UNIVERSITY OF WATERLOO

SENATE GRADUATE & RESEARCH COUNCIL
MONDAY 16 OCTOBER 2023
10:30 A.M. EST
NH 3318 / Zoom
Governing Documents and Resources

Chair – C. Dean

TIMING	AGENDA ITEM	PAGE	ACTION
	OPEN SESSION		
10:30 a.m. (5 mins)	1. Conflict of Interest	4	Declaration
	Consent Agenda *Motion: To approve or receive for information the items on the consent agenda, listed as items 2-8 below*		
	2. Minutes of 12 June 2023 Meeting	5	Decision (SGRC)
	3. Research Ethics (Julie Joza)		
	a. Human Research Ethics Board [membership updates]	8	Decision (SGRC)
	b. Clinical Research Ethics Board [membership updates]	9	Decision (SGRC)
	4. Graduate Awards (Marianne Simm)	10	
	a. AI & Data Science Challenge Award [operating]	10	Decision (SGRC)
	b. Russell Hiscock Graduate Scholarship in Statistics & Actuarial Science [trust]	10	Decision (SGRC)
	c. CWB Welding Foundation Graduate Scholarship for Women [trust]	10	Decision (SGRC)
	d. Electrical & Computer Engineering International Doctoral Student Award [operating]	10	Decision (SGRC)
	e. Global Emergency Student Relief Fund [trust]	11	Information
	f. Waterloo Institute for Nanotechnology (WIN) – Velocity Scholarship [operating]	11	Information
	g. Scotiabank Graduate Scholarship in Data Science [trust]	11	Information
	h. Ross and Doris Dixon Foundation Graduate Scholarship in Health [trust]	12	Information
	i. Ross and Doris Dixon MBET Scholarship [trust]	12	Information
	5. Waterloo/NOSM University Graduate Student Exchange Award [GSEA] (Charmaine Dean)	13	Information
	6. Office of the Registrar – Academic Calendar Dates 2024/25 (Jennifer Coghlin)	17	Decision (SEN-C)
	7. Curricular Submissions		
	a. Environment (Peter Deadman)	22	Decision (SGRC)
	b. Science (Martin Ross)	25	Decision (1-3 SGRC & 4 SEN-C)
	c. Graduate Studies (Marianne Simm)	35	Decision (SGRC)

TIMING	AGENDA ITEM	PAGE	ACTION
	8. Graduate Studies Academic Calendar (GSAC) Changes (Marianne Simm)	40	
	a. General admission	42	Decision (SEN-C)
	b. Financial support	54	Decision (SEN-C)
	c. Important notices	60	Decision (SEN-C)
	d. Ownership of student's work	66	Decision (SEN-C)
	e. Student definitions	69	Decision (SEN-C)
	f. Employment on campus as a full-time student	74	Information
	g. English Language Proficiency	76	Information
	h. Privacy	78	Information
	Regular Agenda		
	9. Business Arising from the Minutes	Oral	Input
10:35 a.m. (10 mins)	10. Co-chairs' Remarks	Oral	Information
10:45 a.m. (10 mins)	11. Graduate Student Mobility Partnership with IIT Madras (Jeff Casello)	86	Information
10:55 a.m. (10 mins)	12. Institutional Quality Assurance Process (Angela Christelis)	Oral	Information
11:05 a.m. (30 mins)	13. Senate Governance Review (Charmaine Dean & Jeff Casello)		
	a. SGRC Consultation Recommendation Summary	91	Decision (SEN-R)
	b. Senate Governance Review Memo	94	Input
	c. SGRC Discussion Summary	104	Input
	d. SGRC Facilitated Discussion Follow Up	105	Input
	e. SUC Recommendation – SUC Terms of Reference	110	Input
	f. SUC Recommendation – Academic Quality Assurance Committee	116	Decision (SEN-R)
11:35 a.m. (25 mins)	14. CREATE (Bernie Duncker)	121	Input
	15. Other Business	Oral	Input
	16. Adjournment	Oral	Input

"Decision (SGRC)" to be approved on behalf of Senate
"Decision (SEN-C)" to be recommended to Senate for approval (consent agenda)
"Decision (SEN-R)" to be recommended to Senate for approval (regular agenda)

10 October 2023

Tim Weber-Kraljevski
Governance Officer
Secretary to SGRC

UNIVERSITY OF WATERLOO

Important Dates

23 October 2023	Senate Meeting
20 November 2023	SGRC Meetings
27 November 2023	Senate Meeting
29 January 2024	Senate Meeting
5 February 2024	SGRC Meetings
4 March 2024	Senate Meeting

Excerpt from Senate Bylaw 1

8. Declarations of conflict of interest

8.01	At the beginning of each meeting of Senate or any of Senate's committees or councils, the chair will call for members to declare any conflicts of interest with regard to any agenda item. For agenda items to be discussed in closed session, the chair will call for declarations of conflict of interest at the beginning of the closed portion of the meeting. Members may nonetheless declare conflicts at any time during a meeting.
8.02	A member shall be considered to have an actual, perceived or potential conflict of interest, when the opportunity exists for the member to use confidential information gained as a member of Senate, or any of Senate's committees or councils, for the personal profit or advantage of any person, or use the authority, knowledge or influence of the Senate, or a committee or council thereof, to further her/his personal, familial or corporate interests or the interests of an employee of the university with whom the member has a marital, familial or sexual relationship.
8.03	Members who declare conflicts of interest shall not enter into debate nor vote upon the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).
8.04	Where Senate or a committee or council of Senate is of the opinion that a conflict of interest exists that has not been declared, the body may declare by a resolution carried by two-thirds of its members present at the meeting that a conflict of interest exists and a member thus found to be in conflict shall not enter into debate on the specified item upon which they have declared a conflict of interest. The chair will determine whether it is appropriate for said member to remove themselves from the meeting for the duration of debate on the specified item(s).

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University of Waterloo
SENATE GRADUATE & RESEARCH COUNCIL
Minutes of the 12 June 2023 Meeting
[in agenda order]

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Present: Steve Bednarski, Ramona Bobocel, Jeff Casello, Charmaine Dean, Rob de Loe, Peter Deadman, Bernie Duncker, Anna Esselment, Mike Grivicic (secretary), Alison Hitchens, Julie Joza, Brian Laird, Joseph Meleshko, Ian Milligan, Liz Nilsen, Martin Ross, Manoj Sachdev, Marianne Simm, Mike Szarka, Shirley Tang, Richard Wikkerkink

Resources: Trevor Clews, Carrie MacKinnon-Molson

Guests: Leslie Copp, Melanie Will (12)

Regrets: Sue Ann Campbell, Aiman Fatima, Bertrand Guenin, Neela Hassan, Ryan Johnson, Zerihun Kinate, William McIllroy, Siva Sivoththaman

Organization of Meeting: Jeff Casello, co-chair of the council, took the chair, and Mike Grivicic acted as secretary. The secretary advised that due notice of the meeting had been given, a quorum was present, and the meeting was properly constituted.

DECLARATIONS OF CONFLICT OF INTEREST
No conflicts of interest were declared.

CONSENT AGENDA
Council heard a motion to approve or receive for information the items of the consent agenda as well as parts of item 8 as described in the minutes. Hitchens and Guenin. Carried.

1. MINUTES OF 8 MAY 2023
Council approved the minutes of the meeting as distributed.

2. RESEARCH ETHICS
Council approved the membership extensions as distributed.

3. GRADUATE AWARDS
Council approved items (a)-(c) as presented.

4. CURRICULAR SUBMISSIONS
Council approved item 4(a) as presented.

Council approved all items from '8. Curricular Submissions', except for Arts item D(b) and Engineering items 2(a) and 2(b).

REGULAR AGENDA

5. BUSINESS ARISING FROM THE MINUTES
There was no business arising.

6. CO-CHAIRS' REMARKS
Dean thanked members for attending the recent facilitated discussions on the structure of the council. She remarked: recent announcement of Ontario strategy to attract large-scale biomanufacturing; Research Security town hall event will be held later today; Duncker (with Susan Elliott) recently consulted with all Faculties regarding the Awards Committee, and this may be a topic for strategic discussion in the fall term.

Casello remarked: students now have the option of choosing their pronouns in Quest, which was a collaborative project between his office and the Registrar's Office as well as the Equity, Diversity, Inclusion and Anti-racism Office; recent PhD dinner with 175 attendees (students and supervisors); doctoral graduates are now placed first in

convocation ceremonies, and in the fall term there may potentially be doctoral graduates to address convocation as those ceremonies have no valedictorians; encouragement to faculty colleagues/graduate supervisors to attend convocation; regarding the vision for graduate studies considered by the council, the provost has asked for recommendations to be prepared to Deans' Council, and Casello will share draft recommendations with SGRC for reaction; the findings of the Task Force on Graduate Student Supervision appeared to show no specific impact of EDI factors on the quality of graduate supervision.

Casello observed that Clarence Woudsma has been appointed as assistant vice-president in GSPA; he further recognized that the term of Liz Nilsen is ending, with this meeting of SGRC being her last, and extended sincere thanks for her service.

7.   EXTENSIONS FOR CENTRES AND INSTITUTES
Dean noted the upcoming review of interdisciplinary activities and indicated that extension of the terms of the centres and institutes (C&Is) would allow the review to be completed ahead of the next round of renewals, while also providing time and space to develop a new C&I framework. She observed that one current C&I is not included in the recommendation as the intent is for it to be wound down. Members discussed: any conversation on interdisciplinary activities ought to include the funding of C&Is; review of C&I framework would include examination of best practices at Waterloo and externally; it is likely that SGRC wukk revise dates for C&I review/renewal as the 31 December 2024 date is meant to be a placeholder to allow an 8-9 month process to develop a framework; important to delineate between academic units (departments, schools) and C&Is. A motion was heard that the Waterloo Centres and Institutes listed in the report be given revised mandate end dates of December 31, 2024, as presented in the report. Dean and Bobocel. Carried.

8.   CURRICULAR SUBMISSIONS
Esselment provided an overview of item D(b) from the Arts submission. A motion was heard to recommend that Senate approve updating the MA in Psychology degree requirements to include a "Developmental Psychology" graduate research field as presented. Esselment and Nilsen. Carried.

Sachdev gave an overview of items 2(a) and (b) in the Engineering submission. A motion was heard to recommend that Senate approve the addition of Doctor of Philosophy and Master of Applied Science programs in Electrical and Computer Engineering – Aeronautics, as presented. Sachdev and Szarka. Carried.

9.   GRADUATE STUDIES & POSTDOCTORAL AFFAIRS – CLASS DELIVERY MODES
Simm spoke to the report and recommendation and noted that the definitions would apply to online and synchronous courses. A motion was heard to adopt the definitions for the graduate calendar (glossary of terms) and to recommend that Senate adopt the delivery mode definitions for In-Person, Blended and Online as detailed in the report. Simm and Hitchens. Carried.

10. GRADUATE STUDIES ACADEMIC CALENDAR (GSAC) CHANGES
Nilsen gave an overview of the report and recommendation re: changes to the calendar for graduate work-integrated learning activities. Members expressed thanks to Nilsen, Wikkerkink and all involved for their efforts in bringing forward this item. A motion was heard to update and expand the co-operative education section of the graduate calendar to include Graduate Work-integrated Learning definitions and content, and to add a new Community and Industry Research Projects (CIR) course component to the GSAC and Quest glossary of terms. Nilsen and Simm. Carried.

11. CREATES
Copp provided a PowerPoint presentation: overview of CREATES, which promote training via funding of student stipends; significant effort to apply for CREATEs, and a significant load on PIs follows after approval; focus on developing technical and professional skills; aim is to develop training programs that eventually will be self-sustaining.

Members discussed: training programs needs to be grounded in the views of department chairs and graduate chairs; would be helpful to examine what groups of academic units see as key training needs; with others focused on research, the teams need individuals focused on training; regarding intellectual property, some instructors are connected to WatCo following their involvement in CREATEs; other potential opportunities in the National Cybersecurity Consortium and the National Research Council, and to leverage existing relations with co-op employers; Waterloo would benefit from gleaning best practices from institutions that have had notable success with CREATEs. Casello indicated that SGRC will discuss draft recommendations in the fall term.

12. SGRC FACILITATED DISCUSSIONS – FOLLOW UP

Melanie Will spoke to the process of the facilitated discussions and some of the findings: support for consent agenda; inclined to devote more time to updates from the co-chairs and strategic/institutional priorities; potential to move operational curricular changes to a subcommittee. Members discussed: can add research content/discussions to agendas, in consultation with associate deans, research; could devote one meeting per term to research strategic directions; the current volume of curricular approvals crowds out bandwidth that could be devoted to strategic topics. Casello will connect with Meleshko on the student perspective, and a copy of Will's consultation notes will be circulated to members following the meeting. It is anticipated that Council will continue these discussions in the fall term.

13. OTHER BUSINESS

There was no other business.

14. NEXT MEETING

The next meeting will be held Monday 18 September 2023 from 10:30 a.m. to 12:00 noon in NH 3318.

22 June 2023   Mike Grivicic
                                          Associate University Secretary

Memorandum

To: **Members, Senate Graduate and Research Council (SGRC)**

From: **Julie Joza, Director, Research Ethics**

Date: **September 5, 2023**

Subject: **Membership on Waterloo's Research Ethics Boards**

This memo outlines membership updates that will be taking place on Waterloo's Research Ethics Boards. This update is for consideration and approval by the Senate Graduate and Research Council.

Human Research Ethics Board

Renewing Members

Paolo Dominelli, PhD, Assistant Professor, Kinesiology and Health Sciences, will continue with the Human Research Ethics Board for a second term. This term began on September 1, 2023, and will continue through to August 31, 2026. Paolo provides expertise in the science of human movement.

Britt Anderson, MD, PhD, Associate Professor, Psychology, will continue with the Human Research Ethics Board for a second term including the Delegated Ethics Review Committee in the Department of Psychology. This term began on September 1, 2023, and continue through to August 31, 2026. Britt provides expertise in neuroscience.

New Members

Jonathan Fugelsang, PhD, Professor, Psychology will become a new member on the Human Research Ethics Board. Jonathan was previously a member of the Board having served as a member and Board Chair from 2012 to 2018. Jonathan's new term began on September 1, 2023, and will continue through to August 31, 2026. Jonathan will bring expertise in cognitive science to the Board. Jonathan is also becoming the Chair of the Delegated Ethics Review Committee in the Department of Psychology. This role was previously held by Ramona Bobocel in Psychology.

Shi Cao, PhD, Associate Professor, Systems Design Engineering will become a new member on the Human Research Ethics Board. Shi provides expertise on the methods or processes used in engineering and technology in the conduct of research with humans. Shi will serve in this role beginning October 1, 2023, through to August 31, 2024, while Sean Peterson is on sabbatical.

Kelly Skinner, PhD, Associate Professor, School of Public Health Sciences will become a new member on the Human Research Ethics Board. Kelly provides expertise in qualitative research. Kelly's term began on September 1, 2023, and will continue through to August 31, 2026. Kelly is filling the role that was previously held by Hannah Tait-Neufeld in the School of Public Health Sciences.

Clinical Research Ethics Board

New Members

[Christopher Lowry](#), PhD, Associate Professor, Philosophy will become a new member on the Clinical Research Ethics Board for the period of October 1, 2023, through to September 30, 2026. Christopher provides expertise in bioethics. Christopher teaches biomedical ethics, and his research specialty is in social and political philosophy and its connection to disability, medicine, and health. Christopher will be filling the role previously held by Mathieu Doucet, whose term is ending early to become the Chair of the Philosophy Department.

