October 15, 2014

NOTICE OF MEETING
Graduate Education Council

To: Members of Graduate Education Council
From: Emma Thacker, Acting Secretary, Graduate Education Council

This is your notice of the Graduate Education Council meeting on Tuesday, October 21, 2014, 3:10 p.m., in Council Chamber of the Galbraith Building (Room 202, 35 St. George Street).

If you have any questions or comments about the attached agenda, or wish to send regrets, contact Ms. Emma Thacker, at 416 946-3102 or em.thacker@sgs.utoronto.ca.
AGENDA
Graduate Education Council
Tuesday, October 21, 2014 - 3:10 p.m. – 5:00 p.m.
The Council Chamber, Galbraith Building
Room 202, 35 St. George Street

Regrets and/or Questions to Emma Thacker, Acting Secretary to Graduate Education Council
416-946-3102 or em.thacker@sgs.utoronto.ca

1 Minutes of the Graduate Education Council Meeting of March 18, 2014
   (Documentation attached)

2 Business Arising from the Minutes

3 Dean's Remarks

4 Report of the Vice-Provost, Graduate Research and Education

5 Report of the Vice-Dean, Students
   5.1 Supervision Workshop

6 Remarks from Reinhart Reithmeier - Special Advisor to the SGS Dean, Graduate Skills Development and Engagement

7 For Approval: Standing Committee Business
    (Documentation attached)
   7.1 Graduate Academic Appeals Board - Membership: 2014-2015
   7.2 Admissions & Programs Committee - Membership: 2014-2015

8 Other Business

9 For Information:
   (Documentation attached)
   9.3 Graduate Academic Appeals Board - Annual Report 2013-2014
   9.4 External Awards Report - 2013-2014 (to be distributed)
   9.5 SGS Audit of Student Files Report and Summary 2013-2014
The Chair called the meeting to order. He welcomed everyone to the last scheduled GEC meeting for the 2013-2014 academic year. He noted that there is one more reserve meeting date scheduled for April 15, 2014. At this point, it is not anticipated that an April meeting will be needed; however, members are asked to continue to hold the date in case unanticipated items arise and a meeting is required. Jane Alderdice, Council Secretary, will send either a cancellation or meeting announcement by email, closer to the reserve date.

Approval of the Agenda of the Graduate Education Meeting of March 18, 2014

MOTION (duly moved and seconded)
THAT the agenda of the Graduate Education Council meeting of March 18, 2014 be approved.

The motion was CARRIED.

1 Minutes of the Graduate Education Council Meeting of November 19, 2013

The minutes of the November 19, 2013 meeting were distributed with the agenda package. We have been advised of an attendance not originally captured and the records will be amended accordingly.

MOTION (duly moved and seconded)
THAT the minutes of the Graduate Education Council meeting of November 19, 2013 be approved.

There was no discussion. The Chair called the question.

The motion was CARRIED.

2 Business Arising from the Minutes

2.1 Qualifying Year (GEC Nov 19, 2013 Item 4.2)
The Chair explained that at the last GEC meeting, the merger of two guidelines (Qualifying Year and Upgrading Year) was brought forward for information. As indicated in the minutes, following the meeting, it was decided that the title should be revised to “Qualifying Courses” to reflect current needs and expectations more accurately. The new guideline has been incorporated in the SGS Admissions Guide. An SGS procedural memo was sent on March 10, 2014 to graduate units advising of the new
guideline. The change is noted for the record.

2.2 Termination of Registration Guidelines (GEC Nov 19, 2013 Item 4.1)
The Chair noted that the Termination of Registration Guidelines were brought forward at the last meeting for information. There was a further item that was withdrawn from the agenda pending further consultation. Those consultations have concluded and the Guidelines, including the Information for Graduate Students, are complete and have been posted to the SGS website. A decanal memo was sent on February 3, 2014 to the graduate community. You will find a copy in item 10.8 of your package. SGS is pleased to see that graduate units are using the guidelines already.

2.3 Co-Curricular Record and Audited Courses (GEC Nov 19, 2013 Item 3.3)
The Chair reminded members that the Co-Curricular Record, referred to as CCR, is a tool stemming from the development of ACORN. [ACORN is the acronym for “Accessible Campus Online Resource Network”.] It is a flexible accessible desktop and mobile platform for online student information services, which is replacing the current student web service. ACORN’s new services were outlined at the last GEC meeting as an update. At that meeting, a member asked if auditing a course would be a validated activity in the CCR. The chair reported that, it would not.

2.4 eLearning and Online Assessment/Best Practices (GEC Nov 19, Item 5.1)
The eLearning Guidelines were included for information at the last GEC meeting. At that meeting, a member asked about best practices in online assessments. Follow-up revealed found that the University does have information on online assessments, and a link to this has been inserted into the eLearning Guidelines which are found on the SGS website.

If you have any questions about these items or others stemming from the minutes, please let the Chair know.

3 Dean’s Remarks

3.1 Progress Tracker Update

The Chair provided an update on the development of the Progress Tracker. He reminded members that the Progress Tracker is a tool for assessing research stream master’s and PhD students as they advance through their programs. The goal is to capture basic student information along with an academic history of the student’s annual progress, committee meetings and outcomes. The Graduate Student Progress module is well under way. The proposed requirements have been distributed to all graduate deans, administrators, and coordinators for feedback by tomorrow - Wednesday, March 19, 2014. This feedback will be incorporated in development wherever possible. A focus group will be held the week of March 24th to review and finalize the tracker requirements. SGS is very grateful to the units that have volunteered to help with this. A developer, dedicated to this project, has been hired. Development will begin immediately and continue until August 1, 2014. Testing and bug fixes will occur in August and we expect to see the Tracker up and running early in the fall term 2014.
3.2 eMarks Update

eMarks is coming to graduate studies. eMarks is a web application sponsored by NGSIS. It allows authorized users to view, enter, edit, submit and approve final marks, as appropriate. eMarks improves on the process of submitting and approving marks by providing an accessible, secure, and easy-to-use web interface that can be used anywhere in the world. Many graduate units have requested access to eMarks, often because their Faculty is already using it for undergraduate courses. eMarks has already been implemented at the: Faculty of Arts and Science, UTM, UTSC, Faculty of Applied Science and Engineering, and Faculty of Architecture, Landscape and Design. SGS has met with the central developers and has conducted demonstrations with graduate administrators and several potential pilot users. This summer there will be a pilot implementation with the Master of Biotechnology degree program at UTM and several units in Applied Science and Engineering. In fall 2014, SGS anticipates implementation with an entire division or group of departments, with full implementation to all graduate units to follow as soon as possible thereafter.

