

SENATE

MONDAY 27 November 2023

3:30 P.M. EST

NH 3407 / Zoom

[Governing Documents and Resources](#)

TIMING	AGENDA ITEM	PAGE	ACTION
	OPEN SESSION		
3:30 p.m.	1. Territorial Acknowledgement (Lili Liu, Dean of Health)	Oral	
	2. Conflict of Interest	Oral	Declaration
	3. Approval of the Agenda, and Approval of the Consent Agenda To approve the agenda as presented/amended, and to approve or receive for information the items on the consent agenda, listed as items 14-18 of the Senate agenda.	Oral	Decision
	4. Minutes of the 23 October 2023 Meeting To approve the minutes of the 23 October 2023 meeting as distributed/amended.	5	Decision
	5. Business Arising from the Minutes	Oral	Input
	6. Senate Work Plan	9	Information
3:40 p.m. (20 mins)	7. Report of the President a. President's Update	Oral	Information
4:00 p.m. (15 mins)	8. Faculty Update Presentation – Mathematics (Mark Giesbrecht)	Oral	Information
4:15 p.m. (5 mins)	9. Approval of Membership to Senate Committees and Councils To recommend that Senate elect Nicholas Pellegrino as a member of Senate Graduate & Research Council, term to 30 April 2025.	11	Decision
4:20 p.m. (10 mins)	10. Report – Senate Graduate & Research Council a. Major Program Modification for Master of Accounting (MAcc) To approve the addition of a part-time registration option for the Master of Accounting program, effective 1 January 2024, as presented.	13	Decision
	b. Major Program Modification for Master of Taxation (MTax) – Co-operative Program To approve the addition of a direct entry Co-operative program/option for the Master of Taxation program, effective 1 January 2024, as presented.	17	Decision

TIMING	AGENDA ITEM	PAGE	ACTION
	c. Major Program Modification for the Doctor of Philosophy (PhD) in Vision Science and Master of Science (MSc) in Vision Science To approve the revisions to the Graduate Research Fields for the PhD and MSc in Vision Science, effective 1 September 2024, as presented.	25	Decision
4:30 p.m. (5 mins)	11. Joint Report – Senate Graduate & Research Council, and Senate Undergraduate Council a. Class Components Definitions To approve the adoption of the new Class Components Definitions for the Undergraduate Studies Academic Calendar and the Graduate Studies Academic Calendar, effective January 1, 2024, as presented.	29	Decision
4:35 p.m. (20 mins)	12. Senate Finance Committee: Continuation of Report from October 2023 Senate Meeting	43	Information
4:55 p.m. (5 mins)	13. Amendment to Faculty Constitution a. Proposed amendments to the Constitution and By Laws of the Science Faculty Council To approve the amendments to the Constitution and By Laws of the Science Faculty Council as presented.	45	Decision
5:00 p.m. (5 mins)	Consent Agenda <i>Motion: To approve or receive for information the items on the consent agenda, listed as items 14-18 of the Senate agenda</i>		
	14. Report – Senate Graduate & Research Council	55	Information
	a. Regulation Revisions to the Graduate Studies Academic Calendar To approve the regulation revisions to the Graduate Studies Academic Calendar (GSAC), effective 1 January 2024, as presented.	57	Decision
	15. Report – Senate Undergraduate Council	91	Information
	16. Joint Report – Senate Graduate & Research Council, and Senate Undergraduate Council		Information
	a. Academic Calendar Dates for 2024-25 To approve the 2024-2025 academic calendar dates and calendar guidelines for establishing academic dates, as presented.	93	Decision
	17. Report - Vice-President, Research & International - Awards, Distinctions, Grants, Waterloo International Engagements	101	Information
	18. Report of the Provost – Faculty Appointments, Leaves	107	Information
	19. Other Business	Oral	Input

TIMING	AGENDA ITEM	PAGE	ACTION
5:05p.m. (5 mins)	CONFIDENTIAL Senators, Vice-Presidents, Secretariat and Technical Staff as required 20. Minutes of the 23 October 2023 Meeting To approve the minutes of the 23 October 2023 meeting as distributed/amended. 21. Business Arising from the Minutes 22. Report of the President 23. Report of the Honorary Degrees Committee 24. Other Business 25. Adjournment	 109 Oral Oral 111 Oral Oral	 Decision Input Information Decision Input Input

20 November 2023

Mike Grivicic
Associate University Secretary to
Senate

Important Dates

27 November 2023	Senate Meeting
29 January 2024	Senate Meeting
6 February 2024	Board of Governors Meeting

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University of Waterloo
SENATE
Minutes of the Monday 23 October 2023 Meeting
[in agenda order]

Present: John Abraham, Nasser Abukhdeir, Sheila Ager, Marc Aucoin, Lisa Aultman-Hall, Jean Becker, Jeff Casello, Trevor Charles, Joan Coutu, Kristine Dalton, Laura Deakin, Charmaine Dean, Jack DeGooyer, David DeVidi, Catherine Dong, Mark Ferro, Paul Fieguth, Wendy Fletcher, Bruce Frayne, Murray Gamble, Genevieve Gauthier-Chalifour (Secretary), Mark Giesbrecht, Vivek Goel (Chair), Rob Gorbett, Kelly Grindrod, Mike Grivicic (Secretary), Vikas Gupta, David Ha, Peter Hall, Kevin Hare, Neela Hassan, Chris Houser, Natalie Hutchings, Nadine Ibrahim, Narveen Jandu, Martin Karsten, Acey Kaspar, Achim Kempf, Veronica Kitchen, Scott Kline, Christiane Lemieux, Lili Liu, Brad Lushman, Jennifer Lynes Murray, Stephanie Maaz, Shana MacDonald, Ellen MacEachen, Carol Ann MacGregor, Colleen Maxwell, Kristiina Montero, Richard Myers, Cathy Newell Kelly, Rory Norris, James Nugent, Erin O'Connell, Troy Osborne, David Porreca, Luke Potwarka, Cynthia Richard, Mary Robinson, James Rush, John Saabas, Labibah Salim J Ali, Beth Sandore Namachchivaya, Rida Sayed, Asher Scaini, Marcus Shantz, Siva Sivonthaman, James Skidmore, Christopher Taylor, Sharon Tucker, Graeme Turner, Diana Vangelisti, Mary Wells, Stanley Woo, Annie Yang

Guests: Aldo Caputo, Becky Elming, Melanie Figueiredo, Jenny Flagler-George, David George-Cosh, Diana Goncalves, Sarah Hadley, Michelle Hollis, Andie Kaiser, Andrea Kelman, Jennifer Kieffer, Bob Lemieux, Norah McRae, Christine McWebb, Ian Milligan, Fayaz Noormohamed, Chris Read, Karl Schuett, Daniela Seskar-Hencic, Greg Smith, Kerry Stryker, Marilyn Thompson, Tim Weber-Kraljevski, Roly Webster, Meghan Whitfield, Sarah Willey-Thomas, Katy Wong-Francq

Absent: Dominic Barton*, Aubrey Basdeo*, Judy Castaneda, Kim Cuddington, Aiman Fatima, Sonia Ismail, Alysia Kolentsis*, Xianguo Li, Blake Madill, Peter Meehan, Christopher Nielsen, Jacinda Reitsma*, Sivabal Sivaloganathan, Dan Weber*, Clarence Woudsma, Changbao Wu

*regrets

OPEN SESSION

All members of Senate held a moment of silence to acknowledge the passing of Stephanie Ye-Mowe, a former senator and a dedicated student leader at Waterloo.

1. TERRITORIAL ACKNOWLEDGEMENT

Chris Houser offered a territorial acknowledgement along with a personal reflection.

2. CONFLICT OF INTEREST

Senators were asked to declare any conflicts they may have in relation to the items on the agenda. No conflicts were declared.

3. APPROVAL OF THE AGENDA, AND APPROVAL OF THE CONSENT AGENDA

A motion was heard to approve the agenda as presented, and to approve or receive for information the items on the consent agenda, listed as items 13-16 of the Senate agenda. Dong and Porreca. Carried.

4. MINUTES OF THE 18 SEPTEMBER 2023 MEETING

A motion was heard to approve the minutes as distributed. Newell Kelly and deGooyer. Carried.

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5. BUSINESS ARISING FROM THE MINUTES

This item was received for information.

6. SENATE WORKPLAN

This item was received for information.

7. REPORT OF THE PRESIDENT

a. President's Update

Goel acknowledged that recent university statements regarding the situation in Israel and Gaza have been hurtful to some members of the community and offered a sincere apology for that unintentional result. He emphasized that he condemns the terrorist attack of October 7 perpetrated by Hamas. He also emphasized that the situation in Gaza is an unacceptable humanitarian tragedy. Goel stated that all parties should abide by international law and the Geneva Convention, and crimes against humanity are never justified. The University of Waterloo will continue to follow the requirements of the law as well as its free speech policy which is based on the direction from government. All members of the community are free to express their ideas within the bounds of law including provisions for hate speech under the Criminal Code of Canada and discrimination under the Ontario Human Rights Code. Under Policy 33 all members of the community are expected to maintain a supportive, respectful and tolerant environment. A member noted their concern at the university's statements and suggested the university might consider developing a process for issuing statements to ensure they reflect the view of the community as a whole, or consider instances where it may not be appropriate to issue institutional statements.

The president remarked on other recent events and those upcoming:

- Thanks to Senators for participating in the Board of Governors retreat in September
- Truth and Reconciliation events held on 29 September
- Fall Convocation held the previous weekend
- Employee Equity Census is underway, and upcoming launch of the Employee Engagement Survey on 12 November

b. Provost's Update

Rush provided a presentation on the recent launch of the Provost's Advisory Committee on Building a Resilient University of Waterloo, following from initial work that started in May 2022 and with a final report with recommendations having been delivered in August 2023. It was noted that the advisory committee process shows the need to accelerate integrated planning across the institution. Rush also reviewed activity in response to the June 28 Hagey Hall attack and noted that work is ongoing, including improvements to response systems/protocols, increased training/awareness, prioritizing physical security, improving emergency communications, and working to earn trust and build community. Members observed that while high tech solutions may be useful, the University should also be open to low tech ways to address issues; the need to balance increased security with maintaining access; the need to coordinate activity within a decentralized University structure; and, that electronic access would allow for rapid response and changes to access when required.

Rush and Porreca observed that the Policy 76/77 process is proceeding, and the lines of communication are open between both sides, having stepped back from arbitration to move into mediation in early November.

8. FACULTY UPDATE PRESENTATION – HEALTH

Lili Liu provided a presentation on the Faculty's initiatives and events, including: student learning supported by top-level anatomy lab and increased requirement for courses outside the Faculty to round their experience; the Faculty was able to secure Elder Henry due to focus on Indigenous priorities in the strategic plan, and the Faculty continues to foster Indigenous curriculum and spaces; development of course for eCampusOntario; recent report on research impact entitled "Health in 3D" and enhancing communications with the Health HUB.

Following Dean Liu's presentation, the deans led a flash mob to bring awareness to the United Way campaign with help from the UW Hip Hop club and the Waterloo Warriors.

9. REPORT – SENATE EXECUTIVE COMMITTEE

The two items were taken together, and a motion was heard to elect Helena Shilomboleni as a member of Senate Undergraduate Council, term to 30 April 2024, and further to elect Kevin White as a member of Senate Graduate & Research Council, term to 30 April 2025, all as described in the report. O'Connell and Deakin. Carried.

10. REPORT – SENATE LONG RANGE PLANNING COMMITTEE

Goel spoke to the report which details key initiatives and funding, including building capacity toward rolling integrated planning with less emphasis on five-year plans, and that considerable analysis can be done from survey data and other data sources. Goel noted the special focus on student mental health, wellbeing, and sense of belonging. Key performance indicators in education, research, service/innovation, operations, and financial strength were also noted, and that Waterloo is a leader in a number of areas but lags in others. Members discussed the issue of grade inflation at the secondary school level, noting that some evidence shows that remote instruction seemed to raise entering averages. It was suggested that this matter may be brought to Senate Undergraduate Council for further discussion. Senators noted there would be a basis to prompt the province on the potential overreliance on grades to measure learning, and the Waterloo at 100 paper proposes to move away from strict reliance on grades and more attention to impact in learning.

11. REPORT – SENATE FINANCE COMMITTEE

Rush discussed the report, which follows through on the commitment to bring forward a fall budget update. Rush provided an overview of the impact of salary reopener clauses arising from Bill 124, and enrollment trends for both undergraduate and graduate students, domestic and international. Rush noted there is no further update on the Blue Ribbon Panel as the community awaits the report and response from the government. The rising interest rate environment has helped to offset other budget pressures; and, current year budget pressures may be handled with one-time measures but the factors impacting this year's budget will persist in upcoming years. Risk from international enrollments and geopolitical factors was also noted. Senators observed that the ongoing trends of flat funding combined with rising expenses presents an unsustainable situation, which may be addressed in full or in part by the Blue Ribbon Panel report and outcomes. In the interest of time, a portion of the presentation relating to the MCU framework and the Waterloo Budget Model was deferred to the November meeting.

12. REPORT – SENATE UNDERGRADUATE COUNCIL

DeVidi spoke to the report and the proposal to pilot a curriculum subcommittee, which aims to direct more of the council's time and attention to strategic matters while allowing curricular approvals to be completed with the benefit of the council's rigour and expertise. Members observed that the proposed enhancement to the delegation of authority underscores the importance of reviewing committee reports and the consent agenda.

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In response to a question, it was noted that upon a successful completion of the pilot, the subcommittee would recommend to have the student representative named as “WUSA president or delegate” to reflect and represent the student constituency broadly. A motion was heard to endorse the establishment of a term-limited pilot of a curriculum subcommittee for Senate Undergraduate Council, as described in this report. DeVidi and Abukhdeir. Carried.

CONSENT AGENDA

The consent agenda was approved under item 3, with items approved or received for information.

13. REPORT – SENATE LONG RANGE PLANNING COMMITTEE

Received for information.

14. REPORT – VICE-PRESIDENT, RESEARCH & INTERNATIONAL

a. Awards, Distinctions, Grants, Waterloo International Engagements

Received for information.

15. REPORT OF THE PROVOST – FACULTY APPOINTMENTS, LEAVES

Received for information.

16. LIST OF GRADUANDS – FALL 2023 CONVOCATION

Received for information.

17. OTHER BUSINESS

With no further business in open session, Senate convened in confidential session.

31 October 2023
MG/dg

Mike Grivicic
Associate University Secretary to
Senate

2023-2024 Senate Work Plan

Office of the Secretariat

Senate Agenda Items • expected *as needed	15 May 2023	19 June 2023	18 September 2023	23 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i>	27 November 2023	29 January 2024	4 March 2024	8 April 2024
REGULAR AGENDA (including items for information and discussion)								
Minutes	•	•	•	•	•	•	•	•
Business Arising	•	•	•	•	•	•	•	•
LEADERSHIP UPDATES⁶								
Report of the Vice-President, Academic & Provost	*	*	*	*	*	*	*	*
Report of the Vice-President, Research and International	*	*	*	*	*	*	*	*
COMMITTEE/COUNCIL REPORTS								
Executive Committee	*	*	*	*	*	*	*	*
Graduate & Research Council (GRC)	•	•	•	•	•	•	•	•
Undergraduate Council (UC)	•	•	•	•	•	•	•	•
Long Range Planning Committee				•		•		•
Fall Update, University Operating Budget				•				
Joint Report of GRC & UC, Academic Calendar Dates ¹					•			
University Committee on Student Appeals Annual Report ¹ (Policy 72)					•			
University Appointment Review Committee Annual Report ¹ (Policy 76)								•
Finance Committee - Budget Update ³							•	
Finance Committee - Budget recommendation ^{2, 3}								•
OTHER SENATE AGENDA ITEMS								
New Senator Orientations (before meeting)	•							
Teaching Awards Committee							•	
Delegation of Roster of Graduands								•
Report of Roster of Graduands		•		•				
Convocation Report (CR&E) – summary of previous years' ceremonies								•
Undergraduate and Graduate Admissions Update						•		
Conduct Self-Assessment Survey ¹							•	
SENATE PRESENTATIONS								
Presentations from the Presidents of the Faculty Association, Waterloo Undergraduate Association and Graduate Student Association ¹							•	
Strategic Plan Accountability Update ¹ (June)								
PART Annual Update		•						
Faculty Update (6x/year)			ENG	HLTH	MATH	ENV	ARTS	SCI

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

Senate Agenda Items • expected *as needed	15 May 2023	19 June 2023	23 September 2023	23 October 2023 <i>Strategic Plan Annual Update / Waterloo at 100</i>	27 November 2023	29 January 2024	4 March 2024	8 April 2024
CONSENT AGENDA								
Reports from Faculties (e.g., appointments, administrative appointments, sabbaticals) ²	•	•	•	•	•	•	•	•
Tenure and Promotion Report ⁴			•					
University Professor Designation ³							•	
Call for Nominations for University Professor ³			•					
Call for Nominations for Honorary Degree Recipients ⁴						•		
Report of the COU Academic Colleague ¹	•							
Senate Committee Appointments ⁵	*	*	•	*	*	*	*	*
CLOSED AGENDA								
Minutes	•	•	•	•	•	•	•	•
Business Arising	•	•	•	•	•	•	•	•
Reports from Committees and Councils	*	*	*	*	*	*	*	*
Honorary Degree Recommendations	*	*	*	*	•	•	*	*
Reports from Search and Review Committees for Policy-based Senior Leadership Appointments and Reappointments	*	*	*	*	*	*	*	*
Report of VP Advancement on Policy 7 ¹		•						
Joint SENATE/BOARD Strategic Plan Focus Sessions 3-4:30				Joint SENATE/BOARD Continuing Education Sessions 3-4:30				
• To be determined				• To be determined				

Special Topics for 2023-2024 to be Scheduled:

- President's Anti-racism Task Force Update (PART)

For more information: secretariat@uwaterloo.ca
uwaterloo.ca/secretariat, NH 3060

¹ Annual item

² Board of Governors approval

³ Presented by the Vice-President Academic and Provost

⁴ Presented by the President and Vice-Chancellor, and Chair of Senate

⁵ Presented by the University Secretary

⁶ Leadership updates may include such topics as: Talent, We Accelerate Report, Communities (EDI, Sustainability), Waterloo International, etc.

For Approval**Open Session****To:** Senate**Sponsor:** Secretariat
Contact Information: senate@uwaterloo.ca**Date of Meeting:** November 27, 2023**Agenda Item Identification:** 9. Approval of Membership to Senate Committees and Councils**Recommendation/Motion:**

To recommend that Senate elect Nicholas Pellegrino as a member of Senate Graduate & Research Council, term to 30 April 2025.

Summary:

There is a vacancy on Senate Graduate & Research Council for the graduate student member from the Faculty of Engineering. The GSA President recommends Nicholas Pellegrino as the nominee, to complete the remainder of the term, which ends 30 April 2025.

At the Senate meeting further nominations will be accepted from the floor. Should there is more than one name for the position, an electronic election will follow the meeting.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 1.04, Senate Executive Council is empowered:

- e. To present to Senate, normally at the last regular meeting in the academic year in April, a list of nominations for the committees and councils of Senate.

Governance Path:

Senate Executive Committee (mm/dd/yy): 11/13/23

Senate approval date (mm/dd/yy): 11/27/23

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Senate Graduate & Research Council

For Approval

Open Session

To: Senate

Sponsors: Charmaine Dean
Vice-President, Research & International

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Information: jcasello@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 10a. Report – Senate Graduate & Research Council:
Major Program Modification for Master of Accounting (MAcc)

Recommendation/Motion:

To approve the addition of a part-time registration option for the Master of Accounting program, effective 1 January 2024, as presented.

Summary:

[Senate Graduate & Research Council](#) (SGRC) will be meeting on November 20, 2023 to review. To meet the January 1, 2024 effective date, the following item has been forwarded to Senate for approval as part of the regular agenda, pending SGRC approval. Notice of SGRC's recommendation will be provided during the Senate meeting.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(e): "Consider, study and review all proposals for new graduate programs, the deletion of graduate programs, major changes to existing graduate programs, arrange for internal appraisals as the council shall see fit, and make recommendations to Senate thereon."