[Kaylena Martens](#), PhD, Assistant Professor, Kinesiology and Health Sciences will become a new member on the Clinical Research Ethics Board. Kaylena provides expertise in the science of human movement. Kaylena will serve in this role beginning October 1, 2023, through to August 31, 2024, while Michaela Devries-Aboud is on sabbatical. Kaylena's research combines movement kinematics, functional neuroimaging, psychophysiology, and cognitive neuroscience to uncover the neural basis of gait and cognitive-emotional interactions in health and disease.

Andrea Chittle, MD, CCFP, MPH(c) will become a member on the Clinical Research Ethics Board for the period of October 1, 2023, through to September 30, 2026. Andrea provides expertise as a clinical physician. Andrea is an [Adjunct Assistant Professor](#) in the School of Pharmacy, and an [Assistant Clinical Professor (Adjunct)](#) in the Department of Family Medicine at McMaster University. Andrea currently serves as a Medical Advisor with the Sexually Transmitted and Blood-borne Infections Surveillance Division with the Public Health Agency of Canada and as a consultant physician with the Guelph-Wellington Care and Treatment Centre for Sexual Assault and Domestic Violence. Andrea has been a primary and co-investigator on several research projects and is familiar with the research ethics process. Andrea's training and work providing clinical care for members of marginalized and stigmatized groups has also made her attentive and responsive to inclusivity considerations in research. Andrea is filling the role that was previously held by Shekhar Pandey, MD.

Reminder: SGRC members who wish to learn more about the qualifications or academic background and interests of the individual being nominated to the REB are encouraged to contact Julie Joza, Director, Research Ethics at jajoza@uwaterloo.ca. Julie will be pleased to discuss with SGRC members in advance of the meeting the information they may need to help support their decision to recommend the nomination of the individual in becoming a member of the REB. On behalf of the SGRC, the research ethics office retains a copy of each member's CV and expression of interest in being a REB member.

September 5, 2023

TO: Mike Grivicic, Associate University Secretary

FROM: Heidi Mussar, Associate Director, Graduate Financial Aid & Awards

RE: Agenda items for Senate Graduate & Research Council – September 2023

<u>Items for Approval</u>

a) **AI & Data Science Challenge Award - operating**
   Undergraduate and graduate students participating in the Al & Data Science Challenge Events who win first, second or third-place in the challenge are eligible to receive an award valued between $250 and $1,000. Awards will be split evenly amongst team members participating in the challenge. Selection of winners will be made by a panel of judges based on a determined rubric.

b) **Russell Hiscock Graduate Scholarship in Statistics & Actuarial Science – trust**
   Scholarships valued at up to $10,000, will be provided annually to full-time graduate students registered in their first year of the doctoral program in the Department of Statistics and Actuarial Science in the Faculty of Mathematics. Selection is based on academic excellence (minimum 80% cumulative average or equivalent in their current program or over the last two full-time academic years) and research potential. The Graduate Awards Committee in the Department of Statistics and Actuarial Science will identify candidates and select a recipient (s) normally each Winter. This fund is made possible by a donation from Russell Hiscock, BMath '75.
   The first selection will be made in the winter 2024 term and the last in winter 2028.

   Total gift = $50k

c) **CWB Welding Foundation Graduate Scholarship for Women – trust**
   One scholarship, valued at $15,000, will be provided annually to a female graduate student registered full time in the Master's or Doctoral program in the Department of Mechanical and Mechatronics Engineering; preference will be given to doctoral candidates. Selection will be based on academic excellence (minimum cumulative average of 80% or equivalent over the last two full-time academic years) along with demonstrated interested in pursuing a career in the materials joining and allied technologies services industry. Interested students should submit an application found on the Mechanical and Mechatronics Engineering website by October 1st. This fund is made possible by a donation from the CWB Welding Foundation.

   The period of this defined term award will be from 2023 to 2024. The first selection will be made in Fall 2023 and the last in Fall 2024.

d) **Electrical & Computer Engineering International Doctoral Student Award (aka ECE IDSA) – operating**
   The Electrical & Computer Engineering International Doctoral Student Award (ECE IDSA), valued at $1,000 per term up to program time limits, will be provided automatically without the need of an award application. Eligible students will be those who are starting a doctoral program as of fall 2023 and who are in receipt of an International Doctoral Student Award.

e) **Global Emergency Student Relief Fund (previously Students-At-Risk Fund) – trust**
Originally established in fall 2022 in response to the Russian-Ukraine war, the terms of this fund are being amended to broaden the scope to include students whose education has been impacted by natural disasters (e.g., a natural event such as a flood, earthquake, or hurricane that causes great damage or loss of life).
Additionally, the name of the fund has been updated to Global Emergency Student Relief Fund to better convey the purpose and to help students decide, at a glance, if this funding may be suitable for them.

The updated description of the fund/bursary is as follows:

Limited funding is available for this bursary program which is intended to support students whose education has been impacted by conflict, war, changing political environments or natural disasters (e.g., a natural event such as a flood, earthquake, or hurricane that causes great damage or loss of life). Eligible students include domestic, international, and those with refugee status who are registered full time or part time in an undergraduate or graduate program at Waterloo. Preference will be given to students registered full time. Undergraduate students participating as Visiting Scholars and graduate students admitted through the International Visiting Graduate Scholars (IVGS) program are also eligible.

f) **Waterloo Institute for Nanotechnology (WIN) – Velocity Scholarship – operating**
Originally established in December 2021 and amended in March 2023, two existing conditions in the terms are being amended as follows:
-   In order to avoid any ambiguity surrounding the restriction of students accepting a TA and whether the Waterloo Institute for Nanotechnology (WIN) should assume responsibility for providing additional funding in lieu of a TA that a student otherwise would have accepted as part of their offer of admission, WIN would like to amend the terms of reference by removing this restriction. The updated condition will read as follows: "Recipients are expected to focus on their academic and start-up/entrepreneurship activities for the duration of the WIN-Velocity Fellowship program."

-   Provide clarity around the duration of the scholarship for recipients who fast-track from a master's into a doctoral program: the maximum duration of the scholarship will still be two years. The updated condition will read as follows: "Recipients who fast-track from a master's program into a PhD may continue to receive the remainder of their scholarship for the original duration it was issued (i.e., maximum of two years). The scholarship value will continue to be at the master's level."

g) **Scotiabank Graduate Scholarship in Data Science - trust**
Originally approved in May 2021, the terms are being amended by way of broadening the eligibility criteria with the goal of increasing the candidate pool.

The original criterion of:
"Graduate students who will be or who are registered full time in the Master of Mathematics in Data Science or Master of Data Science and Artificial Intelligence program and who self-identify as being of Latin American ethnic or cultural origin."

Is being amended to:
"Preference given to students who identify as Black or Indigenous or are of Latin American ethic or cultural origin."

h) **Ross and Doris Dixon Foundation Graduate Scholarship in Health – trust**
Originally established in 2004 and then amended in 2009, this award is being renewed and amended as follows:
- name of scholarship – from "Ross and Doris Dixon Charitable Foundation Graduate Scholarships in Health" to "Ross and Doris Dixon Graduate Scholarship in the Faculty of Health"
- eligibility – will be given as a regular graduate scholarship; no longer requires an OGS/QEII-GSST match. This is to aid in finding eligible recipients.
- value is being increased from $5,000 to $6,000.
- updated award description as follows:
   One scholarship, valued at $6,000, will be awarded annually to a graduate student registered full time in a master's or doctoral program in the Faculty of Health. The Faculty of Health will identify and select a recipient annually based on previous academic accomplishments without the need for an award application. This scholarship is made possible by a donation from The Ross and Doris Dixon Charitable Foundation in honour of its founders.

i) **Ross and Doris Dixon MBET Scholarship – trust**
Originally established in 2003, this award is being renewed and amended in terms of value (increased from $6,000 to $6,500) and the award description. The new award description is as follows:

Two scholarships, valued at $6,500 each, will be awarded annually to outstanding students entering the Master of Business, Entrepreneurship and Technology (MBET) Program. Selection will be made, without the need of an award application, by the MBET Admissions Committee based on previous academic accomplishments and the ability to demonstrate, during an interview process, the entre/intrapreneurial attributes required to successfully complete the program. This award is made possible by a donation from The Ross and Doris Dixon Charitable Foundation in honour of its founders.

UNIVERSITY OF WATERLOO

MEMORANDUM

TO: Tim Weber-Kraljevski, Governance Officer

FROM: Charmaine B. Dean, Vice-President, Research & International

DATE: September 20, 2023

SUBJECT: Support for the Waterloo/NOSM University Graduate Student Exchange Award (GSEA)

- For information -

Dr. Catherine Burns, in collaboration with Graduate Studies and Postdoctoral Affairs, has developed a proposal for a Graduate Student Exchange Award (GSEA) to advance new research relationships between the University of Waterloo and NOSM University.

These exchange awards will be available for graduate students registered at either the University of Waterloo or NOSM University who wish to participate in the Waterloo/NOSM U Exchange opportunity for four to 16 weeks to conduct research. Although this is not a research project award, the fund will support research expenses such as costs related to travel to field sites, knowledge translation and fostering community and academic partnerships. This award is made possible with funding from the Office of the Research to develop new research relationships between Waterloo and NOSM University and to explore areas of joint research.

Selected graduate students should have a home supervisor and will work under the supervision of a faculty member from the host institution during the duration of the exchange. To apply, interested students would submit the appropriate graduate student exchange award application found on the Office of Research website. Decisions will be made by the Associate Vice President, Health Initiatives, with input from Graduate Studies and Postdoctoral Affairs and NOSM University, as appropriate. Applications that are not approved for funding may be revised and submitted again for consideration. Applications are accepted and evaluated on a rolling basis.

NAME OF AWARD

Waterloo/NOSM University Graduate Student Exchange Award

CONTACT

Project Coordinator, Health Initiatives
Office of Research
ggomashie@uwaterloo.ca

ACCOUNT NUMBER

To be provided by OR

PURPOSE OF AWARD

NOSM University has been a long-standing partner for the University of Waterloo through clinical collaborations with the School of Pharmacy. To encourage new collaborations focused on research and graduate student experience, this award will provide funding for graduate students participating in a Waterloo/NOSM University graduate student exchange who are conducting research under a faculty member's supervision at either the University of Waterloo or NOSM University. This award seeks to develop new and innovative research partnerships between Waterloo and NOSM University faculty and explore areas of joint research through graduate student supervision.

AWARD VALUE AND DURATION

This exchange opportunity and award are being piloted for 12 months after which an evaluation will be conducted by the Office of Research to determine whether new relationships have been established that have led to funded collaborative work.

Total budget available during the pilot stage of this exchange program is $100,000. The total number of awards available varies depending on the budgets proposed in the application.

The value of the award, not to exceed $10,000 for a maximum 16-week research exchange, will be determined by the length of the graduate student's exchange and eligible costs. The fund is primarily intended to cover the cost of living for a period of time while participating in the exchange. The exchange opportunities must be for a minimum of 4 weeks; longer exchanges (16 weeks maximum) are preferred. The allowable expenses are (i) accommodation, travel, living stipend while at the respective institutions and (ii) additional incremental costs of research as appropriate. These costs should be detailed and justified. Remote or virtual collaboration is not eligible; students must be located at the respective institution for the duration of the exchange period.

ELIGIBILITY & SELECTION CRITERIA

- Graduate students registered full time at either the University of Waterloo or NOSM University who are participating in a research project with a faculty member at the host institution.
- Students must be in good standing in their graduate academic program at Waterloo or NOSM U.
- Applicable to all graduate academic programs and areas of research.
- Students must pursue research that is related to their graduate degree program, while at the host university.
- Students must receive permission from their academic department to conduct research at the host university.

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- Selection will be based on the proposal, especially how the exchange experience will leverage the research strengths of the faculty members at Waterloo and NOSM U for an innovative partnership.
- Waterloo and NOSM U faculty members must be eligible to supervise graduate students.
- Students must spend a minimum of four weeks to a maximum of 16 weeks at the host institution.
- A clear case must be made that the relationship between the parties (student, Waterloo faculty and NOSM U faculty) will continue after the exchange and has the potential to lead to further research engagements.
- The exchange must have clear and reasonable learning objectives for the student, and the research must advance the student's academic progress.
- The budget justification must be reasonable and feasible for the costs of the exchange.
- The host supervisor must acknowledge that they agree to host the exchange student and will arrange access to facilities or research space as needed for the duration of the exchange experience.
- Interested students must complete the appropriate Waterloo/NOSM University Graduate Student Exchange Award application found on the Office of Research website.
- The Office of Research will select and notify award recipients of the final decision.
- Before funds will be processed, award recipients must complete the process for the Canadian Graduate Student Research Mobility Agreement (CGSRMA).
- Recipients must complete and submit a report and a survey within one month after their return from the host institution.
- Recipients must acknowledge funding support from the Office of the Vice President, Research & International (OVPRI) in all public announcements, presentations and/or publications related to their funded project.

TERMS OF THE AWARD

When an application is approved, awardees must complete the process for the Canadian Graduate Student Research Mobility Agreement (CGSRMA) before funds are released.

ADMINISTRATION

The award will be administered in accordance with the above terms and conditions, as well as UW policies pertaining to student awards, as amended from time to time.

AWARD DESCRIPTION (posted on website)

Subject to review by UW Senate Graduate & Research Council, the Award will be described in UW publications as follows:

Exchange awards are available for graduate students registered at either the University of Waterloo or NOSM University who wish to participate in the Waterloo/NOSM U Exchange opportunity for four to 16 weeks to conduct research. Although this is not a research project award, the fund will support research expenses such as costs related to travel to field sites, knowledge translation and fostering community and academic partnerships. This award is made possible with funding from the Office of VP, Research and International to develop new research relationships between Waterloo and NOSM University and to explore areas of joint research.

Selected graduate students should have a home supervisor and will work under the supervision of a faculty member from the host institution during the duration of the exchange. Interested students may submit the appropriate graduate student exchange award application found on the Office of Research

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website. Decisions will be made by the Associate Vice President, Health Initiatives, with input from Graduate Studies and Postdoctoral Affairs and NOSM University, as appropriate. Applications that are not approved for funding may be revised and submitted again for consideration. Applications are accepted and evaluated on a rolling basis.

University of Waterloo signatures:

_____

Catherine Burns, Associate Vice-President, Health Initiatives, Office of Research   Date

_____

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

_____

Heidi Mussar, Associate Director, Graduate Financial Aid & Awards   Date

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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:
   o If January 1st is a Sunday, then start of classes is ~~Wednesday, January 4th~~ Monday, January 9th.
   o If January 1st is a Monday, then start of classes is ~~Wednesday, January 3rd~~ Monday, January 8th.
   o If January 1st is a Tuesday, then start of classes is Monday, January 7th.
   o If January 1st is a Wednesday, then start of classes is Monday, January 6th.
   o If January 1st is a Thursday, then start of classes is Monday, January 5th.
   o If January 1st is a Friday, then start of classes is ~~Tuesday, January 5th~~ Monday, January 11th.
   o 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:
   o If May 1st is a Sunday, then start of classes is Monday, May ~~2nd~~ 9th.
   o If May 1st is a Monday, then start of classes is Monday, May ~~1st~~ 8th.
   o If May 1st is a Tuesday, then start of classes is ~~Tuesday, May 1st~~ Monday, May 7th.
   o If May 1st is a Wednesday, then start of classes is ~~Wednesday, May 1st~~ Monday, May 6th.
   o If May 1st is a Thursday, then start of classes is Monday, May 5th.
   o If May 1st is a Friday, then start of classes is Monday, May ~~4th~~ 11th.
   o If May 1st is a Saturday, then start of classes is Monday, May ~~3rd~~ 3.