3.3 MScSM – Divisional Assignment

An interesting and challenging point is that graduate programs are assigned to one of the SGS Divisions: Humanities – Division I; Social Sciences – Division II, Physical Sciences – Division III; or Life Sciences – Division IV. The new Master of Science in Sustainability Management was approved last year by the Quality Council and will commence this fall. For the record, the program has been assigned to Division IV following consultation its developers at UTM. Graduate programs are listed in the front of the SGS Calendar by division, and the divisional notation is recorded in our database. The old divisional associations are used for a variety of purposes, though none of particular importance. SGS will continue to use them as long as they remain useful.

3.4 Science without Borders (Ciência sem Fronteiras - CsF) - Update

The Chair provided an update regarding the Science without Borders program. It is a program that is funded jointly by the Government of Brazil and the Brazilian private sector. U of T is committed to internationalization and has welcomed this opportunity to work with the Canadian Bureau of International Education (CBIE) and the Government of Brazil to provide exceptional academic opportunities at U of T to top Brazilian doctoral students. SGS is pleased to announce that the MOA has now been finalized. The scholarship is for Brazilian students entering a doctoral program, primarily in the STEM disciplines. It provides full international tuition and fees, plus a living and travel allowance and health insurance for a maximum of 4 years. The University clears the students through a central bureau. Admission offers are conditional on funding from CsF. According to the original terms of the CsF scholarship, any student who did not complete the PhD within 48 months would be required to return home and repay the entire amount (Approx. $120,000+). U of T was able to negotiate a full-year extension, to a maximum of 5 years (no further extension will be possible). The graduate unit will be responsible for funding in the 5th year, equivalent to international tuition, plus a minimum of $15,000 for living expenses. Any unit wishing to accept students from this program needs to be aware of the
implications and acknowledge its potential commitment in writing. There is also provision for a non-degree Visiting Graduate Research Students with funding for a period from 3 months (one academic session) up to a maximum of 12 months (three academic sessions). The CsF scholarship covers the academic and research placement fees, travel to/from Brazil, medical insurance and a living allowance. The fee in 2013-14 is approximately $6400 per session (including incidental fees and UHIP). The Centre for International Experience (CIE) will provide significant transition services to the CsF visiting students. Each CsF student will be assigned a don-at-large to ensure a smooth transition to the U of T. The University is looking into the possibility of a Brazilian Scholarship Program for Professional Master’s Students. We will continue to keep you informed as these discussions evolve. There is information on the SGS website about the existing program.

3.6 Spring 2014 Election - GEC

The Spring 2014 election for the Graduate Education Council membership is now complete. The Election Report and revised membership roster is provided in the agenda package. Nineteen seats were vacant. Sixteen seats were filled, including twelve by acclamation and four via balloting. A by-election will be held in Fall 2014 to fill the remaining three vacant seats. The Dean thanked the returning members for their commitment to GEC, retiring members for their service, and new members for offering to work on this Council. The Dean thanked to the GEC members who served on the Election Committee and affirmed the process: Markus Bussmann, Mohamad Soliman.

3.7 Best Practices in Graduate Supervision Workshop (SGS and CTSI)

The Chair advised the Council about two upcoming workshops on “Best Practices in Graduate Supervision: Setting up Your Students for Success”. These are co-hosted by SGS and the Centre for Teaching Support and Innovation (CTSI). They are intended for both new and experienced graduate faculty members who are supervising graduate students and who are interested in improving their supervisory practices. In each workshop, participants will explore how they can apply and adapt the SGS Supervisory Guidelines to their own academic environment; the workshop will include discussion of best practices with a panel of faculty members who are recognized for their excellence in graduate supervision. The workshops will focus on creating a positive supervisory environment early in the student’s program to help prevent problematic situations from developing. The workshops will highlight university resources for dealing with situations when they arise. SGS Vice-Dean Luc De Nil and Student Services Director, Don MacMillan, are the lead workshop facilitators.

The first workshop will be held on **Wednesday, April 30, 2014** from 1 to 3 pm.
- This workshop is intended primarily for faculty who supervise students in non-laboratory settings.
- The Panel Presenters will be Prof. Clifford Orwin from the Department of Political Sciences and Prof. Michele Peterson-Badali from the Department of Applied Psychology and Human Development, OISE.

The second workshop will be held **Tuesday, May 6, 2014** from 2 to 4 pm.
- This workshop is intended primarily for faculty members who supervise students in a laboratory setting.
The panel presenters will be Prof. Sanjeev Chandra from the Department of Mechanical and Industrial Engineering and Prof. Elizabeth Rochon from the Department of Speech-Language Pathology.

Both workshops will be held at CTSI, 130 St. George Street, 4th floor, Blackburn Room. Registration and further information is available on the SGS and CTSI websites. As of yesterday there were very few spaces left in each workshop. The quick fill of these workshops indicate a need. SGS intends to offer the workshops again next academic year.

3.8 SGS Website – Google Analytics Results

The Chair shared what SGS sees as very good news about the new SGS website which was launched on July 29 last summer. A Google Analytics report on the new site for its first six months of activity, compared with the same period the year before shows significantly increased usage. Visitors to the site went from approximately half a million to almost a million. Half of the visitors were from Canada, and the next highest users were: China, US, India, and UK. The top five programs visited on the site were: Management, Economics, Computer Science, Electrical Engineering and Computer Science, and Political Science. Some of the key features of the new site are:

- It is more student-focused overall, and incorporates information for prospective students / previously found on the separate GradSchool website.
- It features profiles of the SGS community, that is, people from various constituencies; the profiles drive traffic to various student profiles and to graduate units websites
- It is more user-friendly by audience (prospective students, current students, postdocs, faculty, staff)
- It has a stronger search function
- There are multiple points of entry into the site: drop-down menu, persistent footer, left-hand navigation in interior pages
- It provides direct links to the SGS online application and Hobson’s Connect
- It is accessible in compliance with AODA standards
- It is mobile-device friendly

Analytics suggest that people have noticed the new site. Feedback is welcomed at any time on the site.

3.9 SGS Staffing Updates

The Chair advised about recent and upcoming changes in the Directors roles at SGS. Kerri Huffman is leaving her position as Associate Director, Graduate Awards and Financial Aid at the end of the month. She is moving to the position of Registrar and Assistant Principal of New College in early April. SGS is sad to see Kerri go, but it is a great opportunity and we wish her well in her new job. The good news is that it should be a seamless transition. The Dean expressed his pleasure that Kerri’s position will be filled by Laura Stathopoulos, Senior Awards Officer. Congratulations to Laura. SGS will be looking to replace Laura’s position, but it is too early for any news on that front. Rod Branch has been on secondment with EASI for over a year now, working on NGSIS development. His secondment was
recently extended. The good news is that Josie Lalonde will continue to fill the position of SGS Associate Director, Student Systems and Records, in Rod’s absence. We thank her for agreeing to continue. Jane Alderdice is retiring from the University and will be leaving SGS at the end of June. This is probably her last Council meeting. You’ll be hearing more about Jane and her retirement later.

