

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES
 Graduate Education Council – Committee Meeting
 MINUTES
 April 28, 2020
 12:00pm – 1:30pm
 Zoom

Nandi Bhatia
 Catherine Nolan
 Pam Bishop
 Sharon Sliwinski
 Andrew Botterell
 Susanne Schmid
 Kamran Siddiqui
 Jisuo Jin
 Jamie Baxter
 Stephen McClatchie
 Dennis Klimchuk
 Edmund Goehring
 Jacqui Specht
 Diane Bryant
 Grant Campbell
 Sam Trosow
 Liying Jiang
 Aaron Ward

Lauren Cipriano
 Pamela Houghton
 Lina Dagnino
 Arzie Chant
 Susan Simpson
 Lori Johnson
 Martin Ross
 Mohammed Estaiteyeh
 Martin Nord
 Spencer Heuchan
 Joshua Patenaude
 Kate Parham
 Linda Miller
 Margaret McGlynn
 Peter Simpson
 Jina Kum
 Lisa Latif
 Matt Dumouchel

Aisha Haque
 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
 Kim Shuey
 Marc Moreno Maza
 Caroline Schild-Poulter
 Ron Wagler

Regrets: Dennis Klimchuk, Catherine Nolan, Aaron Ward, Arzie Chant, Spencer Heuchan, Kate Parham, John Cuciurean, Lyn Purdy, Ji Su Song, Tianjiao Xu, Alyssa Jervis, Ariana Potichnyj, Wendy Hough, Marc Moreno Maza

1. Welcome and approve minutes from February 4, 2020 - Approved
2. Business Arising from the Minutes - None
3. Consent Agenda – passed with friendly revisions

Topic	Policy
a. All defences for re-submitted theses should be held at SGPS <u>offices</u> , during working hours	8.4.4.2/8.5.4.2
b. All exams in which a participant is participating remotely should be held at <u>the SGPS office, or SGPS approved rooms on campus</u> during working hours	8.4.1.1/8.5.1.1
c. Alternative thesis rooms should be scheduled in consultation with SGPS	8.4.1.2/8.5.1.2
d. Only the thesis submitted to the repository may be examined	8.4.3/8.5.3

4. For information: Follow-up from thesis exam changes re reports – approved with several corrections

External Examiner Form (Revised)
Internal Examiner Form (Revised)

5. Other Business

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

6. Welcome and approve minutes from October 25, 2019 - Approved
7. Business Arising from the Minutes - None
8. President Shepard's Remarks - Postponed
9. English Language Requirements [2.01](#) (Peter) – Passed Will be implemented July 1
10. 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
11. Report of Postdoctoral scholars, for information only (Peter)

Other Business

8.4.4.2: Stage Two: The Thesis Examination [Doctoral]

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When the Thesis Examination is Unsuccessful

The Chair completes the "Doctoral Thesis Examination - Chair Report." In consultation with the Examiners, the Chair states (on the Chair report) why the thesis and/or the oral defence was unacceptable.

If the Thesis Examination failed because the thesis content was unacceptable, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Submission Hearing Committee.

- 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.
- The Examination must then proceed as listed in Section 4.1 The Program Requests a Thesis Examination for the re-submitted thesis.
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination. **All examinations for re-submitted theses should be held in an SGPS examination room during working hours.**

If the Thesis Examination failed solely because of an unacceptable oral defence, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Examination Hearing Committee.

- Where the Re-Examination Hearing Committee* decides that a second Thesis Examination is appropriate, it should be held, preferably with the same Thesis Examination Board, within a time period determined by the committee. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision. **All examinations for re-submitted theses should be held in an SGPS examination room during working hours**

* The Re-Examination Hearing Committee is chaired by an Associate Vice-Provost (Graduate and Postdoctoral Studies) and includes the two Program Examiners, University Examiner (the External Examiner's presence is waived), the Supervisor, and the Graduate Chair of the program concerned. Note: The candidate does not attend the committee meeting.

8.5.4.2: Stage Two: The Thesis Examination [Masters]

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When the Thesis Examination is Unsuccessful

The Chair completes the "Master's Thesis Examination - Chair Report." In consultation with the Examiners, the Chair (**on the Chair report**) states why the thesis and/or the oral defence was unacceptable.

