

**Smith Engineering
Graduate Council**

PREAMBLE

This document describes (i) the procedures followed by Stephen J.R. Smith Faculty of Engineering and Applied Science Graduate Council ¹ to ensure that graduate studies conducted in Smith Engineering comply with the regulations of the School of Graduate Studies and Postdoctoral Affairs (SGSPA) and (ii) those regulations peculiar to the academic needs of Smith Engineering.

These procedures are intended to be an extension of the General Regulations of the SGSPA, which

Department responsibilities for graduate studies have been delegated by the Head.

Programs: Some graduate programs in Smith Engineering involve more than one Department (e.g. Biomedical Engineering) or more than one university (e.g. ADMI).

PART 1: STRUCTURE, RULES AND PROCEDURES OF SMITH ENGINEERING GRADUATE COUNCIL

1. MEMBERSHIP

Smith Engineering Graduate Council includes those faculty members of the SGSPA involved in the graduate programs assigned to Smith Engineering. Meetings of the Graduate Council normally include:

- Graduate coordinators of all graduate departments/programs within Smith Engineering (or their delegates)
- Three graduate students representing the graduate students from Smith Engineering
- The Chair and Associate Chair
- The Associate Dean of Smith Engineering assigned to Graduate Studies and Research
- The Associate Dean of the SGSPA assigned to Smith Engineering
- A Senior Officer of the SGSPA, normally, the Director of Admissions and Student Services.

2. STUDENT MEMBERS

Two of the three student members shall come from two of the five engineering Departments, and one shall come from one of the four Departments of Chemistry (M.A.Sc.), Geological Sciences and Geological Engineering, Mathematics and Statistics, and Physics, Engineering Physics and Astronomy. Student members shall be elected according to the procedures described in Appendix 1.

3. VOTING MEMBERS AND QUORUM

The graduate coordinators (or their delegates) and the student members are voting members of the Council for a total of 12 voting members.

For Council meetings, an attendance of six voting members constitutes a quorum four of which must be faculty members. The Departmental representation is the obligation of the Department.

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5. MEETINGS

All administrative matters pertaining to Council meetings shall be under the auspices of Smith Engineering. The Council normally meets once a month during the academic session. Meetings can be called by the Chair of the Council as necessary. Meetings could also be called if six Council members request a meeting. The Council shall determine how many times per year (academic session) the Council shall meet. A memorandum shall be sent to the Council members with the schedule of the meetings for the academic year.

It is the responsibility of the Council or Chair of Council to ensure that any business of the Council that has to be approved by GSEC be reported to that body in a timely fashion using the formats and forms as required by GSEC and according to any GSEC deadlines.

Agenda items should be submitted to the Council's administrative assistant one week before a scheduled meeting. Departments/Programs with items on the agenda should ensure that the item has received appropriate discussion within the Department/Program, ensure representation by a spokesperson on the matter, and provide supporting materials for circulation at the meeting.

Bourinot's Rules of Order, in its most recent edition, shall govern the meetings of Council.

6. COUNCIL BUSINESS FOR GSEC APPROVAL

The Chair, assisted by appropriate spokespeople if necessary, submits items approved by the Council to GSEC for approval.

These items include:

- Calendar material and course offerings
- Graduate degree program requirements and changes to same
- New graduate degree programs

7. ROLES AND RESPONSIBILITIES OF COUNCIL

The design, implementation and oversight of graduate curriculum is a shared responsibility between the SGSPA, the Graduate Studies Executive Council (GSEC), and Smith Engineering Graduate Council.

In general terms, the Council is responsible for the following:

- graduate courses and graduate degree program requirements, and the related calendar material of their established graduate programs;
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It is the Department's/Program's responsibility to ensure

Faculty members on the AAB will be elected/appointed for two-year terms, and student members in the AAB will be elected/appointed for one-year terms. Both terms normally commence as of July 1 and are renewable.

Graduate Faculty Senator

One graduate faculty senator is elected from Smith Engineering for a term of three years.

Ad Hoc

Ad Hoc committees are established as necessary.