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 ~~O~~online ~~(Centre for Extended Learning)~~ 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.

FACULTY OF ENVIRONMENT - GRADUATE STUDIES COMMITTEE

REPORT TO FACULTY COUNCIL

October 17, 2023

1. **Program Revision for Approval**

    a. Master of Economic Development and Innovation - SEED
        i. *Updating the minimum admission requirements*

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

Faculty: Environment

Program: Master of Economic Development and Innovation (MEDI)

Program contact name(s): Jason Thistlethwaite, Heather Hall, Jennifer Doucet

Form completed by: Heather Hall, Jennifer Doucet

Description of proposed changes:
Note: changes to courses and milestones also require the completion/submission of the <u>SGRC Graduate Studies Course/Milestone Form</u>.

Updating the minimum admission requirements.

Is this a <u>major modification</u> to the program? No

Rationale for change(s):

We are requesting a change to our admission requirements to better reflect the skills needed in the program. This includes reordering the degree areas of specialization and adding additional areas of specialization to assist with recruitment and ensure that applicants are well-prepared for the program.

Proposed effective date: Term: Winter   Year: 2024

Current <u>Graduate Studies Academic Calendar (GSAC)</u> page (include the link to the web page where the changes are to be made):

https://uwaterloo.ca/graduate-studies-academic-calendar/environment/school-environment-enterprise-and-development-seed/master-economic-development-and-innovation

Current Graduate Studies Academic Calendar content:	**Proposed Graduate Studies Academic Calendar content**:

Admission requirements
 	
• **Minimum requirements**
   o An Honours Bachelor's degree (or equivalent) ~~in Business, Commerce, Economics, Geography, Planning or a related field, with at least a 75% standing or other Honours Bachelor's degree (or equivalent)~~.
	Admission requirements
	
	• **Minimum requirements**
	   o An Honours Bachelor's degree (or equivalent) <u>with at least a 75% standing; the undergraduate degree may be in Planning, Geography, Political Science, Business, Commerce, Economics, Sociology or other social sciences or other fields related to economic development.</u>

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

There are no anticipated impacts to students currently registered in the program. This change will assist with recruitment and ensure that applicants applying to the program are well-prepared for the program.

Department/School approval date (mm/dd/yy):
Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 06/16/23
Faculty approval date (mm/dd/yy): 09/14/23
Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):
Senate approval date (mm/dd/yy) (if applicable):

Graduate studies motions – Science Faculty Council, July 2023

1. To make the following changes to the Master of Pharmacy (MPharm) in Advanced Pharmacy Practice
   a) *Reducing the program length from 6 to 3 terms.*
   b) *Reducing the number of required courses from 8 to 6.*
   c) *Removing the "Fundamentals of University Teaching" and "Leadership Workshop" milestones from the degree requirements.*
   d) *Converting the "Graduate Studies Practicum" milestone into two practicum courses.*

   Rationale: see [Appendix A](#)

2. To add a new course PHARM 658 - Advanced Principles of Medication Management 3: Practicum

   Rationale: see [Appendix B](#)

3. To revise PHARM 652 - Advanced Principles of Medication Management 2: Practicum
   a. Changing the course to a practicum course.

   Rationale: see [Appendix C](#)

<div style="border:2px solid red; color:red; font-weight:bold;">
Secretary Note: This item is a major mod for recommendation to Senate for Approval.
</div>

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

   Rationale: see [Appendix D](#)

UNIVERSITY OF WATERLOO

**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

Program: Master of Pharmacy (MPharm) in Advanced Pharmacy Practice

Program contact name(s): JM Gamble, Tejal Patel

Form completed by: Melinda Recchia

Description of proposed changes:
Note: changes to courses and milestones also require the completion/submission of the SGRC Graduate Studies Course/Milestone Form.

1) *Reducing the program length from 6 to 3 terms.*
2) *Reducing the number of required courses from 8 to 6.*
3) *Removing the "Fundamentals of University Teaching" and "Leadership Workshop" milestones from the degree requirements.*
4) *Converting the "Graduate Studies Practicum" milestone into two practicum courses.*

Is this a major modification to the program? No

Rationale for change(s):

1) *The proposed changes are intended to streamline the program such that students can complete degree requirements in 3 terms/one year rather than the current 6 terms/two years, to attract a larger pool of qualified applicants who are practicing Pharmacists. Between the time of program development and the program launch, the state of the profession was significantly altered. This put pressure on enrollment as a two-year program was no longer of interest to practicing pharmacists and we have had difficulty retaining current students and attracting new applicants. Consequently, the School paused the program to re-assess and develop a plan that includes the proposed minor modifications so we may continue to offer the program while we consider major modifications to further improve the program for prospective applicants. To inform these minor modifications we gathered input from numerous stakeholder groups including pharmacy faculty, experiential team, undergraduate pharmacy students and postgraduate trainees pursuing clinical residency training. The goal of the MPharm program remains to develop advanced pharmacist practitioners who will serve as medication experts in the provision of health care, educators in the classroom and clinical setting, and researchers contributing to the generation and transfer of knowledge related to the optimal use of medications. There will be no changes to the per term tuition cost.*
2) *We propose reducing the total course load by two 0.50-unit weight courses, by removing the elective courses and the biostatistics course. Pharmacy does not offer a biostatistics course, and there are not always suitable courses available in other Departments. In addition, students will receive research methods training through the other core courses in the existing program. Reducing the course load will improve the feasibility of the program for our target audience who will likely need to continue working part time, at a minimum, to maintain their professional licensure and also to fund their graduate studies. Students will be required to complete a total of 6 courses (total 3.00-unit weight) which complies with the minimum requirements for a master's degree with a master's research paper.*
3) *We propose eliminating the "Fundamentals of University Teaching" and "Leadership Workshop" milestones, as these workshops are available to all graduate students in the University; students who wish to complete these workshops will continue to have the opportunity to do so.*

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4) *We propose converting the Graduate Studies Practicum milestone into two courses, to align with the proposed Graduate Work-Integrated Learning (WIL) model. This requires adapting the existing Advanced Medication Management 2 as a practicum course, and creating a new course PHARM 658 Advanced Principles of Medication Management 3: Practicum*

5) *These changes will not affect the program objectives and learning outcomes.*

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/science/school-pharmacy/master-pharmacy-mpharm-advanced-pharmacy-practice

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
Program information • Admit term(s) o Fall • Delivery mode o On-campus (Kitchener campus) • Length of program o ~~6 terms/24 months~~ • Program type o Master's o Professional • Registration option(s) o Full-time • Study option(s) o Master's Research Paper **Degree requirements** • Graduate Academic Integrity Module (Graduate AIM) • Courses o Students must complete ~~8~~ one-term (0.50 unit weight) graduate level courses; ~~6 of the 8 courses are required and the remaining 2 are electives.~~ o ~~Full-time students must complete required courses by the end of their third term in the program; elective courses may be completed later in the program.~~	**Program information** • Admit term(s) o Fall • Delivery mode o On-campus (Kitchener campus) • Length of program o <u>3</u> terms/<u>12</u> months • Program type o Master's o Professional • Registration option(s) o Full-time • Study option(s) o Master's Research Paper **Degree requirements** • Graduate Academic Integrity Module (Graduate AIM) • Courses o Students must complete <u>6</u> one-term (0.50 unit weight) graduate level courses. o A minimum of 70% must be obtained in any graduate course taken by a MPharm in Advanced Pharmacy Practice student to be granted pass standing, and the candidate must obtain an average of at least 75% in the courses presented in fulfillment of the

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Return to Agenda

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
o A minimum of 70% must be obtained in any graduate course taken by a MPharm in Advanced Pharmacy Practice student to be granted pass standing, and the candidate must obtain an average of at least 75% in the courses presented in fulfillment of the MPharm in Advanced Pharmacy Practice degree. ▪ Required courses: ▪ PHARM 651 Advanced Principles of Medication Management 1 ▪ PHARM 652 Advanced Principles of Medication Management 2 ▪ PHARM 653 Methods in Clinical and Applied Research ▪ PHARM 654 Critical Appraisal and Evidence-based Practice ▪ PHARM 655 Physical Assessment and Clinical Laboratory Testing ▪ Biostatistics requirement: Students must complete an approved course in biostatistics or quantitative data analysis offered in the School of Pharmacy or other departments at the University of Waterloo. ▪ Elective courses: ▪ Students must complete a minimum of 2 elective courses selected on the basis of their individual career goals. Suggested courses may include but are not limited to special topics in primary care, pharmacoepidemiology, pharmacoeconomics, systematic reviews, digital design, advanced statistics, computer science, leadership and management. Students will be encouraged to choose elective courses that are relevant to their anticipated career goals.	MPharm in Advanced Pharmacy Practice degree. ▪ Required courses: ▪ PHARM 651 Advanced Principles of Medication Management 1 ▪ PHARM 652 Advanced Principles of Medication Management 2: Practicum ▪ PHARM 653 Methods in Clinical and Applied Research ▪ PHARM 654 Critical Appraisal and Evidence-based Practice ▪ PHARM 655 Physical Assessment and Clinical Laboratory Testing ▪ PHARM 658: Advanced Principles of Medication Management 3: Practicum • Master's Research Paper o Research projects will address an important problem related to an area of medication use or clinical practice. Students must write a protocol and conduct all aspects of the research including obtaining ethics approval, recruitment of participants, data collection, data analysis and preparation of a final report. Students will orally defend their completed research to the satisfaction of the Advisory Committee.

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:

• ~~Graduate level courses from outside of the School of Pharmacy curriculum may be accepted toward these requirements if approved by the supervisor, Advisory Committee and Graduate Officer. Among the 2 elective courses taken, one 400-level course may be accepted toward this requirement if approved by the supervisor and Advisory Committee. The main criterion for acceptance will be based on gaining knowledge in an area that is outside the background of the student but will benefit their research program. Graduate students and their Advisory Committee must ensure that the course selection reflects a graduate degree in Pharmacy.~~
• ~~Students can only take 1 'Special Topics' course for credit toward their graduate degree program requirements (e.g. PHARM 608 or PHARM 611).~~
 	
• ~~Fundamentals of University Teaching~~
   ○ ~~Students must complete the "Fundamentals of University Teaching" offered by the Centre for Teaching Excellence at the University of Waterloo. This program involves 6 teaching workshops and the delivery of three micro teaching lessons to peers.~~
 	
• ~~Leadership Workshop~~
   ○ ~~The leadership workshop milestone requires students registered in the program to complete the leadership workshop such as the "Student Leadership Program" offered by the Student Success Office at University of Waterloo. This workshop will focus on~~	

Current Graduate Studies Academic Calendar content:	Proposed Graduate Studies Academic Calendar content:
~~leadership styles, communication and conflict management in order to provide students with skills relevant to professional leadership. With the approval of the Graduate Officer, students may fulfill this requirement by completing another suitable leadership program.~~ • ~~Graduate Studies Practicum~~ ○ ~~Students must complete a minimum of 750 hours of clinical experiences involving direct patient care in one or more health care settings (hospital, primary care, long-term care, community practice). Students will be able to tailor their clinical experiences in order to meet their future practice goals. The practicum will be supervised by a faculty member in the School of Pharmacy or a designated clinical supervisor affiliated with the School of Pharmacy. Clinical supervisors will complete a detailed rubric assessing student progress in a number of areas. Students will normally begin the clinical practicum during the third term.~~ • Master's Research Paper ○ Research projects will address an important problem related to an area of medication use or clinical practice. Students must write a protocol and conduct all aspects of the research including obtaining ethics approval, recruitment of participants, data collection, data analysis and preparation of a final report. Students will orally defend their completed research to the satisfaction of the Advisory Committee.	

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

The students who are currently in the program will be degree completed by the time the changes are implemented; proposed changes are not expected to have an impact on current students.

Department/School approval date (05/18/2023):
Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 05/29/23
Faculty approval date (mm/dd/yy):
Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):
Senate approval date (mm/dd/yy) (if applicable):

Prior to form submission, review the content revision instructions. For questions about the form submission, contact Trevor Clews, Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Science

Effective date: Term: Winter   Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the Graduate Studies Program Revision Template.

☐ New: Choose an item.

☐ Inactivate: Choose an item.

☐ Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the Graduate Studies Program Revision Template.

☒ New: Complete all course elements below

☐ Inactivate: Complete the following course elements:
                 Course subject code, Course number, Course ID, Course title

☐ Revise: Complete all course elements below to reflect the proposed change(s) and identify the course
                 elements being revised (*e.g. Course description, Course title*):

Course elements (complete as indicated above. Review the glossary of terms for details on course elements)

Course subject code: PHARM

Course number: 658

Course ID:

Course title (max. 100 characters including spaces): Advanced Principles of Medication Management 3: Practicum

Course short title (max. 30 characters including spaces): Med Management 3 Practicum

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description: Students will apply and further strengthen the foundational knowledge and skills developed in PHARM 651 Advanced Principles of Medication Management 1.

Meet type(s): Practicum   Choose an item.   Choose an item.   Choose an item.

Primary meet type: Practicum

Delivery mode: On-campus

Pre-Requisites: PHARM 651

Special topics course: Yes ☐   No ☒

Cross-listed course: Yes ☐   No ☒

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

We propose converting the Graduate Studies Practicum milestone into two courses, to align with the proposed Graduate Work-Integrated Learning (WIL) model, which involves creating this new course PHARM 658 Advanced Principles of Medication Management 3: Practicum.

Form completed by:
Department/School approval date (mm/dd/yy): May 18, 2023
Reviewed by GSPA (for GSPA use only) ☒   date (mm/dd/yy): 09/11/23
Faculty approval date (mm/dd/yy):
Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

Prior to form submission, review the content revision instructions. For questions about the form submission, contact Trevor Clews, Graduate Studies and Postdoctoral Affairs (GSPA).

Faculty: Science

Effective date: Term: Winter   Year: 2024

Milestone

Note: milestone changes also require the completion/submission of the Graduate Studies Program Revision Template.

☐ New: Choose an item.

☐ Inactivate: Choose an item.

☐ Revise: from Choose an item. to Choose an item.

Course

Note: some course changes also require the completion/submission of the Graduate Studies Program Revision Template.

☐ New: Complete all course elements below

☐ Inactivate: Complete the following course elements:
                  Course subject code, Course number, Course ID, Course title

☒ Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

                  Updating the Course title, Grading basis, Course consent, and Meet type/component.

Course elements (complete as indicated above. Review the glossary of terms for details on course elements)

Course subject code: PHARM

Course number: 652

Course ID: 016371

Course title (max. 100 characters including spaces):

     Current title: Advanced Principles of Medication Management 2

     Revised title Advanced Principles of Medication Management 2: Practicum

Course short title (max. 30 characters including spaces): Med Management 2 Practicum

Grading basis: Numerical

Course credit weight: 0.50

Course consent required: Department

Course description:

      Current description: Students will build on the foundational knowledge and skills developed in PHARM 651 Advanced Principles of Medication Management 1.

      Revised description: Students will apply and further strengthen the foundational knowledge and skills developed in PHARM 651 Advanced Principles of Medication Management 1.

Meet type(s): Practicum   Choose an item.   Choose an item.   Choose an item.