3.10 Annual Presentation - SGS Registration Statistics for November 1, 2013
Each year, the SGS registration statistics are compiled and presented at GEC. This report provides a statistical overview on many aspects of graduate student registration such as applications, admissions and graduation. Don MacMillan, Student Services Director, will present the report near the end of the meeting.

4 Report of the Vice-Dean, Students, Luc De Nil
None. Vice-Dean, Luc De Nil sends his regrets.

5 Report of the Vice-Dean, Programs, Elizabeth Smyth

5.1 Final Oral Examinations – Video-conference Facility - Update
Vice-Dean Smyth was delighted to report that the video-conferencing facility is now up and running at SGS. Thanks to Corey Dales, SGS Information Systems Director, for his work on this facility. The video-conferencing facility is in 63. St. George, Room 111. Feel free to drop by and see the facility. The Vice-Dean added that this is not intended to replace the face-to-face participation of external examiners. It is in an accessible room. Guidelines will be developed around scheduling, use and support. The facility allows for sharing video, audio, and presentation materials during conference calls. This includes Powerpoint, video, music and written information on digital whiteboards.
A student member of Council asked when the room would be available for booking. Vice-Dean Smyth said that it is now available, and that one examination has already been booked. A faculty member of Council asked if the room needs to be specifically requested when an exam request is submitted to the FOE Office. Vice-Dean Smyth said that guidelines are available and will clarify. Corey Dales said that the “client” is Cisco Jabber, and SGS will provide a link for anyone who needs to register for it.

6 For Approval: Standing Committee Business

The Graduate Academic Appeals Board is a standing committee of the Graduate Education Council. The motion documentation provides details regarding nominations and new appointments to GAAB. The Chair called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the renewal appointments of six faculty members and three graduate student members to serve on the Graduate Academic Appeals Board for the 2014-2015 academic year as follows:

**Faculty Members:**

*(Three-year term renewals)*
- Greig Henderson, Division I, English *(July 1, 2014 to June 30, 2017)*
- Paul Thompson, Division I, History & Philosophy of Science & Technology *(July 1, 2014 to June 30, 2017)*
- Lynne Howarth, Division II, Information *(July 1, 2014 to June 30, 2017)*
- Chris Damaren, Division III, Aerospace Studies *(July 1, 2014 to June 30, 2017)*
- Willy Wong, Division III, Electrical and Computer Engineering *(July 1, 2014 to June 30, 2017)*
- Jane Phillips, Division III, Chemical Eng. & Applied Chemistry *(July 1, 2014 to June 30, 2017)*

**Student Members:**

*(One-year term renewals)*
- Rusty Souleymanov, Social Work, Division II *(July 1, 2014 to June 30, 2015)*
- Michael Dick, Information, Division II *(July 1, 2014 to June 30, 2015)*
- Michael Donnelly, English, Division I *(July 1, 2014 to June 30, 2015)*

The motion was CARRIED.

The Chair expressed his appreciation that these members have agreed to continue on the Board. The full membership is available on the SGS website.

7 For Approval – SGS Calendar Regulations

**7.1 Proposal for Revised Regulation in SGS Calendar associated with Withdrawal from a Graduate Program**

This item for approval proposes revisions to the SGS Calendar regulation associated with Withdrawal. Revisions to this regulation stemmed from a consultation process that included the revision of the Termination of Registration Guidelines. See the revised guidelines included for information in your GEC package. As a result of these consultations, we recognized the need to revise this regulation. The current regulation on withdrawal conflates and confuses the terms withdrawal and stop-out. The changes to the first paragraph are editorial and seek to separate these different terms and actions. Editorial comments don’t come to this Council for approval; more substantive changes do come for approval. New language has been added to the regulation to clarify the process for withdrawal, and text regarding procedural information has been removed from the regulation and moved to the withdrawal request form. The second paragraph of the regulation has been amended to remove the term stop-out as it is inaccurate because a stop-out is not the same as a withdrawal. Section 7.1.8.2 of
the calendar addresses stop-outs, and at this time, no change to the stop out process is proposed. The motion sheet indicates the revisions just highlighted.

The Chair called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the proposal of the School of Graduate Studies to revise the existing regulation in the SGS Calendar General Regulations concerning Withdrawal from a Graduate Program as follows:

7.1.16 Withdrawal from a Graduate Program

A student may withdraw voluntarily from their program at any point. In order to withdraw from a program, a student's first must submit a Program Withdrawal Form to their graduate unit and then to SGS. The withdrawal is recorded on the student academic record and reflected on the transcript, and the University determines fee rebates, if applicable. Withdrawal from a graduate program should be reported immediately to SGS. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by SGS. Any application for re-admission by a student who has withdrawn must be made in competition with all other applicants.

Students enrolled in coursework-only degree programs who withdraw from all courses in which they are currently enrolled must withdraw from their programs. The School of Graduate Studies will approve recommendations from the graduate units that such students be eligible to re-register at any time within 12 months following withdrawal.

**Effective date: September 1, 2014**

The Chair explained that this was intended as a clarification. Seeing no discussion, he called the question.

The motion was **CARIED**.

7.2 Proposal for revising the existing Regulation in SGS Calendar General Regulations concerning Graduate Courses and Other Academic Activities.

The regulation will be revised within the General Regulations section 7.1.17 of the SGS Calendar. The underlined language represents the additional language; the struck language will be removed or relocated. The proposed revisions are a combination of minor changes requiring approval and editorial changes to clarify meaning or reflect current graduate practices. This is an important item in terms of clean-up for the calendar, but is not a major change in regulation. The SGS Guidelines on Graduate Courses and Other Academic Activities will be revised accordingly and, if approved, the new version of
The Guidelines will be posted on the website. In summary the changes include the following:

- Removal of the section on course weight variation and modular courses, and relocation to the Guidelines (for approval);
- The Guidelines are expanded to cover the range of types and course weights (for approval);
- Clarification of course variation types (editorial);
- Relocation of the paragraph on course weight from subsection 17.1 to subsection 17.2 (editorial);
- Expansion of the examples of ‘Other Academic Activities’ to be more comprehensive (editorial).

The Chair called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the revised proposal of the School of Graduate Studies to change regulations and definitions in the SGS Calendar associated with Graduate Courses and Other Academic Activities, as follows:

**7.1.17 Graduate Courses and Other Academic Activities**

**7.1.17.1 Graduate Courses**

All graduate programs are composed of a number of academic requirements that include graduate courses and other academic activities. A graduate course is a discrete, time-delimited unit of instructional/learning activity identified by a course code, in which students enrol. Graduate courses must be approved according to the relevant SGS policies and procedures by Faculty Council or by the Council’s curriculum committee, as appropriate. All graduate courses must have an instructor in change who has a Graduate Faculty Membership appointment in the graduate unit(s) responsible for the course.