9. ELECTIONS

Nominating Committee

The Nominating Committee shall consist of the Coordinator of Graduate Studies in each of the five engineering Departments and the Chair of Council who will act as Chair of the Committee. It will prepare a slate of nominees for Representatives to the University, SGSPA and Graduate Council Committees (Senate, SGSPA Fellowship committee, SGSPA Academic Appeal Board), and for the Chair and Associate Chair.

Report of Nominating Committee

The Nominating Committee shall present its slate of nominees to the Council for election by the Council at the next Council meeting. Additional nominations can be brought forward at either meeting with the written approval of the nominee.

If there are more nominees than vacancies an election by secret ballot must be held. The nominee with the highest votes will be elected. In the case of a tie, the Chair of Council may vote.

10. AMENDING FORMULA

Amendments and modifications to these Procedures may be proposed by any member of the Council, including ex-officio members, at a Council meeting. All suggested modifications must be referred to an ad hoc committee including the Chair and Associate Chair and two other members of Council elected by Council. After due consideration of the proposals, the committee will report its recommendations to Council. A proposed modification shall be presented to a Council meeting in the form of a motion stating the modification and requesting Council to consider it. The motion shall be treated as a regular motion with regard to seconding, discussing and voting.

Modifications to these Procedures must be approved by two-thirds of the voting members present.

PART 2: ACADEMIC MATTERS

1. CURRICULUM CHANGES AND CURRICULUM DEVELOPMENT

1.1. Program requirements, course offerings and calendar material

Departments submit to the Council for approval changes in their SGSPA calendar material and course offerings. Guidelines and forms pertaining to changes in the SGSPA Calendar are

available in the office of the SGSPA and are included in the appendices here. Calendar changes approved by the Council are reported to the GSEC for ratification. Changes for an upcoming / o2(iquq3 (e)o]8 TwT-EMC 6.9310)4 (ppgug)10 (d-2c 0 /P €SpanD 0 BDC13-0.004 72g2.22)

If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that some or all of the coursework in the Graduate Certificate or Graduate Diploma has been counted towards the higher-level graduate credential.

B. Individual course(s)

Some students may wish to have related courses of appropriate levels credited to their current programs. All such requests are considered on their individual merits. If requested by the Graduate Department or Program and approved by Council, the coursework requirement for the Queen's graduate degree may be reduced accordingly. The following working rules have been employed:

- i. The course was not used for another degree or credential.
- ii. The course was not used to obtain admission.
- iii. The course does not duplicate the content of another course taken by the student.
- iv. The course is equivalent in hours and level to a course of the Queen's program for which it is to substitute.

Requests for Advanced Standing should be made prior to admission, but not later than the end of the first term after admission.

PROCEDURE: A written request documenting the case is sent by the Graduate Department or Program to the Chair of Council c/o the SGSPA. Documentation should include a rationale for the request, verification that the course or courses are equivalent in depth and breadth to the Queen's graduate course, and course description and/or outlines of the course or courses in question. If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

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If the request is approved the SGSPA will inform the student, the Department/Program and the Office of the University Registrar (if required). The student's Queen's University transcript may be revised to indicate that some of the coursework in the Bachelor's degree has been counted towards the Master's degree.

2.2.3

3. CHANGE OF DEGREE PROGRAM VIA PROMOTION, OR CHANGE IN MASTER'S DEGREE PATTERNS

3.1 Approval of Chair of Council

Changes in degree programs via promotion, or changes from one Master's degree program to another require approval by the Chair.

3.2 Promotion from Master's to Ph.D. Program

Promotion of a student into a Ph.D. program without completing the Master's program is only for exceptional students who show a strong interest in and capacity for pursuing this route. The Department must make a compelling case for promotion based on the student's demonstrated outstanding academic and research ability. It is important that the best interests of the student are given due consideration.

Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have been registered full time for at least two terms and before completing five terms in a Master's program at Queen's University.
2. Must have completed at least two courses towards the Master's degree requirement, or equivalent. For students who have taken less than 2 courses for reasons beyond their control, but are otherwise good candidates for promotion, the final year of undergraduate studies will be taken into consideration. (NOTE: under regulation 2.1.5 above, students promoted to the

3. In cases where ALL members of the Master's Thesis Examination Committee are internal to the Department, approval of both the Departmental Graduate Coordinator and the Department Head shall be required.

4.2.2 Processing Master's Oral Thesis Examinations

1. Student brings list of examiners and tentative date for exam to Graduate Assistant (these have been agreed to by the supervisor).
2. Graduate Assistant confirms room availability, secures the Examining Committee Chair and secures signatures for the Examination Form (the Graduate Assistant can have the student walk the form around for signatures).
3. The student provides a pdf copy of the thesis to the Graduate Assistant for distribution to the Examining Committee; the thesis, the Examination Form and the Examination Report form (referred to in Step 7) are distributed together. This step should be completed 10 working days before the thesis exam date.
4. The examiners do not submit reports on the thesis prior to the oral thesis examination, unless they wish to submit a "negative report"; that is, if it is their opinion that the

4.2.3 Remote Participation of Master's students in their Oral Thesis Examination

Normally, the Master's student being examined must be present in person at Queen's University for their oral thesis examination. Exceptions can be made by the Smith Engineering Graduate Council or its Chair or Associate Chair for a Master's student to participate in his/her oral thesis examination remotely (e.g., via Skype or similar technology). Exceptions are made on a case by case basis, and only if all the following conditions are met:

1. The department/program must receive a request in writing from the student for this consideration at least 10 business days prior to the date of the examination.

4.2.4 Attendance at the Master's oral thesis examination

Attendance at the Master's oral thesis examination of people other than the members of the examining committee and the student, shall follow the general regulation of the SGSPA (see link above) with

Unsatisfactory performance by the student during the program may cause proceedings to be instituted by the Department requiring the student to withdraw. There are several circumstances which may lead to this request, and, as these differ in certain important respects, the procedures of appeal and review also differ. The Council has the following responsibilities in each situation:

a.

counsel, he or she must provide at least 48 hours notice to the Chair of Council, who reserves the right to reschedule the discussion of the matter to another meeting of the Council, if notice is not given. If the student does not wish to attend the meeting of Council, the student can submit a written response to the recommendation, for circulation to the Council and for discussion by the Council at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

Review of the Departmental recommendation by the Council is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

overlap with courses offered by another program. Please indicate which Graduate Program(s) have been contacted.

8. **Schedule:** Will this course be offered regularly? Annually? In alternate years? When will it first be offered?
9. **Staffing:** Provide faculty/staff information for the coming year and foreseeable future.
10. **Resources:** Provide details of specific resource requirements in terms of rooms, equipment, computers, etc.
11. **Enrolment:** Indicate the anticipated enrolment in this course.
12. **Grading basis:** Indicate if this course is graded (i.e. assigned a grade) or Pass/Fail.
- 13.

Appendix 3

School of Graduate Studies and Postdoctoral Affairs

3.

Appendix 4

**School of Graduate Studies and Postdoctoral Affairs
COURSE DELETION FOR SMITH ENGINEERING
GRADUATE COUNCIL APPROVAL**

GRADUATE DEPARTMENT NAME:

COURSE CODE/NUMBER:

**** For EACH course deletion, please complete the section above AND items 1 through 3.**

1. Course number and title: Note that this number may not be reused for five years.

2. Reason for deletion: Provide a detailed rationale for this deletion, e.g. staffing, resources, archaism, replacement by new course(s), etc.

3. Impact: How will this deletion affect the Program? Will this deletion have any impact on programs offered by other Graduate Programs? If so, please indicate which Program(s) have been contacted **and include copies of relevant correspondence.**

Submission Contact Name:

Number:

E-mail:

Date:

Signature of Department Head:

Signature of Coordinator of Graduate Studies: _____

EMAIL the completed form and any attachments to Smith Engineering Graduate Council administrative assistant:

FOR OFFICE USE ONLY:

Date of approval by Smith Engineering Graduate Council: _____

Date of approval at GSEC: _____