Primary meet type: Practicum

Delivery mode: On-campus

Pre-Requisites: PHARM 651

Special topics course: Yes ☐   No ☒

Cross-listed course: Yes ☐   No ☒

Course subject code(s) and number(s) to be cross-listed with and approval status:

Sections combined/held with:

Rationale for request:

We propose converting the Graduate Studies Practicum milestone into two courses, to align with the proposed Graduate Work-Integrated Learning (WIL) model, which involves revising this new course as a practicum course. The purpose of the course remains to allow students to learn to manage increasingly complex patients and drug therapy regiments as they progress from PHARM 651 to PHARM 652.

Form completed by:
Department/School approval date (mm/dd/yy): 05/18/2023
Reviewed by GSPA (for GSPA use only) ☒ date (mm/dd/yy): 09/11/23
Faculty approval date (mm/dd/yy):
Senate Graduate & Research Council (SGRC) approval date (mm/dd/yy):

UNIVERSITY OF WATERLOO

Graduate Studies
Program Revision Template

Prior to form submission, review the <u>content revision instructions</u> and information regarding <u>major/minor modifications</u>. For questions about the form submission, contact <u>Trevor Clews</u>, 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 <u>SGRC Graduate Studies Course/Milestone Form</u>.

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

Is this a <u>major modification</u> 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 <u>Graduate Studies Academic Calendar (GSAC)</u> 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** - Applied Studies - Fundamental Bioscience - Societal Impact

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):

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

Faculty: Interdisciplinary Studies (VPA)

Effective date: Term: Winter   Year: 2024

Milestone
Note: milestone changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

☐ New: Choose an item.

☐ Inactivate: Choose an item.

☐ Revise: from Choose an item. to Choose an item.

Course
Note: some course changes also require the completion/submission of the [Graduate Studies Program Revision Template](#).

☐ New: Complete all course elements below

☐ Inactivate: Complete the following course elements:
                Course subject code, Course number, Course ID, Course title

☒ Revise: Complete all course elements below to reflect the proposed change(s) and identify the course elements being revised (*e.g. Course description, Course title*):

                Updating the Course subject code, Course title, Course description, and Meet types/components.

Course elements (complete as indicated above. Review the [glossary of terms](#) for details on course elements)

Course subject code:

        Current subject code: COOP

        Revised subject code: WIL

Course number: 601

Course ID: 012566

Course title (max. 100 characters including spaces):

        Current title (max. 100 characters including spaces): Career Success Strategies

        Revised title (max. 100 characters including spaces): Career Foundations for Work-Integrated Learning

Course short title (max. 30 characters including spaces): Career Foundations

Grading basis: Non-graded component

Course credit weight: 0.00

Course consent required: Not required

Course description:

Current description: This course is a combination of career development advice and co-op work search process information. The topics include navigating the online job system, preparing resumes, developing interview skills and preparing for a successful work term. COOP 601 is taken the academic term prior to your first work term. COOP 601 is held with PD1 for undergraduate co-op students. Must be a grad co-op student.

Revised description: This course will support students as they prepare to apply for and engage in Graduate level Work-Integrated Learning (WIL) experiences. Students will practice applying career development techniques and explore workplace preparation strategies to support a successful WIL experience. Students will have the opportunity to apply course concepts and establish lifelong learning habits within the context of WIL through self-evaluation, reflection and future planning.

Meet type(s): Online   Lecture   Choose an item.   Choose an item.

Primary meet type: Online

Delivery mode: Only offered online

Requisites: N/A

Special topics course: Yes   ☐   No   ☒

Cross-listed course: Yes   ☐   No   ☒

Course subject code(s) and number(s) to be cross-listed with and approval status: N/A

Sections combined/held with: N/A

Rationale for request:

As part of the University's strategic commitment towards developing talent for a complex future and the associated expansion of Work Integrated Learning (WIL) at the graduate level, the existing course, COOP 601, is being revised to better reflect the unique skills and training of graduate students. The current offering of the course was designed exclusively for co-op students, however beginning in winter 2024 the course will meet the needs of graduate students engaged in various forms of WIL. Furthermore, the course is transitioning to that of a pre-recruitment term course, thereby providing comprehensive support to graduate students earlier in their WIL journey. This, in turn, will ensure graduate students are well-prepared for their WIL experience at every stage - before, during and beyond.

Note: the proposed course revisions have been reviewed and endorsed by the GradWIL Steering Committee, the GradWIL CoreOps group, and Graduate Operations.

Form completed by: Lauren Broderick (Senior Manager, Work-Integrated Learning Courses, Centre for Work-Integrated Learning)

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

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

Faculty approval date (mm/dd/yy):

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

UNIVERSITY OF WATERLOO

Graduate Studies and Postdoctoral Affairs
Waterloo, Ontario, Canada N2L 3G1
uwaterloo.ca/graduate-studies | gsoffice@uwaterloo.ca

October 4, 2023

TO: Tim Weber-Kraljevski, Governance Officer, Senate Graduate and Research Council

FROM: Jeff Casello, Associate Vice-President, Graduate Studies and Postdoctoral Affairs (GSPA)
         Marianne Simm, Director, GSPA

RE: Graduate Studies Academic Calendar (GSAC) changes

GSPA is updating and expanding the following subsections within the "General information and regulations" section of the GSAC:

Items for approval:
1) *General admission*
2) *Financial support*
3) *Important notices*
4) *Ownership of student's work*
5) *Student definitions*

Items for information:
1) *Employment on campus as a full-time student*
2) *English Language Proficiency*
3) *Privacy*

Description and rationale for proposed changes:

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.

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/general-information-and-regulations

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** Graduate programs at the University of Waterloo uniquely offer student-centric pathways that

	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.
	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.
	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.
	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.
	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.

	Fraudulent information 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. Should evidence of admissions fraud be discovered after registration, students are subject to Policy 71 - Student Discipline). 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.
General admission 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	**Admission requirements** 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. Students should check with their 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. 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. 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. 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. 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). Admission decisions are final and cannot be appealed. 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).
~~Admission of students from outside Canada~~	**Study permit for entry into Canada for admitted international students**
~~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.	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. 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. To apply for a Study Permit, the University will issue a Letter of Acceptance (issued by Graduate Studies and Postdoctoral Affairs). 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.~~	
Master's ~~admission~~	**Minimum admission requirements: Master's degree**
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.~~	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.
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.	<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. S</u>ome departments<u>/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).

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.	**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** 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 Univesity, the student will be informed of their eligibility to apply for re-admission to their current Faculty.

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>
Categories of admission ~~**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
3. Alternative admission into qualifying program

1. Standard admission

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.

Offers of admission may contain administrative requirements, such as submission of final official transcripts, as a condition of admission.

2. Admission with academic conditions

(a) Admission without meeting the minimum academic average requirement
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%).

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.

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~~.

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:
- In prior academic work, have met an overall cumulative three-year standing of at least 75%.
- Have substantial relevant occupational experience (normally three years) beyond the completion of the prior program.
- Have attained higher than 75% average in their final year of academic study.

A qualifying program is normally equivalent to a full year (three terms) of undergraduate study with a minimum period of registration of two terms (or an equivalent in part-time registration).

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. 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 guarantee admission into a Master's program. Students who have completed a qualifying program and who wish to enter a Master's degree program must apply 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.

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
Financial support ~~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** **Fundamentals of financial support** The University recognizes that graduate students make critical contributions to the University's missions of teaching and research. Simultaneously, graduate students are achieving their own academic, personal and professional goals through their studies at the University. 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. Given this balance, the University's motivations for providing financial support to graduate students include:

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

	(such as a master's research paper or thesis) typically do not receive scholarships from institutional operating or research funds.
	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.
	For all adjudicated awards priority is given to students within term limits, at the discretion of the University, Faculty or Program.
	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.
	Funding Transparency
	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.
	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.
	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.
	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 should consult the IRCC website: Study in Canada as an international student. **Support for doctoral (PhD) students** The minimum level of financial support provided for doctoral students is reviewed regularly. Any changes to the minimum applies to both new (incoming) and current eligible doctoral students. For the most current minimum funding guidelines, visit the Graduate Studies and Postdoctoral Affairs (GSPA) minimum funding page. **Support for master's research students*** Financial support for master's research students is not guaranteed at the University of Waterloo. Practices vary by Faculty. 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. *Research programs are those in which a key program milestone is the completion of a thesis or a master's research paper.
No equivalent section	**Administration of graduate funding** The following section provides more clarity on graduate student funding: • Minimum levels of funding are inclusive of vacation pay and benefits. • 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.

	- 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. - 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. 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.
No equivalent section	**Exploring opportunities for financial support** Inquiries around funding opportunities may be directed to the department/school/program to which the student is applying. 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.

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
Important notices	**Important notices**
Disclaimer	**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.	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.	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 *University of Waterloo Act*, 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 of Waterloo Act*, 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 *Human Rights Code*, 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

Non-discrimination

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.

Those found not to be upholding this culture of inclusion and respect, both on and off campus (including in virtual settings), may have

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

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.

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Access to programs and courses

The publication of this Calendar does not bind the University to the provision of courses,

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:
  - o Continue to be set regardless of the method of instruction.
  - o 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.
  - o Will be refunded in the event students voluntarily withdraw for the remainder of the term, in accordance with standard withdrawal timelines.

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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).

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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).

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
Ownership of student's work 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** Policy 73 – Intellectual Property Rights 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. <ins>Additional resources can also be found through the Office of Research.</ins> 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.

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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:

1. <u>The submitted work</u> (thesis, research paper, work term report, examination answer paper and such) <u>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>
2. <u>The student grants the University</u> a non-exclusive royalty free license to:
    o <u>make copies or representations of the work for the purposes of research, teaching and administration within the University, as described in</u> Policy 73 – Intellectual Property Rights.
    o circulate the work as part of the University Library collection, the University of Waterloo's repository <u>(e.g. UWSpace)</u>;
    o make copies of a thesis deposited in the University Library at the request of other universities or bona fide institutions;

*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.	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. *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.

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 by "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"

Full-time students
 	
~~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.
	Graduate student definition
	
	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. Receiving support from University administrators.
3. Maintain regular communication with their graduate program.

Research graduate students are those who are enrolled in programs with degree requirements including a thesis or a Master's Research Paper (MRP).

Course-based graduate students are those who are enrolled in programs with degree requirements that are satisfied through courses and milestones only.

Full-time students

Students who are enrolled at the University of Waterloo to study on a full-time basis for a graduate program 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. 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).
6. Be considered to be a full-time graduate student by their supervisor.

*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.**

Full-time off-campus

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.~~

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

~~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](#)~~.	

Employment on campus as a full-time student

Notes: The following content is currently located in the 'full-time student definition' section of the GSAC. Adding it as a separate section will help in searching for this information. There is also a link added to a more detailed/administrative section entitled 'Guidelines for graduate student employment'.

Current GSAC page/section: *https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/full-time-students*

Current Calendar content	Proposed Calendar content **Under section "Awards, scholarships and funding sources"**
[Full-time students](#) (currently located in the student definitions section) ~~**Regular full-time graduate students**~~ 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 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	**Employment on campus as a full-time student** 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 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

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.	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. For further information see the Guidelines for graduate student employment.

English Language Proficiency

Notes**:** The current Calendar content is included below along with one new paragraph on EFAS (**underlined, and bold**).

Current GSAC page/section: *https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/english-language-proficiency*

English language proficiency

The official language of instruction at the University of Waterloo is English. It is the responsibility of the University to ensure that its graduate students have sufficient English language skills to be successful with the demands of the academic environment.

Applicants are exempt from submitting an English language proficiency (ELP) examination score if any one of the following conditions is true:

- Applicants have completed three or more years of post-secondary education or completed a graduate degree at a Canadian institution or university
- Applicants have completed three or more years of post-secondary education or completed a graduate degree at a university at which English was the primary language of instruction, as indicated on our ELP exemption list*
- Applicants have been employed for at least three years in a position in which English was the language of business in a country listed on our ELP exemption list*

*Information on approved ELP exempted countries and institutions is available on the Graduate Studies and Postdoctoral Affairs website.

Tests must have been taken within the last 24 months at the time the application is submitted. Tests that do not appear on this chart are not accepted for admission consideration. The University of Waterloo reserves the right to request an English language test result from any applicant.

For students who do not meet the minimum English language requirements, a conditional offer of admission may be extended with requirements to complete specific language training as specified in their offer of admission, either prior to, or concurrent with their program registration. **In some programs, and under certain conditions, students may satisfy the English language requirements by successfully completing the English for Academic Success (EFAS) at the level required for the intended program of study, with an enrichment component in Graduate Studies Preparation.**

Graduate Studies accepted examinations and required scores.

Standard scores for admission into graduate programs (exceptions noted under Alternative scores*).					
Internet-based TOEFL (iBT)	**IELTS (Academic)**	**Cambridge English test (C1 Advanced**	**CAEL**	**PTE (Academic)**	**EFAS**

		or C2 Proficiency)			
90; writing 25; speaking 25	7.0; writing 6.5; speaking 6.5	185; minimum 176 in each area	70; 60 per band; 70 writing; 70 speaking	63; writing 65; speaking 65	75% overall in level 400 with at least 75% in writing, oral and academic skills

Alternative minimum scores*. For applicants to the Faculty of Engineering: Chemical Engineering; Civil and Environmental Engineering; Electrical and Computer Engineering; Mechanical and Mechatronics Engineering; and Systems Design Engineering.

Alternative minimum scores

Internet-based TOEFL (iBT)	IELTS (Academic)	Cambridge English test (C1 Advanced or C2 Proficiency)	CAEL	PTE (Academic)	EFAS
80; writing 22; speaking 20; reading 20; listening 18	6.5; writing 6.0; speaking 6.0	176; minimum 169 in each area	176; minimum 169 in each area	60; writing 60; speaking 60	75% overall in level 300 with at least 75% in writing, oral and academic skills or 70% in level 400 with at least 70% in writing, oral and academic skills

Alternative higher scores*. For applicants to,
Faculty of Arts: Accounting and Finance; Anthropology; Classical Studies; Digital Experience Innovation; English Language and Literature; Fine Arts; History; Philosophy; Public Service; Religious Studies; Sociology and Legal Studies
Faculty of Engineering: Architecture, Doctor of Philosophy (PhD) in Entrepreneurship and Organization
Faculty of Environment: Climate Change; Climate Risk Management; Development Practice; Economic Development and Innovation; Environment and Business; Environment, Resources and Sustainability; Geography and Environmental Management; Global Governance; Planning; Sustainability Management
Faculty of Health: Public Health Sciences; Recreation and Leisure Studies
Faculty of Mathematics: Data Science and Artificial Intelligence; Quantitative Finance

Alternative higher scores

Internet-based TOEFL (iBT)	IELTS (Academic)	Cambridge English test (C1 Advanced or C2 Proficiency)	CAEL	PTE (Academic)	EFAS

100; writing 26; speaking 26	7.5; writing 7.0; speaking 7.0	191; minimum 185 in each area	70; 60 per band; 70 writing; 70 speaking	68; writing 65; speaking 65	80% overall in level 400 with at least 75% in writing, oral and academic skills

Applicants to the **Faculty of Mathematics: Computer Science programs** must present the following accepted examinations and alternative scores.