A full graduate course (course weight of 1.0 full course equivalents [FCE]) should involve a minimum of 48-78 hours of organized activity (e.g., two lectures or three hours of laboratory work a week ever two sessions); a half course (0.5 FCE) should require approximately half this time commitment. Normally, the beginning and end dates for courses should coincide with the beginning and end dates of University sessions.

Graduate courses may vary in timing, weight, delivery mode, and format and course codes may serve as markers for Other Academic Activities. See the Guidelines on Graduate Courses and Other Academic Activities including Program Examinations available from the SGS website. If a course is not offered from more than five years, it becomes inactive and SGS will archive the course in the Repository of Student Information (ROSI). Download See also the SGS Guidelines for De-activating/Archiving and Re-activating Graduate Courses available from the SGS website.

**7.1.17.2 Course Code and Weight**
All graduate courses have course codes consisting of:

- A prefix associated with the academic unit or program (three letters);
- A four-digit course number; and
- A suffix associated with the course weight (alpha character)

Normally, course weight is measured in full-course equivalents (FCEs) and is indicated via a Y or H suffix:

Y (full course): 1.0 FCE, normally taken over two sessions
H (half course): 0.5 FCE, normally taken over one session

A full graduate course (course weight of 1.0 full-course equivalents [FCE]) should involve a minimum of 48-78 hours of organized activity (e.g., two lectures or three hours of laboratory work a week ever two sessions); a half course (0.5 FCE) should require approximately half this time commitment. Normally, the beginning and end dates for courses should coincide with the beginning and end dates of University sessions.

Course weight variations occur in some graduate program. These variations often taken the form of modular courses. A modular course is a course that has a non-standard weight, may have non-standard start and end dates within a session, and us usually combined with other course components so that the total equals 0.5 or 1.0 FCE. The minimum contact hour requirement applies to modular courses, equivalent to course weight.

7.1.17.3 Other Academic Activities Including Program Examinations

Graduate programs may have a variety of requirements that are not courses but constitute other academic activities that have been approved according to SGS policies and procedures. Some common non-course academic activities are theses, major research papers, placements (including field work, clinical placements and other internships) and program examinations, etc.

Other academic activities also include graduate program examinations. Included in the category of program examinations are examinations such as comprehensive, qualifying, and field examinations. See individual program requirements in the Degree and Diploma Programs by Graduate Unit section of this calendar. Individual program requirements will identify the:

- different components of each examination;
- format of each examinations and its components, if any;
- deadlines and timelines associated with required completion of examinations; and
• consequences for failure of a required examination and/or its components, including information about the number of attempts permitted to satisfactorily complete the examination.

• The regulation will be effective September 1, 2014.

A faculty member of Council asked where the regulation or guideline can be found on the use of an online course identifier. Vice-Dean Smyth said that the issue of an online identifier is entirely for internal information. The University has an online indicator due to the MTCU requirement to collect data on online courses. Since online courses differ only in mode of delivery, SGS does not treat online courses differently.

Seeing no further discussion, the Chair called the question.

The motion was CARRIED.

7.3 Proposal for revising the existing Regulation in SGS Calendar Degree Regulations concerning Direct-Entry Program Requirements

The five-year PhD, also known as direct-entry, shows admissions requirements in the degree regulations section in the calendar. There is no regulation stating minimum program requirements for the five-year PhD. This motion adds language to clarify. The requirements proposed to be added are the same as those approved by Council when direct-entry was introduced. The language did not make it into the calendar at the time. We can’t explain why. We believe this is important information that will provide students with clear details on the expectations of the four and five-year PhD program admission and program requirements.

The Chair called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the revision of a regulation in the SGS Calendar Degree Regulation as follows:

1.1.3 Program Requirements

1.1.3.1 Four-Year PhD Program

PhD students must register for every successive session, including summers, on a fulltime basis following the first session of registration unless granted a leave of absence.

The minimum degree fee is based on one academic year, that is, three consecutive sessions. All PhD students are subject to rules and regulations outlined in the General Regulations, including section 8 on Good Academic Standing requirements, in addition to these PhD
degree requirements and those of the graduate unit in which the student is registered. See also 1.1.3.8 Flexible-Time PhD Program Option.

1.1.3.2 Five-Year PhD Program (Direct-Entry)

Graduate units may offer qualified students direct-entry from a bachelor’s degree into a PhD program (direct-entry), when the five year program has been approved by University of Toronto governance (see also 1.1.1.2 Direct-Entry Admission Requirements)

Students in a direct-entry PhD program will register full-time. Under the direction of the graduate unit, the program requirements will include:

- The program requirements for the four year PhD program;
- A substantial portion of the requirements for a master's degree;
- Additional requirements may be required by the graduate unit;
- Achieving acceptable minimum grades or averages for first year courses;
- Students must be in Good Academic Standing at the end of Year One.

All requirements for the degree must be completed within seven years from first enrolment. Direct-entry students must satisfy the SGS General Regulations and Degree Regulations in the SGS Calendar, including good academic standing, supervision, and candidacy regulations.

- The regulation will be effective September 1, 2014.

A faculty member asked if there are guidelines on grade averages. The Chair advised that as long as the minimum requirements are met, a student is admissible. A student member asked if it might make more sense to label the two types of PhD programs in relation to “entry from master’s” as opposed to “entry from bachelor’s”. The Chair explained that the University’s position is that all PhD programs must be doable in four years unless they are direct-entry PhDs, then it is five years. The University wants to keep this focus front and centre, while acknowledging that many students need more time. We want to remind units that programs should be constructed with this in mind. Another student member asked why PhD five year requirements are set out differently than the four-year PhD. The Chair replied that more is expected of the Direct Entry students, so there is additional language. Vice-Dean Smyth explained that it is the SGS’s goal to be absolutely transparent to students as to what is required. Whereas requirements for the four year PhD are systematically set out, the enrolments for the five years PhD have not been. This change is provided to correct that. The Chair asked if the member had a specific example. The student member said that, for example, there is reference to the Minimum Degree Fee in the five year language, but not in the four year. The Chair responded that SGS is happy to take suggestions for editorial changes.

Seeing no further discussion, the Chair called the question.

The motion was CARRIED.
8 For Approval – Other Items

8.1 Proposal to appoint the SGS Hearing Officer for the Code of Student Conduct.

U of T’s Code of Student Conduct requires that the Graduate Education Council appoint a Hearing Officer for Code of Student Conduct cases. Nominations are made by the SGS Dean. This appointment is for a second three-year term for Professor Jim Phillips. We are delighted that he is willing to do this and also delighted that his services are not required very often.

The Chair called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the appointment of Professor Jim Phillips (Faculty of Law) as the SGS Hearing Officer for the Code of Student Conduct, for a three-year term commencing July 1, 2014 and ending June 30, 2017.

Seeing no discussion, the Chair called the question.

The motion was CARRIED.

