

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

Other Business

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Melitta Adamson	Liyang Jiang	Frederick Curtis Lubbe
Pam Bishop	Marc Moreno Maza	Martin Lefebvre
Ruth Martin	Silvia Mittler	Linda Miller
Pam McKenzie	Jayshri Sabarinathan	Lorraine Davies
Michael Coyle	Jean-Francois Millaire	Peter Simpson
Lyn Purdy	Lina Dagnino	Caroline Dias da Costa
Susanne Schmid	Francois Poire	Alencar
Kamran Siddiqui	Arzie Chant	Mary Blake Rose
Jisuo Jin	Susan Simpson	Bobby Glushko
Jamie Baxter	Wendy Hough	G. Tigert
Stephen McClatchie	Lori Johnson	Lee Ann Mclvor
Dennis Klimchuk	Adam Roy	Nanda Dimitrov
Lorie Donelle	Mary Ott	Ron Wagler
Sharon Sliwinski	Ryan Chan	
Stephan Vachon	Jenna Kitz	

*Regrets: John Hatch, Kate Parham, Brent Faubert, Catherine Nolan, Kim Shuey, Edmund Goehring, Sam Trosow, Jeff Holmes, Caroline Schild-Poulter*

1. Welcome and approve minutes from February 5, 2019 – Approved with amendments
2. Business Arising from the Minutes – *None*
3. *Own Your Future* Self-Assessment - *Approved*
4. Revised [Supervisory Regulations](#) 11.01 – *Revised as shown, approved with friendly amendments*
5. For Information: Sentence added to [General Information section 1](#) – *approved*
6. Proposal for Editing [Thesis Regulations section 8.3](#) (Peter) – *Send back to policy committee the discussion of the alternative formats, but we'll accept as proposed the minor changes to the format of the Integrated Article and the Monograph thesis (we can implement this summer)*
7. Revised [Leave of Absence](#) and proposed addition of an Internship Leave 4.06 – *approved with amendments*

### **3. New GEC Members**

A list of updated GEC Membership can be found here:

[https://grad.uwo.ca/doc/education\\_council/membership/GEC\\_Election\\_Schedule%20%202015-16.pdf](https://grad.uwo.ca/doc/education_council/membership/GEC_Election_Schedule%20%202015-16.pdf)

### **New SUPR-G Members**

Lina Dagnino – Faculty – Schulich

Martin Nord – Student – FIMS

### **New GEC Policy Member**

Susanne Simpson – Grad Assistant - Schulich

## 4. Nominations Open:

### **Two Graduate Student representatives on GEC Policy:**

**GEC Policy Committee:** This committee is responsible for revising academic policies and procedures as required on behalf of the Graduate Education Council (e.g. policies on admissions, progression, appeals, tuition, membership criteria etc.) recommending these revisions for the larger Graduate Education Council to vote on four times annually. A full definition of the Sub-Committee's purpose and composition can be found here:

[http://grad.uwo.ca/files/downloads/GEC/Academic%20Policy%20and%20Regulations%20Committee%20-%20Terms%20of%20Reference\\_March%202014.pdf](http://grad.uwo.ca/files/downloads/GEC/Academic%20Policy%20and%20Regulations%20Committee%20-%20Terms%20of%20Reference_March%202014.pdf).

The committee meets approximately every 6 weeks (between September and April) in the International and Graduate Affairs Building. It includes the Associate Deans from each of the faculties, SGPS members, 1 Graduate Assistant, 2 Grad Students.

We need one volunteer to fill the two-year graduate student position for the 2019 – 2020 academic year.

### **One new Graduate Student for SUPR-G:**

As a members of the Graduate Education Council you are eligible to serve on the Western Senate's **Sub-Committee on Program Review (SUPR-G)**. This committee is responsible for reviewing proposals for new graduate programs, and recommends approved proposals to SCAPA for consideration by Senate. It also periodically reviews existing graduate programs with a view to assessing their overall quality and makes appropriate recommendations to SCAPA and Senate. A full definition of the Sub-Committee's purpose and composition can be found here: <http://www.uwo.ca/univsec/pdf/senate/cttees/supr-g.pdf>

SUPR-G meets monthly between September and June (10 monthly meetings per year). We are currently looking to fill one position on SUPR-G:

- Student position (2 years)

Currently, SUPR-G has the following 3 members representing GEC:

Martin Nord, Student, FIMS – Term valid until July 1, 2020

Vacant, Student, – Term valid until July 1, 2021

Lina Dagnino, Faculty, Schulich – Term valid until July 1, 2021

Sam Trosow, Faculty, Law – July 1, 2020

A list of SUPR-G Membership can be found here:

[http://www.uwo.ca/univsec/pdf/senate/committee\\_members.pdf](http://www.uwo.ca/univsec/pdf/senate/committee_members.pdf)

Please let us know if you are a student or know a student who would be interested in filling one of these positions.

## **5. Proposed revisions to thesis regulations:**

### **8.1. GENERAL THESIS REGULATIONS**

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A thesis (or dissertation) is a formal statement of the theory, source materials, methodology, and findings of a student's major research project, which does not require subsidiary information to substantiate its findings. The examination of the thesis exposes the student's work to scholarly criticism.

To fulfill the degree requirement, the thesis and the candidate's oral examination must be assessed and approved by a Thesis Examination Board and meet SGPS requirements for thesis content.

For each student writing a thesis, programs are required to establish a formal Thesis Supervisory Committee for all thesis-based Masters and PhD students consisting of a supervisor and at least one other person. For information on SGPS Membership, please consult [SGPS Membership](#).