Internet-based TOEFL (iBT)	IELTS (Academic)	Cambridge English test (C1 Advanced or C2 Proficiency)	CAEL	PTE (Academic)	EFAS
93; writing 22; speaking 22	6.5; writing 6.0; speaking 6.5	180; minimum 176 in each area	70; 60 per band; 70 writing; 70 speaking	63; writing 65; speaking 65	75% overall in level 400 with at least 70% in writing, oral and academic skills

Privacy

Notes: this is a new section that combines a number of related previous sections/pages:

- Student academic records – from the 'Student records ownership and access' section
- Notice of collection
  - Protection of privacy – from the 'Notice of collection' section
  - Records management – from the 'Notice of collection' section
  - Retention of academic history and fulfilment of program requirements (renamed, was 'Retention of examination answer papers', some new language needed to include broader than just exam papers – from the 'Student records ownership and access' section)
- Notice of disclosure of personal information to Statistics Canada – from the 'Student records, ownership and access' section

[note, there may be future updates to this section as the expansion of the collection of equity data is implemented at the time of admission and/or through Quest]

Structure of new section:

Privacy

Student academic records
Notice of collection
    Protection of privacy
    Records management
    Retention of academic history and fulfilment of program requirements
Notice of disclosure of personal information to Statistics Canada

Under 'Retention of academic history and fulfilment of program requirements' – section references current WatClass structure. We note that retention of student research is missing, however, this is included under the section 'Ownership of student's work'.

Current GSAC pages/sections:
https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/student-records-ownership-and-access

https://uwaterloo.ca/graduate-studies-academic-calendar/general-information-and-regulations/notice-collection

Current Calendar content	Proposed Calendar content
Student records ownership and access **Student academic records** Policy 46 – Information Management ~~includes detailed information regarding student academic records.~~	**Privacy** **Student academic records** Student academic records shall be the property of the University of Waterloo; access to those records, and release of information concerning them, shall be governed by the general law and

Notice of disclosure of personal information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify the student.

Students who do not wish to have their information used are able to ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the Postsecondary Student Information System (PSIS) database. To make such a request, please contact Statistics Canada:

by the University's policies with respect thereto, included under Policy 46 - Information Management Policy.

Notice of collection

Protection of privacy

Under the authority of the University of Waterloo Act, 1972, the University of Waterloo gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member of the University community and to attending a public post-secondary institution in the Province of Ontario, Canada.

Information submitted by applicants during the application process is needed to verify qualifications and determine eligibility for admission. That information, as well as any other information placed in the student record will be protected, used and released in compliance with *Ontario's Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c. F.31) and the University of Waterloo's policies (e.g., Policy 46 - Information Management).

Application and admission information will form part of the student record and will be used to admit, register and graduate students, record academic standing, administer awards and financial aid, authorize library access, and administer and operate academic, athletic, recreational, residences, alumni and other University programs. As an authorized Designated Learning Institution (DLI), and in accordance with Immigration, Refugees and Citizenship Canada (IRCC) compliance reporting requirements, the student's Unique Client Identifier (UCI) number will be recorded to the student record.

Information will be shared with other universities for those students who are in the process of applying to or who are cross-registered or who are enrolled in joint degree, cotutelle or other

Via email:
statcan.PSIS-SIEP.statcan@canada.ca

Via telephone:
Monday to Friday
8:30 a.m. to 4:30 p.m. EST/EDST
1-800-307-3382 or 1-613-951-7608

Via mail:
Institutional Surveys Section Centre for Education Statistics
Statistics Canada, Main Building, SC 2100-K
Tunney's Pasture, Ottawa, Ontario K1A 0T6

Further details on the use of this information can be obtained from Statistics Canada's website.

Retention of examination answer papers

Detailed information regarding the retention of ~~examination answer papers~~ is available from the University Records Management program.

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similar programs offered jointly by the University of Waterloo and another university or universities.

The University also collects specific and limited personal information on behalf of the representative bodies for Undergraduate and Graduate Students. This information is used for membership administration, elections, annual general meetings and the administration of student benefit plans and is disclosed to the two organizations and external plan providers solely for those purposes. Students should contact the office of either group if they have any questions about this matter.

Faculty or Institution of enrolment, programs of study, sessions registered, awards based on academic merit, degrees received, and dates of convocation is considered public information and is released upon request to authenticate students' current or past status at the University of Waterloo. Students who prefer that such information not be released are to advise the Registrar's Office or Graduate Studies and Postdoctoral Affairs (GSPA) in writing, as appropriate.

Co-op students' grades, résumés, co-op work histories and citizenship status (only provided to federal government offices, employers, or third parties contracted to act on their behalf) will routinely be provided to prospective co-op employers as part of the interview process to facilitate co-op work term employment.

Information on admission, registration, academic standing and graduation may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions and the provincial and federal governments.

The Income Tax Act (ITA) requires that the University of Waterloo request and include students' Social Insurance Numbers (SIN) in annual Information Returns filed with the Canada

Application and admission information will form part of the student record and will be used to admit, register and graduate students, record academic standing, administer awards and financial aid, authorize library access, and administer and operate academic, athletic, recreational, residences, alumni and other University programs. As an authorized Designated Learning Institution (DLI), and in accordance with Immigration, Refugees and Citizenship Canada (IRCC) compliance reporting requirements, the student's Unique Client Identifier (UCI) number will be recorded to the student record.

Information will be shared with other universities for those students who are in the process of applying to or who are cross-registered or who are enrolled in joint degree, cotutelle or other similar programs offered jointly by the University of Waterloo and another university or universities.

The University also collects specific and limited personal information on behalf of the ~~Waterloo Undergraduate Student Association and the Graduate Student Association~~. This information is used for membership administration, elections, annual general meetings and the administration of student benefit plans and is disclosed to the two organizations and external plan providers solely for those purposes. Students should contact the office of either group if they have any questions about this matter.

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Revenue Agency (CRA) regarding T2202 and T4A tax documents. The [Tuition and Enrolment Certificate](#) (T2202) is provided annually to each full-time and part-time student and includes tuition fees and enrolment information of students, such as the months of full-time or part-time enrolment. The [Statement of Pension, Retirement, Annuity, and Other Income](#) (T4A) is provided annually to students who receive scholarship, bursary and certain other non-employment income. The SIN is also included on Revenu Quebec's RL-1 tax document that is provided to students resident in Quebec. Students' SIN may also be used by the University to support processing of financial aid, which may include providing information to provincial or federal government offices or third parties contracted to act on their behalf; details on this use are provided in the financial aid application process. Questions pertaining to the collection, use, and disclosure of SIN by the University of Waterloo should be directed to [The Centre](#).

The University of Waterloo is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education. Further information on how the Ministry of Colleges and Universities uses this personal information is available on the ministry's website. Further information on the collection and use of student- level enrolment-related data can be obtained from the Ministry of Colleges and Universities website ([English](#) or [French](#)) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education

Co-op students' grades, résumés, co-op work histories and citizenship status (only provided to federal government offices, employers, or third parties contracted to act on their behalf) will routinely be provided to prospective co-op employers as part of the interview process to facilitate co-op work term employment.

Information on admission, registration, academic standing and graduation may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions and the provincial and federal governments.

The Income Tax Act (ITA) requires that the University of Waterloo request and include students' Social Insurance Numbers (SIN) in annual Information Returns filed with the Canada Revenue Agency (CRA) regarding T2202 and T4A tax documents. The [Tuition and Enrolment Certificate](#) (T2202) is provided annually to each full-time and part-time student and includes tuition fees and enrolment information of students, such as the months of full-time or part-time enrolment. The [Statement of Pension, Retirement, Annuity, and Other Income](#) (T4A) is provided annually to students who receive scholarship, bursary and certain other non-employment income. The SIN is also included on Revenu Quebec's RL-1 tax document that is provided to students resident in Quebec. Students' SIN may also be used by the University to support processing of financial aid, which may include providing information to provincial or federal government offices or third parties contracted to act on their behalf; details on this use are provided in the financial aid application process. Questions pertaining to the collection, use, and disclosure of SIN by the University of Waterloo should be directed to [The Centre](#).

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Questions by an individual regarding the collection, use, disclosure, access, and correction of their personal information in any specific instance should be addressed to the University Faculty, administrative office, or service responsible for such collection and use. Questions of a general nature regarding the processing of personal information by the University, should be directed to the [Secretariat](#), University of Waterloo, 200 University Avenue West, Waterloo, Ontario, Canada N2L 3G1. The Secretariat can be contacted by email at fippa@uwaterloo.ca. See also University of Waterloo [Policy 46 - Information Management](#) .

Records Management

All documents submitted to support admission become the property of the University and will not be returned. Documents submitted by students are retained for the duration of their studies. See [Policy 46 - Information Management](#) and [WatClass](#), the approved classification scheme and retention schedules for University of Waterloo.

Retention of academic history and fulfilment of program requirements

Graduate student files document a student's academic history and fulfilment of program requirements. Information retained by the University are governed under [WatClass](#)**, which** is the approved classification scheme and retention schedules for University of Waterloo records, described in the "Information Lifecycle Management" section of [Policy 46 - Information Management.](#) Detailed information regarding the retention of graduate student files is included under [ST65 – Student Files Graduate,](#) and is available from the [University Records Management](#) program.

1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education. Further information on how the Ministry of Colleges and Universities uses this personal information is available on the ministry's website. Further information on the collection and use of student- level enrolment-related data can be obtained from the Ministry of Colleges and Universities website (English or French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 438 University Avenue, 5th Floor, Toronto, Ontario, M7A 2A5.

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	Via email:
	statcan.PSIS-SIEP.statcan@canada.ca
	Via telephone:
	Monday to Friday
	8:30 a.m. to 4:30 p.m. EST/EDST
	1-800-307-3382 or 1-613-951-7608
	Via mail:
	Institutional Surveys Section Centre for Education Statistics
	Statistics Canada, Main Building, SC 2100-K
	Tunney's Pasture, Ottawa, Ontario K1A 0T6
	Further details on the use of this information can be obtained from Statistics Canada's website.

Graduate Student Mobility Partnership with IIT Madras

October 2023

Jeff Casello
AVP, GSPA

Ian Rowlands
AVP, International

UNIVERSITY OF WATERLOO

IIT Madras is …

- World-class university

  - QS global ranking of 285 (Waterloo at 112)

  - NIRF national ranking of 1

- Valued partner of Waterloo's

  - MoU in 2018

  - President Goel and team received warmly in March 2023

- They are excited to engage

  - Not least of because of so many similarities in research emphases and broader priorities and values

UNIVERSITY OF
WATERLOO

The plan is …

- Waterloo become a partner in IIT Madras's International Immersion Experience program

    - Existing partners include Auckland University of Technology, KTH Royal Institute of Technology, McGill University, RWTH Aachen

- Three senior PhD students from IIT Madras come 'in' to a Waterloo research group in Summer 2024

- Three senior PhD students from Waterloo potentially go 'out' to an IIT Madras research group in Fall 2024 and/or Winter 2025

UNIVERSITY OF WATERLOO

Implementation would be …

- Open call to Waterloo community to host one of the IIT Madras students, on a project of your choice → soon til mid-November

- Selection made by GSPA leadership → second half of November

- Three Waterloo opportunities presented to IIT Madras students (as part of International Immersion Experience program) → mid-December to mid-January

- Waterloo faculty member interviews prospective candidates → late-January

- Student here in Summer 2024 (housed at AFIW); outbound opportunity for Waterloo student to follow

- No cost to participating faculty member, though commitment and engagement are selection criteria

PAGE 4

UNIVERSITY OF WATERLOO

Why we (GSPA plus WI) are excited about this ...

- To increase individual IIT Madras and Waterloo students' specialized knowledge and intercultural understandings.

- To grow the capacity, the output, and the international exposure of two research groups – one at IIT Madras and one at Waterloo.

- To advance shared understanding between the two universities so that additional future collaborative activities can be more easily advanced across any/many of learning, research, and/or community activities.

- For more information → Jeff or Ian ... *Thank you!*

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Senate Graduate and Research Council

There have been discussions over the past year on the Future of Senate Graduate and Research Council (SGRC) and considerations on how it should be best structured to maximize the efficacy of SGRC. Based on the feedback we received, we are proposing the following structure, moving forward on a trial basis, and revisiting this proposed structure after 2 years to determine if this revised structure is operating well and meeting the needs of Council members.

To align with the comments related to ensuring that members have opportunity to connect on **strategic matters**, SGRC will only consider those matters at the intersection of research and graduate and postdoctoral studies, with a focus on strategic considerations.   SGRC will meet then at least, and perhaps preferably, once per term (maximum four times per year) on strategic matters of intersectionality.

Two subcommittees of SGRC will have delegated authority for approval of items of business related to graduate students and to research:

- o Associate Deans Graduate to meet monthly to contemplate and approve matters related to graduate students and the administration of graduate studies. Membership of the subcommittee shall include graduate student representatives.
- o Associate Deans of Research to meet monthly on matters related to research. Membership of the subcommittee shall include graduate student representatives.

It is important to recognize that, although proposed here for discussion, this outcome is contrary to ADG colleagues perspective that ADRs have a role to play in graduate studies.

Where will academic program reviews including FARS and two-year progress reports be considered?

Matters related to Centres and Institutes would be considered by SGRC as a whole.

Inclusion of other stakeholder input as for SGRC will be considered at a subsequent meeting for discussion and feedback, once there is input from SGRC on this proposal.

Any proposed revised structure will need approval by Senate Executive, and perhaps other governance bodies.

The attached tables provide a summary of the stakeholder consultations with Associate Deans Graduate and Associate Deans Research as well as other Council members.

Table 1 lists the feedback that is accommodated by this new temporary proposed structure.

Table 2 lists the feedback that is not accommodated by this new proposed structure.

Table 3 offers suggestions of the topic areas where there is intersection between the graduate and research portfolios.

UNIVERSITY OF WATERLOO

Table 1: Feedback accommodated by new proposed structure.

	Support Staff	ADG	ADRS
Accommodated	• Committee members value strategic updates from Jeff and Charmaine - If committee didn't exist, these important updates would be missed. • There are lots of topics where ADRs and ADGs need to come together- inclusive research, research design, funding for students, (research grants, funding for students, post docs) • Create Subcommittee to deal with curricular changes and keep these committee meetings for strategic discussions. • Discussion topics that span both portfolios valuable. • Keep committee membership the same but change the structure to allow for more conversations and less details. • Provide clarity on role of committee - is this decision-making committee or an informational committee where people bring forward changes being implemented. • Need to have orientation to the committee for new members to build understanding of the role of committee and its members.	• Meeting frequency • Consent agenda is working. • Curricular changes work well for ADGs, but they understand that research doesn't want to listen to all curricular changes. • Committee members value strategic updates from Jeff and Charmaine - If committee didn't exist, these important updates would be missed. • Could do better at including both research and grad studies perspectives-agenda feels heavily weighted on the grad studies side. • Together, identify points of interaction between grad studies and research - and these items to shape agendas. • Provides a forum for ADG's to know the ADR's. • Effective when institutes come to share reports. • Create more space for ADRs to share updates, reports, information at the committee meetings. (Included in joint meetings) • Showcase grad students' contributions to research more. • Interactions between ADR's ADG's is inconsistent based on faculty - this committee could help bring some consistency.	• Strategizing discussions • Space for both sides to understand what happens on the other side. • Discussion on Institutional priorities are helpful - large grants, knowledge connections or ADRs. • Change the size of the group-perspectives are not shared because of the size of the group is too large. • Bulk of the meeting is grad focused, could have more focus on research. • Research operations council replaces much of the need for the SGRC from research perspective. • Consensus among the ADRs to separate the committee. • Could there be a joint committee meeting once a term with intentional agenda setting? • Strong desire to maintain connections with ADG's and strong support that this doesn't need to happen in a formal senate committee. • Need to consider what conversations wouldn't be happening if the council splits and find a way to continue those conversations.