8.2 and 8.3

Deferred. The Chair explained that Items 8.2 and 8.3 are motions with supporting documentation for two new Hoods (for the ‘Master of Engineering in Cities Engineering and Management’ and the ‘Master of Science in Sustainability Management’). They were marked on the agenda ‘to be distributed’ at today’s meeting. Both motions are being deferred from today’s agenda. They are both pending further consultation.

9 Other Business

None.

10 For Information:

Several reports and documents are included with the GEC package for information. Many of these are annual reports that you will see included each Spring as part of the GEC reporting structure. The Chair provided a summary of the documents. The Chair continued to invite your comments or discussion on any of the items.
10.1 Name and/or Status Change to Graduate Units or Programs
The report is for information only, and provides Council with a summary of approved name and status changes for graduate units and graduate programs, since our last meeting.

10.2 Graduate Education Council Spring 2014 Election Report
The GEC Spring 2014 election report was distributed with the agenda. There was one small typo in the opening remarks of the report as the number of acclaimed seats should have read twelve not six. Otherwise the report provides a summary of the election.

This document distributed with the agenda is the up-to-date GEC membership chart for 2014-2015, effective July 1, 2014. It will be posted to the SGS website following the meeting. Remaining ex-officio memberships will be updated.

The SGS New Awards Annual report was distributed with the agenda. It details the newly established graduate awards from March 2013 to February 2014. Never enough and we’re all ways glad to see them! A summary page provides a breakdown by Faculty and also indicates the total amount from the last reporting year reporting for comparison. As you will see, the donations increased substantially from last year.

10.5 Admissions and Programs Committee – Annual Report 2012-2013
The SGS Admissions and Programs (A&P) Committee Annual Report was distributed with the agenda. The A&P Committee is a standing committee of GEC and is responsible for making decisions on various non-standard cases including (but not limited to) admissions cases, requests for extensions to modify program requirements. The report includes two appendices – Cases by Division, and the EMBA and OMNIUM audit report. The ‘EMBA and OMNIUM Audit’ reports on the non-standard cases decided at the Rotman School of Management. The ‘Cases by Division Report’ identifies the number of the approvals and refusals for each type of case. This report is a summary of the activity in 2012-2013.

10.6 SGS Registration Statistics – Annual Report 2013-2014
This annual report was distributed with the agenda as a Powerpoint. Thanks to Corinne Pask-Aube, SGS’s Graduate Education Research Analyst and Quality Assurance Data Analyst for her contributions in pulling the data. SGS’s Director of Student Services, Don MacMillan, presented the report. The Chair invited questions. A student member asked how these statistics compare to that of our peers. The Chair responded that we are the largest in Canada in most categories. In response to another question, he said that for reasons that most of you are aware of our percentage of international students is certainly not as high as we would like it to be or where we would like it to be. A student member asked if the numbers in the first column of the slide “Where do fall 2013 International (VISA) Students come from?” that lists Visa Student numbers includes the numbers for Permanent Residents which appear in the second column of the same slide. Mr. MacMillan confirmed that the second column figures are included in the first column numbers.
10.7 Postdoctoral Fellow Annual Report 2012-2013
The annual report was distributed with the agenda. It is an annual snapshot taken on the same date each year. The report is based on a snapshot of PDF engagement in 2012-2013. Records reflect 2358 PDFs associated with U of T during this time. The report focuses on campus or hospital affiliation, divisional representation, unit and faculty association and other statistics such as citizenship, gender and stipends.

10.8 Termination of Registration Guidelines - December 2013
A copy of the guidelines and the information for students is included in the agenda package. Both documents are also posted on the SGS website.

Closing Remarks
The Chair thanked everyone for coming to the meeting and for contributions throughout the year. The Secretary’s office will be in touch about the remaining meeting date on reserve.

Adjournment
The meeting adjourned at 4:00 p.m.

Jane Alderdice, Secretary GEC

Date: April 9, 2014

/\a
Appendix to the Minutes
UNIVERSITY OF TORONTO - GRADUATE EDUCATION COUNCIL
Record of Attendance- March 18, 2014

Present (Voting & Non-voting Members)
Corman, Brian (Chair)

Baum, Joel
Baxan, Victorina
Berg, Katherine
Caspers, Jan Niklas
Everett, Nicholas
Evoy, Bradley
Hill, Jenny
Hurlhey, Victoria
Little, Jeffrey
MacKay, Gillian
Mahrt-Smith, Jan
Pollard, Leanne
Rodd, Helen
Smyth, Elizabeth
Soliman, Mohamad
Souleymanov, Rusty
Srejic, Luka
Variawa, Chirag
Wojtowicz, Martin

In Attendance (Guests & SGS Staff)
Dales, Corey
Lalonde, Josie
MacMillan, Don
McMahon, Erin
Moore, Scott
Rutchinski, Steve
Shim, Karen

Absent
Alford, Larry
Bancheri, Salvatore
Bussmann, Markus
Campbell, Elizabeth
Cole, Donald
Daniere, Amrita
De Nil, Luc
Faulkner, Guy
Fraser, John
Gertler, Meric
Gotlieb, Avrum
Gough, William
Gunz, Hugh
Halpern, Rick
Jia, Charles
Julian, Stephen
Kapila, Akshita
Leung, Isabel
Livak, Leonid
Mabury, Scott
Mullin, Amy
Murray, Heather
Nelson, Sioban
Ross, Seamus
Smarandache, Bogdan
Stafford, Brys
Watson, Jeanne
Welsh, Sandy
Williams, Charmaine
Yip, Christopher
Young, Paul

Alderdice, Jane (Secretary to Council)
Thacker, Emma (Assistant Secretary to Council)
ITEM 7.1

Proposal to approve two appointments to the Graduate Academic Appeals Board (GAAB) for the 2014-2015 academic year that became vacant due to a resignation.

MOTION

THAT Graduate Education Council approve the appointment of one faculty member and one Alternate Chair to serve on the Graduate Academic Appeals Board for the 2014-2015 academic year as follows:

**Faculty Member:**
Keren Rice, Department of Linguistics, Division I (new)
(July 1, 2014 to June 30, 2017 (three-year term)

**Alternate Chair:**
Markus Dubber, Faculty of Law, (new)
July 1, 2014 to June 30, 2015 (one-year term)

About Graduate Academic Appeals Board (GAAB):
The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). Appointment of the Chair of GAAB is approved by GEC upon the nomination of the Dean of the School of Graduate Studies. Appointment of faculty members is approved by GEC upon the recommendation of the Vice-Dean, Students.
GAAB Membership 2014-2015:

With GEC approval, the full membership of GAAB for 2014-2015 will be as follows:

**Chair:** Hamish Stewart, Faculty of Law *(July 1, 2012 to June 30, 2017)*

**Alternates:**
- Jim Phillips, Faculty of Law *(July 1, 2012 to June 30, 2017)*
- Markus Dubber, Faculty of Law *(July 1, 2014 to June 30, 2015)*

