
 - Examples of required revisions may include extensive typographical or grammatical errors; errors in calculation; the need for clarification or addition of content in order to meet requisite scholarly standards; some additions, deletions or editing of text; further analysis, or discussion of some data. Normally such revisions should be completed within 6 weeks after the examination.
- Unacceptable: This indicates that the thesis cannot be submitted as it stands and would require extensive revision to reach the acceptable standard. A thesis found unacceptable proceeds to the re-submission process.
 - An unacceptable thesis may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

...

The Chair collects the completed forms and tallies the results.

The Chair announces the results of the vote on the acceptability of the written thesis and of the oral defense and asks if further discussion is needed. In rare instances, the Chair may allow Examiners to change their votes.

The Chair pronounces the Thesis Examination Board's decision.

If a majority of the Examiners find that the thesis content and the oral defense are acceptable, the candidate passes the Thesis Examination.

If a majority of the Examiners find that the thesis content and the oral defense will pass conditional upon revision, the candidate has not yet passed the Thesis Examination. Upon successful acceptance of the required revisions by a designated Examiner the candidate passes the Thesis Examination.

The Examiners' approval may be conditional on the candidate successfully completing revisions to the thesis content.

...

When the Thesis Examination is Successful

On the "Master's Thesis Examination - Chair Report" the Chair:

- Reports the Thesis Examination Board's decision for the Thesis Examination.
- Though revisions are not required following a successful defense, examiners may suggest minor changes that would be beneficial, and the student is encouraged to complete such changes before final submission. The Chair is encouraged to list such changes on the Chair report form and the Supervisor(s) may withhold signature until the changes are complete.
- Dates and signs the Chair's Report.
- The Chair, the Examiners, and the Supervisor(s) (if applicable) sign the Certificate of Examination.
- The Chair communicates the positive decision to the candidate. (See Communicating the Decision to the Candidate.)

When the Thesis Examination is Conditionally Successful

On the "Master's Thesis Examination - Chair Report," the Chair:

- With the assistance of the Examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the Examiners. The Chair's Report will be made available to the designated Examiner, the candidate, and the Supervisor, who will normally continue to support the candidate through the revision process.
- With the help of the examining committee, determines which Examiner(s) will review the revised thesis. The designated Examiner(s) withhold their signature(s) until the required revisions have been made. All the Examiners may receive a copy of the revised thesis to review.
- Dates and signs the Chair's Report.
- The Chair, the remaining Examiner(s), and the Supervisor(s) sign the Certificate of Examination.

...

Communicating the Decision to the Candidate

When the Chair and the Examiners have completed the documentation, the Chair invites only the candidate back into the room and informs them of the result.

~~Following a positive decision that is subject to revisions,~~ If the thesis is passed conditional upon revision the Supervisor(s) must meet with the candidate, to ensure that they understand the revisions required by the Thesis Examination Board.