Table 2: Feedback not accommodated by new proposed structure.

	Support Staff	ADG	ADRS
Not Accommodated	• Could program level changes (simply course number, title, etc. changes) be done within faculty? Do they need to come to the committee? Feeling that 75% of the agenda is spent on curriculum changes. **Large program level changes should still come to the committee (moving programs online, etc.)**	• Consensus that the council should stay together - ADRs input is valued on graduate programs and graduate studies, generally • Helpful to know content being discussed as it helps influence changes made in own faculties (by making sure the agendas for both sub committees are given to the SGRC, there could be opportunity for the feedback as well) • Calendar changes need to stay with this committee for oversight and communication.	• If Senate graduate council were to be established, then It would be possible to create a non -voting members on this to allow ADR's to attend when necessary/interested vs. requiring their attendance. • Could there be on ADR who attends SGRC on behalf of ADR's report back to the Research Operations Committee. • Could ADGs be invited to Research Operations Council to maintain connections and knowledge sharing instead of SGRC. • Could there be one ADR who attends SGRC and reports back at Research Operations Council

Table 3: Topic areas where there is intersection between the graduate and research portfolios.

Support Staff	ADG	ADR
• Research and grad students • Post docs • Research grants/funding for students • Work Integrated learning. • Lab culture – Inclusive research • Intellectual property	• Collaborative programs • Funding • Links to institutes • Labs – grad students are the center of this. • Interdisciplinarity between faculties (Often don't discuss these things at meetings) • External agency funding • Publications with students – demonstrating. • How much our students are contributing to research. • Intersections at every level and area	• Grad student training • Post docs • Grants • Funding • New knowledge transfer into graduate courses and research

MEMORANDUM

TO: Senate Graduate and Research Council

FROM: Andrea Kelman, Acting University Secretary

DATE: 5 December 2022

SUBJECT: Senate Governance Review Recommendations

Senate endorsed the recommendations of the [Senate Governance Review](#) at its meeting on 20 June 2022, and you will be aware the recommendations were broad and will impact many aspects of the work of Senate and Senators.

Each of the Senate Committees and Councils will be working in a coordinated fashion, supported by the Secretariat, to review their terms of reference concurrently, with recommendations being brought forward as they are ready through the two-step Senate review and approval process.

Each Committee/Council will be provided with key documents (e.g., terms of reference) and a series of guiding questions will be provided to encourage strategic discussion, streamline conversations, and create consistency between and amongst recommendations. Selected excerpts from key documents have been included as an appendix A to this memo for ease of reference and in support of the questions provided, however, the complete original documents are hyperlinked as well.

The following guiding questions are provided to encourage strategic conversation and similar conversations between Committees and Councils, however, discussion is not limited to these questions[1]. Additionally, the questions may solicit discussion around guiding governance principles for Senate at the University of Waterloo.

Guiding Questions

- How would you describe the current level of engagement within Senate Graduate and Research Council (SGRC)?
- Is the current timing, cadence, and length of meetings appropriate? Could improvements be expected from changing one or more of these elements?
- Does the Council's agenda accurately reflect its mandate? Is the Council appropriately engaged on matters in its mandate? What examples support this (if any)? Are there any changes required to the mandate of the Council?
- Do Council members observe any inappropriate overlap (whether minor or significant) in the mandate, membership, or responsibilities with other Senate Committees and Councils? Are there Councils with similar mandates that could be combined?

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[1] SGRC will additionally consider the memos at Appendix B; per recommendation #32 [Senate Governance Review](#)

- Are the Senate-delegated powers of the Council appropriate? Are there any matters/powers that could be delegated from Senate to this Council or from this Council to a subcommittee or other university Committee? Would creation of a subcommittee (e.g., committee to handle curricular submissions on behalf of the Senate Councils) be appropriate to handle routine approvals, and so to liberate time and space to focus on more strategic issues?
- Is the membership composition of the Council appropriate? How could it be changed with tasks delegated to sub-committees or other committees?
- How does this Council communicate with Senate? How might the Council communicate differently with Senate?
- For consideration of proposals with a scope that is cross-campus/interdisciplinary or otherwise does not neatly fall within the remit of a single governance body, could the Council adopt mechanisms (for itself or with other bodies) to provide a more efficient pathway toward approval?

The Secretariat is also exploring implementation of an annual orientation for each of the Senate Committees and Councils. Please provide feedback on those topics you would like covered in an orientation.

Finally, the Secretariat is proposing that all Committees/Councils undertake regular reviews of the respective terms of reference (on a five-year staggered cycle), with monitoring and accountability to Senate (or an appropriate Senate Committee). This cycle ensures regular review without assigning any obligation to amend the terms of reference.

Request:

Committees and Councils of Senate may provide their observations and input through the chair/co-chairs and secretary, for inclusion within the suite of changes under contemplation in the implementation of the Senate Governance Review.

APPENDIX A

Excerpt from the *University of Waterloo Act*

POWERS OF THE SENATE

22. The Senate has the power to establish the educational policies of the University and to make recommendations to the Board of Governors with respect to any matter relative to the operation of the University and without restricting the generality of the foregoing, this includes the power,

(a) to make recommendations to the Board of Governors relative to the creation, establishment, maintenance, modification, or removal of organizational structures such as faculties, schools, institutes, departments or chairs within the University;

(b) subject to the approval of the Board of Governors, in so far as the expenditure of funds is concerned, to establish, maintain, modify or remove, curricula of all courses of instruction including extension courses;

(c) to determine policies concerning the qualifications of faculty members within the University with respect to appointments or promotions in rank, or to the granting of tenure, in connection with research or teaching or academic administration;

(d) to determine standards of admission of students to the University;

(e) to consider and determine the conduct and results of examinations in all faculties or academic units;

(f) to hear and determine appeals from the decisions of the faculty councils on applications and examinations by students;

(g) to confer degrees, diplomas and certificates or other awards in any and all branches of learning and in any subject taught in the University or its federated or affiliated colleges;

(h) to confer honorary degrees in Divinity, without fees, upon the recommendation of any theological college federated or affiliated with the University;

(i) to confer honorary degrees in any department of learning;

(j) to undertake, consider and co-ordinate long-range academic planning;

(k) to consider and to recommend to the Board of Governors policies concerning the internal allocation or use of University resources;

(l) to consider and to recommend to the Board of Governors the federation or affiliation of the University with any college for teaching any branch of learning;

(m) to create councils and committees to exercise its powers;

(n) to provide, if considered necessary, for an executive committee which shall act in the name and on behalf of the Senate between regular meetings of the Senate; and

(o) to enact by-laws and regulations for the conduct of its affairs.

Excerpts from [Senate Bylaw 1 – Business and affairs of Senate](#)

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4. Committees and councils - agenda and background material to be available

4.01   Notice in writing of each general meeting of any committee or council shall be available at least seven (7) days prior to the date of each such meeting.

4.02   The agenda and available background material for any general meeting of any committee or council shall be available at least seven (7) days prior to the date of each such meeting.

12. Limit on service on committees

12.01   An elected member of Senate shall not serve on more than one of the Executive, Finance or Long Range Planning Committees.

14. Bylaws - general

14.01   The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate. At the first reading, such discussion as is deemed appropriate by Senate shall take place. At the second reading, further discussion may take place and the vote on the document shall be taken. The two readings shall take place at different, but not necessarily consecutive, meetings of Senate.

14.02   No proposed bylaw or amendment(s) will be given reading unless it has been bound into or accompanies the agenda portfolio distributed in advance of the meeting.

14.03   Any proposed bylaw or amendment(s) shall include the proposed wording of the bylaw or amendment(s), and where appropriate, a summary of the reasons for such bylaw or amendment(s).

14.04   In order to be approved by Senate, any new bylaw or amendment(s) to bylaws must receive the affirmative vote of at least two-thirds of the members of Senate present and voting at the meeting.

Excerpt from [Senate Bylaw 2 – Committees and councils of Senate](#)

Senate Graduate and Research Council

4.01	There shall be a council of the university, appointed by and responsible to Senate, called the Graduate & Research Council.

4.02	**Graduate & Research Council Membership**
	The membership of this council shall consist of the following:
	
	a. *Ex Officio*
	
	  i. The president of the university.
	  ii. The vice-president, academic & provost.
	  iii. The vice-president, research and international, who shall co-chair this council.
	  iv. The associate vice-president, graduate studies and postdoctoral affairs, who shall co-chair this council.
	  v. An assistant vice-president, graduate studies and postdoctoral affairs appointed on the recommedation of the associate vice-president, graduate studies and postdoctoral affairs
	  vi. The associate vice-president, interdisciplinary research.
	  vii. The associate vice-president, research oversight and analysis
	  viii. The associate dean for graduate studies from each Faculty
	  ix. The associate dean for research from each Faculty
	  x. The director of research ethics
	  xi. The director, research partnerships
	  xii. The director, graduate academic services
	  xiii. The university librarian or designate
	  xiv. The president of the Graduate Student Association
	
	Elected / Appointed
	
	  i. One faculty member from the affiliated and federated institutions of Waterloo, who shall serve for a term of two years
	  ii. One graduate student from each faculty, each of whom shall serve for a term of two years.

4.03	**Powers and Duties of the Graduate & Research Council** The Graduate & Research Council shall consider all questions relating to the academic quality of graduate studies and research activity within the university and, without intending to restrict the generality of the foregoing, the Graduate & Research Council shall, 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. b. Advise the vice-president, academic & provost on all matters relating to graduate studies and research. c. Receive, consider, study and review briefs on any aspect of graduate studies and research from members of the university. d. Make recommendations to Senate with respect to any financial matter pertaining to graduate studies and research. 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. 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. g. Consider, study and review all proposals for new centres and institutes, and the closure of centres and institutes, and make recommendations to Senate thereon. h. On behalf of Senate, consider and approve renewals for centres and institutes, and report such renewals to Senate for information. 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.

APPENDIX B

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SENATE REFORM

Establishment of Senate Research Council

Proposed by Associate Deans Research
March 1 2022

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Proposal

In response to the call for Senate reform at the University of Waterloo, a revised academic structure to properly and more effectively support both graduate studies and research at the University of Waterloo (UW) is proposed. The revised academic structure is to convert the Senate Graduate and Research Council (SGRC) to its pre-2003 state as two separate councils, namely, the Senate Graduate Council (SGC) and the Senate Research Council (SRC). Creating an SRC will enable the institution to meet its strategic objective of "advancing research for global impact".

Background

The SGRC is a formal council of Senate established and defined in Senate Bylaw 2 which sets the membership and duties of SGRC. SGRC has the mandate of "considering all questions related to the academic quality of graduate studies and research activity with the university". In 2003, SGRC was formed by merging the original Senate Research Council (SRC) and original Senate Graduate Council (SGC). The Appendix contains relevant excerpts from Senate indicating reasoning for merging the councils in 2003.
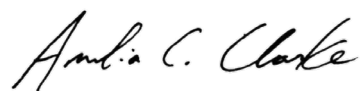
Motivation

1. **New institutional challenges**. There are many new challenges affecting the UW research landscape: security risks, equity/diversity/inclusivity, data management, role of centers/institutes, large-scale research grants of national importance, intellectual property, entrepreneurship, as examples. Academic input and discussion on these topics are essential yet there currently is no academic group on campus that is capable and committed to providing academic input on these topics. A Senate Research Council would satisfy these needs.
2. **Enabling research growth**. Given UW's growth in faculty complement and corresponding growth in research productivity, infrastructure, and ambitions over the last 20 years coupled with expectations of future impact, an academic mandate and discussion forum for research is required necessitating a Senate Research Council. That there is currently no dedicated forum for academic research discussions is detrimental to UW's strategic interests.
3. **Research academic representation**. SGRC is skewed with roughly 80% of agenda topics dedicated to graduate studies and 20% dedicated to research. Typical graduate items include academic calendar changes, program reviews, curriculum submissions and graduate awards. Typical research items include ethics committee membership approvals and centre/institute renewals, but do not involve many of the challenges summarized in (1.) above. . Further, Associate Deans Graduate (ADGs) do not have the basis to address research administrative issues while Associate Deans Research (ADRs),

similarly, do not have the basis to address graduate issues. Departments and faculties should have the ability to percolate concerns from grassroots into a functional, academic decision-making pipeline to improve research decision making, utilize lines of communications, provide a voice for the institution, and provide forums for active academic ideas and opinions. None of this exists now and a Senate Research Council will enable such academic necessities.

4. **Motivation for 2003 merger no longer applicable**. Graduate studies, undergraduate studies and research each have different mandates even though there are relationships between these mandates. As such, each of these domains require a separate academic body reporting to Senate. The Senate recorded, when SGRC was created in 2003, that creating SGRC "*is seen as a streamlining effort (the Councils have significant overlap) and a way to integrate even further graduate studies and research activities on campus.*" but this has not been achieved because the "streamlining" has led to the neglect of academic research advocacy, there are no noticeable overlaps, and there is very little (if any) integration of "graduate studies" and "research" via SGRC. The original merger had good intentions, but operationally these are not applicable today and SGRC has been implemented at the expense of not providing a forum for academic research discussions and advancements.

5. **Revised process to support academic research.** Major initiatives and implementations for research should be discussed and refined with the Research Operations Council (ROC). Items that require Senate approval will then move from ROC to the Senate Research Council which would be a broader body of representation (i.e., involving other stakeholders to scrutinize) to support formal academic approval. ROC, comprised of the ADRs and Vice-President Research and International (VPRI) can discuss and process based on positions that are committed to the research mandate on campus before receiving formal approval. Other institutional decisions not requiring formal Senate approval would be sent to Deans Council for ratification and institutional support.

6. **Non-voting status**. If knowledge of committee activities being cross-fertilized between SRC and SGC is desirable, it is recommended that ADGs be non-voting members of SRC and, similarly, ADRs be non-voting members of SGC. This non-voting mechanism (where non-voting positions do not count towards quorum) will allow ADs to either provide feedback to their counterpart AD or attend SRC/SGC meetings in a non-voting capacity to have the opportunity to provide insights from their perspective on issues.

On behalf of all Associate Deans Research, thank you for the consideration of this valuable initiative to benefit the University of Waterloo to improve the research mandate on campus. We are happy to have a discussion to address any feedback on this proposal.

Amelia C. Clarke

Amelia Clarke – Associate Dean Research, Environment

David Clausi

David Clausi – Associate Dean Research & External Partnerships, Engineering

Ana Ferrer

Ana Ferrer – Associate Dean Research, Arts

Anita Layton – Associate Dean Research and International, Math

Richard Staines – Associate Dean Research, Health

John Thompson

John Thompson – Associate Dean Research (Acting), Science

Appendix

From the minutes of the 24 March 2003 Senate meeting:

*"**Graduate and Research Councils.** The Vice-president, University Research presented this report to Senate for information (distributed at Senators' places). The possible merger of these two Councils will be brought back to Senate. It is seen as a streamlining effort (the Councils have significant overlap) and a way to integrate even further graduate studies and research activities on campus. A merger will require an amendment to the relevant Senate bylaws (8 and 12). In order to facilitate continued discussions, it is proposed that the April meeting of Senate consider extending the current terms of Council members for two months (to June 30, 2003). Bylaw changes could be introduced at the May and June meetings of Senate."*

Also, by way of background, SGC and SRC had begun to hold joint meetings beginning on 11 February 2003, from their joint report to Senate 24 March 2003:

"On a trial basis, Senate Graduate and Research Councils are holding joint meetings, co-chaired by the Associate Dean, Graduate Studies (Jim Frank) and the Vice-president, University Research (Paul Guild). The first joint meeting was held on February 1 1, 2003. Councils forward the following items to Senate, for information..."