**Division I Faculty Members**

**Members:**
- Greig Henderson, English *(July 1, 2014 to June 30, 2017)*
- Paul Thompson, History and Philosophy of Science & Technology *(July 1, 2014 to June 30, 2017)*
- Keren Rice, Linguistics *(July 1, 2014 to June 30, 2017)*

**Division II Faculty Members**

**Members:**
- Lynne Howarth, Information *(July 1, 2014 to June 30, 2017)*
- Michele Peterson-Badali, Human Devel't & Applied Psychology *(July 1, 2013 to June 30, 2016)*
- Shelley Stagg Peterson, Curriculum, Teaching and Learning *(July 1, 2013 to June 30, 2016)*

**Division III Faculty Members**

**Members:**
- Chris Damaren, Aerospace Studies *(July 1, 2014 to June 30, 2017)*
- Willy Wong, Electrical and Computer Engineering *(July 1, 2014 to June 30, 2017)*
- Jane Phillips, Chemical Engineering & Applied Chemistry *(July 1, 2014 to June 30, 2017)*

**Division IV Faculty Members**

**Members:**
- Rosemary Martino, Speech Language Pathology *(July 1, 2013 to June 30, 2016)*
- Don Jackson, Ecology and Evolutionary Biology *(July 1, 2012 to June 30, 2015)*
- Michael J. Wiley, Anatomy *(July 1, 2013 to June 30, 2016)*

**Student Members**

**Members:**
- Rusty Souleymanov, Division II *(July 1, 2014 to June 30, 2015)*
- Michael Dick, Division II *(July 1, 2014 to June 30, 2015)*
- Michael Donnelly, Division I *(July 1, 2014 to June 30, 2015)*

**Further Governance**

GEC approval is final.
MOTION

Graduate Education Council
Tuesday, October 21, 2014

ITEM 7.2

Proposal to approve the faculty and graduate student appointments to the Admissions and Programs Committee (A & P) for the 2014-2015 academic year.

MOTION

THAT Graduate Education Council approve the renewal appointment of three faculty members and two new graduate students to serve on the Admissions and Programs Committee for the 2014-2015 academic year as follows:

Renewals:

Pascal Michelucci, French Language and Literature (September 1, 2014 – August 31, 2015)
Markus Bussmann, Mechanical and Industrial Engineering (September 1, 2014 – August 31, 2015)
Howard Mount, Institute of Medical Science (September 1, 2014 – August 31, 2015)

New Members:

Fady Shanouda, Division IV (September 1, 2014 – August 31, 2015)
Bradley Evoy, Division II (September 1, 2014 – August 31, 2015)

About the Admissions and Programs Committee:

The Admissions and Programs Committee is a standing committee of Graduate Education Council and is governed by a by-law. The Committee has the power to waive, or modify in individual students cases, the application of an SGS regulation concerning admissions, registration, or enrolment. It also considers petitions from graduate units on exemption from cases of non-standard admissions, program requirements, leaves of absence, course extension deadlines, grading, program completion time limits, and posthumous degrees. The Committee is chaired by the Vice-Dean, Students.
A&P Membership 2014-2015
With GEC approval, the full membership of A & P for 2014-2015 will be as follows:

Chair: Luc De Nil, SGS Vice-Dean, Students
Secretary: Vesna Makarovska, Student Services Officer (Div. II) (non-voting member)
Interim Secretary: Scott Moore, Acting Student Services Officer, (Div. II) (non-voting member)
Ex-Officio Members:
Locke Rowe, SGS Dean
Elizabeth Smyth, SGS Vice-Dean, Programs (Alternate Chair)
Don MacMillan, Director, SGS Student Services (non-voting member)

Division I Faculty Member:
Pascal Michelucci, French Language and Literature (September 1, 2014 – August 31, 2015)

Division II Faculty Member:
Anna Korteweg, Sociology (September 1, 2013 – August 31, 2016)

Division III Faculty Member:
Markus Bussmann, Mechanical and Industrial Engineering (September 1, 2014 – August 31, 2015)

Division IV Faculty Member:
Howard Mount, Institute of Medical Science (September 1, 2014 – August 31, 2015)

Graduate Student Member:
Fady Shanouda, Division IV (September 1, 2014 – August 31, 2015)

Alternate Graduate Student Member:
Bradley Evoy, Division II (September 1, 2014 – August 31, 2015)

Further Governance
GEC approval is final.
# Graduate Education Council Membership 2014-2015

**Effective: July 1, 2014**

## Ex-Officio Members:
- **President:** Meric Gertler
- **Dean:** Locke Rowe (*Chair of Council*)
- **Vice-Dean, Programs:** Liz Smyth (until 12-31-14)
- **Vice-Dean, Students:** Luc De Nil
- **Chief Librarian:** Larry Alford
- **Toronto School of Theology:** Jerry Skira
- **GSU Representative:** Soaleha Shams (*Academics Commissioner*)

## Division I—Humanities

### Faculty Members:
- **Term Ends June 30**
- **Salvatore Bancheri (Chair)***
- *Italian Studies*
- **2015**
- **Nick Everett**
- *History*
- **2016**
- **Leonid Livak**
- *Slavic Languages & Literatures*
- **2015**
- **Gillian MacKay**
- *Music*
- **2016**
- **Lynne Magnusson**
- *English*
- **2017**

### Student Members:
- **Amanda Meng-Chun Hsieh**
  - *Music*
  - **2015**
- **Bogdan Smarandache**
  - *Centre for Medieval Studies*
  - **2015**
- **VACANT**

## Division II—Social Sciences

### Faculty Members:
- **Term Ends June 30**
- **Charmaine Williams (Chair)***
- *Social Work*
- **2016**
- **Elizabeth Campbell**
  - *Curriculum, Teaching & Learning*
  - **2015**
- **Hugh Gunz**
  - *Management*
  - **2015**
- **Jan Mahrt-Smith**
  - *Management*
  - **2016**
- **VACANT**

### Student Members:
- **Brad Evoy**
  - *Social Justice Education*
  - **2015**
- **Marie Gagne**
  - *Political Science*
  - **2015**
- **VACANT**

## Division III—Physical Sciences

### Faculty Members:
- **Term Ends June 30**
- **Stephen Julian (Chair)***
- *Physics*
- **2016**
- **Tom Coyle**
  - *Materials Science & Engineering*
  - **2017**
- **Charles Jin**
  - *Chemical Engineering & Applied Chemistry*
  - **2015**
- **Andre Simpson**
  - *Physical & Environmental Sciences*
  - **2017**
- **Christopher Yip**
  - *Biomaterials & Biomedical Engineering*
  - **2016**

### Student Members:
- **Andrew Fisher**
  - *Civil Engineering*
  - **2015**
- **Jenny Hill**
  - *Civil Engineering*
  - **2015**
- **Mario Milicevic**
  - *Electrical & Computer Engineering*
  - **2015**