Governance Path:

Department approval date (mm/dd/d\yy): 06/23/23

Graduate Studies and Postdoctoral Affairs review date (mm/dd/d\yy): 06/23/23

Faculty approval date (mm/dd/yy): 10/24/2023

Senate Graduate & Research Council approval date (mm/dd/yy): 11/20/23 (pending approval)

Highlights/Rationale:

Currently, a part-time tuition fee structure is not defined for the MAcc program. When a student needs to take less than a full-time load due to an accommodation, or as part of an approved petition that permits a student to retake a course (i.e. due to a prior incomplete or failure), the student is charged full-time tuition and then must apply to be reimbursed. This change will create a part-time tuition fee structure so that students will not have to apply for reimbursement, making the process easier for them and for administration. This change does not change current practice in the MAcc program and is not intended to imply that there is a part-time entry option. The MAcc program remains a full-time, 2 term program. This change will only impact students who enter the program as full-time students and then need to re-take a course(s) to complete the program. Approval to re-take a course(s) will be assessed by the Program Director on a case-by-case basis for special circumstances or accommodations in consultation with GSPA. The part-time option will allow students to pay per course tuition fees (i.e. ¼ of the full-time per term tuition fee based on the standard four course load per term).

Documentation Provided:

Appendix A – Graduate Studies Program Revision Template



Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Master of Accounting (MAcc)

Program contact name(s): David Ha, Dan Rogozynski, Keria So

Form completed by: David Ha, Dan Rogozynski, Keria So

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding a part-time registration option to the program.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

Currently, a part-time tuition fee structure is not defined for the MAcc program. When a student needs to take less than a full-time load due to an accommodation, or as part of an approved petition that permits a student to retake a course (i.e. due to a prior incomplete or failure), the student is charged full-time tuition and then must apply to be reimbursed. This change will create a part-time tuition fee structure so that students will not have to apply for reimbursement, making the process easier for them and for administration. This change does not change current practice in the MAcc program and is not intended to imply that there is a part-time entry option. The MAcc program remains a full-time, 2 term program. This change will only impact students who enter the program as full-time students and then need to re-take a course(s) to complete the program. Approval to re-take a course(s) will be assessed by the Program Director on a case-by-case basis for special circumstances or accommodations in consultation with GSPA. The part-time option will allow students to pay per course tuition fees (i.e. ¼ of the full-time per term tuition fee based on the standard four course load per term).

Proposed effective date: Term: Winter Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/school-accounting-and-finance/master-accounting-macc>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
Program information - Admit term(s) - Winter	Program information - Admit term(s) - Winter

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
• Delivery mode ○ On-campus • Length of program ○ 2 terms (8 months) • Program type ○ Master's ○ Professional • Registration option(s) ○ Full-time • Study option(s) ○ Master's Research Paper ○ Coursework	• Delivery mode ○ On-campus • Length of program ○ 2 terms (8 months) • Program type ○ Master's ○ Professional • Registration option(s) ○ Full-time ○ <u>Part-time</u> • <u>Registration option(s) information</u> ○ <u>Note direct entry into the MAcc program is only available through the full-time option.</u> ○ <u>Students must obtain approval from the Program Director to transfer to the part-time option, which will be assessed on a case-by-case basis.</u> • Study option(s) ○ Master's Research Paper ○ Coursework

How will students currently registered in the program be impacted by these changes?

The MAcc program remains a full-time, 2 term program. This change will only impact current students if any need to re-take courses to complete the program (i.e. as a result of an accommodation to take less than a full course load, or as part of an approved petition that permits a student to retake a course due to a prior incomplete or failure).

Department/School approval date (mm/dd/yy): 06/23/23

Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 06/23/23

Faculty approval date (mm/dd/yy): 10/24/23

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Senate Graduate & Research Council**For Approval****Open Session****To:** **Senate**

Sponsors: Charmaine Dean
Vice-President, Research & International

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Information: jcasello@uwaterloo.ca

Date of Meeting: **November 27, 2023**

Agenda Item Identification: **10(b) Report – Senate Graduate & Research Council:
Major Program Modification for Master of Taxation (MTax)
– Co-operative Program**

Recommendation/Motion:

To approve the addition of a direct entry Co-operative program/option for the Master of Taxation program, effective 1 January 2024, as presented.

Summary:

[Senate Graduate & Research Council](#) (SGRC) will be meeting on November 20, 2023 to review. To meet the January 1, 2024 effective date, the following item has been forwarded to Senate for approval as part of the regular agenda, pending SGRC approval. Notice of SGRC's recommendation will be provided during the Senate meeting.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(e): "Consider, study and review all proposals for new graduate programs, the deletion of graduate programs, major changes to existing graduate programs, arrange for internal appraisals as the council shall see fit, and make recommendations to Senate thereon."

Governance Path:

Department approval date (mm/dd/d\yy): 06/23/23

Graduate Studies and Postdoctoral Affairs review date (mm/dd/d\yy): 09/13/23

Faculty approval date (mm/dd/yy): 10/24/2023

Senate Graduate & Research Council approval date (mm/dd/yy): 11/20/23 (pending approval)

Highlights/Rationale:

Since inception, the full-time stream of the Master of Taxation program has included three academic terms with two work-integrated learning (WIL) terms interspersed between the academic terms. While the WIL experience has formed an integral part of the student's learning experience, the WIL terms have not been a degree requirement.

The goal is to formalize the WIL experiences as official co-op terms, whereby the co-op terms will become a degree requirement for the full-time stream. The formal addition of the co-op terms as a degree requirement continues to align with the programs learning outcomes. The benefit for students is the opportunity to identify that their degree includes a co-op component. The co-op designation will also be included as part of the degree name.

The program has a long history of outstanding employment rates for both the WIL terms and at graduation. Students have consistently provided positive feedback about the co-op experience. The program will remain involved with employer relationships, which is essential to the program's long-term success. The co-op program/option will be fully supported by the MTax program/School of Accounting and Finance.

Documentation Provided:

Appendix A – Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Arts

Program: Master of Taxation (MTax) - Co-operative Program

Program contact name(s): Deb Kraft

Form completed by: Deb Kraft

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Adding a direct entry Co-operative program/option to the MTax program.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

Since inception, the full-time stream of the Master of Taxation program has included three academic terms with two work-integrated learning (WIL) terms interspersed between the academic terms. While the WIL experience has formed an integral part of the student's learning experience, the WIL terms have not been a degree requirement.

The goal is to formalize the WIL experiences as official co-op terms, whereby the co-op terms will become a degree requirement for the full-time stream. The formal addition of the co-op terms as a degree requirement continues to align with the programs learning outcomes. The benefit for students is the opportunity to identify that their degree includes a co-op component. The co-op designation will also be included as part of the degree name.

The program has a long history of outstanding employment rates for both the WIL terms and at graduation. Students have consistently provided positive feedback about the co-op experience. The program will remain involved with employer relationships, which is essential to the program's long-term success. The co-op program/option will be fully supported by the MTax program/School of Accounting and Finance.

Proposed effective date: Term: Winter Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/arts/school-accounting-and-finance/master-taxation-mtax>

Current MTax Graduate Studies Academic Calendar content:	Proposed MTax - Co-operative Program Graduate Studies Academic Calendar content:
MASTER OF TAXATION (MTAX) Program information • Admit term(s) ○ Fall • Delivery mode ○ Off-campus (downtown Toronto) ○ Online • Delivery mode information ○ Full-time students complete the program off-campus in Toronto and part-time students complete the program online. • Length of program ○ Full-time: 3 terms (12 months) (plus 2 practice terms**) ○ Part-time: 6 terms (24 months) • Program type ○ Master's ○ Professional • Registration option(s) ○ Full-time ○ Part-time • Study option(s) ○ Coursework Admission requirements • Minimum requirements ○ Students from a wide variety of backgrounds are welcome. ○ Successful completion of a four-year Honours Degree, or equivalent, with at least a 75% average is required or a three-year Degree, or equivalent, with at least a 75% average, 8 years of Canadian tax-related work experience showing career advancement and a Graduate Management Admission Test (GMAT) score of at least 550, or equivalent Graduate Record Examination (GRE) score using ETS's GRE Comparison Table for Business Schools.	MASTER OF TAXATION (MTAX) - <u>CO-OPERATIVE PROGRAM</u> Program information • Admit term(s) ○ Fall • Delivery mode ○ Off-campus (downtown Toronto) ○ Online • Delivery mode information ○ Full-time students complete the program off-campus in Toronto and part-time students complete the program online. • Length of program ○ <u>Full-time: 5 terms (20 months)</u> ○ Full-time: 3 terms (12 months) (plus 2 practice terms**) ○ Part-time: 6 terms (24 months) • Program type ○ <u>Co-operative</u> ○ Master's ○ Professional • Registration option(s) ○ Full-time ○ Part-time • Study option(s) ○ Coursework Admission requirements • Minimum requirements ○ Students from a wide variety of backgrounds are welcome. ○ Successful completion of a four-year Honours Degree, or equivalent, with at least a 75% average is required or a three-year Degree, or equivalent, with at least a 75% average, 8 years of Canadian tax-related work experience showing career advancement and a Graduate Management Admission Test (GMAT) score of at least 550, or equivalent Graduate Record Examination (GRE) score using ETS's

Current MTax Graduate Studies Academic Calendar content:	Proposed MTax - Co-operative Program Graduate Studies Academic Calendar content:
○ A one page statement detailing your interest in the Master of Taxation program. ○ Students will be assessed by an Admissions Committee. Students who are lacking the necessary fundamentals of Canadian income taxation and accounting to begin work in the tax field will be required to successfully complete TAX 600 Introductory Tax and Accounting for MTax Students, a course covering these areas. ○ An interview may also be required. ○ GMAT may be required. • Application materials ○ Résumé ▪ Detailing the student's previous work experience. ○ Supplementary information form ○ Transcript(s) • References ○ Number of references: 2 ○ Type of references: at least 1 academic • English language proficiency (ELP) (if applicable)	GRE Comparison Table for Business Schools. ○ A one page statement detailing your interest in the Master of Taxation program. ○ Students will be assessed by an Admissions Committee. Students who are lacking the necessary fundamentals of Canadian income taxation and accounting to begin work in the tax field will be required to successfully complete TAX 600 Introductory Tax and Accounting for MTax Students, a course covering these areas. ○ An interview may also be required. ○ GMAT may be required. • Application materials ○ Résumé ▪ Detailing the student's previous work experience. ○ Supplementary information form ○ Transcript(s) • References ○ Number of references: 2 ○ Type of references: at least 1 academic • English language proficiency (ELP) (if applicable)
Degree requirements • Graduate Academic Integrity Module (Graduate AIM) • Courses ○ Full-time: the full-time option involves three academic terms of 4 courses each (0.50 unit weight), interspersed with two practice terms**. Classes are held in Toronto. Students are required to take the following courses and practice terms in sequence: ▪ Term One (fall): ▪ TAX 614 An Introduction to Accounting for Income Taxes ▪ TAX 616 Tax Research and Statutory Interpretation ▪ TAX 619 Taxation of Corporations ▪ TAX 620 Introduction to Business Structuring ▪ Practice Term (winter)**	Degree requirements <u>The MTax - Co-operative Program enables students to combine graduate studies with related work experience.</u> <u>The program includes completion of 2 required work terms. The work terms typically take place in terms 2 and 4. The work terms must meet program requirements. Students will apply to jobs related to their program of study. Note: the program must start and end on an academic term.</u> • Graduate Academic Integrity Module (Graduate AIM) • Courses ○ Full-time: The <u>program</u> full-time option involves three academic terms of 4 courses each (0.50 unit weight), interspersed with two <u>co-op work practice</u> terms**. Classes are held in Toronto. Students are required to

Current MTax Graduate Studies Academic Calendar content:	Proposed MTax - Co-operative Program Graduate Studies Academic Calendar content:
▪ Term Two (spring): ▪ TAX 625 Tax Policy ▪ TAX 627 International Tax I ▪ TAX 628 Tax Planning for the Owner-Manager and Executive ▪ TAX 629 Tax Risk Management ▪ Practice Term (fall)** ▪ Term Three (winter): ▪ TAX 626 Business Structuring ▪ TAX 636 Estate & Retirement Planning ▪ TAX 637 International Tax II ▪ TAX 638 Research Paper ▪ **not a degree requirement ▪ There are no elective courses. ○ Candidates must obtain an overall average of at least 75% in the courses presented in fulfilment of the degree requirements. The records will be reviewed of those whose cumulative average at the end of each term is below 75% and the candidate may be required to withdraw from the program. ○ Part-time: the part-time option involves six academic terms of 2 courses each (0.50 unit weight), with no practice terms. Classes are held online in real-time. Over the six academic terms, students are required to successfully complete the following courses: ▪ TAX 614 An Introduction to Accounting for Income Taxes ▪ TAX 616 Tax Research and Statutory Interpretation ▪ TAX 619 Taxation of Corporations ▪ TAX 620 Introduction to Business Structuring ▪ TAX 625 Tax Policy ▪ TAX 626 Business Structuring ▪ TAX 627 International Tax I ▪ TAX 628 Tax Planning for the Owner-Manager and Executive ▪ TAX 629 Tax Risk Management ▪ TAX 636 Estate & Retirement Planning ▪ TAX 637 International Tax II ▪ TAX 638 Research Paper	successfully complete take the following courses and practice terms in sequence: ▪ Term One (fall): ▪ TAX 614 An Introduction to Accounting for Income Taxes ▪ TAX 616 Tax Research and Statutory Interpretation ▪ TAX 619 Taxation of Corporations ▪ TAX 620 Introduction to Business Structuring ▪ Practice term (winter)** ▪ Term Two (spring): ▪ TAX 625 Tax Policy ▪ TAX 627 International Tax I ▪ TAX 628 Tax Planning for the Owner-Manager and Executive ▪ TAX 629 Tax Risk Management ▪ Practice term (fall)** ▪ Term Three (winter): ▪ TAX 626 Business Structuring ▪ TAX 636 Estate & Retirement Planning ▪ TAX 637 International Tax II ▪ TAX 638 Research Paper ▪ **not a degree requirement ▪ There are no elective courses. ○ Candidates must obtain an overall average of at least 75% in the courses presented in fulfilment of the degree requirements. The records will be reviewed of those whose cumulative average at the end of each term is below 75% and the candidate may be required to withdraw from the program. ○ Part-time: the part-time option involves six academic terms of 2 courses each (0.50 unit weight), with no practice terms. Classes are held online in real-time. Over the six academic terms, students are required to successfully complete the following courses: ▪ TAX 614 An Introduction to Accounting for Income Taxes ▪ TAX 616 Tax Research and Statutory Interpretation

Current MTax Graduate Studies Academic Calendar content:	Proposed MTax - Co-operative Program Graduate Studies Academic Calendar content:
○ Candidates must obtain an overall average of at least 75% in the courses presented in fulfilment of the degree requirements. The records will be reviewed of those whose cumulative average at the end of each term is below 75% and the candidate may be required to withdraw from the program.	• TAX 619 Taxation of Corporations • TAX 620 Introduction to Business Structuring • TAX 625 Tax Policy • TAX 626 Business Structuring • TAX 627 International Tax I • TAX 628 Tax Planning for the Owner Manager and Executive • TAX 629 Tax Risk Management • TAX 636 Estate & Retirement Planning • TAX 637 International Tax II • TAX 638 Research Paper ○ Candidates must obtain an overall average of at least 75% in the courses presented in fulfilment of the degree requirements. The records will be reviewed of those whose cumulative average at the end of each term is below 75% and the candidate may be required to withdraw from the program. • <u>Graduate Studies Work Report</u> ○ <u>Students must complete two work-term experiences. A work report must be submitted to the School for review and credit by the end of each work term.</u>

How will students currently registered in the program be impacted by these changes?

Students will benefit from the addition of the official 'co-op' status added to their transcript.

Department/School approval date (mm/dd/yy): 06/23/23

Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 09/13/23

Faculty approval date (mm/dd/yy): 10/24/23

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

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Senate Graduate & Research Council**For Approval****Open Session****To:** **Senate****Sponsors:** Charmaine Dean
Vice-President, Research & InternationalJeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs**Presenter:** Jeff Casello
Contact Information: jcasello@uwaterloo.ca**Date of Meeting:** **November 27, 2023****Agenda Item Identification:** **10c. Report – Senate Graduate & Research Council:
Major Program Modification for the Doctor of Philosophy (PhD) in
Vision Science and Master of Science (MSc) in Vision Science****Recommendation/Motion:**

To approve the revisions to the Graduate Research Fields for the PhD and MSc in Vision Science, effective 1 September 2024, as presented.

Summary:

[Senate Graduate & Research Council](#) met on October 16, 2023 and agreed to forward the following items to Senate for approval as part of the regular agenda.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(e): “Consider, study and review all proposals for new graduate programs, the deletion of graduate programs, major changes to existing graduate programs, arrange for internal appraisals as the council shall see fit, and make recommendations to Senate thereon.”

Governance Path:

Department approval date (mm/dd/d\yy): 06/22/23

Graduate Studies and Postdoctoral Affairs review date (mm/dd/d\yy): 06/09/23

Faculty approval date (mm/dd/yy): 06/26/23

Senate Graduate & Research Council approval date (mm/dd/yy): 10/16/23

Highlights/Rationale:

The School of Optometry and Vision Science, as part of its Strategic Planning, has revised how research is organized within the School into three areas: Applied Studies, Fundamental Bioscience, Societal Impact. These three areas better represent the breadth of research activity found in a professional School. The area of vision science is, by nature, inter-disciplinary and draws from a variety of research disciplines (e.g., physics, biology, neuroscience, social sciences), but can be grouped into fundamental research, applied research, and societal research.

- Applied Studies: includes discovery in vision function and rehabilitation, clinical studies based on fundamental discoveries and applications, and knowledge translation.
- Fundamental Bioscience: includes discovery in the underlying physical and physiological bases of vision, scientific instrumentation and methodology development, and inter-disciplinary research (e.g., systems engineering, biology).
- Societal Impact: includes discovery in social benefits from clinical care, quality of life, government policy, and education/knowledge mobilisation.

Current and recent graduates have been consulted about the changes and are supportive.

This major modification will improve the student experience by aligning graduate student research activity with research activity within the School and provide greater opportunities for inter-disciplinary research within the School and with other academic units in the University. It will also improve student opportunities for grant and award success by clarifying how graduate studies align with School and University strategic priorities.

Documentation Provided:

Appendix A – Graduate Studies Program Revision Template

Prior to form submission, review the [content revision instructions](#) and information regarding [major/minor modifications](#). For questions about the form submission, contact [Trevor Clews](#), Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Science

Programs: 1) Doctor of Philosophy (PhD) in Vision Science

2) Master of Science (MSc) in Vision Science

Program contact name(s): Paul Murphy

Form completed by: Paul Murphy

Description of proposed changes:

Note: changes to courses and milestones also require the completion/submission of the [SGRC Graduate Studies Course/Milestone Form](#).

Revising the PhD and MSc in Vision Science Graduate Research Fields.

Is this a [major modification](#) to the program? Yes

Rationale for change(s):

The School of Optometry and Vision Science, as part of its Strategic Planning, has revised how research is organised within the School into three areas: Applied Studies, Fundamental Bioscience, Societal Impact. These three areas better represent the breadth of research activity found in a professional School. The area of vision science is, by nature, inter-disciplinary and draws from a variety of research disciplines (e.g., physics, biology, neuroscience, social sciences), but can be grouped into fundamental research, applied research, and societal research.

- *Applied Studies: includes discovery in vision function and rehabilitation, clinical studies based on fundamental discoveries and applications, and knowledge translation.*
- *Fundamental Bioscience: includes discovery in the underlying physical and physiological bases of vision, scientific instrumentation and methodology development, and inter-disciplinary research (e.g., systems engineering, biology).*
- *Societal Impact: includes discovery in social benefits from clinical care, quality of life, government policy, and education/knowledge mobilisation.*

Current and recent graduates have been consulted about the changes and are supportive.

This major modification will improve the student experience by aligning graduate student research activity with research activity within the School and provide greater opportunities for inter-disciplinary research within the School and with other academic units in the University. It will also improve student opportunities for grant and award success by clarifying how graduate studies align with School and University strategic priorities.