First reading of the bylaw changes to join SGC and SRC occurred at the 20 May 2003 meeting. The minutes are incredibly brief:

*"**Amalgamation of Senate Graduate and Research Councils** - **Revised Bylaws 8 and 12.***

Senate agreed to amalgamate the two Councils and approve the revised Bylaw 8 for first reading.

Waller and Helmes-Hayes. Carried."

Also see the attached pdf of the open Senate minutes and agenda.

The second reading occurred at the 16 June 2003 meeting of Senate. From the minutes:

"Second Reading of Bylaw Number 8; Appointments to Graduate & Research Council.

Senate agreed to approve Bylaw Number 8 for second and final reading and approved the slate of Faculty, Federated & Affiliated College and graduate student representatives to the Council as presented in the agenda package.

Guild and George. Carried."

Comments on the current and future function of Senate Graduate and Research Council

The University is undertaking an assessment of its governance structure, with a focus on the University Senate and its associated Councils. Concurrently, conversations have been underway regarding the efficacy of the joint Senate Graduate and Research Council (SGRC). To inform the University's decision-making on its governance bodies, the Associate Vice President Graduate Studies and Postdoctoral Affairs (AVPGSPA) consulted the graduate studies leadership team – the Faculty Associate Deans Graduate Studies (ADGs) and the Assistant Vice Presidents, GSPA – to seek their input on improving the effectiveness of SGRC.

The summary of this consultation is as follows:
- There is an acknowledgement that substantive portions of SGRC meetings are spent on curricular changes which may not be of particular relevance or interest to the Associate Deans Research (ADRs);
- There is also a recognition that the ADRs portfolio tends to focus more on interactions with faculty members than with graduate students;
- Agenda items led by the ADRs – most notably Centre and Institute renewals – are of interest to the ADGs as these research activities are important sources of engagement for graduate students;
- There remains some confusion as to the role of SGRC in reviewing Centres and Institutes in that they come to the Council having been reviewed and approved by the Research Council. Providing clarity on SGRC's role will be helpful;
- There is a perceived common (among ADGs and ADRs) interest in postdoctoral scholars that is not regularly addressed at SGRC;

Generally, the ADGs find value in maintaining a common Graduate and Research Council of Senate, but changes should be considered to improve its efficacy. Suggestions for improvement include:
- Providing greater clarity on the purpose of the curricular reviews such that their consideration can be streamlined. The observation was made that substantial time is spent on presenting what can be considered minor curricular changes – titles and descriptions of courses, program requirements, etc. – that are rarely contentious. If the Council were to develop a new operational model that still met the governance obligations, but expedited the review, more time may be available at SGRC meetings for other considerations.
- Including strategic discussions as part of the SGRC agenda such that there is a balance between the operational strategic functions of SGRC, in keeping with proposed changes at Senate. To this end, motivating the introduction of strategic discussions from all stakeholders – co-chairs, ADGs, ADRs, Students and other members – may increase the value of SGRC meetings and may advance the common goals of the graduate studies and research communities. One avenue to this goal would be to offering more opportunities (or, perhaps, making clearer existing opportunities) for Council members to construct the meeting agendas.

There is interest in continuing this conversation collectively with SGRC membership.

2022 Discussion Summary:

Structure and Functioning of Senate Graduate and Research Council

Council members raised a variety of subjects relating to SGRC's operations, including whether it should remain as one council or dissolve into separate research and academic councils. Council members identified that:

- SGRC (or any other University committee[1]) does not serve as a mechanism for essential research content and discussions (e.g., IP, research risk, research security, grants, data management, etc.);
- SGRC business is heavily and disproportionately weighted to academic content;
- SGRC is unnecessarily administrative with little time spent in fruitful, substantive, synergistic discussion—whether academic or research-related; and
- regardless of the future of SGRC, student membership is necessary, but resources are finite.

From these discussions, a number of key foci emerged in order to improve SGRC efficacy:

- To review SGRC mandate per Senate Bylaw 2 (section 4) and make recommendations for improvements;
- To identify key strategic research and academic matters for discussion and ensure equitable time for each;
- To consider the role of new (sub)committees (e.g., curriculum committee) and/or working groups to delegate appropriate matters elsewhere and allow more time at SGRC for increased engagement on critical research and academic topics and strategic matters; and
- To refine and improve SGRC agendas (e.g., implement consent agenda) Council.

At the 19 December 2022 meeting, Council proposed some new ideas in relation to the future of SGRC:

a) Separate the existing council into research and graduate councils, with an open invitation for all existing SGRC members to attend each but with voting privileges held by direct members of the respective new councils;
b) Separate the existing council into research and graduate councils, convening as one body at some frequency (e.g., once or twice per year); and
c) Continue as the existing council, covering common interest items early in the agenda so members can leave as appropriate.

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[1] The existing Research Operations Council (ROC) is not a formal or deliberative body of the University.

Senate and Graduate Research Council Consultations

Consultation Group	Date	Attendees
Students	April 26th, 2023	No attendees
Support Staff	April 28th, 2023	Marianne Simm Mike Szarka Julie Joza Liz Nilsen Ian Milligan
Associate Deans Graduate Studies	May 2nd, 2023	Brian Laird Siva Sivoththaman Anna Esselment Peter Deadman Martin Ross Bertrand Guenin Laurie Larochelle
Associate Deans Research	July 26th, 2023	Bernard Duncker Robert de Loe Anita Layton Ramona Bobocel Bill McIlroy Manoj Sachdev

Key Themes:

What is working well about the SRGC?

Support Staff	ADG	ADR
- Use of the consent agenda has been extremely effective - Discussion topics that span both grad students and research portfolios are	- Meeting frequency - Important information is shared at meetings - Consent agenda is working well	- Strategizing discussions are helpful - Space for both sides to understand what happens on the other side

- valuable (if not at this committee, then where would they happen?) - Visioning exercise was very valuable and the type of thing the committee would like to see more of at meetings - Committee members really value strategic updates from Jeff and Charmaine – find them helpful and important - There are lots of topics where ADR's and ADG's need to come together – inclusive research, research design, funding for students (research grants, funding for students, post docs)	- Curricular changes work well for ADG's but understand research doesn't want to listen to all the curricular changes - Provides a forum for ADG's to know the ADR's - Effective when institutes come to share reports - Committee members value strategic updates from Jeff and Charmaine – if committee didn't exists, these important updates would be missed - Helpful to know content being discussed as it helps influence changes made in own faculties - Overall, happy with the way meetings are conducted	- Discussions on institutional priorities are helpful – large grants, knowledge connections of ADR's

What could be done differently?

Support Staff	ADG	ADR
- Could program level changes (simple course number, title, etc. changes) be done within the faculty? Do they need to come to the committee? Feeling that 75% of the agenda is spent on curriculum changes. Large program level changes should still come to the committee (moving programs online, etc.) - Need to have an orientation to the committee for new members to build understanding of role of committee and its members	- Could do better at including both research and grad studies perspectives – agenda feels heavily weighted on the grad studies side - Showcase grad student contributions to research more - Do the ADR's get together outside of the SRGC meetings like the ADG's do at the grad operations meetings? - Interactions between ADR's and ADG's is inconsistent based on faculty – this committee could help bring some consistency	- Change the size of the group – perspectives are not shared because of the size of the group is too large - Bulk of the meeting is grad focused, could have more focus on research - Research operations council replaces much of the need for the SRGC from a research perspective - Strong desire to maintain connections with ADG's, and strong support that this doesn't need to happen in a formal Senate Committee - If a Senate Graduate Council were to be established, then it would be possible to

- Could have a better balance of formality – more space for discussion, less program specific approvals - Research could be providing reports to the committee on partnerships, ethics, etc. - Opportunity to review the committee bylaws – items E-I take up almost all of the agenda each meeting, A-D never happen – terms of reference needs to be updated or agendas need to change	- Calendar changes need to stay with this committee for oversight and communication -	create non-voting members on this to allow ADR's to attend when necessary/interested vs. requiring their attendance

Where are the intersections between the Graduate and Research Portfolios?

Support Staff	ADG	ADR
- Research and grad students - Post docs - Research grants/funding for students - Work integrated learning - Lab culture – inclusive research - Intellectual property	- Collaborative programs - Funding - Links to institutes - Labs – grad students are at the centre of this - Interdisciplinarity between faculties (0ften don't discuss these things at meetings) - External agency funding - Publications with students – demonstrating how much our students are contributing to research - Intersections at every level and area	- Grad student training - Post docs - Grants - Funding - New knowledge transfer into graduate courses and research

What additional recommendations do you have?

Support Staff	ADG	ADR
- Keep committee membership the same but change the structure to allow for more conversations and less details - Create a sub committee to deal with curricular changes and keep these committee meetings for strategic discussions - Provide clarity on role of committee – is this a decision-making committee or an informational committee where people bring forward changes being implemented - Split perspectives on if the committee should stay together or be separated with touchpoints throughout the year	- Consensus that the council should stay together – ADR's input is valued - Create more space for ADR's to share updates, reports, information at the committee meetings - Together, identify points of intersection between grad studies and research – and use these items to shape agendas - As an ADG – role includes very little related to research – the committee mirrors this – ADG's aren't as involved in the details of research and maybe this is why ADR's feel like there isn't a role at SRGC -	- Consensus among the ADRs to separate the committee - Questions raised about what a Senate Research Council would do… would it be necessary? There is not much apart from Centre & Institute and Human Ethics Board matters that require Senate oversight/approval. Or could the Research Operations Council replace the need for a Senate committee? - Could there be a joint committee meeting once a term with intentional agenda setting? - Need to consider what conversations wouldn't be happening if the council splits and then find a way to continue those conversations - Could ADG's be invited to some Research Operations Council meetings to maintain connections and knowledge sharing instead of SRGC? - Senate approved centers and institutes might need to continue to have senate approval – review minutes and agendas for the past 2 years and see if any content would warrant a senate research council? - Could there be one ADR who attends SRGC on behalf of ADR's and report back to the Research Operations Committee?

		OR have one ADG on the Research Operations Committee and one ADR on the Graduate Council?

Consistent Themes Amongst Groups:

A. Agenda management
    a. Use of consent agendas highly effective
    b. Opportunity to include more strategic research topics
    c. Include more topics related to areas that cover strategic intersections of grad studies and research
    d. Provide more space and time for committee chair updates

B. Calendar curricular changes
    a. Explore the opportunity for an operational sub committee to review minor changes

C. Opportunity to explore what needs to occur through formal senate committees and what could be accomplished between the Research Operations Committee and the Graduate Studies Council.

D. Committee Composition
    a. Explore committee composition to reduce number of members
    b. Explore non-voting member status for ADR's
    c. Explore a representative from ADR's on SRGC vs. all ADR's

Recommendations:

1. Explore purpose of SRGC committee and determine what requires Senate oversight vs. operational committee oversight to determine if committee should stay together or separate. And if the recommendation is to separate, are both a senate research council and a senate graduate council required.
2. Investigate full committee meeting frequency and the possibility of a sub-committee for operational matters to manage small program changes.
3. Continue with focus on strategic discussions at committee meetings.
4. Include more research focused agenda items.

Senate Undergraduate Council

For Recommendation   **Open Session**

To:	**Senate Executive Committee**
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:	**October 10, 2023**
Agenda Item Identification:	**Senate Governance Review Recommendation:**
	Senate Undergraduate Council – Curriculum Subcommittee

Recommendation/Motion:

To recommend that Senate endorse the establishment of a term-limited pilot of a curriculum subcommittee for Senate Undergraduate Council, as described in this report.

Summary:

In response to the request that came out of the Senate Governance Review the Senate Undergraduate Council (SUC) has engaged in a review of its terms of reference and is bringing forward recommendations to Senate Executive Committee following a series of strategic discussions that occurred from December 2022 to April 2023.

Following these strategic discussions, SUC does not see the need for drastic changes to its terms of reference. SUC did observe that the current organization of its work does not devote enough time to a range of topics that Senate has deemed to be SUC business including the following: the creation of flexible course scheduling options; definitions of various digital instructional modalities; open enrolment; Teaching Incubator projects; Undergraduate Degree Level Expectations; the value and mechanisms for recognizing co-curricular activities; and a Learning Strategy parallel to the Digital Learning Strategy. With some straightforward refinements to the organization of SUC's work, the University would be able to derive greater benefit from the body. SUC therefore proposes the following recommendations, which will make better use of the time and talents of SUC members while still ensuring that due attention is paid to the curricular role that has dominated SUC meetings for many years:

   a. That Senate endorse the establishment of a one-year pilot of a SUC Curriculum Subcommittee to approve routine curricular submissions. As a pilot project and without direct empowerments, the subcommittee will make recommendations to SUC rather than SUC delegating authority to approve on its behalf. It is anticipated that these recommendations will be accepted frequently enough that the Registrar could

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begin the work of implementing changes for the next publication of the calendar at this stage rather than waiting for final SUC approval. Most recommendations will be on the consent agenda, with only new programs, major modifications, and "matter of controversy that might arise" on SUC's regular agenda. As such, SUC meetings would reduce the overall time devoted to curriculum items while maintaining an effective distribution of workloads in the Registrar's Office. A detailed proposal for the remit of the piloted SUC Curriculum Subcommittee is included with this report.

b. Anticipating a successful trial period, SUC would prepare a recommendation to Senate for an amendment to Bylaw 2 to permanently enshrine the SUC curriculum subcommittee and to delegate decision-making authority on many curricular matters to the subcommittee, with reporting of subcommittee decisions to SUC. The prospective bylaw amendment would aim to increase the delegation of authority to SUC to allow approval of academic regulations for undergraduate programs and as well as approving major modifications of programs, as defined by the University's Institutional Quality Assurance Process

    - Changes to academic regulations routinely are approved by Senate agenda through the consent agenda
    - Despite being classified as major modification, most such amendments of academic plans are approved without controversy at Senate
    - Notwithstanding the proposed delegations of authority, SUC would nevertheless be guided by its terms of reference that: "Any matter of controversy that might arise may be referred to Senate."

c. That Senate encourage Faculty Councils to align their schedules with the work of the curriculum subcommittee pilot. This will help to smooth workflows between the Faculties and SUC, and mitigate avoidable delays in the processes

As a separate but related point, SUC will also be making the following changes to the organization of its business as a result of reviewing its terms of reference, which are presented for information as they do not require bylaw changes or the approval of Senate:

1. Establish a consent agenda for SUC meetings to handle routine information items and approvals

2. Reduce the number of meetings scheduled annually, perhaps from ten to six, anticipating that most curricular items will be approved via the SUC consent agenda at three meetings per year. This will liberate sufficient space and time on SUC agendas to focus on other strategic issues related to the University's academic mission. Additional meetings may be scheduled as required.

Jurisdictional Information:

As provided for in Senate Bylaw 2, section 1.04, Senate Executive Council is empowered:

g. To receive and review the reports and recommendations of all committees and councils, prior to their presentation to Senate and to make at its discretion recommendations to Senate thereon.

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Governance Path:

Senate Undergraduate Council approval date (mm/dd/yy): 04/11/23

Senate Executive Committee (mm/dd/yy): 10/10/23

Senate approval date: Two readings to approve the prospective bylaw amendments, in Fall 2024

Previous Action Taken:

Senate endorsed the recommendations of the Senate Governance Review at its meeting on June 20, 2022, which included the following two recommendations:

28. Direct the committees and councils to review their terms of reference, membership, and what is delegated to them, and make recommendations for improvements. They also should consider ways to enable strategic discussions at meetings and explore options regarding chair-ships. Some recommendations to particular committees and councils:

...