## Division IV—Life Sciences

### Faculty Members:
- **Term Ends June 30**
- **Katherine Berg (Chair)***
- *Physical Therapy*
- **2015**
- **Guy Faulkner**
  - *Exercise Science*
  - **2015**
- **Jim Hu**
  - *Laboratory Medicine & Pathobiology*
  - **2017**
- **Carlos Quinonez**
  - *Dentistry*
  - **2017**
- **Helen Rodd**
  - *Ecology & Evolutionary Biology*
  - **2015**

### Student Members:
- **Jessica Arsenault**
  - *Psychology*
  - **2015**
- **Pratiek Nitin Matkar**
  - *Medical Science*
  - **2015**
- **Fady Shanouda**
  - *Public Health Sciences*
  - **2016**

## Administrative Staff:
- **Term Ends June 30**
- **Angelique Plata**
  - *School of Graduate Studies*
  - **2016**
- **Jeffrey Little**
  - *Biomaterials & Biomedical Engineering*
  - **2015**
- **Karolina Szymanski**
  - *OISE*
  - **2016**

## Secretariat:
- **TBA (Secretary to Council)**
- **Emma Thacker, School of Graduate Studies (Assistant Secretary to Council)**

## Schedule of Meetings:
- **October 21, 2014**
- **March 17, 2015**
- **November 18, 2014 (reserve)**
- **April 21, 2015 (reserve)**

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**Non-voting Members:**
- **U of T Administration:** Peter Lewis (*Interim Vice-President, Research & Innovation*), Sioban Nelson (*Vice-Provost, Academic Programs*), Scott Mabury (*Vice-President, University Operations*)
- **Faculties:** Markus Bussmann (*Vice-Dean, Graduate Studies, Faculty of Applied Science & Engineering*), Sandy Welsh (*Vice-Dean, Graduate Education & Program Reviews, Faculty of Arts & Science*), Joel Baum (*Associate Dean, Faculty, Rotman School of Management*), Allan Kaplan (*Vice-Dean, Graduate & Life Sciences Education, Faculty of Medicine*), Jeanne Watson (*Associate Dean, Programs, Ontario Institute for Studies in Education*), Seamus Ross (*Dean, Faculty of Information*), Robert Reisz (*Vice-Dean, Graduate*)
- **University of Toronto Mississauga:** Rick Halpern (*Dean*), William Gough (*Vice-Dean, Graduate Education & Program Development*), Hugh Segal (*Master*)
ITEM 9.2

School of Graduate Studies
ACADEMIC INTEGRITY ANNUAL REPORT
to Graduate Education Council
July 1, 2013 – June 30, 2014

Summary of Divisional Academic Discipline Cases

This report provides statistics on graduate student cases administered within the School of Graduate Studies (SGS) under the University of Toronto, Code of Behaviour on Academic Matters (“the Code”). The SGS Office of the Dean is responsible for these cases.

Table 1 below shows the number of Code offence cases, by offence type, where a sanction was imposed at the level of SGS. The table provides data by academic year for cases that were concluded during that year.

Table 2 below shows the length of time, i.e., ‘timeliness’, from the date when an allegation of offence was received by SGS to the date that either a sanction was imposed at the level of SGS or the case was referred to the Office of the Provost. The table provides data by academic year for cases that were concluded at the SGS level during that year. There are only four years of data for timeliness. 2010-11 was the first year this information was reported.

Table 1: Number of Offences Resolved at SGS by Type (does not include cases referred to the Provost’s Office)

<table>
<thead>
<tr>
<th>Code Section</th>
<th>Offence Type</th>
<th>2008-09</th>
<th>2009-10</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.i.1(a)</td>
<td>Forgery (documents, not transcripts)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>B.i.1(b)</td>
<td>Unauthorized aid</td>
<td>1</td>
<td>10</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>B.i.1(c)</td>
<td>Personation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B.i.1(d)</td>
<td>Plagiarism</td>
<td>12</td>
<td>12</td>
<td>16</td>
<td>11</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>B.i.1(e)</td>
<td>Re-submission of work</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>B.i.1(f)</td>
<td>Concoction</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B.i.3(a)</td>
<td>Forgery (academic records)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B.i.3(b)</td>
<td>Cheating for academic advantage</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
<td><strong>22</strong></td>
<td><strong>21</strong></td>
<td><strong>12</strong></td>
<td><strong>22</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Table 2: Timeliness (including cases referred to the Provost’s Office)

<table>
<thead>
<tr>
<th>Time between receipt of allegation and case resolved at SGS or sent to the Provost</th>
<th>2010-11</th>
<th>2011-12</th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months</td>
<td>23</td>
<td>13</td>
<td>26</td>
<td>14</td>
</tr>
<tr>
<td>9 months</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23</strong></td>
<td><strong>13</strong></td>
<td><strong>26</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>
FOR INFORMATION  
Graduate Education Council  
Tuesday, October 21, 2014

ITEM 9.3

School of Graduate Studies  
GRADUATE ACADEMIC APPEALS BOARD  

This report lists appeals to the Graduate Academic Appeals Board (GAAB) that were initiated in the preceding year. The Secretary of GAAB ensures that the graduate unit, appellant, and the Chair and members of the Board receive all filed documentation determined as admissible by the Chair; this includes the notice of appeal, statement and documentation from the appellant, formal response from the graduate unit, formal reply by the appellant, and any subsequent filings by either the appellant or graduate unit. The Secretary schedules the appeal hearing, ensures a full quorum of GAAB members for the hearing panels, is present at the appeal hearing, and distributes the Chair’s written final decision to all parties. The Secretary of GAAB also fields inquiries via e-mail, telephone or in person. Consultation often includes both the graduate unit and potential appellants, and only some of these become formal appeals. The SGS Vice-Dean, Students, may serve as informal mediator in some cases. The Secretary ensures that the Board positions are filled, that is, that the Board is composed of a Chair and two alternate Chairs, together with three faculty members from each academic division and three graduate students. Membership is renewed as terms conclude or positions become vacant. This normally occurs on a yearly basis but may happen more frequently in the event of vacancies.