Proposed effective date: Term: Fall Year: 2024

Current [Graduate Studies Academic Calendar \(GSAC\)](#) page (include the link to the web page where the changes are to be made):

<https://uwaterloo.ca/graduate-studies-academic-calendar/science/school-optometry-and-vision-science/doctor-philosophy-phd-vision-science>

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
Graduate research fields • Healthcare, Education and Delivery • Neurosciences • Ocular Biology and Pathophysiology • Technology and Optics	Graduate research fields • <u>Applied Studies</u> • <u>Fundamental Bioscience</u> • <u>Societal Impact</u>

How will students currently registered in the program be impacted by these changes?

Currently registered students will benefit from better opportunities for inter-disciplinary research within the School and across the University. Updating and clarification of the research fields will also better represent how individual graduate student's research activity aligns within the School, which will strengthen future research grant writing. The revised research fields will also promote better alignment of student graduate courses with student needs and research activity.

Department/School approval date (mm/dd/yy): 06/22/23

Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 06/09/23

Faculty approval date (mm/dd/yy):

Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Senate approval date (mm/dd/yy) (if applicable):

Senate Graduate & Research Council and Senate Undergraduate Council

For Approval

Open Session

To: **Senate**

Sponsors: Charmaine Dean
Vice-President, Research & International

David DeVidi
Associate Vice-President, Academic

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: David DeVidi
Contact Information: david.devidi@uwaterloo.ca

Date of Meeting: **November 27, 2023**

Agenda Item Identification: **11a. Joint Report – Senate Graduate & Research Council and Senate Undergraduate Council: Class Components Definitions**

Recommendation/Motion:

To approve the adoption of the new Class Components Definitions for the Undergraduate Studies Academic Calendar and the Graduate Studies Academic Calendar, effective January 1, 2024, as presented.

Summary:

[Senate Graduate & Research Council](#) met on February 13, 2023 and [Senate Undergraduate Council](#) met on February 14, 2023. Both Councils agreed to forward the following item to Senate for approval as part of the regular agenda.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(a): “Make recommendations to Senate with respect to the governance, direction and management of, or any changes in rules, regulations or policies for graduate studies and research in the university.” section 5.03(a): “Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.”

Governance Path:

Senate Graduate & Research Council approval date (mm/dd/yy): 02/13/23

Senate Undergraduate Council approval date (mm/dd/yy): 02/14/23

Highlights/Rationale:

The proposed definitions for class components that were developed by the Registrar's Office with members of the Keep Learning Team and led by the Associate Registrar to improve clarity for instructors and students when scheduling and selecting courses each term. The two main purposes of course components are:

1. To enable instructors to identify which scheduling option(s) to pick based on what they are planning to do in their courses, and;
2. To help students understand what each course entails when registering for their courses.

The definitions will be added to the [Glossary of Terms](#) section of the Undergraduate Studies Academic Calendar, and the [Glossary of Terms](#) section of the Graduate Studies Academic Calendar

Documentation Provided:

Appendix A – New Class Components Definitions

Appendix B – Revisions to the Undergraduate Studies Academic Calendar

Appendix C – Revisions to the Graduate Studies Academic Calendar

Appendix A

New Class Components Definitions

The two main purposes of course components are: 1) to enable instructors to identify which scheduling option(s) to pick based on what they are planning to do in their courses, and 2) to help students understand what each course entails when registering for their courses.

COMPONENT	PROPOSED DEFINITION
Clinic (CLN)	Teaching is devoted to the analysis, treatment, and management of direct care for clinical cases. Students operate in various specialty fields typically in a clinical setting.
Discussion (DIS)	Teaching is based primarily on engaging the students in instructor-guided group discussions.
Ensemble (ENS)	Teaching is conducted by means of evaluating musical performance amongst a group of supporting players.
Essay (ESS)	Evaluation is normally based on a formal written piece of work that contains a thesis, substantiated by an argument that is properly referenced. Students work independently in consultation with an instructor.
Field studies (FLD)	Teaching is conducted outside the classroom. Work is with the primary materials in their original setting.
Flight (FLT)	The flight component is held off campus at the Region of Waterloo International Airport, and is the practical application of flight material learned in the course.
Lab (LAB)	Teaching takes place in a room containing special purpose equipment required for student observation, participation, experimentation, or practice.
Lecture (LEC)	Teaching is usually in the form of a series of lectures. The total class size should be normally more than three students; therefore, when a lecture section is combined with another lecture section (undergraduate or graduate), enrolment may be limited to fewer than three students in either one of the class sections.
Online Activities (OLN)	Teaching and learning occur online for a fully online course or as part of a blended course. This component indicates that a range of instructional approaches are used online such as lectures, readings, discussions, and assessments. For blended courses, usually there are weekly online activities that help students prepare for or otherwise complement the in-person learning component of the course.
Oral conversation (ORL)	Teaching is based primarily on engaging the students in instructor-guided group discussions and verbal interaction, usually in a language other than English.
Practicum (PRA)	Teaching involves supervised placement time in a work setting exercising practical routines and techniques related to a particular academic plan. Research and analytical skills are demonstrated based on the practical application of material learned as part of the academic program. Usually, a formal report summarizing the skills learned is required. Facility requirements will vary by discipline. In some disciplines the course may need a specially equipped room and may meet off campus. For graduate courses: to meet criteria for a PRA component, there must be an identified external partner that students engage with; courses identified with PRA must always offer a practicum experience, even if delivered with other course components.
Project (PRJ)	Similar to the reading component, learning usually takes place as a result of independent study/research. However, in this case it makes use of special purpose equipment for student observation, participation, experimentation, or practice.

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Reading (RDG)	Learning takes place as a result of student independent study under the supervision of an instructor.
Seminar (SEM)	Teaching involves students collectively exploring a topic or field of study. May be led all or in part by the students.
Studio (STU)	Teaching consists of instructor coaching focused on practical skills execution, normally in a room with special purpose equipment, such as audio-visual recording equipment, theatre technical equipment, etc.
Test slot (TST)	Used only to designate a time slot for holding mid-term exams. A specific calendar date for each test slot must be included with each TST component section.
Tutorial (TUT)	Teaching provides students with additional information, assistance, and practice applying the course material. The format is typically in the form of an open discussion or problem-solving session.
Work term (WRK)	This component is only used on a co-operative education course to represent an official work-term placement.
Workshop (WSP)	Teaching includes intensive instructor/student contact as well as independent project work. It may be held in a theatre, studio, or a specially equipped room such as a flexible or active learning classroom to support groupwork.

Appendix B – Revisions to the Undergraduate Studies Academic Calendar

The table below shows the original current description for each component and the proposed new text.

Existing Text (currently in Glossary of Terms in Calendar)	Proposed Text (new text appears in red)
Clinic (CLN): This is a primary meet where teaching is devoted to the analysis and treatment of cases in various special fields normally in a specially equipped clinic setting. There may be a high student/instructor ratio. The frequency of meetings can be as many as five per week for a total contact time of 45 hours.	Clinic (CLN): This is a primary meet where Teaching is devoted to the analysis, and treatment <u>and management of direct care for clinical cases. Students operate in various specialty fields typically in a clinical setting.</u> and management of direct care for clinical cases. Students operate in various specialty fields typically in a clinical setting. of cases in various special fields normally in a specially equipped clinic setting. There may be a high student/instructor ratio. The frequency of meetings can be as many as five per week for a total contact time of 45 hours.
Discussion (DIS): Teaching is based primarily on engaging the students in instructor-guided group discussions. The student/instructor ratio is similar to a seminar. The course is usually held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is one meeting per week for a total contact time of one to three hours.	Discussion (DIS): Teaching is based primarily on engaging the students in instructor-guided group discussions. The student/instructor ratio is similar to a seminar. The course is usually held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is one meeting per week for a total contact time of one to three hours.
Ensemble (ENS): A primary meet where instruction is conducted by means of evaluating musical performance amongst a group of supporting players. Usually, these meets are held in a specially equipped room with one to two meetings per week for a total contact time of three to four hours.	Ensemble (ENS): A primary meet where instruction <u>Teaching</u> is conducted by means of evaluating musical performance amongst a group of supporting players. Usually, these meets are held in a specially equipped room with one to two meetings per week for a total contact time of three to four hours.
Essay (ESS): A primary meet where evaluation is normally based on a formal written piece of work that contains a thesis, substantiated by an argument that is properly referenced. Students work independently in consultation with an instructor. Contact is usually three hours per week.	Essay (ESS): A primary meet where Evaluation is normally based on a formal written piece of work that contains a thesis, substantiated by an argument that is properly referenced. Students work independently in consultation with an instructor. Contact is usually three hours per week.
Field studies (FLD): A primary meet where teaching is conducted outside the classroom. Work is with the primary materials in their original setting. Meetings are usually one to three per week for a total contact time of one to three hours.	Field studies (FLD): A primary meet where Teaching is conducted outside the classroom. Work is with the primary materials in their original setting. Meetings are usually one to three per week for a total contact time of one to three hours.
Flight (FLT): The flight component is held off campus at the Region of Waterloo International	Flight (FLT): The flight component is held off campus at the Region of Waterloo International

Airport. The practical application of flight material learned in the primary meet section. Student to instructor ratio is very low. Flights are usually two to four times per week for a total contact time of three to six hours.	Airport, and is. The practical application of flight material learned in the <u>course</u> . primary meet section. Student to instructor ratio is very low. Flights are usually two to four times per week for a total contact time of three to six hours.
Lab (LAB): Teaching takes place in a room containing special purpose equipment required for student observation, participation, experimentation, or practice. Usually, but not always, a LAB is attached to a regular Lecture (LEC), and frequently the instructors for both lecture and lab are the same. There may be a high student/instructor ratio. Normally there are one to three meetings per week for a total contact time of one to three hours.	Lab (LAB): Teaching takes place in a room containing special purpose equipment required for student observation, participation, experimentation, or practice. Usually, but not always, a LAB is attached to a regular Lecture (LEC), and frequently the instructors for both lecture and lab are the same. There may be a high student/instructor ratio. Normally there are one to three meetings per week for a total contact time of one to three hours.
Lecture (LEC): Teaching normally takes place in a classroom setting. Instruction is usually in the form of a series of lectures that meet one to four times per week for a total contact time of two to four hours. Typically, there is a large student/instructor ratio. The total class size should be normally more than three students; therefore, when a lecture section is combined with another lecture section (undergraduate or graduate), enrolment may be limited to less than three students in either one of the class sections.	Lecture (LEC): Teaching normally takes place in a classroom setting. Instruction <u>Teaching</u> is usually in the form of a series of lectures. that meet one to four times per week for a total contact time of two to four hours. Typically, there is a large student/instructor ratio. The total class size should be normally more than three students; therefore, when a lecture section is combined with another lecture section (undergraduate or graduate), enrolment may be limited to fewer than three students in either one of the class sections.
Online (OLN) [no definition provided]	Online Activities (OLN): <u>Teaching and learning occur online for a fully online course or as part of a blended course. This component indicates that a range of instructional approaches are used online such as lectures, readings, discussions, and assessments. For blended courses, usually there are weekly online activities that help students prepare for or otherwise complement the in-person learning component of the course.</u>
Oral conversation (ORL): Teaching is based primarily on engaging the students in instructor-guided group discussions and verbal interaction, usually in a language other than English. The student/instructor ratio is similar to a seminar. The course is usually held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is one meeting per week for a total contact time of one hour.	Oral conversation (ORL): Teaching is based primarily on engaging the students in instructor-guided group discussions and verbal interaction, usually in a language other than English. The student/instructor ratio is similar to a seminar. The course is usually held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is one meeting per week for a total contact time of one hour.
Practicum (PRA): Supervised placement time in a work setting exercising practical routines and techniques related to a particular academic plan. This is a secondary or tertiary meet where research and analytical skills are demonstrated based on the practical application of material	Practicum (PRA): <u>Teaching involves supervised placement time in a work setting exercising practical routines and techniques related to a particular academic plan. This is a secondary or tertiary meet where</u> Research and analytical skills are demonstrated based on the practical

learned in the primary meet. Usually, a formal report summarizing the skills learned is required. Facility requirements will vary by discipline. In some disciplines the course may need a specially equipped room and may meet off campus. Meetings are usually one to three per week for a total contact time of three to 10 hours.	application of material learned <u>as part of the academic program</u> in the primary meet. Usually, a formal report summarizing the skills learned is required. Facility requirements will vary by discipline. In some disciplines the course may need a specially equipped room and may meet off campus. Meetings are usually one to three per week for a total contact time of three to 10 hours. <u>For graduate courses: to meet criteria for a PRA component, there must be an identified external partner that students engage with; courses identified with PRA must always offer a practicum experience, even if delivered with other course components.</u>
Project (PRJ): Similar to the reading component, learning usually takes place as a result of independent study/research. However, in this case it makes use of special purpose equipment for student observation, participation, experimentation, or practice. This component is used at the undergraduate level only. There is usually a smaller student/instructor ratio.	Project (PRJ): Similar to the reading component, learning usually takes place as a result of independent study/research. However, in this case it makes use of special purpose equipment for student observation, participation, experimentation, or practice. This component is used at the undergraduate level only. There is usually a smaller student/instructor ratio.
Reading (RDG): Learning takes place as a result of student independent study under the supervision of an instructor. Normally there is a one-to-one student/instructor ratio, although, there may be several students studying the same topic with the same instructor. Typically, there is no defined time/room booking and usually the student(s) meet with the instructor on an informal basis.	Reading (RDG): Learning takes place as a result of student independent study under the supervision of an instructor. Normally there is a one-to-one student/instructor ratio, although, there may be several students studying the same topic with the same instructor. Typically, there is no defined time/room booking and usually the student(s) meet with the instructor on an informal basis.
Seminar (SEM): Teaching normally takes place in a less formal teaching atmosphere than a lecture. There is typically a smaller student/instructor ratio than with a lecture. The course is usually held in a smaller teaching or seminar room to facilitate more group interaction than occurs in a lecture course. Usually there is one meeting per week for a total contact time of one to three hours.	Seminar (SEM): Teaching <u>involves students collectively exploring a topic or field of study. May be led all or in part by the students.</u> normally takes place in a less formal teaching atmosphere than a lecture. There is typically a smaller student/instructor ratio than with a lecture. The course is usually held in a smaller teaching or seminar room to facilitate more group interaction than occurs in a lecture course. Usually there is one meeting per week for a total contact time of one to three hours.
Studio (STU): This is a primary meet where teaching consists of instructor coaching focused on practical skills execution, normally in a room with special purpose equipment, such as, audio visual recording equipment, theatre technical equipment, etc. There are strict limit capacities on enrolment. Meetings are at least two times per week for a total contact time of four or more hours.	Studio (STU): This is a primary meet where Teaching consists of instructor coaching focused on practical skills execution, normally in a room with special purpose equipment, such as audio visual recording equipment, theatre technical equipment, etc. There are strict limit capacities on enrolment. Meetings are at least two times per week for a total contact time of four or more hours.
Test slot – lecture (TLC): This component is used in situations where the course has multiple	Test slot – lecture (TLC): This component is used in situations where the course has multiple

lecture sections and reserve caps and the department does not care how many reserved students go into each section, but they want an overall number of reserved students in the entire course. This means that the course is setup with one TLC primary component and LEC (lecture) is the secondary component	lecture sections and reserve caps and the department does not care how many reserved students go into each section, but they want an overall number of reserved students in the entire course. This means that the course is setup with one TLC primary component and LEC (lecture) is the secondary component
Test slot (TST): Used only to designate a time slot for holding mid-term exams. Tests are conducted in lecture-type seating equipped with tables and chairs. Tests for a course are usually held once or twice per term for a period of two to three hours each time. A specific calendar date for each test slot must be included with each TST component section.	Test slot (TST): Used only to designate a time slot for holding mid-term exams. Tests are conducted in lecture-type seating equipped with tables and chairs. Tests for a course are usually held once or twice per term for a period of two to three hours each time. A specific calendar date for each test slot must be included with each TST component section.
Tutorial (TUT): Often optional, a tutorial is a meeting designed to provide the student with additional information and assistance with the course material that is presented in the primary meet. The format is typically in the form of an open discussion or problem-solving session. There may be a high student/instructor ratio. Lecture or seminar type seating may be utilized. Usually there is one meeting per week for a total contact time of one to three hours.	Tutorial (TUT): Often optional, A tutorial is a meeting designed to <u>Teaching</u> provides the students with additional information, assistance, and <u>practice with applying</u> the course material that is presented in the primary meet. The format is typically in the form of an open discussion or problem-solving session. There may be a high student/instructor ratio. Lecture or seminar type seating may be utilized. Usually there is one meeting per week for a total contact time of one to three hours.
Work term (WRK): This is a primary meet component that is only used on a co-operative education course to represent an official work-term placement.	Work term (WRK): This is a primary meet component that is only used on a co-operative education course to represent an official work-term placement.
Workshop (WSP): This is a primary meet where teaching includes intensive instructor/student contact as well as independent project work. It may be held in a theatre, studio, or a specially equipped room. Projects may include such topics as audio-visual recording, theatrical scenic painting, puppet construction, costume construction. There are strict limit capacities on enrolment. The duration of a workshop is four hours or more at least twice per week.	Workshop (WSP): This is a primary meet where Teaching includes intensive instructor/student contact as well as independent project work. It may be held in a theatre, studio, or a specially equipped room <u>such as a flexible or active learning classroom to support groupwork</u>. Projects may include such topics as audio-visual recording, theatrical scenic painting, puppet construction, costume construction. There are strict limit capacities on enrolment. The duration of a workshop is four hours or more at least twice per week.

Appendix C – Revisions to the Graduate Studies Academic Calendar

The table below shows the original current description for each component and the proposed new text to be added to the Graduate Studies Academic Calendar (GSAC) Glossary of Terms, and updated on the Quest Glossary of Terms – Graduate Section.

Current definition (in the glossary of terms on the Quest site), note, definitions currently not included in the GSAC.	Proposed definition (to be added to the glossary of terms in the GSAC and updated on the Quest site).
Clinic (CLN): This is a primary meet where teaching is devoted to the analysis and treatment of cases in various special fields normally in a specially equipped clinic setting. There may be a high student/instructor ratio. The frequency of meetings can be as many as 5 per week for a total contact time of 45 hours.	Clinic (CLN): Teaching is devoted to the analysis, treatment <u>and management of direct care for clinical cases. Students operate in various specialty fields typically in a clinical setting.</u>
Discussion (DIS): Teaching is based primarily on engaging the students in instructor-guided group discussions. The student/instructor ratio is similar to a seminar. The course is usually held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is 1 meeting per week for a total contact time of 1 to 3 hours.	Discussion (DIS): Teaching is based primarily on engaging the students in instructor-guided group discussions.
Ensemble (ENS): This is a primary meet where instruction is conducted by means of evaluating musical performance amongst a group of supporting players. Usually these meets are held in a specially equipped room with 1 to 2 meetings per week for a total contact time of 3 to 4 hours.	Ensemble (ENS): Teaching is conducted by means of evaluating musical performance amongst a group of supporting players.
Essay (ESS): This is a primary meet where evaluation is normally based on a formal written piece of work that contains a thesis, substantiated by an argument that is properly referenced. Students work independently in consultation with an instructor. Contact is usually 3 hours per week.	Essay (ESS): Evaluation is normally based on a formal written piece of work that contains a thesis, substantiated by an argument that is properly referenced. Students work independently in consultation with an instructor.