33. Both Councils:

   • Reconsider what is sent to Senate for approval or information, and what is sent in the consent and regular reports

   • Include greater detail and context for materials sent to Senate for decision (e.g., the nature of discussion at the meeting, the council's assessment of the matter; explicitly what Senate is being asked to decide and why)

   • Consider whether a curriculum committee/s should be created

New SUC Curriculum Subcommittee Pilot Proposal:

Membership:

1. Associate Vice-President, Academic (AVPA) [Chair]

2. The six Faculty Associate Deans for Undergraduate Studies (ADUs)

3. One SUC member from an Affiliated and Federated Institutions of Waterloo (AFIW) [this nember will rotate between the AFIW represented at SUC, and the member will consult with representatives from other AFIW, as appropriate]

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4. One Undergraduate student member of SUC

5. Editor, Undergraduate Calendar (UGC) [resource]

6. Coordinator, Quality Assurance (QA) [resource]

7. SUC Secretary [resource]

Proposed Initial Remit and Processes:

1. Currently, when curriculum submissions arrive from Faculties they are reviewed by the Editor, UGC, the Coordinator, QA, and the AVPA. The Editor identifies infelicities and arranges for correction at this early stage; the QA coordinator ensures that major and minor modifications are appropriately categorized; and the AVPA reviews the rationales and flags concerns. With new workflows, the QA review may be completed well before this stage. It remains to be seen whether it will continue to be sensible for the UGC Editor and the AVPA to review submissions in advance, or if practice may sensibly shift to distribute curricular submissions to subcommittee members as received

2. Members of the subcommittee to review submissions in advance of SUC meetings, with scrutiny akin to that rendered by the ADUs :

    a. Discover clarifications/corrections

    b. Reach out to non-committee members as necessary in this process. This work can take place asynchronously and largely without the need for in-person meetings.

    c. Evolve practices to utilize workflows embedded within the new curriculum and calendar management system

3. Once curricular submissions are revised and refined to address any issues with the submission, a vote will be taken ("Yes/no" on recommending the change to SUC). While the precise voting procedure is still to be determined, the aim will be to allow easy and efficient discourse and voting for committee members and will further aim to provide an automatic record of the result. Since a unanimous "yes" vote is currently the typical outcome at SUC, we anticipate that this will remain the normal result in the subcommittee, since required corrections will be made along the way

4. It remains to be seen whether the subcommittee will meet synchronously; a synchronous meeting would be arranged where it would merit in light of the material under review, and it is anticipated that a period of experimentation will provide the necessary insight

5. Impact on SUC meetings:

    a. The subcommittee would submit a report to recommend to SUC the unanimously approved courses and minor modifications, and this would be brought forward in the consent agenda. It is

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anticipated that nearly all such curricular business would be handled in three (3) meetings over the course of the year

b. Where the subcommittee does not obtain unanimous approval, those curricular items would be brought forward to SUC for approval, with an item on the regular agenda for an SUC vote. It is anticipated that this would occur infrequently

c. The subcommittee would make recommendations to SUC to approve new program proposals, major modifications to programs, and regulation changes to SUC, with this business carried out in the regular agenda

The net effect of the initial remit is for the subcommittee to *de facto* approve of all courses submissions and minor modifications, with the subcommittee making recommendations to SUC on the items of greater magnitude: academic regulations, major modifications of programs, and the establishment of new programs. The scrutiny and approval of curricular submissions is allocated rationally to streamline processes, and there continues to be provision for any SUC member to request that any item of business be discussed in greater detail at any time e.g. moving the item from consent agenda to regular agenda.

While this subcommittee only has one student on it, the ADUs confirm that there is significant student involvement on the Faculty-level committees through which proposals travel before arriving at SUC, and an increasing number of departments have student members on their curriculum/undergraduate affairs committees.

In reviewing current business practices, it appears that for almost all Faculties it will suffice for the Faculties to aim for three "target meetings" for their curricular submissions to be approved by SUC: October/November, January/February, and April/May. As such, it would be worthwhile to ask Faculties to align their business to allow the subcommittee to meet these target dates, and this further aligns with the recent moving of the publication date for the Undergraduate Calendar from February to April, as endorsed by Undergraduate Operations (UOps). This does not prohibit curricular submissions from appearing on the consent agendas of other regularly scheduled meetings.

Prospective Future Amendments to Senate Bylaw 2 following a Successful Pilot:

Recommended amendments to Senate Bylaw 2, are as follows:

(strikethrough = deleted text, underline = new text)

5.03 Powers and Duties of the Undergraduate Council

The Undergraduate Council shall consider all questions relating to the academic quality of undergraduate studies within the university and, without intending to restrict the generality of the foregoing, the Undergraduate Council shall,

a. Make recommendations to Senate with respect to rules and regulations for the governance, direction and management of undergraduate studies in the university.

b. Make recommendations to Senate with respect to new undergraduate programs/plans, and the deletion of undergraduate programs/plans, and major changes to undergraduate programs/plans.

c. On behalf of Senate, consider and approve all new undergraduate courses and academic regulations, the deletion of undergraduate courses, and proposed changes to existing undergraduate courses, and minor and major changes to programs and/or plans, and provide Senate with a summary of council's deliberations in this regard. Any matter of controversy that might arise may be referred to Senate.

d. Advise the vice-president, academic & provost on all matters relating to undergraduate studies.

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

Senate Undergraduate Council

For Recommendation   **Open Session**

To:	**Senate Executive Committee**
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 13, 2023**
Agenda Item Identification:	Senate Governance Review Recommendation: Academic Quality Assurance Committee

Recommendation/Motion:

To recommend that Senate provide direction to create an Academic Quality Assurance Committee of Senate to oversee the quality assurance processes, as described in this report.

Summary:

In response to the request that came out of the Senate Governance Review, the Senate Undergraduate Council (SUC) has engaged in a review of its terms of reference and, after a series of strategic discussions that occurred from December 2022 to April 2023, is bringing forward recommendations to Senate Executive Council.

Following these strategic discussions, SUC does not see the need for drastic changes to its terms of reference. SUC did observe that, as currently organized, not enough time is being devoted to a range of topics that Senate has deemed to be SUC business and as a result the University has scope to derive greater benefit from the expertise on SUC.

SUC recommends that Senate create a new Academic Quality Assurance Committee to oversee the quality assurance processes related to academic programming. The formation of the new committee would allow a significant volume of work to bypass both the SUC and the Senate Graduate and Research Council (SGRC) agendas, allowing those bodies to reallocate attention and resources to matters of greater strategic priority. More importantly, this change will streamline the approval processes for program reviews, two-year reports, and any additional quality assurance processes that the University implements for other categories of academic programming while improving the quality of the feedback that programs receive during the approval process. A draft proposal of the committee's composition and remit is included below.

If approved, the formation of an Academic Quality Assurance Committee would require an amendment to Senate Bylaw 2.

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Jurisdictional Information:

As provided for in Senate Bylaw 2, section 1.04, Senate Executive Council is empowered:

    g. To receive and review the reports and recommendations of all committees and councils, prior to their presentation to Senate and to make at its discretion recommendations to Senate thereon.

Governance Path:

Senate Undergraduate Council approval date (mm/dd/yy): 04/11/23

Senate Executive Committee (mm/dd/yy): 09/05/23

Senate approval date: Two readings to approve the prospective bylaw amendments, in Fall 2023/Winter 2024

Previous Action Taken:

Senate endorsed the recommendations of the Senate Governance Review at its meeting on June 20, 2022, which included the following two recommendations:

28. Direct the committees and councils to review their terms of reference, membership, and what is delegated to them, and make recommendations for improvements. They also should consider ways to enable strategic discussions at meetings and explore options regarding chair-ships. Some recommendations to particular committees and councils:

…

    33. Both Councils:

- Reconsider what is sent to Senate for approval or information, and what is sent in the consent and regular reports

- Include greater detail and context for materials sent to Senate for decision (e.g., the nature of discussion at the meeting, the council's assessment of the matter; explicitly what Senate is being asked to decide and why)

- Consider whether a curriculum committee/s should be created

Detailed Proposal: New Senate Committee Proposal: Academic Quality Assurance Committee

<u>Contextual Remarks</u>

- At least seven Ontario universities have a special committee that is responsible for Institutional Quality Assurance Process (IQAP) business. These include some of Waterloo's frequent comparators e.g. Western, Queen's, Ottawa, and McMaster. In one case, the special committee is a joint committee of the analogous Senate bodies responsible for undergraduate and graduate

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academic programming; for the remainder, the committee is one created by the Senate (or analogue) and is devoted specifically to IQAP business.

- Counting non-voting "resource" members, six of the seven have memberships of about 10-15 (three have 10 members, two have 12, one has 15), while Western's committee has 24 members.

- The mandates of the committees vary slightly, but generally each includes receiving and reviewing Final Assessment Reports (FARs), and the local analogue of Two-Year Reports, with empowerment to approve said reports on behalf of Senate. These activities also include reviewing and approving the responses to reviewers' recommendations from the program and dean(s), as well as implementation plans.

  o In varying degrees the comparators allocate a nominal oversight role for the IQAP processes with some recommending, via the committee Chair(s), revisions to the IQAP to Senate.

  o A subset of comparators involve their committees more closely in the IQAP operations/ processes.

  o For at least two comparators, the committee is involved in the approval of new academic programs.

- Most are chaired by the Associate Vice-President, Academic (AVPA)/analogue. One is co-chaired with Associate Vice-President, Graduate Studies and Postdoctoral Affairs (AVPGSPA)/analogue.

- Some committees include student members, but several do not.

- Not counting cases where the AVPGSPA analogue is a Dean of Grad Studies, only one requires that a faculty dean be a member.

Proposed Structure and Remit for Academic Quality Assurance Committee

In consideration of comparators' practices as well as the unique needs at Waterloo, SUC proposes a committee with eight voting members and two non-voting resources for a total of ten members. While approval of new academic programs are part of the remit at some Universities, it is the view of SUC that this would not be appropriate for Waterloo at this time; these matters would continue to be the responsibility of SUC/SGRC. The streamlined remit for the committee recommends a smaller and more efficient committee, hence the proposed membership.

Proposed membership:

1. AVPA [co-Chair]

2. AVPGSPA [co-Chair]

3. Three (3) faculty members from SUC [two-year term; Affiliated and Federated Institutions of Waterloo (AFIW) members of SUC are eligible but not required]

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4. Three (3) faculty members from SGRC [two-year term, with SUC and SGRC terms staggered]

5. One (1) undergraduate student Senator

6. One (1) graduate student Senator

7. Director, Quality Assurance and Continuous Improvement, or delegate, as a non-voting resource

8. Registrar, or delegate, as a non-voting resource

Remit:

1. On behalf of Senate, to review and approve Final Assessment Reports (including implementation plans) and Two-Year Reports within the University's Institutional Quality Assurance Process (IQAP), with reporting to Senate on all decisions made thereon

2. On behalf of Senate, oversight and approval of all quality assurance processes that fall outside the remit of the IQAP (e.g., for 'microcredentials' or academic initiatives that do not result in degrees of diplomas, such as the Undergraduate Communications Requirements), with reporting to Senate on all decisions made thereon

3. To report on and make recommendations to Senate on institutional quality assurance processes. This activity will normally occur in consultation with the quality assurance office

Processes:

1. As a first step, each FAR/Two-Year Report is to be read by either the AVPA or the AVPGSPA. Following this reading, the AVP will communicate comments/questions to the authors of the report for potential revisions. Once the report is judged by the AVP to be sufficiently ready for further review it will be shared with the other members of the committee, and this may consist also of sharing the report with the less-pressing questions/comments from the AVP

2. Based on the likely degree of discussion of a particular FAR/Report (as judged by the AVP), the AVP will bring forward the report to the committee in one of two processes:

   a. Asynchronous/online process

      Committee members questions are gathered and shared with the program. When the program's responses are received, all members' questions and the program's responses will be shared with the committee. This process can be iterated as necessary. Approval of the report may be completed via electronic vote.

   b. Synchronous/in-person meeting process

      Representatives of the program attend a meeting to answer questions. After hearing from the program representative, the committee votes.

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Committee members may request for a given process to move from (a) to (b) at any time.

3. Possible outcomes of the process are:

   a. Acceptance of the report with no revisions

   b. Acceptance of the report contingent upon the completion of minor revisions (to be sorted out with the QACI Office)

   c. A request for substantial revisions to the report

4. The committee reports to Senate on its approvals, usually three or four times per year.

Next Steps:

If the recommendation is approved, the AVPA and AVPGSPA will proceed to collaborate with the Quality Assurance Office and the Secretariat to develop a formal draft terms of reference for the Academic Quality Assurance Committee, as well as draft amendments to Senate Bylaw 2 to appropriately enshrine said committee within the Senate governance structure.

Prior to seeking Senate approval, the draft terms of reference and bylaw amendments would be brought forward to SUC and SGRC for endorsement. As provided in Senate Bylaw 1, section 14.01, "…The passage of a new bylaw or amendment(s) to an existing bylaw is accomplished in two readings by Senate."

NSERC CREATE: Strategies for Success

October, 2023

Presentation to SGRC

Leslie Copp

Director, FANS

WHAT WE HEARD FROM YOU

- **Consider both gaps/needs from top-down and germs of ideas from bottom-up**
- **Reduce transactional load for applicants**
- **Consider value of the program for grads, e.g. how do CREATE modules/internships fit with 'regular program'?**
- **Prioritize CREATEs as part of a bigger program, not the prime element**
- **Leverage resources of URCI's in proposal development where appropriate**
- **Engage graduates in the process**

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PRESENTING TWO APPROACHES

- **One for top-down and one for bottom-up**
- **Engage both research and graduate leadership in the process to reflect the aims and needs of the CREATE program**
- **Aim to reduce transactional load for PIs:**
  - **Provision of feedback early in process**
  - **Provision of multiple supports**
  - **Early decisions on who is approved to apply within the quota and what institutional commitments they can expect (the joint gifts of time and clarity)**

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STRATEGIC APPROACH: TOP-DOWN

RFP for strategic CREATE proposals:

- *ADRs, ADGs, etc., identify training gap(s) that align with institutional research strategic goal(s)*

- *Provide funding commitments (pre- and post-award) <u>upfront</u> to incentivize applicants, including writer/project manager support for application*

- *Help identify external partners (CRPMs, CEE)*

- *Broad call to UW researchers – preferably in <u>fall</u> term*

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STRATEGIC APPROACH: BOTTOM-UP

Mandatory Pitch session (open):

- *Panel (ADRs/ADGs/EDs/CREATE PIs/Grads/GSPA?)*
- *Evaluate integration of research and training, feasibility & sustainability, strength of team, EDI, novelty, external partnerships*

Once proposals accepted within quota:

- *Start conversations about institutional support*
- *Mentorship with successful CREATE PIs*
- *Connect with CRPMs, Manager, non-profit/public sector partnerships, CEE*

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QUESTIONS FOR DISCUSSION:

- **Should we have one approach or both (top-down and/or bottom-up)?**
- **If both, how do we distribute the quota*?**
- **Who should determine RFP topics & expectations?**
- **Who should provide recommendations for which submissions to be invited to be part of quota?**
- **Do we hold quota positions for any submissions under NSERC review?**
- **How do we coordinate/mesh the two approaches?**

*Waterloo's quota has been 6 since CREATE started