FORMAL APPEALS  
(Cases initiated during July 1, 2013 – June 30, 2014)

<table>
<thead>
<tr>
<th>Case: Graduate Unit/Degree</th>
<th>Basis of Appeal</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Students (Total: 5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty of Information (MI)</td>
<td>Termination</td>
<td>Settlement reached. Appeal withdrawn.</td>
</tr>
<tr>
<td>School of Public Policy and Governance (OISE, MEd)</td>
<td>Grade</td>
<td>Appeal Dismissed.</td>
</tr>
<tr>
<td>Department of Civil Engineering (MEng)</td>
<td>Grade</td>
<td>Appeal Allowed.</td>
</tr>
<tr>
<td>Department of Civil Engineering (MEng)</td>
<td>Grades (2)</td>
<td>Appeal Allowed for 1 grade, the other Dismissed.</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Rotman (EMBA)</td>
<td>Termination</td>
<td>Hearing Pending.</td>
</tr>
</tbody>
</table>

**Doctoral Students (Total: 4 )**

<table>
<thead>
<tr>
<th>OISE (PhD)</th>
<th>Termination</th>
<th>Appeal referred to GDAAC for prior consideration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OISE (PhD)</td>
<td>Termination</td>
<td>Appeal Dismissed.</td>
</tr>
<tr>
<td>Institute for Medical Science (PhD)</td>
<td>Thesis Topic</td>
<td>Appeal referred to GDAAC for prior consideration.</td>
</tr>
<tr>
<td>Institute for Medical Science (PhD)</td>
<td>Thesis Topic</td>
<td>Hearing Pending.</td>
</tr>
</tbody>
</table>
Mandate

The responsibility and authority for standard admission decisions and the maintenance of the official student file was devolved to the graduate units in 1999; since then, the School of Graduate Studies has implemented an annual audit of student files.

The audit ensures that minimum admission standards and registration requirements are met and that the official student file is maintained, in accordance with the SGS Calendar and specific criteria.

To support the graduate units, SGS also provides in-person advice regarding particular problems as identified by the findings of the audit.

Summary

This year, the fifth year of our five year audit cycle, and this being our third audit cycle, a total of 395 admission and registration files were randomly selected from nineteen graduate units. Overall, we found a decrease in the number of errors compared with the averages of the first and second cycles.

General admission, registration and ROSI diagnostic findings are recorded in this report with an explanation of the most frequent errors.

Admission Files

Admission files (163) were randomly selected from newly admitted students who started their program in September 2013. The proportion of errors decreased compared with the averages of the first and second cycles. For admissions audit criteria see Appendix A.

Most Frequent Admission Errors:

1. At least two letters of reference. The letters of reference must be printed from the online application and placed in the student file.

2. Correct entry of admissions data in ROSI. Graduate units must update the ROSI admission codes once an applicant fulfills an outstanding admission condition. ROSI admission codes were not updated after an admissions offer letter was issued.

3. Final official and authentic copies of transcripts. The final official and authentic copies of transcripts must be included in the official student file. The final ROSI transcript for U of T applicants was missing. SGS Officers have since verified the missing transcripts were printed and included as part of the official student record.
Registration Files

Registration files (232) were randomly selected from students who were registered for the 2012-13 academic year. The proportion of errors decreased compared with the averages of the first and second cycles. For registration audit criteria see Appendix A.

Most Frequent Registration Errors:

1. Annual supervisory committee reports for doctoral students beyond their second year must be included in the official student file and recorded on ROSI to ensure students met with their supervisor on an annual basis and discussed the progress of their thesis.

2. Registration/course enrolment form. The registration/course enrolment form must be signed by the instructor and the Graduate Coordinator when the Student Web Service (SWS) is unavailable. Courses are then added manually by the graduate unit. The forms were either missing from the official student file or did not have the appropriate graduate unit signatures.

3. Register without payment form. A request to register without payment on the basis of a student loan, approved award or TA-ship must be recorded on the form with signatures by the student and the Graduate Coordinator. To document the rationale for registration without payment, the form must be in the official student file and processed correctly on ROSI.

ROSI Diagnostics

The ROSI diagnostics report all relevant ROSI data for the academic year 2012-13 taken from the nineteen graduate units audited.

The largest proportion of error by graduate units is the failure to record mandatory annual doctoral supervisory committee meetings on ROSI. An annual progress report must be submitted by the supervisory committee for doctoral students beyond their second year in the program and recorded in both the student file (hard-copy record) and on ROSI (electronic record). This requirement was approved at SGS Council in 1996 and has been outlined in previous correspondence. A useful strategy to ensure that annual reports are recorded in the student file and on ROSI is to designate a certain time of the year (e.g. “May Monitoring”).

Conclusion

We are pleased to report that the overall proportion of errors in managing the official student record by graduate units is decreasing compared with the averages of the first and second cycles. To ensure this encouraging trend, the School of Graduate Studies is committed to supporting graduate units towards strengthening admission, registration and ROSI data entry best practices through workshops and further training sessions.
## Appendix A

### Admission Criteria

<table>
<thead>
<tr>
<th>Admission Criteria</th>
<th># of Files (master and doctoral)</th>
<th>Non-Compliant Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final official and authentic transcripts</td>
<td>163</td>
<td>10</td>
</tr>
<tr>
<td>Certified translations of non-English documents</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>Appropriate degrees from acceptable institutions</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Acceptable average in final year of degree</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Acceptable English language proficiency scores</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>At least two letters of reference</td>
<td>163</td>
<td>19</td>
</tr>
<tr>
<td>Completed application form signed by student</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Admission form signed by Graduate Coordinator</td>
<td>163</td>
<td>6</td>
</tr>
<tr>
<td>Admission form signed by Collaborative P. Director</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>Offer of admission issued with correct conditions</td>
<td>163</td>
<td>3</td>
</tr>
<tr>
<td>Offer is to appropriate/approved graduate program</td>
<td>163</td>
<td>2</td>
</tr>
<tr>
<td>Correct entry of admissions data into ROSI</td>
<td>163</td>
<td>18</td>
</tr>
</tbody>
</table>

### Registration Criteria

<table>
<thead>
<tr>
<th>Registration Criteria</th>
<th># of Files (master and doctoral)</th>
<th>Non-Compliant Files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Program transfers</td>
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<tr>
<td>Course Add/Drop forms</td>
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<td>Course extension forms on file for SDFs</td>
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<td><strong>PERSONAL INFORMATION</strong></td>
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*Doctoral files only.
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<td>Program transfers</td>
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<td>Course ADD / DROP Forms</td>
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<td>Reading and/or Research Course Request</td>
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<td>Grade submission forms</td>
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<td>Grades are correctly entered into ROSI</td>
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<td>Course Extension Forms on file for SDFs</td>
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<td>Annual advisory committee meetings and reports (for PhD +2)</td>
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<tr>
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<td>Name change approved and processed by SGS</td>
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## ADMISSIONS (fall 2013)

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<td>At least two letters of reference</td>
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<td>Completed application form signed by student if hard copy</td>
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## SUMMARY

- **Total Number of Files Audited:** 395 from nineteen graduate units.
- **Total Non-compliant Instances:** 114

## ROSI DIAGNOSTIC ERROR REPORTS (2012/2013)

- Students registered after the SGS deadline: 6
- Students missing annual supervisory committee meeting/not recorded on ROSI: 278 out of 1,279 doctoral students.
- Courses added after the SGS deadline: 151
- Courses dropped after the SGS deadline: 3
- Grades entered after the SGS deadline: 1

**Total enrolment:** 2,659