Field studies (FLD): This is a primary meet where teaching is conducted outside the classroom. Work is with the primary materials in their original setting. Meetings are usually 1 to 3 per week for a total contact time of 1 to 3 hours.	Field studies (FLD): Teaching is conducted outside the classroom. Work is with the primary materials in their original setting.
N/A	Flight (FLT): The flight component is held off campus at the Region of Waterloo International Airport, and is the practical application of flight material learned in the course.
Lab (LAB): Teaching takes place in a room containing special purpose equipment required for student observation, participation, experimentation, or practice. Usually, but not always, a LAB is attached to a regular Lecture, and frequently the instructors for both lecture and lab are the same. There may be a high student/instructor ratio. Normally there are 1 to 3 meetings per week for a total contact time of 1 to 3 hours.	Lab (LAB): Teaching takes place in a room containing special purpose equipment required for student observation, participation, experimentation, or practice.
Lecture (LEC): Teaching normally takes place in a classroom setting. Instruction is usually in the form of a series of lectures that meet 1 to 4 times per week for a total contact time of 2 to 4 hours. Typically, there is a large student/instructor ratio. The total class size should be normally more than three students; therefore, when a lecture section is combined with another lecture section (undergraduate or graduate), enrolment may be limited to less than three students in either one of the class sections.	Lecture (LEC): Teaching is usually in the form of a series of lectures. The total class size should be normally more than three students; therefore, when a lecture section is combined with another lecture section (undergraduate or graduate), enrolment may be limited to fewer than three students in either one of the class sections.
N/A	Online activities (OLN): Teaching and learning occur online for a fully online course or as part of a blended course. This component indicates that a range of instructional approaches are used online such as lectures, readings, discussions, and assessments. For blended courses, usually there are weekly online activities that help students prepare for or otherwise complement the in-person learning component of the course.
Oral conversation (ORL): Teaching is based primarily on engaging the students in instructor-guided group discussions and verbal interaction, usually in a language other than English. The student/instructor ratio is similar to a seminar. The course is usually	Oral conversation (ORL): Teaching is based primarily on engaging the students in instructor-guided group discussions and verbal interaction, usually in a language other than English.

held in a smaller teaching or seminar room to facilitate more group involvement. Usually there is 1 meeting per week for a total contact time of 1 hour.	
Practicum (PRA): Supervised placement time in a work setting exercising practical routines and techniques related to a particular academic plan.	Practicum (PRA): <u>Teaching involves supervised placement time in a work setting exercising practical routines and techniques related to a particular academic program. Research and analytical skills are demonstrated based on the practical application of material learned as part of the academic program. Usually, a formal report summarizing the skills learned is required. Facility requirements will vary by discipline. In some disciplines the course may need a specially equipped room and may meet off campus.</u> <u>For graduate courses: to meet criteria for a PRA component, there must be an identified external partner that students engage with; courses identified with PRA must always offer a practicum experience, even if delivered with other course components.</u>
N/A	Project (PRJ): Similar to the reading component, learning usually takes place as a result of independent study/research. However, in this case it makes use of special purpose equipment for student observation, participation, experimentation, or practice.
Reading (RDG): Unlike lecture, seminar, and discussion, learning takes place as a result of student independent study under the supervision of an instructor. Normally there is a one to one student/instructor ratio, although, there may be several students studying the same topic with the same instructor. Typically, there is no defined time/room booking and usually the student(s) meet with the instructor on an informal basis.	Reading (RDG): Learning takes place as a result of student independent study under the supervision of an instructor.
Seminar (SEM): Teaching normally takes place in a less formal teaching atmosphere than a lecture. There is typically a smaller student/instructor ratio than with a lecture. The course is usually held in a smaller teaching or seminar room to facilitate more group interaction than occurs in a lecture course. Usually there is 1 meeting per week for a total contact time of 1 to 3 hours.	Seminar (SEM): <u>Teaching involves students collectively exploring a topic, or field of study. May be led all or in part by the students.</u>

Studio (STU): This is a primary meet where teaching consists of instructor coaching focused on practical skills execution, normally in a room with special purpose equipment, such as, audio visual recording equipment, theatre technical equipment, etc. There are strict limit capacities on enrolment. Meetings are at least 2 times per week for a total contact time of 4 or more hours.	Studio (STU): Teaching consists of instructor coaching focused on practical skills execution, normally in a room with special purpose equipment, such as audio-visual recording equipment, theatre technical equipment, etc.
Test slot (TST): Used only to designate a time slot for holding mid-term exams. Tests are conducted in lecture type seating equipped with tables and chairs. Tests for a course are usually held once or twice per term for a period of 2 to 3 hours each time. A specific calendar date for each test slot must be included with each TST component section.	Test slot (TST): Used only to designate a time slot for holding mid-term exams. A specific calendar date for each test slot must be included with each TST component section.
Test slot - lecture (TLC): This component is used in situations where the course has multiple lecture sections and reserve caps and the department does not care how many reserved students go into each section, but they want an overall number of reserved students in the entire course. This means that the course is setup with one TLC primary component and LEC is the secondary component.	N/A
Tutorial (TUT): Often optional, a Tutorial is a meeting designed to provide the student with additional information and assistance with the course material that is presented in the Primary Meet. The format is typically in the form of an open discussion or problem solving session. There may be a high student/instructor ratio. Lecture or Seminar type seating may be utilized. Usually there is 1 meeting per week for a total contact time of 1 to 3 hours.	Tutorial (TUT): <u>Teaching provides students with additional information, assistance, and practice applying the course material.</u> The format is typically in the form of an open discussion or problem-solving session.
N/A	Work term (WRK): <u>This component is only used on a co-operative education course to represent an official work-term placement.</u>
Workshop (WSP): This is a primary meet where teaching includes intensive instructor/student contact as well as independent project work. It may be held in a theatre, studio, or a specially equipped room. Projects may include such topics as audio-visual recording, theatrical scenic painting, puppet construction, costume construction.	Workshop (WSP): Teaching includes intensive instructor/student contact as well as independent project work. It may be held in a theatre, studio, or a specially equipped room <u>such as a flexible or active learning classroom to support groupwork.</u>

There are strict limit capacities on enrolment. The duration of a workshop is 4 hours or more at least twice per week.	
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For Information

Open Session

To: Senate**Sponsor:** Secretariat
Contact Information: senate@uwaterloo.ca**Date of Meeting:** November 27, 2023**Agenda Item Identification:** 12. Senate Finance Committee: Continuation of Report from October 2023 Senate Meeting**Summary:**

At the 23 October 2023 meeting of Senate, in the interest of time, the provost deferred the remainder of the presentation on the Senate Finance Committee report. The provost will continue this presentation at the November 2023 meeting, specifically on the Ministry of Colleges and Universities' new University Financial Accountability Framework as well as the Waterloo Budget Model..

The report was received for information to the October meeting, and a link to the report is provided.

Documentation Provided:

- [Report of Senate Finance Committee to October 2023 Senate meeting](#)

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For Information

Open Session

To: Senate**Sponsor:** Chris Houser, Dean of Science
Contact Information: chouser@uwaterloo.ca**Presenter:** Chris Houser, Dean of Science
Contact Info: chouser@uwaterloo.ca**Date of Meeting:** November 27, 2023**Item Identification:** 13a. Proposed amendments to the Constitution and By Laws of the Science Faculty Council.**Recommendation/Motion:**

To approve the amendments to the Constitution and By Laws of the Science Faculty Council as presented.

Summary:

The proposed amendments aim to bring the Faculty's constitution in line with the current structure and operations of the Faculty Council:

- Updating of Faculty Council membership
 - o Add two staff representatives (this practice was adopted several years ago but was not formally incorporated into the constitution)
 - o Addition of the Directors of the Science and Business and Aviation Programs
 - o Addition of one postdoctoral fellow and one research associate representative
 - o Student membership and the process for their naming are clarified
 - o Clarification on who serves as the Secretary of Council
 - o Reference to "clinical" faculty removed, as these are regular faculty members
 - o Members of Executive Committee updated
- Addition of electronic voting as necessary to meet Senate deadlines, and reference to posting agendas, minutes and reports on a digital repository
- Revisions to the standing committees for undergraduate and graduate studies to better reflect their functional mandates
- Addition of the guidelines for forming the Nominating Committee for the position of Dean
 - o These guidelines are not currently in line with Policy 45 and anticipate that the policy will provide an additional faculty member on the committee in the future. Until such a policy change is put into effect, the Faculty of Science would seek Senate approval to increase the faculty membership on the decanal search committee to seven total members to ensure that the Faculty's guideline may be executed in congruence with University policy

Governance Path:

- i. Ongoing discussions with the Associate Deans of Undergraduate and Graduate Studies for input into their committees early 2023
- ii. Proposed draft revisions to Constitution circulated to all faculty members (July 19, 2023)
 - Outreach yielded a number of suggestions which were incorporated into the draft
- iii. Revised draft revisions to Constitution circulated to all faculty (July 26, 2023)
- iv. Amendment approved at Science Faculty Council (July 26, 2023), to be forwarded to Senate for final approval quorum is not less than two-thirds of the members of Council and a confirming majority vote within the Assembly (as below). 41 Members in attendance voted in favour (77% of Members)
- v. Amendment approved by majority of Assembly members by electronic vote held September 9, 2023 to September 29, 2023. 212 ballots circulated, 137 ballots returned (64.6%) exceeds quorum.

Documentation Provided:

- **Attachment:** draft revisions to Constitution and By-laws of the Science Faculty Council and Assembly (blackline comparison)

UNIVERSITY OF WATERLOO
CONSTITUTION AND BY-LAWS OF THE
SCIENCE FACULTY COUNCIL AND ASSEMBLY
 (Hereafter called the Council and Assembly, respectively.)

PREAMBLE:

When the business of a meeting is carried out by an Assembly of members, the privilege of each individual to speak and vote independently reflects the principle of democratic government. When, however, the business is conducted by a representative Council, it is imperative that, if this principle is to be maintained, each elected member to the Council act by individual conscience for the good of the whole and as a delegate for any particular sub-grouping of the Assembly.

It is this principle that is embodied in the setting out and interpretation of this Constitution and By-Laws.

I. MEMBERSHIP:**A. Council**

- i) The President and Vice-President, Academic and Provost.
- ii) The Dean of Science and the Associate ~~and~~ /Assistant Deans of Science.
- iii) The Chair of Council (three-year term (renewable) elected from Members of Science Faculty Council).
- ~~iii~~iv) A Secretary of Council normally appointed by (the Dean of Science and approved by Administrative Officer for the Council. Faculty serves in this role).
- ~~iv~~v) The Chair or Director of each teaching department or School in the Faculty of Science and, the ~~Directors~~Director of the Guelph-Waterloo Centre/Program for Graduate Work in Chemistry/Physics-{ (GWC)² and (GWPI) }, Director of Sci/Bus Program and Aviation Programs Manager.
- ~~v~~vi) Members of faculty elected from each teaching department and the Schools of Optometry and Pharmacy, in number equal to one member for every five full-time regular ~~and clinical~~ faculty members (or fraction thereof) in the Department or School. All elections shall be for a two-year term and shall be carried out and reported to the Secretary before the end of the ~~Winter~~Spring term.
- vii) Five(Two) Science staff members, one representative from the administrative staff and one representative from the technical staff, elected for a three-year term (renewable).
- ~~vi~~viii) (Two) Science undergraduate students, ~~one from each teaching department or School, to be elected by the end of the Winter term appointed~~ by the Science Society, typically the President of Science Society and one other member of the Executive, appointed by the Sci Soc President, for a one-year term.
- ix) Two Science graduate students to be elected by the end of the ~~Winter~~Spring term by the ~~University~~ Graduate Student Association – University of Waterloo, each elected for a two-year term.
- x) One Postdoctoral Fellow for a one-year term.
- ~~vii~~xi) One Research Associate for a one-year term.
- ~~viii~~xii) One representative from each of the Councils of the other Faculties of the University.
- ~~ix~~xiii) One representative from the Department of Co-operative Education and Career Services.
- ~~x)~~ The Assistant Registrar, Science.

xiv) One representative from the Registrar's Office.

xv) One representative from the Graduate Studies and Postdoctoral Affairs Office.

~~xi)~~xvi) One representative from the Library.

Note: All members of faculty in Science may attend and participate in Council meetings, but only those who are members of Council may vote.

*Minor editorial changes made October 3, 1991 in consultation with University Secretariat. At the October 21, 1991 meeting, Senate approved this constitution without dissent.

**Updates to Constitution made and accepted by Science Faculty Council at meeting held July 26, 2023.

B. Assembly

- i) All members of the Council plus all other regular ~~and clinical members of~~ faculty in Science.
ii) ~~Lecturers and Senior Demonstrators holding full-time appointments for terms of at least one year.~~

II. POWERS AND DUTIES:

The Council, which is a representative body, will be the normal operating unit of the Science Faculty. It will normally meet at least three or four times a year, and one or more of these meetings will be expanded to Assembly meetings if and as necessary.

The Council shall have all powers necessary and convenient to perform its duties and to achieve the objectives of the Faculty of Science subject to the approval of Senate where appropriate. These shall include the following powers and duties:

- i) To make rules, regulations and by-laws for the conduct of its affairs.
ii) To determine the courses and programs of study in the Faculty and the conditions of admission into various courses and programs.
~~iii) To oversee examinations of students in the academic courses of the Faculty and determine the results of such examinations.~~
~~iv) To recommend candidates to Senate for the conferring of degrees, diplomas, awards and other honours.~~
~~v)iii)~~ To appoint standing committees and delegate powers to them as may be necessary.
~~vi)iv)~~ To consider such other matters affecting the Faculty as may seem appropriate to the Council.
~~vii)v)~~ To recommend to the Senate policies governing the operation of the Faculty of Science.
~~viii)vi)~~ To call meetings of the Assembly as necessary or appropriate.

The Assembly shall meet only to consider items of a broad nature as determined normally by Council. The Assembly shall have all the powers listed for Council.

III. AMENDMENT

Amendments to this Constitution shall require the approval of not less than two-thirds of the members of the Council and a confirming majority vote within the Assembly. In both cases, on approval by either body, ~~mail~~electronic balloting may be used to determine the vote.

IV. ADOPTION

This Constitution shall come into effect upon its acceptance by the Senate.

BY-LAWS OF THE COUNCIL AND THE ASSEMBLY

I. OFFICERS AND EXECUTIVE COMMITTEE

The Officers of the Council shall be the Dean (ex officio) and those elected by the Council to the Executive Committee.

Members of the Executive Committee ~~(to be chosen from the Council members):~~:

The Dean (Chair), ~~one faculty member~~Chair/Director from each of the departments of Biology, Chemistry, Earth and Environmental Sciences, Physics and Astronomy, the School of Optometry and Vision Science and the School of Pharmacy, one Science undergraduate student, one Science graduate student, plus the Chair of the Council and the Secretary of the Council. ~~The election of the officers shall normally be held at the Spring term Council meeting in May or June.~~

Duties of the Executive Committee:

- i) To make recommendations to the Council concerning matters of importance to the Faculty.
- ii) To conduct and execute the business of the Faculty when it is not reasonable for the Council to do so.
- iii) To strike ad hoc committees, to assign terms of reference to such committees and to receive reports from such committees.
- iv) To draw up agenda for Council meetings; to advise upon the need for and/or call meetings of the Assembly.
- v) To serve as a nominating committee for the standing committees of Council and for representatives to other organizations.

II. MEETINGS

- i) Council shall hold ~~four~~at least three regular meetings per year if there is sufficient business. In addition, electronic balloting will occur in between meetings providing motions require acceptance to meet Senate deadlines. Normally, ~~two meetings shall~~one meeting will be held ~~during the fall term, one during the winter term, and one early in the spring in each academic term.~~ One or more of these meetings may be expanded into a full Assembly meeting. There will be no compulsory Assembly meetings. The Executive Committee shall meet at the call of the Dean. All Council and Assembly meetings (apart from approved confidential sessions) are open to all members of the University community.
- ii) ~~At the Council meeting early in the spring term, the slate of nominations for the standing committees and other appointments shall be presented by the Executive Committee.~~

- ~~iii}~~ii) At every Council meeting, the Chair, ~~who shall be elected annually at the Spring meeting, will shall~~ preside; in ~~his/her~~their absence, a Chair shall be chosen by the members present.
- ~~iv}~~iii) A quorum shall be one-third of the members of the Council or one-third of the members of the Assembly.
- ~~v}~~iv) A special meeting of either the Council or the Assembly may, and on requisition of at least 25 members of the Faculty shall, be called by the Dean or in ~~his~~their absence by the Chair of the Council. At least 48 hours notice of the meeting must be given. Only the business specified in the notice of such a meeting shall be transacted. The Council may also call a special meeting of the Assembly.
- ~~vi}~~v) A copy of the Agenda and of any committee reports containing material to be accepted at the meeting shall be ~~sent~~posted to the Science digital repository site (which is accessible to all faculty members) by the Secretary ~~to members of the Council or Assembly except as limited in (v) above~~, not less than 3 days before a regular meeting.
- ~~vii}~~vi) The normal order of business shall be:
- Minutes
 - Business Arising from the Minutes
 - Committee Reports
 - Representatives' Reports
 - Other Business
 - New Business
- ~~viii}~~vii) A copy of the minutes of every regular or special meeting of the Council or Assembly shall be ~~sent by the Secretary to every member of the Assembly~~posted to a Science digital repository site which is accessible to all regular faculty members.
- ~~ix}~~viii) a) With respect to any point or procedure not covered by the present rules, reference shall be made to the latest available edition of Robert's Rules of Order.
b) If the said manual does not provide a ruling on the point in question, the decision shall rest with the Chair, except that such decision may be overruled by a motion supported by the vote of the majority of those present.

III. AMENDMENTS TO BY-LAWS

All amendments to these By-Laws shall be considered at a regular Council meeting only if the notice of motion of the proposed change is part of the agenda portfolio. A two-thirds majority of all members present shall be required for approval of any alteration.

IV. STANDING COMMITTEES OF COUNCIL

Standing committees of Council are the Undergraduate ~~Affairs~~Studies Committee and the Graduate ~~Affairs~~Studies Committee.

A. Undergraduate Studies Committee

Membership:

- i) The Associate Dean, for Teaching and Learning (formerly Undergraduate Studies), as Chair.
- ii) All-A Secretary/Assistant to the Chair (the Academic Officer, Science Undergraduate OfficersOffice serves in this role)
- iii) The Associate Dean for Faculty and Student Engagement
- iv) The Associate Dean, Co-op
- v) The Associate Dean, International Programs
- vi) The Director, Science and Business Program
- vii) The Manager, Aviation Programs
- viii) One faculty member and one academic advisor from each Department and School: each Department and School shall have a minimum teaching department and the Schools of two representatives — if there is only one official Optometry and Vision Science and Pharmacy, appointed by the Chair or Director of the relevant unit.
- ix) One academic advisor from the Science Undergraduate Office, appointed by the Associate Dean for Teaching and Learning.
- ii)x) Two Science undergraduate officer, an additional faculty member will be appointed to the committee students appointed by the Science Society, typically the President of Science Society and one other member of the Executive, appointed by the Sci Soc President.
- iii) Two undergraduate Science students from the student members of Council, elected by Council.
- iv)x) One member from the Department of Cooperative Education and Career Studies and one member One representative from the Registrar's Office, appointed by those bodies.

This committee may add to its membership at the request of the Associate Dean, Undergraduate StudiesChair, and with the approval of Council.

Meetings of the Undergraduate Studies Committee shall be closed to everyone other than its members and those invited to attend at the request of the Chair.

Duties:

The Undergraduate Studies Committee will be broadly concerned with curriculum matters including approval of course and program revisions suggested by the Departments/Schools and policy decisions regarding admissions and marks processingacademic/degree progression. Its recommendations in these areas will be reported to Council for approval.

~~In addition, this committee or working sub-committees of it (designated by the Associate Dean for Undergraduate Studies) will approve admissions to the Faculty and approve course and program examination results (Examinations and Standings) at appropriate times during each of the three terms. Committee or sub-committee decisions on admissions and examinations and standing, including candidates recommended for the B.Sc. degree will be reported directly to the Registrar's Office. This information will subsequently be reported to Council by the Associate Dean, Undergraduate Studies.~~

B. The Graduate Studies Committee

Membership:

- i) The Associate Dean, Graduate Studies as Chair.
- ii) The Graduate Officers and graduate coordinators from each Department and School.
- ~~iii) One faculty member, who must be an approved Ph.D. supervisor at the University of Waterloo, appointed by each Department and School on an annual basis.~~
- ~~iv) One graduate One-Science graduate student from representative serving for a maximum of two-years (chosen by the Associate Dean in consultation with the Graduate Student Association, active student members of Council, elected by Council.~~
- v)iii) The associations in Science and Associate Registrar, Chairs Graduate Studies or delegate.)

The Committee may add to its membership at the request of the Associate Dean, Graduate Studies, and with the approval of Science Faculty Council.