#### **8.3.1 Thesis Format Guidelines**

[http://grad.uwo.ca/current\\_students/regulations/8.html#8321](http://grad.uwo.ca/current_students/regulations/8.html#8321)

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A thesis represents and communicates a body of scholarly work carried out by the student. Respecting the variety of cultures both academic and social, SGPS accepts theses in *monograph* format, *integrated-article* format, and *alternative* formats.

SGPS respects Indigenous cultures and encourages the submission of theses that represent Indigenous research in a relevant format.

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#### **1. Monograph**

The monograph format organizes chapters around a central problem. A monograph thesis may include published material, in which case full citations must be provided.

#### **2. Integrated Article**

In the integrated-article format, the chapters treat discrete but related problems.

The work must include connecting materials to provide logical bridges between the different chapters, thereby achieving an integration of information. Chapters may include content from, or entire, published articles, submitted articles, and unpublished work for which the student was the principal contributor. Full citations must be provided.

Publication or acceptance for publication of research results before presentation of the thesis in no way supersedes the University's evaluation and judgment of the work during the thesis examination process. The criteria that determine whether an article is suitable for publication are not identical to the academic requirements for a thesis.

The number of papers to be included is not specified. The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.

### **3. Alternative formats**

The traditional monograph or integrated-article thesis will not in every case be the best way to communicate scholarly work. In some disciplines scholarly output takes other forms, including, but not limited to, musical scores, artistic performances or exhibitions, digital recordings, catalogues, policy documents, software, new materials or composites etc. [Link to examples here]. Such forms of scholarly output may be incorporated into an alternative-format thesis.

The substance of the thesis should be consistent with the quantity and quality of original work expected in a monograph thesis.

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The choice of thesis format should be considered **on a case by case basis** early in the development of the thesis, as part of a process where both the format and the content of the proposed thesis are examined.

A student wishing to pursue an alternative format thesis must justify to their proposal committee (or equivalent) how the proposed format best accomplishes the scholarly goals of the thesis; how the proposed format can be achieved within the standard time-frame for the program; how appropriate examiners will be secured; how the work will be disseminated; any issues of long-term storage and public availability, and any other considerations relevant for the discipline and/or format. Though the thesis proposal may be rejected on the grounds of the proposed format and/or content, it may not be rejected without due consideration of both elements. If a proposed alternative format is accepted, the proposal document (modified as necessary) must be signed by the supervisor and the graduate chair and retained by the relevant department/program.

This process is intended to encourage openness to considering alternative formats and to aid in the development of innovative scholarly work while providing appropriate supervisory support and maintaining scholarly standards. Because this is an area of evolving academic practice, communication between the student, supervisor, program, and SGPS is strongly encouraged.

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Regardless of the format chosen, all theses must fulfil certain core expectations of scholarly presentation and content. The following are the elements of the thesis in the order in which they should normally appear. Optional elements may be included at the discretion of the student.

Front Matter:

- Title Page (provided by Scholarship@Western upon upload)
- Abstract and Keywords
- Summary for lay audience (maximum 350 words) \*effective July 1, 2019
- Co-Authorship statement (where applicable)
  - In the case of co-authored papers (chapters), the student must include a **statement of co-authorship** for each paper included in the thesis, describing the nature and extent of contributions by the student and by others. This must include a detailed description of the work (in conducting the research and preparing the manuscript) for which the student was solely responsible. An estimate of the percentage of the work conducted solely by the student must be included. The goal is to make clear to the examiners the student's contribution to the work. The publication status of each paper must be indicated (i.e. not submitted for publication; submitted (where and when?); published (with full citation)). For further guidelines on authorship, see MAPP 7.0:  
[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp70.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)
  - At the time of approving the submission of the thesis, the supervisor will be asked to confirm the accuracy of the statement of co-authorship.
- Epigraph (optional)
- Dedication (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (where applicable)
- List of Figures and/or Illustrations (where applicable)
- List of Appendices (where applicable)
- List of Abbreviations, Symbols, Nomenclature (where applicable)
- Preface (optional)

### The Body of the Thesis:

- Introductory chapter to the entire thesis
  - This must address the objectives of the work.
  - For an integrated-article or alternative-format thesis this may explain how the work forms a coherent thesis.
- Literature review and/or research methods
  - This may take the form of a stand-alone chapter or may be integrated into **the introductory or** middle chapters as appropriate for the discipline and the format of the thesis.
- Middle chapters.
  - For an integrated-article thesis each article is presented without an abstract. Each chapter should contain connecting materials to provide logical bridges between the articles. A thesis consisting solely of published articles without connecting elements is not acceptable.
  - For an alternative format thesis, middle chapter(s) may be replaced by other relevant text, images or artefacts.
- Conclusion
  - For an integrated-article thesis this may relate the separate studies to each other and to a relevant discipline or field of study.
  - For an alternative format thesis this may relate the introduction, literature review/methodology, middle chapter(s) and/or other text(s)/object(s) to each other and to the relevant discipline(s) or field(s) of study.

### Bibliography

- There may be a single bibliography for the entire thesis, or each chapter may have its own individual bibliography, depending on the norms of the discipline.

### Appendices

- Details of methodology, tabulated data, and other pertinent data not provided in detail in previous chapters (where applicable).
- Ethics Approval (where applicable).
- Copyright releases from publications (where applicable).

### Curriculum Vitae (optional)



## **6. Report on Program Reviews – 2018 – 2019 year end IQAP Report**

Western is required to provide an annual report to the Quality Council that includes the Final Assessment Reports for all cyclical program reviews conducted during the year, as well as all major modifications approved by Senate during the year. We are also required to report this information to GEC at the first meeting following the submission of that report.

Link to Final Assessment Reports

<https://www.uwo.ca/pvp/vpacademic/iqap/resources/reports.html>

Major Modifications attached.

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