If the Thesis Examination failed because the thesis content was unacceptable, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Submission Hearing Committee.

- 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 Graduate Chair, Supervisor(s), and student written notification of the decision and the changes suggested by the committee
- The Examination must then proceed as listed in Section 5.1 The Program Requests a Thesis Examination for the re-submitted thesis.
- Whether or not the re-submitted thesis is found acceptable, the candidate proceeds to Stage Two: The Thesis Examination. **All examinations for re-submitted theses should be held in an SGPS examination room during working hours.**

If the Thesis Examination failed solely because of an unacceptable oral defence, the Vice-Provost (Graduate and Postdoctoral Studies) refers the case to a Re-Examination Hearing Committee:

- Where the Re-Examination Hearing Committee* decides that a second Thesis Examination is appropriate, it should be held, preferably with the same Thesis Examination Board, within a time period determined by the committee. The Chair of the committee provides the Graduate Chair, Supervisor(s), and student written notification of the decision. **All examinations for re-submitted theses should be held in an SGPS examination room during working hours.**

*The Re-Examination Hearing Committee is chaired by the Graduate Chair of the program concerned and includes the three Examiners, the supervisor, and others specified in the procedures of the program concerned. Note: The candidate does not attend the committee meeting

8.4.1.1: Remote Examinations [Doctoral]

All examiner participation assumes in-person attendance unless a request for remote examination is made. Graduate programs may elect the option of remote examination (when one examiner, normally the external, is not present in person) upon approval of the candidate, remote participant and graduate chair. If two or more members of the committee cannot be present in person, then the examination is rescheduled, unless approval of the Vice-Provost (SGPS) is given due to extenuating circumstances. ~~Priority should be given to technologies which support video as well as audio.~~ All examinations in which a participant is participating remotely should be held in an SGPS examination room or in an SGPS-approved location during working hours.

8.4.1.2: Examinations for alternative format theses [Doctoral]

The location of examinations for alternative format theses must be discussed with SGPS to ensure that any technical needs for displaying, demonstrating, or otherwise examining such theses are accommodated.

Programs that choose to host a remote examination assume the following responsibilities:

- Ensuring that requests and approvals for remote examination are made in a timely manner
- Ensuring remote attendance at public lectures (wherever possible)
- ~~Hosting a conferencing solution in an appropriate environment that adequately supports the needs of the candidate and examiners. This includes:~~
 - ~~Providing a dedicated support resource to the conference to ensure the best possible experience for all participants during the examination~~
 - ~~Ensuring that a backup technology exists in the event that the primary solution fails~~
- Ensuring that a list of questions from the remote examiner has been obtained in advance of the examination date and are available to the Chair of the examination (this serves as back-up in cases where the connection to the remote examiner is lost)
- ~~Testing the remote connection with the examiner in advance of the examination~~

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remotely should be held in an SGPS examination room or in an SGPS-approved location during working hours.

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- Ensuring that a list of questions from the remote examiner has been obtained in advance of the examination date and are available to the Chair of the examination (this serves as back-up in cases where the connection to the remote examiner is lost)

~~Testing the remote connection with the examiner in advance of the examination~~

8.4.3: The Candidate Submits the Thesis for Examination [Doctoral]

...

Once the thesis has been officially submitted for examination, it cannot be withdrawn except with the permission of the Vice-Provost (Graduate and Postdoctoral Studies). **The version which has been submitted to and circulated from the SGPS repository is the only version that the committee can examine. No other copies are to be circulated or examined.**

8.4.4: The Examination of the Thesis and the Candidate [Doctoral]

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SGPS distributes to the Examiners an electronic package via e-mail consisting of:

- A formal electronic invitation to examine the thesis and the candidate
- The date, time and location of the examination
- Instructions on how to access the Scholarship@Western ETD repository
- **The Thesis, in PDF format available through the Scholarship@Western ETD repository. Only this official version of the thesis may be examined.**
- **The option to request the thesis in a paper format through Graphic Services. Only this official version of the thesis may be examined.**
- Pertinent excerpts from the Thesis Regulation Guide
- The secure Thesis Examiner Report available through the Scholarship@Western ETD repository

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