Duties:

- ~~i) To approve Admissions to graduate programs.~~
- ~~ii) To approve Advisory Committees for Ph.D. students.~~
- ~~iii) To approve Committees and External Examiners for Ph.D. Thesis Examinations.~~
- ~~iv) To recommend to Senate the award of graduate degrees in Science.~~
- ~~v) To approve transfer of credits for graduate work carried out at other Universities.~~
- ~~vi) To ensure that departments/schools:
 - a) appoint a faculty supervisor for each graduate student.
 - b) convene at least one meeting per year of each Ph.D. Advisory Committee with the student.
 - c) follow current guidelines regarding minimum/maximum pay scales and financial offer procedures.~~
- ~~vii) To review annually the list of Ph.D. Supervisors and consider applications from faculty members for listing as Approved Ph.D. Supervisors. An up to date list of Approved Supervisors is to be prepared annually and published in the University Graduate Calendar.~~
- ~~viii) To obtain from the Departments, at appropriate intervals, Calendar material. New course offerings, when approved, will be submitted to the Science Council as information and then to the Senate Graduate Council. The approved revisions and approved new material will be submitted for inclusion in the following issue of the Graduate Calendar.~~
- ~~ix) To consider cases in which a Ph.D. Examination Committee cannot reach a decision and to make a recommendation to the Dean of Graduate Studies concerning such cases.~~
- ~~x) To arrange for the equitable distribution of scholarship and bursaries among the Departments.~~
- xi)i) To discuss policy changes relating to graduate work formulated by the Graduate Operations Committee or the Senate Graduate Council, and to set up suitable mechanisms for carrying out these policies at the departmental unit level.
- xii)ii) To discuss and formulate graduate enrolment projections for the Faculty.
- iii) To report periodically to Council on matters decided and important actions taken.

iv) To discuss initiatives that may be relevant to Science graduate programs and students.

V. Formation of a Nominating Committee for the Dean of Science

×iii} The Chair of Science Faculty Council will solicit from each Department/School the names of one regular faculty member plus one alternate by whatever procedure is appropriate in the unit. The Nominating Committee is comprised of one regular faculty member from each unit plus an at-large member which will be selected from the list of alternates provided by the units. The at-large member will be chosen by the Chair of Science Faculty Council in conjunction with the Faculty of Science Executive Officer with a view to gender balance. Policy 45 states that “a reasonable gender balance should be maintained on nominating committees, whenever feasible”. This should be taken into consideration when choosing the regular faculty member and alternate.

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Senate Graduate & Research Council

For Information

Consent Agenda

Open Session

To: Senate

Sponsors: Charmaine Dean
Vice-President, Research & International

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Information: jcasello@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 14. Report – Senate Graduate & Research Council

Summary:

[Senate Graduate & Research Council](#) met on October 16, 2023 and agreed to forward the following items to Senate for information as part of the consent agenda.

On behalf of Senate, the following items were approved:

1. Research Ethics

Council approved the membership of three (3) new members and two (2) renewed members on the [Human Research Ethics Board](#), and two (2) new members of the [Clinical Research Ethics Board](#).

2. Graduate Awards

Council approved the following awards:

- a. [AI & Data Science Challenge Award](#) (operating)
- b. [Russell Hiscock Graduate Scholarship in Statistics & Actuarial Science](#) (trust)
- c. [CWB Welding Foundation Graduate Scholarship for Women](#) (trust)
- d. [Electrical & Computer Engineering International Doctoral Student Award](#) (operating)

3. Curricular Submissions

Council approved new courses, course changes, and minor program revisions for:

- a. [Environment](#) (Master of Economic Development and Innovation)
- b. [Science](#) (Master of Pharmacy; Pharmacy)
- c. [Graduate Studies](#) (Co-op)

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 4.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- c. Receive, consider, study and review briefs on any aspect of graduate studies and research from members of the university.
- f. On behalf of Senate, consider and approve all new graduate courses, the deletion of graduate courses, and proposed minor changes to existing graduate courses and programs, and provide Senate with a brief summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.
- i. On behalf of Senate, consider and approve all new graduate scholarships and awards. Any matter of controversy that might arise may be referred to Senate

Senate Graduate & Research Council

For Approval

Consent Agenda

Open Session

To: Senate

Sponsors: Charmaine Dean
Vice-President, Research & International

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: Jeff Casello
Contact Information: jcasello@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 14a. Report – Senate Graduate & Research Council:
Regulation Revisions to the Graduate Studies Academic Calendar

Recommendation/Motion:

To approve the regulation revisions to the Graduate Studies Academic Calendar (GSAC), effective 1 January 2024, as presented.

Summary:

[Senate Graduate & Research Council](#) met on October 16, 2023 and agreed to forward the following items to Senate for approval as part of the consent agenda.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(a): “Make recommendations to Senate with respect to the governance, direction and management of, or any changes in rules, regulations or policies for graduate studies and research in the university.”

Governance Path:

Graduate Student Relations Committee (mm/dd/yy): 09/12/23
Graduate Operations Committee (mm/dd/yy): 08/23/23, 08/28/23, and 09/19/23
Senate Graduate & Research Council approval date (mm/dd/yy): 10/16/23

Highlights/Rationale:

GSPA is updating and expanding the following subsections within the [General information and regulations](#) section of the [GSAC](#):

1. General admission
2. Financial support
3. Important notices
4. Ownership of student's work
5. Student definitions

The Graduate Studies Academic Calendar (GSAC) represents a binding relationship between the University and our graduate students. Elements that have direct influence over students, or the administration of our graduate programs, benefit from the codification that inclusion in the calendar represents.

Like many University of Waterloo governance documents, the GSAC has evolved over time. Despite the regular modifications to the GSAC, and its importance, the Calendar has not been holistically reviewed or updated for some time.

In 2022, GSPA began the process of modernizing and restructuring the Calendar. This work includes:

1. Identifying elements that are in the existing Calendar that are no longer relevant and removing those.
2. Rewriting substantive sections of the calendar to provide better clarity and to reflect more accurately current and desired future practices.
3. Moving content that has existed elsewhere on the Graduate Studies and Postdoctoral Affairs web pages into the Calendar as appropriate.

This work has been done collaboratively and in partnership with the Faculties and other Academic Support Units that have expertise in the content (e.g., Office of Indigenous Relations, Office of Equity Inclusion and Anti-Racism, the Office of Research). The proposed changes have been reviewed and endorsed by the Graduate Student Relations Committee and the Graduate Operations Committee. Some editorial changes were also made to the following sections of the calendar which were presented to SGRC for information: [Employment on campus as a full-time student](#); [English Language Proficiency](#); and [Privacy](#).

Documentation Provided:

Appendix A – General admission revisions
Appendix B – Financial support revisions
Appendix C – Important notices revisions
Appendix D – Ownership of student's work revisions
Appendix E – Student definitions revisions

General admission

The changes in this section include the following:

The introduction of an 'intro' section that establishes the purposes of the admissions process and provides information regarding fraudulent documentation (UG introduced a similar section on admissions fraud).

Updates throughout including expansion/clarification of electronic documents, clarification of study permit section, breaking apart of sub-headings for greater clarity/searchability. New sections added (previously under General admission) include:

- Minimum admission requirements: Master's degree
- Minimum admission requirements: Doctoral degree
- Non-degree admission [**previously included under Definitions students – non-degree students**]
- Re-admission
- Admission with advanced standing

Changes to admission categories for Master's. Broken into the following:

Admission pathways for Master's programs:

1. Standard admission
2. Admission with academic conditions
 - a. Admission without meeting the minimum academic average requirement
 - b. Admission from an academic discipline different than the intended field of study
3. Alternative admission into qualifying program

This will replace the following categories: **Regular student, Probationary student, Transitional student.**

Current GSAC pages/sections:

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/general-admission>

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/non-degree-students>

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/categories-admission>

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/qualifying-program>

Current Calendar content	Proposed Calendar content
No equivalent section	General admission <u>Graduate programs at the University of Waterloo uniquely offer student-centric pathways that</u>

	<u>provide exceptional academic, research and professional outcomes. Programs catalyze graduate student opportunities in making a positive impact on the world with their innovation, collaboration and discovery.</u> <u>Graduate admission is a rigorous and competitive process with limited space in many programs of study. The primary purpose of the admissions process is to ensure that admitted students have a high likelihood of being successful in graduate studies at the University of Waterloo. In the admissions process, the University seeks evidence that the applicant has the appropriate academic foundation, skills, and competencies necessary for their intended program of study.</u> <u>Special consideration is given to evidence of the capacity to conduct research when reviewing applicants to research-based programs. Each program outlines the criteria for standard admission. Prospective applicants are encouraged to review these criteria prior to submitting an application.</u> <u>Within the admissions process, the University of Waterloo is committed to supporting a diverse graduate community, which begins with admissions processes that support equity, diversity, inclusion, accessibility, and decolonization.</u> <u>To these ends, the University considers non-standard admissions. In some cases, offers of admission may be made to students for whom evidence of potential success exists, but is different from the traditional criteria defined in the standard admission process. A typical example is when applicants have substantive professional experiences that may demonstrate capacity for success in a program. If applicants are unsure whether their experience is suitable for non-standard admission, they are encouraged to contact the Associate Director, Graduate Admissions.</u>
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	<u>Fraudulent information</u> <u>It is an applicant's responsibility to ensure that all application information is truthful, complete, and correct. If there is suspicion that an admissions file contains fraudulent or falsified documents, Graduate Studies and Postdoctoral Affairs will work with the department/school to confirm authenticity. If evidence of falsified information and/or omission is found in the submission of an application for admission or readmission, the University of Waterloo reserves the right to deny admission, revoke any offer of admission, residence, and/or financial support. Previous submission of falsified or fraudulent documentation may be considered in future applications made to Waterloo.</u> <u>Should evidence of admissions fraud be discovered after registration, students are subject to Policy 71 - Student Discipline).</u> <u>Graduate Studies and Postdoctoral Affairs admission staff may disclose evidence of any misrepresentation, fraudulent or falsified documentation to all Canadian universities, to Citizenship and Immigration Canada, and to law enforcement personnel when appropriate.</u>
<u>General admission</u> Only students who are graduates of approved universities and colleges* are eligible for admission to Graduate Studies. Application for admission should be made as early as possible using our online application for admission. Please check with your chosen department/school for application deadlines and additional application requirements. A non-refundable application fee of \$125.00 must be paid with each application. The department/school of the University of Waterloo in which the applicant intends to pursue graduate study must approve the application and the applicant's proposed program. In addition, applicants must be recommended for admission by the Associate Dean (Graduate Studies) of the appropriate	<u>Admission requirements</u> Students who are graduates of approved universities and colleges* are eligible for admission to Graduate Studies. Application for admission should be made as early as possible using our online application for admission. <u>Students should</u> check with <u>their</u> chosen department/school for application deadlines and additional application requirements. A non-refundable application fee must be paid with each application. The department/school of the University of Waterloo in which the applicant intends to pursue graduate study must approve the application and the applicant's proposed program. In addition, applicants must be recommended for admission by the Associate

Faculty. At the discretion of the committee, an applicant may be required to write a set of qualifying examinations. Official admission to any program of graduate studies is in the form of an "Offer of Admission" issued only by Graduate Studies and Postdoctoral Affairs (GSPA). For further information, prospective graduate students should contact the department/school to which they seek admission. * Information on approved universities and colleges is available in Graduate Studies and Postdoctoral Affairs (GSPA).	Dean (Graduate Studies) of the appropriate Faculty. At the discretion of the committee, an applicant may be required to write a set of qualifying examinations. <u>An official academic transcript from each post-secondary institution must be submitted if an applicant is offered admission. Transcripts must show all courses, grades and the awarding of degree(s). To be considered official, transcripts and other academic documents must be received from the issuing institution. Transcripts can be received as hardcopy documents via mail or courier. Hardcopy transcripts must be received in a signed/sealed university envelope. Transcripts received as secure electronic documents must be received from the issuing institution directly or through services that issue verified digital credentials.</u> <u>Documents received electronically through an external transcript service or an external examination agency will be considered official. These may include one of the following: MyCreds, Digitary, Parchment, National Student Clearinghouse, eScript-Safe, or TranscriptsNetwork.</u> <u>A certified English translation must also be included if the official transcripts are written in a language other than English. All transcripts will be verified by the University of Waterloo for authenticity.</u> Official admission to any program of graduate studies is in the form of an "Offer of Admission" issued only by Graduate Studies and Postdoctoral Affairs (GSPA). <u>Admission decisions are final and cannot be appealed.</u> For further information, prospective graduate students should contact the department/school to which they seek admission.
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Admission of students from outside Canada If international applicants intend to undertake full-time studies on entry to Canada, they must apply to Immigration, Refugees and Citizenship Canada, in their home country, for a Study Permit. Admitted students should not leave for Canada until they have in their possession a Letter of Acceptance issued by Graduate Studies and Postdoctoral Affairs (GSPA) and a Study Permit (IMM 1442) valid for study at the University of Waterloo, issued by Immigration, Refugees and Citizenship Canada. Without these two documents, applicants cannot enrol at the University. Applicants should consult the appropriate Immigration, Refugees and Citizenship Canada office abroad for instructions to apply for a Study Permit. An official academic transcript from each post-secondary institution must be submitted if an applicant is offered admission. Transcripts must show all courses, marks and the awarding of degrees. A transcript is considered official only if it is received in a signed and sealed university envelope (signed on the flap by the official in the university office issuing the transcript). A certified English translation must also be included if the official transcripts are written in a language other than English. All transcripts will be verified by the University of Waterloo for authenticity.	* Information on approved universities and colleges is available in Graduate Studies and Postdoctoral Affairs (GSPA). <u>Study permit for entry into Canada for admitted international students</u> <u>International students who have received an offer of admission for study in Canada, must apply to Immigration, Refugees and Citizenship Canada, in their home country, for a Study Permit prior to being granted entry into Canada.</u> Admitted students should not leave for Canada until they have in their possession a Study Permit (IMM 1442) valid for study at the University of Waterloo, issued by Immigration, Refugees and Citizenship Canada. <u>To apply for a Study Permit, the University will issue a Letter of Acceptance (issued by Graduate Studies and Postdoctoral Affairs).</u> Without these two documents, applicants cannot enrol at the University. Applicants should consult the appropriate Immigration, Refugees and Citizenship Canada office abroad for instructions to apply for a Study Permit.
Master's admission A 75% overall standing in the last two years, or equivalent, in a four-year Honours Bachelor's degree or equivalent is the minimum requirement for admission to a Master's program. Departments and Faculties may set higher admission requirements. A minimum of two letters of reference are required for admission to a Master's program. Academic references are required unless a	<u>Minimum admission requirements: Master's degree</u> <u>For applicants whose previous degree was completed in Canada, a 75% overall standing in the last two years, or equivalent (at the sole discretion of the University of Waterloo, in all cases), in a four-year Honours Bachelor's degree or equivalent is the minimum requirement for admission to a Master's program.</u>

professional reference is specified (see program admission requirements). Departments or Faculties may set higher requirements.	<u>Due to the variable nature of international credentials, for applicants whose previous degree was completed outside of Canada, a 75% overall standing in a four-year Honours Bachelor's degree or equivalent is the minimum requirement for admission.</u> <u>Students who do not meet these minimum requirements, or have outstanding requirements, may be admitted with specific admission conditions. These may be administrative or academic requirements that must be satisfied to confirm further enrolment in the program. See Admission Categories for Master's programs for more information.</u> A minimum of two letters of reference are required for admission to a Master's program. Academic references are required unless a professional reference is specified (see program admission requirements). Departments or Faculties may set higher requirements.
Doctoral admission A 75% overall standing, or equivalent, in the previous degree is the minimum requirement for admission to a PhD program. In addition, candidates must demonstrate other superior qualifications, such as advanced research ability. It should be noted that many departments have standards higher than the minimum. Some departments admit exceptional applicants directly into the PhD from an Honours undergraduate program; most admit from the Master's into the PhD; and in certain instances a candidate who has successfully completed one PhD may be admitted into a second PhD in a complementary area. A minimum of three letters of reference are required for admission to a PhD program. Academic references are required unless a professional reference is specified (see program admission requirements).	<u>Minimum admission requirements: Doctoral degree</u> A 75% overall standing, or equivalent, in the previous degree is the minimum requirement for admission to a PhD program. In addition, candidates must demonstrate other superior qualifications, such as advanced research ability. <u>Many departments/schools have standards higher than the minimum. Some departments/schools</u> admit exceptional applicants directly into the PhD from an Honours undergraduate program; most admit from the Master's into the PhD; and in certain instances, a candidate who has successfully completed one PhD may be admitted into a second PhD in a complementary area. A minimum of three letters of reference are required for admission to a PhD program. Academic references are required unless a professional reference is specified (see program admission requirements).

<u>Non-degree admission</u> Applicants possessing an Honours Bachelor's degree or equivalent who intend to take one or more graduate courses but are not proceeding to a degree or a diploma should apply for non-degree admission. Consult with the department/school offering the intended course(s) to determine if non-degree status is possible. Non-degree admission will be limited to programs that offer part-time status, and fees will be charged at the research/coursework master's rate including any incidental fees. Any requests for full-time enrolment as a non-degree student will not normally be granted. Non-degree graduate students who wish to apply to a graduate degree program must follow the regular admission process and meet program requirements. Admission into a graduate degree program from a non-degree status is not guaranteed. Students accepted into a graduate degree program will only receive credit for courses taken as a non-degree graduate student on the recommendation of the academic unit offering that graduate degree program and with approval by the Associate Dean (Graduate Studies). As an upper bound, students may transfer no more than one-half the course credits required for the degree. Programs may choose to set a lower limit, at the time of admission, of courses allowed for transfer.	Non-degree admission Applicants possessing an Honours Bachelor's degree or equivalent who intend to take one or more graduate courses but are not proceeding to a degree or a diploma should apply for non-degree admission. Consult with the department/school offering the intended course(s) to determine if non-degree status is possible. Non-degree admission will be limited to programs that offer part-time status, and fees will be charged at the research/coursework master's rate including any incidental fees. Any requests for full-time enrolment as a non-degree student will not normally be granted. Non-degree graduate students who wish to apply to a graduate degree program must follow the regular admission process and meet program requirements. Admission into a graduate degree program from a non-degree status is not guaranteed. Students accepted into a graduate degree program will only receive credit for courses taken as a non-degree graduate student on the recommendation of the academic unit offering that graduate degree program and with approval by the Associate Dean (Graduate Studies). As an upper bound, students may transfer no more than one-half the course credits required for the degree. Programs may choose to set a lower limit, at the time of admission, of courses allowed for transfer.
Re-admission The University reserves the right to refuse admission to any candidate and to refuse re-admission if, in the opinion of the Faculty Graduate Committee, the student's previous progress has not been satisfactory. Students who reapply to a program and are approved for readmission will be required to	Re-admission <u>When a student's academic career at the University of Waterloo has ended without degree completion, the student may in some cases seek to be re-admitted to the University. Normally, at the time of conclusion of the student's previous academic enrollment at the University, the student will be informed of their eligibility to apply for re-admission to their current Faculty.</u>

register for a minimum of one full term, without tuition refund, to complete their program.	The University reserves the right to refuse admission to any candidate and to refuse re-admission if, in the opinion of the Faculty Graduate Committee, the student's previous progress has not been satisfactory. Students who reapply to a program and are approved for re-admission <u>for the purpose of degree completion</u> will be required to register for a minimum of one full term, without tuition refund.
No equivalent section	<u>Admission with advanced standing</u> <u>Applicants from a recognized post-secondary institution, seeking advanced standing into a similar graduate program at the University of Waterloo, may be considered at the discretion of the department/program of admission.</u> <u>Granting advanced standing:</u> <u>Advanced standing must be specified in writing at the time of departmental recommendation for admission. A minimum of 70% (University of Waterloo converted grade) is required for transfer credit.</u> <u>For the course-work Master's: one-half of the course credits required for the degree.</u> <u>For the research Master's: one-half of the course credits stipulated in an individual's program.</u> <u>For the PhD: the acceptance of transfer credits from prior registration at another university will be determined in individual cases by the Associate Dean (Graduate Studies) of the Faculty at the time of admission to the program. Normally, the comprehensive / qualifying exam(s) is not eligible for advanced standing.</u>
<u>Categories of admission</u> Categories of admission to Master's programs	<u>Admission pathways for Master's programs</u> <u>1. Standard admission</u> <u>2. Admission with academic conditions</u> (a) Admission without meeting the minimum academic average requirement

Regular student Probationary student Transitional student Regular student Applicants who have completed a program of study in a discipline appropriate to the department of their intended graduate study with at least a 75% overall standing in the last two years in a recognized four-year Honours Bachelor's degree program, in a Canadian university (or its equivalent) and have received the Bachelor's degree therefrom, or who have satisfactorily completed a qualifying program, may, upon the recommendation of the department and approval by the Faculty, be admitted to a Master's program as regular students. The candidate's program is the responsibility of the department. The minimum requirements for a Master's degree are determined by the University, but in some cases the requirements set by a Faculty or a department exceed these minima. Probationary student An applicant who has completed a program of studies as outlined in the regular student description above, but who has not attained the appropriate overall standing in the last two years, may be admitted to a Master's program as a probationary student provided that at least one of the following conditions is satisfied: 1. The applicant has substantial relevant occupational experience (normally three years) beyond the Bachelor's degree. 2. The applicant's standing in the final year is substantially above 75% (normally 78% to 83%). The minimum overall requirements for probationary students are identical to those of	(b) Admission from an academic discipline different than the intended field of study (c) Clearing admission conditions <u>3. Alternative admission into qualifying program</u> <u>1. Standard admission</u> The minimum requirements for a Master's degree are determined by the University, but in some cases the requirements set by a Faculty or a department/school differ from these minima. Applicants who meet the minimum admission requirements for their program may be offered admission to the University. <u>Offers of admission may contain administrative requirements, such as submission of final official transcripts, as a condition of admission.</u> <u>2. Admission with academic conditions</u> <u>(a) Admission without meeting the minimum academic average requirement</u> An applicant who has completed a program of studies as outlined under the standard admission description above, but who has not attained the appropriate overall academic standing, may be admitted to a Master's program under admission conditions, indicating probationary status, provided that at least one of the following conditions is satisfied: 1. The applicant has substantial relevant occupational experience (normally three years) beyond the Bachelor's degree. 2. The applicant's academic standing (average) in the final year is substantially above 75% (normally 78% to 83%).
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regular students. However, students may be required to complete undergraduate or graduate courses additional to those required of regular Master's students. At least the first two courses in students' programs must be specified in writing at the time of departmental recommendation for admission. Upon completion of these two courses, the students' status is evaluated by the department. If they have achieved an average of at least 73% in these courses they may continue in the Master's program as regular students. If the students' average on these courses falls below 73% but not below 70%, their status must be reviewed by the Department Graduate Committee. Normally a student will not continue on probationary status for more than two terms. If a department requires a more stringent evaluation, this must be specified at the time of the student's original admission. Transitional student An applicant who has completed a program of studies as outlined in the regular student description above, except that the major discipline or prior study is not directly applicable to the field of intended graduate work such that the department concerned feels that this constitutes a significant deficiency in the applicant's preparation, may be admitted to a Master's program as a transitional student. An applicant admitted to a Master's program as a transitional student is normally required to complete a program of at most five undergraduate or graduate one-term courses in addition to those required of regular students. These additional requirements must be specified in writing at the time the student is recommended for admission. Upon completion of the required additional courses with at least a 70% average the student	The minimum overall requirements for students <u>admitted under probationary admission conditions</u> are identical to those of regular students. However, students may be required to complete undergraduate or graduate courses additional to those required of regular Master's students. <u>For students admitted with probationary admission conditions</u>, at least the first two courses in students' programs <u>and the required average to be attained, normally the program's admissions average</u>, must be specified in writing at the time of departmental recommendation for admission <u>and included in the student's offer of admission</u>. Normally a student will not continue on probationary status for more than two terms. <u>(b) Admission from an academic discipline different than the intended field of study</u> <u>In instances where an applicant is seeking admission to a program for which the applicant's previous academic performance meets the standard admission criteria, but the major discipline or prior focus of study is considered by the applicant's intended department/school to be sufficiently different from the field of intended graduate work, the applicant may be admitted to a Master's program under conditional admission as a transitional student.</u> An applicant <u>conditionally</u> admitted to a Master's program as a transitional student is normally required to complete a program of at most five undergraduate or graduate one-term courses in addition to those required of regular students. These additional requirements – <u>both the courses to be taken and the averages to be obtained</u> – must be specified in writing at the time the student is recommended for admission.
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may continue in the Master's program as a regular student. If a department requires a more stringent evaluation, this must be specified at the time of the student's original admission. The student must fulfil all the requirements of the Master's program outlined in the regular student description above.

Students who, in the opinion of the committee have insufficient background to permit them to complete the requirements for the Master's degree in three terms will be required to take a qualifying program.

Qualifying program

Admission

An applicant who has completed a program of studies, in a field appropriate to the department/school of intended graduate study at least to the level of a recognized three-year program in a Canadian university (or equivalent) may be admitted as a qualifying student provided at least one of the following conditions is met:

- The applicant has achieved an overall cumulative three-year standing of at least 75%.
- The applicant has substantial relevant occupational experience (normally three years) beyond the completion of the prior program.
- The applicant has attained a higher than 75% in the final year.

Qualifying students

(c) Clearing admission conditions

To satisfy either probationary or transitional admission conditions, upon completion of the stipulated courses:

- The student's potential for academic success, as demonstrated by their performance in the courses, will be evaluated by the Program;
- A student who achieves an average that satisfies the conditions as stipulated in their offer of admission may continue in the Master's program, subject to normal program requirements in subsequent terms;
- If the student fails to meet the conditions as stipulated in their offer of admission, the student will be withdrawn by the Program.

3. Alternative admission into a Qualifying program

Applicants who do not meet the University's requirements for admission to a graduate program or who are not yet prepared to undertake graduate study, at the discretion of the University, may be considered for admission to a qualifying program – a prescribed set of academic requirements, normally at the undergraduate level, the successful completion of which demonstrates the student's preparedness for their proposed program of study.

Students admitted to qualifying programs are not formally enrolled in a graduate degree but are registered as a qualifying student. As access to programming and services may be limited, students should assess the benefits and limitations of registering as a qualifying student.

Applicants who do not meet the University's requirements for admission to a graduate program or who are not yet prepared to undertake graduate study, may be considered for admission to a qualifying program. These students are not candidates for a degree. Thus, a qualifying student is not a graduate student. A qualifying program is normally equivalent to a full year of undergraduate study with a minimum period of registration of two terms (or an equivalent in part-time registration). It is normal that a qualifying program be made up of undergraduate courses. The program usually includes a minimum of eight one-term courses, and some Faculties or departments may require more. All of the courses must be specified at the time of departmental recommendation for admission to the qualifying program. Only in unusual circumstances will individuals be permitted to take graduate courses as part of their qualifying program. Completion of a qualifying program does not automatically entitle students to proceed towards a higher degree. Students who have completed a qualifying program and who wish to enter a Master's degree program must apply in the normal way. If it is apparent that such students are not qualified to proceed to a graduate degree, they will be refused admission to Graduate Studies.	<u>To be considered for a qualifying program, applicants must have completed a program of studies, in a field appropriate to the department/school of intended graduate study, at least to the level of a recognized three-year degree program in a Canadian university (or equivalent). In addition, applicants must meet at least one of the following conditions:</u> • <u>In prior academic work, have met an overall cumulative three-year standing of at least 75%.</u> • <u>Have substantial relevant occupational experience (normally three years) beyond the completion of the prior program.</u> • <u>Have attained higher than 75% average in their final year of academic study.</u> A qualifying program is normally equivalent to a full year (<u>three terms</u>) of undergraduate study with a minimum period of registration of two terms (or an equivalent in part-time registration). <u>A qualifying program normally includes a minimum of eight one-term courses (0.50 credit weight). Some Faculties or departments/schools may require more additional course completion. All of The courses and averages needed to satisfy the qualifying program requirements must be specified at the time of departmental recommendation for admission to the qualifying program and included in a student's offer of admission.</u> Only in unusual circumstances will individuals be permitted to take graduate courses as part of their qualifying program. Completion of a qualifying program does not automatically <u>guarantee admission into a Master's program</u>. Students who have completed a qualifying program and who wish to enter a Master's degree program must apply <u>for admission for the term they wish to begin their Master's studies. Academic work completed during the qualifying program will have more weight than previous academic performance within the admission decision.</u>
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Financial support

Notes: This section is currently found in the Admissions section of the Calendar. We are suggesting moving it to a new section titled **'Awards, scholarships and funding sources'**.

The new Calendar copy includes new and expanded information on financial support, including:

- Fundamentals of financial support (NEW text)
- Types of financial support (NEW text)
- Relationships among programs of study and financial support (NEW text)
- Funding transparency (NEW text)
- Support for doctoral (PhD) students (updated)
- Support for master's research students (updated)
- Administration of graduate funding (NEW section)
- Exploring opportunities for graduate support (NEW section)

The first four of these sections have emerged from the annual work done by the Graduate Relations Committee in establishing minimum funding for the University's PhD students. Inclusion in the Calendar codifies the University's motivations, processes, and commitment to transparency in supporting students.

Current GSAC page/section: <https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/financial-support>

Current Calendar content	Proposed Calendar content
<u>Financial support</u> Inquiries should be directed to the department/school/program to which you are applying. Graduate students may be eligible for scholarships, teaching assistantships and/or research assistantships or research studentships. Teaching Assistantships and Research Assistantships are paid as monthly stipends. Scholarships and research studentships are paid as awards by term during the first month of term. Students are responsible for all study and living costs as listed online: Study and living costs. International applicants are required to apply to Immigration, Refugees and Citizenship Canada (IRCC) for a Study Permit (IMM 1442) and must provide evidence of financial support to cover study and living costs. International applicants	Financial support <u>Fundamentals of financial support</u> <u>The University recognizes that graduate students make critical contributions to the University's missions of teaching and research.</u> <u>Simultaneously, graduate students are achieving their own academic, personal and professional goals through their studies at the University.</u> <u>The University acknowledges students' agency in planning and assessing the feasibility for graduate studies at Waterloo and encourages students to evaluate meaningfully their financial capacity to participate in graduate studies.</u> <u>Given this balance, the University's motivations for providing financial support to graduate students include:</u>

should consult the IRCC website: [Study in Canada as an international student](#).

Minimum support for doctoral (PhD) students

The minimum level of financial support provided for doctoral students is reviewed annually by the Provost's Advisory Committee on Minimum Doctoral Funding. Any annual increase to the minimum applies to both new and current eligible doctoral students. For the most current minimum funding guidelines, visit the Graduate Studies and Postdoctoral Affairs (GSPA) [minimum funding page](#). Minimum funding for master's research students*

Effective May 1, 2012, the guideline for minimum funding is \$12,000 for incoming full-time master's students in the first year of a MA, MFA, MES, MMath, MASC, or MSc program (non-co-op). The continuation of funding throughout the first year requires full-time registration and good academic standing. The minimum is exclusive of the tuition fee differential and the International Master's Student Award (IMSA) for international students.

*research programs: MA, MASC, MES, MFA, MMath (except coursework programs) or MSc degree programs

Minimum levels of funding are inclusive of vacation pay and benefits.

- Making graduate studies financially possible for students who, absent this support, would not be able to pursue their research degrees.
- Acknowledging the contributions graduate students make to the University's teaching and research.
- Expanding and diversifying the financial supports for equity-deserving groups with a goal of removing systemic barriers.
- Providing financial support through bursaries and loans when students experience short-term, unforeseen emergency circumstances.

Types of financial support

Graduate students receive support from a variety of sources, both internal and external to the University. These include:

- Research support from external grants held by a research student's supervisor. These come in the form of a Graduate Research Studentship (GRS) when the research being conducted is directly related to a student's thesis and is paid to the student as a (non-merit based) scholarship. When the research activities being conducted are not related to the student's thesis, a student may receive a Graduate Research Assistantship (GRA), paid as monthly salary, which constitutes an employment relationship with the University and is therefore taxable income.
- Graduate Teaching Assistantships (TAs), paid as monthly salary, are funded by the University to compensate students' contributions to the educational mission of the University. Income received as a TA is taxable. For more information on TAs, see [Policy 30 – Employment of Graduate Student Teaching Assistants](#).
- Scholarships provided by external sources, such as the Tri-Agencies (CIHR, NSERC, or SSHRC).

- Scholarships provided by University funds, such as a UW Graduate Scholarship, that are competitive and awarded based on merit.
- Awards provided by University funds that are intended to address strategic objectives, for example the International Doctoral Student Award (IDSA).
- University awards intended to reduce barriers for equity-deserving groups, such as support for [Indigenous students](#).
- Awards provided by the University from funds received from donors. The composition of these awards is continually evolving. Students typically qualify based on their personal attributes or their areas of study.
- External and internal funded programs that are intended to support students whose financial resources have changed substantially and in unforeseen ways during their academics. Students experiencing these challenges may be eligible for university bursaries or loans.

Relationships among programs of study and financial support

The University's PhD programs require a significant time commitment, typically 12 terms of full-time study. Successful students in the PhD programs make substantive contributions to the University's research mission. Given these observations, the University maintains a required, minimum support level for all full-time PhD students who are within term limits, and who are in good academic standing.

Students enrolled in the University's research master's programs also make contributions to the University's research goals. While practices vary across the Faculties, full-time research master's students regularly receive financial support while within term limits.

Students participating in course-based Master's programs, those without a research component

	<u>(such as a master's research paper or thesis) typically do not receive scholarships from institutional operating or research funds.</u> <u>Research students who are not required to withdraw, but fail to maintain good academic standing, will be placed on conditional status and will receive financial support consistent with their offer of admission for at least one term. Students who do not return to good academic standing within one term, may continue to receive support at the discretion of the student's Program or Faculty.</u> <u>For all adjudicated awards priority is given to students within term limits, at the discretion of the University, Faculty or Program.</u> <u>The process by which TA appointments are made is governed by Policy 30 – Employment of Graduate Student Teaching Assistants. One criterion for TA selection is the need to satisfy funding commitments to students. As such, full-time, research graduate students typically have precedence in receiving TA appointments.</u> <u>Funding Transparency</u> <u>The University is committed to transparency for students in regard to both the University-based support they receive and the University-controlled costs they incur during their studies.</u> <u>In their offer of admission, students are provided with an articulation of their support throughout their academic program and the conditions necessary to maintain eligibility for that funding.</u> <u>To support students in understanding the study and living costs associated with graduate programs, the University maintains an online estimating tool. Fees are approved annually by the Board of Governors and include both tuition and student incidental fees.</u> <u>International applicants are required to apply to Immigration, Refugees and Citizenship Canada</u>
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	(IRCC) for a Study Permit (IMM 1442) and must <u>provide evidence of financial support to cover study and living costs. International applicants should consult the IRCC website: Study in Canada as an international student.</u> Support for doctoral (PhD) students The minimum level of financial support provided for doctoral students is reviewed <u>regularly</u>. Any <u>changes</u> to the minimum applies to both new (<u>in-coming</u>) and current eligible doctoral students. For the most current minimum funding guidelines, visit the Graduate Studies and Postdoctoral Affairs (GSPA) minimum funding page. <u>Support for master's research students*</u> <u>Financial support for master's research students is not guaranteed at the University of Waterloo. Practices vary by Faculty.</u> <u>Students are encouraged to visit their prospective or current Faculty or program web page to understand the typical funding commitment. Questions on funding level should be directed to the Department/Program Graduate Coordinator.</u> <u>*Research programs are those in which a key program milestone is the completion of a thesis or a master's research paper.</u>
No equivalent section	<u>Administration of graduate funding</u> <u>The following section provides more clarity on graduate student funding:</u> • <u>Minimum levels of funding are inclusive of vacation pay and benefits.</u> • <u>Scholarships and research studentships are paid on a term-by-term basis, normally during the first month of term. Recipients will be issued the appropriate T4A forms by the University annually in February.</u>

	• <u>Teaching Assistantships (TA) and Research Assistantships (RA) are paid as monthly salary. Recipients will be issued the appropriate T4 forms by the University annually in February.</u> • <u>The processing and disbursement of student financial support is predicated on resolving any balance owing (tuition or incidental fees). When support is credited to a student, the first charge is to address any outstanding amount owing. The difference is then disbursed as payment to the student.</u> <u>A change in registration status to part-time or inactive, or for program completion or withdrawal may require repayment of awards. Repayment amounts are calculated based on the University of Waterloo tuition refund policy. Any change in registration status must be reported to Graduate Studies and Postdoctoral Affairs (GSPA). More detailed information is available on the Fee payment instructions, withdrawals, program completion and refunds page.</u>
No equivalent section	<u>Exploring opportunities for financial support</u> <u>Inquiries around funding opportunities may be directed to the department/school/program to which the student is applying.</u> <u>A searchable list and description of University of Waterloo awards, bursaries and scholarships managed through Graduate Studies and Postdoctoral Affairs (GSPA) can be found on the funding and awards database. This database is searchable using a variety of criteria. The information contained in the database is subject to change at any time depending on available funding and conditions. Should students have questions regarding a particular award, they should contact the appropriate person listed in the contact section of the award description.</u>

Important notices

Notes: This section includes changes to the ‘non-discrimination policy’ text. The sub-section title will also be renamed to ‘non-discrimination’ (as this wasn’t an actual policy).

Also, in this section we removed ‘Religious holidays/examinations scheduling’ – this will be moved (in future edits) to a new section titled ‘Academic considerations and accommodations’. In the meantime, this content will remain in this section.

Current GSAC page/section: <https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/important-notices>

Current Calendar content	Proposed Calendar content
<u>Important notices</u> Disclaimer The Graduate Studies Academic Calendar (the “Calendar”) provides official information about admissions, courses, academic programs, related Policies, guidelines, and academic regulations for both students and applicants, as well as general information about the University. By the act of registration each student becomes bound by the University Policies, guidelines, and academic regulations established by the University’s governing bodies. Students are responsible for familiarizing themselves with the Policies, guidelines, and academic regulations, general information, and specific requirements contained in the Calendar. The <i>University of Waterloo Act</i>, SO 1972, c. 200, s.11 (“Act”) establishes two governing bodies for the University: the Board of Governors and the Senate. The Act further defines the membership of the two governing bodies to include representatives who are administrators, faculty members, graduate students, staff and undergraduate students. The Act identifies the inclusion of these representatives “to achieve more fully the objects of the University” and to “broaden the representation on the said governing bodies.”	Important notices Disclaimer The Graduate Studies Academic Calendar (the “Calendar”) provides official information about admissions, courses, academic programs, related Policies, guidelines, and academic regulations for both students and applicants, as well as general information about the University. By the act of registration each student becomes bound by the University Policies, guidelines, and academic regulations established by the University’s governing bodies. Students are responsible for familiarizing themselves with the Policies, guidelines, and academic regulations, general information, and specific requirements contained in the Calendar. The <i>University of Waterloo Act</i>, SO 1972, c. 200, s.11 (“Act”) establishes two governing bodies for the University: the Board of Governors and the Senate. The Act further defines the membership of the two governing bodies to include representatives who are administrators, faculty members, graduate students, staff and undergraduate students. The Act identifies the inclusion of these representatives “to achieve more fully the objects of the University” and to “broaden the representation on the said governing bodies.”

The University's effective governance is predicated on the engagement of its stakeholders in decision-making affecting University operations. That notwithstanding, from time to time it may be necessary to implement changes to University operations, including those governed by this Calendar, in timelines and through processes that are atypical but still subject to the authority of Senate or its delegate bodies or, where appropriate, the Board of Governors. The University is also bound, in all of its activities, by the Ontario <i>Human Rights Code</i>, RSO 1990, c H.19. The University reserves the right to change without notice any information contained in this Calendar, including but not limited to that related to tuition and other fees, standards of admission, course delivery or format, continuation of study, and the offering or requirements for the granting of degrees, diplomas, or certificates in any or all of its programs. In these instances, the University of Waterloo shall make reasonable efforts to notify students of such changes as soon as practical. Non-discriminatory policy The University of Waterloo admits students of any gender, race, colour, sexual orientation, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of gender, race, colour, sexual orientation, national and ethnic origin, or any other grounds prohibited by law in the administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other University-administered programs. University jurisdiction	The University's effective governance is predicated on the engagement of its stakeholders in decision-making affecting University operations. That notwithstanding, from time to time it may be necessary to implement changes to University operations, including those governed by this Calendar, in timelines and through processes that are atypical but still subject to the authority of Senate or its delegate bodies or, where appropriate, the Board of Governors. The University is also bound, in all of its activities, by the Ontario <i>Human Rights Code</i>, RSO 1990, c H.19. The University reserves the right to change without notice any information contained in this Calendar, including but not limited to that related to tuition and other fees, standards of admission, course delivery or format, continuation of study, and the offering or requirements for the granting of degrees, diplomas, or certificates in any or all of its programs. In these instances, the University of Waterloo shall make reasonable efforts to notify students of such changes as soon as practical. <u>Non-discrimination</u> <u>The University of Waterloo culture is one that supports an equitable learning environment based on the fundamental principle of the dignity and worth of all individuals irrespective of their race, (dis)ability, gender identity and/or expression, sex, sexual orientation, age, ancestry, colour, ethnicity, place of origin, creed/religion, Indigeneity, citizenship, family status, marital status, and other categories protected by the Ontario Human Rights Code. This respectful culture is guided by our Policy 33 - Ethical Behaviour.</u> <u>Those found not to be upholding this culture of inclusion and respect, both on and off campus (including in virtual settings), may have</u>
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The University exercises its statutory jurisdiction and authority with respect to the operations, protection and control of its property and plant and the regulation of persons on campus insofar as is necessary to ensure the orderly performance of the University's functions. The University reserves the right to: • Refuse admission or readmission to any applicant who demonstrates behaviours or activities that are inconsistent with the values of the University, as articulated in University Policies and guidelines, and as assessed by Graduate Studies and Postdoctoral Affairs, in consultation with the appropriate associate dean, the Secretariat, and Legal and Immigration Services. • Pursue disciplinary action including but without limitation requiring a student to withdraw when a student demonstrates behaviours or activities that are non-compliant with University Policies or guidelines, including but not limited to those related to the safety of the University community; or • Require a student to withdraw from a program or course(s) for academic or other reasons as directed by University Policy, guidelines, or academic regulations. Access to programs and courses The publication of this Calendar does not bind the University to the provision of courses, programs, schedules of study, or facilities as listed herein. Practical or unforeseen circumstances, such as significant budget shortfalls or the unavailability of qualified personnel, may restrict the actual choices available to students when compared	<u>disciplinary action taken against them in the period prior to becoming a student, including rescinding their offer of admission, or discipline during their time as a student in accordance with the University's Policies, including Policy 33 - Ethical Behaviour and Policy 71 - Student Discipline.</u> University jurisdiction The University exercises its statutory jurisdiction and authority with respect to the operations, protection and control of its property and plant and the regulation of persons on campus insofar as is necessary to ensure the orderly performance of the University's functions. The University reserves the right to: • Refuse admission or readmission to any applicant who demonstrates behaviours or activities that are inconsistent with the values of the University, as articulated in University Policies and guidelines, and as assessed by Graduate Studies and Postdoctoral Affairs, in consultation with the appropriate associate dean, the Secretariat, and Legal and Immigration Services. • Pursue disciplinary action including but without limitation requiring a student to withdraw when a student demonstrates behaviours or activities that are non-compliant with University Policies or guidelines, including but not limited to those related to the safety of the University community; or • Require a student to withdraw from a program or course(s) for academic or other reasons as directed by University Policy, guidelines, or academic regulations. Access to programs and courses The publication of this Calendar does not bind the University to the provision of courses,
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with those listed in the Calendar or in other University publications. • The University reserves the right to limit access to, or to withdraw, courses or programs. • In such circumstances the University will endeavour, to make reasonable efforts, to enable students to complete their degree requirements in a satisfactory manner. • In the event that existing resources make it necessary to limit admission to a program, the admission process will be based on competition for the spaces available. Disruptive events The University may face disruptive events beyond its reasonable control, such as (without limitation) strikes, lock-outs, floods, severe weather, disease or health emergencies, and malicious acts including through the Internet. In the event that the University takes decisions in the face of such disruptive events, it will do so having reasonable regard to, among other things, the direction of medical or other authorities, as appropriate, and will use its reasonable efforts to minimize the academic consequences to its students. • Tuition and mandatory fees: ○ Continue to be set regardless of the method of instruction. ○ Will not be refunded or adjusted in the event instruction occurs by an alternate delivery model for all or any part of the same academic term. ○ Will be refunded in the event students voluntarily withdraw for the remainder of the term, in accordance with standard withdrawal timelines.	programs, schedules of study, or facilities as listed herein. Practical or unforeseen circumstances, such as significant budget shortfalls or the unavailability of qualified personnel, may restrict the actual choices available to students when compared with those listed in the Calendar or in other University publications. • The University reserves the right to limit access to, or to withdraw, courses or programs. • In such circumstances the University will endeavour, to make reasonable efforts, to enable students to complete their degree requirements in a satisfactory manner. • In the event that existing resources make it necessary to limit admission to a program, the admission process will be based on competition for the spaces available. Disruptive events The University may face disruptive events beyond its reasonable control, such as (without limitation) strikes, lock-outs, floods, severe weather, disease or health emergencies, and malicious acts including through the Internet. In the event that the University takes decisions in the face of such disruptive events, it will do so having reasonable regard to, among other things, the direction of medical or other authorities, as appropriate, and will use its reasonable efforts to minimize the academic consequences to its students. • Tuition and mandatory fees: ○ Continue to be set regardless of the method of instruction. ○ Will not be refunded or adjusted in the event instruction occurs by an alternate delivery model for
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• The University may revise, at any time, the format of course offerings or academic milestones such that courses or milestones are offered in whole or in part on an alternate delivery model to in-person classes, in accordance with University Policies, which are subject to change from time to time. COVID-19 pandemic In March 2020, the World Health Organization declared a global pandemic of the virus leading to COVID-19. Members of the University community, including students and employees, are asked to and expected to abide by the guidelines and recommendations of the local public health authorities, as well as any guidelines or rules that the University implements in an effort to reduce the public health risk posed by the COVID-19 pandemic. The circumstances of the pandemic continue to be unpredictable and evolving. The University community must recognize that risks exist, including the risk of contracting COVID-19, and that such risks cannot be eliminated. Religious holidays/examination scheduling The University acknowledges that, due to the pluralistic nature of the University community, some students may on religious grounds require alternative times to write examinations and tests. Accordingly, a student who requires an alternative examination or test time on religious grounds should consult with the Associate Dean of the Faculty offering the course regarding alternative arrangements. Such a request should be made within one week of the announcement of the test or examination date. For students in courses taught at the Federated University or affiliated Colleges, the responsibilities of the Associate Dean in these procedures are exercised by the Dean of the Federated University or affiliated Colleges (or Head in cases where there is no Dean).	- all or any part of the same academic term. ○ Will be refunded in the event students voluntarily withdraw for the remainder of the term, in accordance with standard withdrawal timelines. • The University may revise, at any time, the format of course offerings or academic milestones such that courses or milestones are offered in whole or in part on an alternate delivery model to in-person classes, in accordance with University Policies, which are subject to change from time to time. COVID-19 pandemic In March 2020, the World Health Organization declared a global pandemic of the virus leading to COVID-19. Members of the University community, including students and employees, are asked to and expected to abide by the guidelines and recommendations of the local public health authorities, as well as any guidelines or rules that the University implements in an effort to reduce the public health risk posed by the COVID-19 pandemic. The circumstances of the pandemic continue to be unpredictable and evolving. The University community must recognize that risks exist, including the risk of contracting COVID-19, and that such risks cannot be eliminated. Religious holidays/examination scheduling The University acknowledges that, due to the pluralistic nature of the University community, some students may on religious grounds require alternative times to write examinations and tests. Accordingly, a student who requires an alternative examination or test time on religious grounds should consult with the Associate Dean of the Faculty offering the course regarding alternative arrangements. Such a request should be made within one week of the announcement of the test or examination date. For students in courses taught at the Federated University or
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	affiliated Colleges, the responsibilities of the Associate Dean in these procedures are exercised by the Dean of the Federated University or affiliated Colleges (or Head in cases where there is no Dean).
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Ownership of student's work

Notes: Consultation and updates provided by Chris Halonen, University Records Manager (August 2023).

The updated text removes the exception for exam answer papers. It's not uncommon for faculty members to keep and share exam answers of former students.

Changed the wording about the University "receiving" a license to copy and re-use works to match the wording of Policy 73, and to be clear that the student, as owner of the IP rights, is granting the license to the University.

Updated the text about storage in a University repository to make it broader than storage in UWSpace, to cover cases where work is stored in LEARN or another repository.

Current GSAC page/section: <https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/ownership-students-work>

Current Calendar content	Proposed Calendar content
<u>Ownership of student's work</u> Policy 73 articulates the principles underlying the University of Waterloo policy on intellectual property rights, and includes principles on authorship, collaborative research, use of scholarly work, contribution and recognition, publication rights, copyright, patents, teaching materials, computer software materials, data management, limitations under sponsored research, informed consent, revenue sharing and dispute resolution. Given the complex nature of this area, students should refer to the official text of the policy available from the Secretariat (Needles Hall, Room 3060). For graduate students, funding agreements including revenue sharing, employment, contractual research and academic program sponsorship with companies or agencies must be approved by the Associate Vice-President, Graduate Studies and Postdoctoral Affairs or delegate. Theses are a special case of scholarly work. A thesis embodies the results of a student's research program, and, especially at the graduate level, is a substantial and original piece of work. Students are the sole authors of their theses, but the work is carried out under the supervision of a	Ownership of student's work <u>Policy 73 – Intellectual Property Rights</u> articulates the principles underlying the University of Waterloo policy on intellectual property rights, and includes principles on authorship, collaborative research, use of scholarly work, contribution and recognition, publication rights, copyright, patents, teaching materials, computer software materials, data management, limitations under sponsored research, informed consent, revenue sharing and dispute resolution. Given the complex nature of this area, students should refer to the official text of the policy. <u>Additional resources can also be found through the Office of Research.</u> For graduate students, funding agreements including revenue sharing, employment, contractual research and academic program sponsorship with companies or agencies must be approved by the Associate Vice-President, Graduate Studies and Postdoctoral Affairs or delegate. Theses are a special case of scholarly work. A thesis embodies the results of a student's research program, and, especially at the graduate level, is a substantial and original piece of work. Students are the sole authors of their theses, but

faculty member. Because practices vary between and within disciplines, the amount of involvement of the supervisor in the research may also vary, from the apprenticeship or collaborative team research model, to the virtual independence of the student. Publications coming from the thesis or commercial development of the thesis work must acknowledge appropriately all contributors to the work. Intellectual Property rights associated with the content of a thesis belong to the student, unless modified or waived through informed consent. When a student submits work which is eligible for copyright* to the University, as a requirement of an academic program, the University acknowledges the student's sole copyright ownership with the following conditions: 1. The physical or electronic document (thesis, research paper, work term report, examination answer paper and such) submitted to the University by a student becomes the property of the University. 2. With the exception of examination answer papers, the University receives a non-exclusive royalty free licence to: o circulate the work as part of the University Library collection in UWSpace, the University of Waterloo's institutional repository; o make copies or representations of the work for academic purposes within the University; - o make copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions; - o submit an electronic copy of the work to Library and Archives Canada for access via the Theses Canada Portal; - o publish the abstract of any work which is a student thesis.	the work is carried out under the supervision of a faculty member. Because practices vary between and within disciplines, the amount of involvement of the supervisor in the research may also vary, from the apprenticeship or collaborative team research model, to the virtual independence of the student. Publications coming from the thesis or commercial development of the thesis work must acknowledge appropriately all contributors to the work. Intellectual Property rights associated with the content of a thesis belong to the student, unless modified or waived through informed consent. When a student submits work which is eligible for copyright* to the University, as a requirement of an academic program, the University acknowledges the student's sole copyright ownership with the following conditions: <u>1. The submitted work (thesis, research paper, work term report, examination answer paper and such) will be retrained by the University for as long as it is required for the University's academic and administrative purposes (e.g. to assign grades and document the student's academic progress), as documented in the University's records retention schedules.</u> <u>2. The student grants the University a non-exclusive royalty free license to:</u> <u>o make copies or representations of the work for the purposes of research, teaching and administration within the University, as described in Policy 73 – Intellectual Property Rights.</u> - o circulate the work as part of the University Library collection, the University of Waterloo's repository (e.g. UWSpace); - o make copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions;
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*Copyright is a statutory right conferred on citizens of Canada by the Canadian Copyright Act. By means of international treaties, the rights defined in the Canadian Copyright Act extend to nationals of some other countries. For Canadians, there are no formalities required to copyright original work. The author is the immediate owner of the copyright in the original work, except in certain cases where they are under an employment contract. However, students including works by other authors in their document, must obtain prior permission from the copyright holder.	○ submit an electronic copy of the work to Library and Archives Canada for access via the Theses Canada Portal; ○ publish the abstract of any work which is a student thesis. *Copyright is a statutory right conferred on citizens of Canada by the Canadian Copyright Act. By means of international treaties, the rights defined in the Canadian Copyright Act extend to nationals of some other countries. For Canadians, there are no formalities required to copyright original work. The author is the immediate owner of the copyright in the original work, except in certain cases where they are under an employment contract. However, students including works by other authors in their document, must obtain prior permission from the copyright holder.
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Student definitions

Notes: The updated student definitions have been drafted with the following considerations:

- MCU definition of full-time and part-time students
- Accommodation for students with disabilities

The definition of graduate students includes a general section, “Graduate student status” that applies to both full-time and part-time categories.

One substantive change in this section is in the definition of full time students that previously required that a student be “geographically available...”; we now require that a full time student be available (i.e., physically present on campus) for academic elements that require that presence. This change gives more flexibility to students to continue in a full time capacity while pursuing their degree requirements remotely.

Current GSAC pages/sections:

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/full-time-students>

<https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/part-time-students>

Current Calendar content	Proposed Calendar content Under section “Definitions – students”
<u>Full-time students</u> The following definitions are applicable to prospective students and to students currently enrolled in graduate studies at the University of Waterloo. Regular full-time graduate students Students who have been accepted by the University to study on a full-time basis for a higher degree must meet the following criteria: 1. Be engaged in studies requiring an Honours undergraduate degree or its equivalent as a prerequisite for admission. 2. Be making substantial demands upon the resources of the University. 3. Be pursuing studies as a full-time occupation. 4. Identify as a full-time graduate student.	<u>Graduate student definition</u> A graduate student must: 1. Be engaged in studies at an academic level that requires an Honours undergraduate degree or equivalent as a prerequisite for admission. 2. Regularly use University educational resources. This may be demonstrated by: a. Engagement in courses, following the program sequencing or rate prescribed by the graduate program; or b. Engagement in on-campus activities – e.g. labs, library, workshops, etc.; or c. Engagement in off-campus activities directly related to their studies, including field work, laboratory work, or activities co-located with a research partner; i. Conducting research with the support of University faculty / resources;

5. Be designated by the University as a full-time graduate student*. 6. Be geographically available and visit the campus regularly. Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the University (e.g., visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period of absence exceeds four weeks in any one term, written evidence shall be available in Graduate Studies and Postdoctoral Affairs (GSPA) to the effect that the absence (in the form of full-time off-campus registration status) has the approval of the Supervisor, Department Graduate Officer, and the Associate Vice-President, Graduate Studies and Postdoctoral Affairs. 7. Be considered to be a full-time graduate student* by their supervisor. 8. Not be employed by the University for more than an average of 20 hours per week for any term during which they are enrolled as full-time graduate students. (Note that approval is required for University employment beyond 10 hours per week)* *Full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. It is not possible, or desirable, for the University to monitor and enforce the employment activities of its graduate students outside the University. However, it is both possible and desirable for the University to ensure that it does not itself create a structural situation that jeopardizes the ability of graduate students to make progress towards the timely completion of graduate program requirements. Normally, graduate student appointments in the roles of teaching assistants (TAs) and research assistants (RAs) are structured such that students average 10 hours per week. Students also engage	d. <u>Receiving support from University administrators.</u> 3. <u>Maintain regular communication with their graduate program.</u> <u>Research graduate students are those who are enrolled in programs with degree requirements including a thesis or a Master's Research Paper (MRP).</u> <u>Course-based graduate students are those who are enrolled in programs with degree requirements that are satisfied through courses and milestones only.</u> Full-time students Students who <u>are enrolled at the University of Waterloo</u> to study on a full-time basis for a <u>graduate program</u> must meet the following criteria: 1. Be pursuing studies as a full-time occupation*. 2. Identify as a full-time graduate student. 3. Be making substantial demands upon the resources of the University. 4. Be designated by the University as a full-time graduate student. 5. <u>Under normal circumstances, for most programs (and all research-based programs), are able to engage in all program requirements necessitating geographical availability on campus. (See below "Full-time off campus" if program requirements involve absences from the University).</u> 6. Be considered to be a full-time graduate student by their supervisor. <u>*Full-time students shall not be engaged in employment by the University for an average of more than 10 hours per week (or up to 20 hours per week with supervisor approval) as per guidelines.</u> Full-time off-campus
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in other, non academic employment on campus (e.g., food services, retail services).

In total, students may pursue on-campus employment that exceeds 10 hours per week on average (but does not exceed 20 hours per week, on average, in each term) with the approval of their supervisor or Graduate Officer/Program Director, as applicable. The decision to approve on-campus employment above 10 hours per week will be guided by an assessment made jointly by the student and supervisor (or Graduate Officer/Program Director) of the student's previous academic progress and the impacts that the increased employment activity are expected to have on future performance. Taking on additional employment does not reduce expectations for academic progress, nor would it typically be viewed as extenuating circumstances for which exceptions to academic rules are made.

Full-time off-campus

A student who is undertaking an internship, or other degree requirement where the activity requires the student to be away from campus for more than four weeks in an academic term shall enrol as full-time off-campus.

The student's supervisor/graduate officer/associate dean must advise them on matters regarding intellectual property commitments, e.g., signing an agreement which may restrict a student's ability to publish their thesis or other program-related work.

Students requesting full-time off-campus status must complete a [Change of enrolment status form](#).

[Part-time students](#)

The following definitions are applicable to prospective students and to students currently

Without forfeiting full-time status, a graduate student, while still under supervision, may be absent from the University to complete activities deemed necessary for their degree requirements (e.g., visiting libraries, internship, doing field work, etc.) provided that, if any such period of absence exceeds four weeks in any one term. Students for whom this applies shall enroll as full-time off-campus by completing a [Change of enrolment status form](#).

Students who are participating in a Cotutelle program should use this status while at their partner university.

Part-time students

All active graduate students other than full-time graduate students as defined above are part-time graduate students.

Students may also hold part-time registration status as part of their academic accommodation as confirmed through [AccessAbility Services](#). Under the terms of the accommodation, not all elements as noted below may apply.

Typically, part-time students:

- Are enrolled in a program which is only offered part-time; or,
- Are enrolled in a graduate program, and;
 - Are pursuing external activities that preclude full time enrollment;
 - Relative to full-time students, are engaging in reduced academic activities as defined by the graduate unit;
- Are progressing toward degree requirements at a reduced rate as defined by program time limits as part-time studies;
- Are not subject to University employment limits.

Part-time research students:

enrolled in graduate studies at the University of Waterloo.

Regular part-time graduate students

Regular part-time graduate students are students admitted as regular graduate students but who, with the permission of the Faculty Graduate Committee concerned, are studying for a graduate degree on a part-time basis. A part-time graduate student is a graduate student who does not meet the criteria defining a full-time graduate student.

Admission requirements for students who wish to enrol in a Master's degree program on a part-time basis shall be somewhat higher than those for full-time students. At the discretion of the Graduate Committee of the Faculty, the normal residence requirement for a Master's degree program may be reduced or waived entirely for students registered in the program on a part-time basis. In some Faculties, only courses taken within five years prior to the completion of the Master's degree program may be counted for credit towards the degree. No program is to be implemented for which the typical student would take more than twelve terms to complete. The minimum period of time to complete a Master's degree by part-time study shall be six terms and it is expected that the program will normally be completed within twelve terms.

The maximum time limit for completion of Master's degree requirements in programs in which students are proceeding to a degree totally on a part-time basis is fifteen terms.

The maximum time limit for completion of PhD degree requirements in programs in which student are proceeding to a degree totally on a part-time basis is twenty-one terms for a PhD program from an Honours Bachelor's degree, and eighteen terms for a PhD program from a Master's degree.

- Demonstrate university resource consumption levels that are significantly less than a full-time student. This includes:
 - Reduced communication with and input from their supervisor(s);
 - Reduced access to physical university resources, e.g., lab equipment, office space; reduced utilization of virtual university resources, e.g., library, computing services.
- Do not normally receive University funding, however, funding must be considered in cases of student accommodation as advised through AccessAbility Services.

Students must have the permission of the Associate Dean (Graduate Studies) of their Faculty to continue their enrolment beyond these limits. Part time students who have been in a regular Master's program for more than six terms must be reviewed each term. Students whose work does not measure up to the standards of their program may be required to withdraw from the program. Such students may be readmitted although there will be a limit on the time span in which readmission may occur. For more information on time limits see the Enrolment and time limits page.	
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Senate Undergraduate Council

For Information

Consent Agenda

Open Session

To: Senate

Sponsor: David DeVidi, Associate Vice-President, Academic
Contact Information: david.devidi@uwaterloo.ca

Presenter: David DeVidi, Associate Vice-President, Academic
Contact Information: david.devidi@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 15. Report – Senate Undergraduate Council

Summary:

[Senate Undergraduate Council](#) met on October 17, 2023 and agreed to forward the following items to Senate for information as part of the consent agenda.

On behalf of Senate, the following items were approved:

1. Academic Program Reviews

Following the review of the reports and presentations from the programs, Council approved the following reports:

- Final Assessment Report: [Mechanical Engineering, Mechatronics Engineering, and Mechatronics](#)
- Final Assessment Report: [Music, Intensive Music Specialization, and Church Music and Worship](#)
- Final Assessment Report: [German, Russian and East European Studies, and Cultural Identities](#)
- Progress Report: [Human Resources Management](#)
- Progress Report: [Earth Sciences and Environmental Sciences](#)

There were no issues noted in the reports.

Jurisdictional Information:

As provided for in [Senate Bylaw 2](#), section 5.03, council is empowered to make approvals on behalf of Senate for a variety of operational matters:

- e. Consider, study and review briefs on any aspect of undergraduate studies from members of the university.

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Senate Graduate & Research Council and Senate Undergraduate Council

For Approval

Consent Agenda

Open Session

To: Senate

Sponsors: Charmaine Dean
Vice-President, Research & International

David DeVidi
Associate Vice-President, Academic

Jeff Casello
Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Presenter: David DeVidi
Contact Information: david.devidi@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 16a. Joint Report – Senate Graduate & Research Council and Senate Undergraduate Council: Academic Calendar Dates for 2024-25

Recommendation/Motion:

To approve the 2024-2025 academic calendar dates and calendar guidelines for establishing academic dates, as presented.

Summary:

[Senate Graduate & Research Council](#) met on October 16, 2023 and [Senate Undergraduate Council](#) met on October 17, 2023. Both Councils agreed to forward the following item to Senate for approval as part of the consent agenda.

Jurisdictional Information:

This item is being submitted to Senate in accordance with [Senate Bylaw 2](#), section 4.03(a): “Make recommendations to Senate with respect to the governance, direction and management of, or any changes in rules, regulations or policies for graduate studies and research in the university.” section 5.03(a): “Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.”

Governance Path:

Senate Graduate & Research Council approval date (mm/dd/yy): 10/16/23

Senate Undergraduate Council approval date (mm/dd/yy): 10/17/23

Highlights/Rationale:

The dates lay out major academic milestones throughout the year and provide guidance to units throughout the campus community as they conduct academic planning within their respective areas.

Documentation Provided:

Appendix A – 2024-2025 Academic Calendar Dates and Calendar Guidelines for Establishing Academic Date

Joint Report - SGRC & SUC: Appendix A

OFFICE OF THE REGISTRAR REPORT TO SENATE UNDERGRADUATE COUNCIL and SENATE GRADUATE & RESEARCH COUNCIL October 2023

1. REGULATIONS

1.1 Academic Calendar Dates for 2024-2025

1.2 Guidelines for Determining Academic Calendar of Dates

Symbols and abbreviations:

(M) Monday, (T) Tuesday, (W) Wednesday, (R) Thursday, (F) Friday, (S) Saturday, (U) Sunday, N/A – Not Applicable

	Fall 2024	Winter 2025	Spring 2025
Co-operative Work Term Begins	Sept. 3 (T)	Jan. 6 (M)	May 5 (M)
Classes Begin	Sept. 4 (W)	Jan. 6 (M)	May 5 (M)
Holidays	Oct. 14 (M)	Feb. 17 (M) Apr. 18 (F)	May 19 (M) June 30 (M) July 1 (T) Aug. 4 (M)
Reading Week	Oct. 12-20 (S-U)	Feb. 15-23 (S-U)	N/A
Convocation	Oct. 25, 26 (F,S)	N/A	June 10-14 (T-S)
Classes End	Dec. 3 (T)	Apr. 4 (F)	July 30 (W)
Make-up Day(s) for in-term holidays	N/A	N/A	July 2 (W) for May 19 (M schedule) July 28 (M) for June 30 (M schedule) July 29 (T) for July 1 (T schedule) July 30 (W) for July 2 (W schedule)
Pre-Examination Study Day(s)	Dec. 4, 5 (W, R)	Apr. 7, 8 (M,T)	July 31, Aug. 1 (R, F)
Examinations Begin	Dec. 6 (F)	Apr. 9 (W)	Aug. 5 (T)
In-Person Exam Days for Online Courses	Dec. 6, 7 (F,S) Dec. 11, 14 (W,S)	Apr. 11, 12 (F,S) Apr. 16, 17 (W,R)	Aug. 8, 9 (F,S) Aug. 13, 16 (W,S)
Examinations on Sunday	Dec. 8 (U)	N/A	N/A
No Exams on the Following Days	Dec. 15 (U)	April 13 (U)	Aug. 2 (S) Aug. 3 (U)

		Apr. 18 (F) Apr. 19 (S) Apr. 20 (U)	Aug. 4 (M) Aug. 10 (U) Aug. 17 (U)
Examinations End (including Emergency Day)	Dec. 20 (F)	Apr. 26 (S)	Aug. 18 (M)
Co-operative Work Term Ends	Dec. 20 (F)	Apr. 25 (F)	Aug. 22 (F)
Teaching days	60	60	60
Pre-examination Study Day(s)	2	2	2
Examination days	13 (+1 Emergency Day)	13 (+1 Emergency Day)	11 (+1 Emergency Day)

Guidelines for Determining Academic Calendar of Dates

The following are principles and guidelines either formally agreed upon by Senate or adopted as common practice in determining the dates for the academic year.

1. That the practice of setting dates for each academic year continues to be an annual exercise.
2. That there be no fewer than 60 teaching days (12 weeks) in a term. A clear rationale for fewer than 60 teaching days must be communicated to Senate at the time calendar dates are approved. In calculating teaching days in a term, Saturdays, Sundays, and statutory or University holidays are excluded.
3. That attention be given to balancing the number of meets in courses. Where an imbalance may occur because of statutory holidays, the class schedule for a day different than the calendar day can be used to balance the number of course meets.
4. That Fall Convocation be the Friday and Saturday that fall in the third full week (beginning Sunday) of October.
5. That Spring Convocation be the Tuesday to Saturday in the second full week (beginning Sunday) in June.
6. That the Reading Weeks occur in all Faculties in the fall and winter terms. They must begin on the Saturday before the public holidays of Thanksgiving Day and Family Day and will end on the following Sunday.
7. That Fall Term classes in September begin on the Wednesday following the Labour Day holiday.
Exception: The Fall Term begins on Tuesday, September 8th when Labour Day is September 7th.
8. That the start date for Winter Term be set as follows:
 - If January 1st is a Sunday, then start of classes is ~~Wednesday, January 4th~~ **Monday, January 9th**.
 - If January 1st is a Monday, then start of classes is ~~Wednesday, January 3rd~~ **Monday, January 8th**.
 - If January 1st is a Tuesday, then start of classes is Monday, January 7th.
 - If January 1st is a Wednesday, then start of classes is Monday, January 6th.
 - If January 1st is a Thursday, then start of classes is Monday, January 5th.
 - If January 1st is a Friday, then start of classes is ~~Tuesday, January 5th~~ **Monday, January 11th**.
 - If January 1st is a Saturday, then start of classes is ~~Wednesday, January 5th~~ **Monday, January 10th**.
9. The start date for Spring Term be set as follows:
 - If May 1st is a Sunday, then start of classes is Monday, May 2nd **9th**.
 - If May 1st is a Monday, then start of classes is Monday, May 1st **8th**.
 - If May 1st is a Tuesday, then start of classes is ~~Tuesday, May 1st~~ **Monday, May 7th**.
 - If May 1st is a Wednesday, then start of classes is ~~Wednesday, May 1st~~ **Monday, May 6th**.
 - If May 1st is a Thursday, then start of classes is Monday, May 5th.
 - If May 1st is a Friday, then start of classes is Monday, May 4th **11th**.
 - If May 1st is a Saturday, then start of classes is Monday, May 3rd **10th**.

10. That there be no fewer than one pre-examination study day and when possible, two pre-examination study days (excluding Saturday, Sunday, and holidays) between the end of classes and the beginning of examinations. A clear rationale for using fewer than 2 days or Saturday, Sunday, and holidays as pre-examination study days, must be communicated to Senate at the time calendar dates are approved.
11. That there be no fewer than 13 examination days in the Fall and Winter Terms, and 11 examination days in the Spring Term. In addition, one Emergency Day with no scheduled examinations is added to the end of the examination period.
12. In calculating examination days, Saturdays which fall within the period are included, whereas Sundays and statutory or University holidays are excluded.
Exceptions:
Examinations will not be scheduled on the Saturday following Good Friday when that day falls within the examination schedule or the Saturday of the Civic Day weekend.
The first Sunday within the examination period may be used when required to accommodate the prescribed number of examination days in the Fall Term.
13. That in the Fall Term no examinations be scheduled beyond December 22nd. The Emergency Day cannot be scheduled beyond December 23rd.
14. That Online Course Examination Days in each term be the first consecutive Friday and Saturday **and the second consecutive Wednesday and Saturday** in the examination period.
15. Grades due dates for on campus courses **that have a scheduled final examination** are normally scheduled seven days from the date of the final examination. Grades for ~~Online (Centre for Extended Learning)~~ **Online** courses that have a scheduled final examination are due on the last day of the grades submission period. Grades for all courses without a scheduled final examination are normally due 14 days after the start of examinations.
16. Co-op work terms are expected to be 16 week in duration. Actual start and end dates may vary depending on employer or student requirements in consultation with Co-operative Education.

Prepared by:
C. Newell Kelly, Registrar
October 2023

Rules that Require Exceptions with Rationale:

Rule 12

... The first Sunday within the examination period may be used when required to accommodate the prescribed number of examination days in the Fall Term.

With fall term classes beginning September 3, 2024, and the scheduling of two study days prior to the fall final exam period, the first Sunday within the exam period was required for scheduling exams to accommodate the prescribed number of examination days.

Rule 12 and Rule 14

... Examinations will not be scheduled on the Saturday following Good Friday when that day falls within the examination schedule or the Saturday of the Civic Day weekend.

*That Online Course Examination Days in each term be the first consecutive Friday and Saturday **and the second consecutive Wednesday and Saturday** in the examination period.*

With Good Friday falling on April 18, 2025, the second consecutive Saturday is moved to Thursday, April 17, 2025.

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For Discussion

Open Session

To: Senate**Sponsor:** Charmaine B. Dean, Vice President Research and International
Contact Information: vpri@uwaterloo.ca**Presenter:** Charmaine B. Dean, Vice President Research and International
Contact Information: vpri@uwaterloo.ca**Date of Meeting:** November 27, 2023**Agenda Item Identification:** 17. Report of the Vice-President, Research & International - Awards, Distinctions, Grants, Waterloo International Engagements**Summary:**

Presenting the Vice-President, Research and International Report to Senate for November 2023. This report to Senate highlights successful research, international and entrepreneurial outputs and outcomes for the period October to November 2023 by the thematic areas as outlined in Waterloo's Strategic Plan 2020-25.

Documentation Provided:

- Vice-President, Research and International Report to Senate for November 2023

**Vice-President, Research & International
Report to Senate
November 2023**

Introduction

This report to Senate highlights successful research and international outputs and outcomes for the period October-November 2023 by the thematic areas as outlined in Waterloo's Strategic Plan 2020-25.

ADVANCING RESEARCH FOR GLOBAL IMPACT

Waterloo Ventures

Velocity successes by Waterloo alumni and students:

- **Coastal Carbon recently received \$1.6 million in funding from Canada's Ocean Supercluster (OSC) to undertake the AI-Driven Sensors for Seaweed Measurement Project.** The company's co-founders, Thomas Storwick (BASc '19) and Kelly Zheng (BASc '19), Master's and PhD candidates, respectively, in University of Waterloo's Faculty of Engineering, indicate that due to how difficult seaweed is to analyze, the ocean has largely been untapped as an important resource to fight climate change.
<https://velocityincubator.com/2023/09/a-fight-against-climate-change-is-happening-under-water/>
- **Gen Z imagines innovative finance tools using virtual reality and 5G: Three University of Waterloo student teams win top prizes in latest Innovation Challenge**
Banking with a virtual reality (VR) headset may not be as far-fetched as you might think after students from the University of Waterloo's startup incubator Velocity wrapped up a two-week-long "hackathon", an innovation challenge aimed at augmenting the future of finance with VR and high-speed wireless technology.
<https://velocityincubator.com/2023/10/gen-z-imagines-innovative-finance-tools-using-virtual-reality-and-5g/>
- **Milestone news: Velocity company Vena Medical has been granted Canadian patents for its Vena MicroAngioscope and Vena Balloon Distal Access Catheter.**
Two University of Waterloo alumnus co-founders, Michael Phillips and Phillip Cooper, commercialized their fourth-year mechanical engineering design project into Vena Medical, a company advancing stroke treatment approaches.
Velocity companies spans deeptech, healthtech, and software industries. Take a closer look at
<https://lnkd.in/gPNfKhvq>

Awards and Distinctions

Nandita Basu (Civil and Environmental Engineering, Earth and Environmental Sciences)

American Geophysical Union Hydrology Section's Witherspoon Lecture Award

This award recognizes significant and innovative contributions by middle-career scientists to the hydrologic sciences through research aimed at socially important problems and through mentoring of young scientists.

Frankie Condon (English Language and Literature)

International Writing Center Association's Outstanding Book Award

Her book "Counter Stories from the Writing Center" published by Utah State University Press, gathers emerging scholars of colour and their white accomplices to challenge some of the most cherished lore about the work of writing centres.

Lyndon Jones (Optometry and Vision Science)

2023 Brockhouse Canada Prize for Interdisciplinary Research in Science and Engineering

This award celebrates researchers from different disciplines who come together to engage in research drawing on their combined knowledge and skills. Lyndon was part of a team working on a C20/20 Innovation Hub.

Donna Strickland (Physics and Astronomy)

Gold medal from Spanish National Research Council

This award is the highest distinction given by the organization. It has been given for "her discoveries in the field of optics, both from the conceptual and applied point of view."

University of Waterloo - Schlegel-UW Research Institute for Aging (RIA)

2023 Organization Leadership in Advocacy Award from Research Canada.

The award recognizes outstanding champions of health research and health innovation advocacy that improve quality of life for all Canadians.

WXN Canada's Most Powerful Women: Top 100 Awards

Aiping Yu (Chemical Engineering)

BMO STEM Award

The BMO STEM Award celebrates the female leaders in Science, Technology, Engineering and Math roles who are challenging the status quo for knowledge and female empowerment.

Mary Wells (Dean of Engineering | Mechanical and Mechatronics Engineering)

Canadian Tire Community Impact Award

The Canadian Tire Community Impact Award honours women leaders who strive to make a difference in their communities, which helps make life in Canada better for all.

NSERC Alliance

Cliff Butcher (Mechanical and Mechatronics Engineering)

Title: "Characterization and Modelling of an Advanced 7xxx-Series Aluminum Alloy in Hot Forming for Enhanced Lightweighting and Crash Safety" | \$167,692 + \$252,000 in-kind from partner

Paul Fieguth (Systems Design Engineering)

Title: "High-Resolution Projector Camera and LED-Wall Display Calibration" | \$80,00 + \$180,000 in-kind from partner contributions

Trevor Hrynyk (Civil & Environmental Engineering)

Title: "Toward hybrid GFRP/FRC construction for sustainable next generation concrete infrastructure" | \$53,100 + \$53,600 in-kind from partner contributions

Kunho Eugene Kim (Civil & Environmental Engineering)

Title: "Cost effective retrofit of ageing concrete bridge components using iron-based shape memory alloy (Fe-SMA) composites" | \$31,000 + \$22,400 in-kind from partner contributions

Juewen Liu (Chemistry)

Title: "Aptamer-based biosensors for monitoring carbamazepine, a drug with a narrow therapeutic window" | \$24,000 + \$12,000 in-kind from partner contributions

Rebecca Rooney (Biology)

Title: "Restoring Urban Meadow: The Meadoway" | \$772,235 + \$2,655,000 in-kind from partner contributions

C Perry Chou (Chemical Engineering)

Title: "Novel strain engineering and bioprocessing strategies for microbial production of heme and its porphyrin precursors" | \$101,250 + \$321,000 in-kind from partner contributions

NSERC Alliance/ Mitacs

Hamed Shahsavan (Chemical Engineering)

Title: "Near-infrared microlight emitting diodes for biomedical applications" | \$120,000 + \$123,360 in-kind from partner contributions

Dayan Ban (Electrical and Computer Engineering)

Title: "Novel cellulose-based membranes for CO₂ filtration and ion exchange in aluminum/air batteries" | \$180,000+ \$92,000 in-kind from partner contributions

International Research Awards

Eihab Abdel Rahman (Waterloo Institute for Nanotechnology) and Anindya Sen (AI Institute)

University of Bordeaux and University of Waterloo

Title: "Equitable Monitoring and Remediation of Air Pollution" | \$50,000

Kevin Musselman (Waterloo Institute for Nanotechnology) and Conrad Feugmo (AI Institute)

University of Bordeaux and University of Waterloo

Title: "Advancing Food and Beverage Quality Control: A Machine Learning Approach Using Metal Oxide-Organic Thin Film Chemiresistive gas sensor" | \$50,000

Mahla Poudineh (Waterloo Institute for Nanotechnology) and Mohamed Kohandel (AI Institute)

University of Bordeaux and University of Waterloo

Title: "Developing an Exosome- Lactate Sensor for Brain Tumours" | \$50,000

Mitacs Global link Student Research Awards

63 International student internships in France | Germany | India | Korea | New Zealand | Taiwan | United Kingdom | Ukraine | totaling \$380,000

International Agreements

Institute Pertanian Bogor (IPB University) | Universitas Prasetya Mulya (UPM) - Indonesia

New MOUs that support the FINCAPES project and enables the institutions to explore collaboration on academic and research activities focused on climate change adaptation and mitigation and research activities related to the Climate finance and policy innovation initiatives.

International Delegations

Waterloo International Relations team engaged with visiting delegations from **Austria, Ghana, South Africa, South Korea, Taiwan and the UK** to explore opportunities for collaboration and interdisciplinary approaches to educational programs, research and innovation activities.

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Office of the Vice-President, Academic and Provost

For Information

Open Session

To: Senate

Sponsor: James W.E. Rush, Vice-President, Academic and Provost
Contact Information: provost@uwaterloo.ca

Presenter: James W.E. Rush, Vice-President, Academic and Provost
Contact Information: provost@uwaterloo.ca

Date of Meeting: November 27, 2023

Agenda Item Identification: 18. Report of the Provost – Faculty Appointments, Leaves

Summary:

The Faculty Reports for Senators' information regarding the variety of appointments, reappointments, special appointments, leaves, and other matters of interest about individuals in the Faculties are available at the [Senate agenda page](#)¹.

¹ <https://uwaterloo.ca/secretariat/sites/default/files/uploads/documents/november-all-2.pdf>