

The following Motions and Documents were considered by the GFC Academic Planning Committee at its June 12, 2013 meeting:

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Agenda Title: **Final Grade 11/Grade 12 Courses Required for Early Offers of Admission – Proposal from the Office of the Registrar**

APPROVED MOTION: THAT GFC Academic Planning Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Section 13.5.1 (Early Offers of Admission) of the University Calendar, as submitted by the Office of the Registrar and as set forth in Attachment 1, to be effective for Fall 2014 and for inclusion in the 2014-2015 calendar.

Final Item: 4

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Agenda Title: **Proposal from the Faculty of Graduate Studies and Research (FGSR) for the Addition of a Program Requirements Milestone for Doctoral Students**

APPROVED MOTION: THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Sections 204.2 and 203.15 of the University Calendar concerning 'Doctoral Degrees and 'Program Extensions, as submitted by the Faculty of Graduate Studies and Research (FGSR) with the recommendation of FGSR Council and as set forth in Attachment 1 (with relevant text highlighted in yellow), to take effect in 2014-2015.

Final Item: 5

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FINAL Item No. 4

OUTLINE OF ISSUE

Agenda Title: **Final Grade 11/Grade 12 Courses Required for Early Offers of Admission – Proposal from the Office of the Registrar**

**Motion:** THAT GFC Academic Planning Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Section 13.5.1 (Early Offers of Admission) of the University Calendar, as submitted by the Office of the Registrar and as set forth in Attachment 1, to be effective for Fall 2014 and for inclusion in the 2014-2015 calendar.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost and University Registrar
Presenters	Pat Schultz, Associate Registrar (Enrolment Management), Office of the Registrar; Lihong Yang, Assistant Registrar (International Admissions), Office of the Registrar; Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar
Subject	New requirements for Early Admission to the University of Alberta

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To accept Final Grade 11/Grade 12 courses for Early Admission to the University of Alberta.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	To take effect Fall, 2014 (and for inclusion in the 2014-2015 University Calendar).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment. The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC and the GFC ASC. (Sections 26(1), 60(1)(c) and (d)).</p> <p>2. <b>PSLA:</b> The <i>PSLA</i> gives Faculty Councils power to “provide for the admission of students to the faculty” (Section 29(1)(c)).</p> <p>3. <b>GFC Academic Standards Committee (ASC) Terms of Reference (Mandate):</b> The Office of the Provost and Vice-President (Academic) has determined that the proposed changes are substantial in nature. GFC ASC’s terms of reference provide that “the term ‘substantial’ refers</p>

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to proposals which involve or affect more than one Faculty or unit; are part of a proposal for a new program; are likely to have a financial impact; represent a definite departure from current policy; involve a quota; articulate a new academic concept" (3.A.ii).

Further, "ASC provides advice or recommends to the GFC Academic Planning Committee (APC) on proposals which involve substantial change to admission/transfer regulations or academic standing." (3.B.iv)

**4. GFC Academic Standards Committee (ASC) Terms of Reference (Mandate)** allow for GFC ASC to respond to proposals that may affect the admission or transfer of students to the University of Alberta. (Section 3.B.x).

**5. GFC Academic Planning Committee (APC) Terms of Reference (Section 3. Mandate of the Committee):** "[...]

**7. Admission, Transfer and Academic Standing**

- a. To consider advice or recommendation from the GFC ASC on proposals for the establishment of or change to general University admission or transfer policies affecting students, including policies affecting Open Studies students, and to act for GFC in approving policies which in APC's view are minor or routine; and to recommend to GFC on proposals involving major change[.]
- b. To consider advice or recommendation from the GFC ASC on proposals which involve substantial change to admission/transfer regulations or to academic standing regulations. [...]"

**6. UAPPOL Admissions Policy:** "Admission to the University of Alberta is based on documented academic criteria established by individual Faculties and approved by GFC. This criteria [*sic*] may be defined in areas such as subject requirements, minimum entrance averages, and language proficiency requirements. In addition to academic requirements for admission, GFC authorizes each Faculty to establish such other reasonable criteria for admission of applicants as the Faculty may consider appropriate to its programs of study, subject to the approval of GFC (e.g. interview, audition, portfolio, etc.)

The admission requirements for any Faculty will be those approved by GFC as set forth in the current edition of the University Calendar. In addition to the admission requirements, selection criteria for quota programs, where they exist, will also be published in the current edition of the University Calendar.

The responsibility for admission decisions will be vested in the Faculty Admission Committees or in the Deans of the respective Faculties, as the councils of such Faculties will determine."

**7. UAPPOL Admissions Procedure:**

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	<p><b><u>PROCEDURE</u></b></p> <p>1. EFFECTIVE DATE OF CHANGES TO ADMISSION REGULATIONS</p> <p>Following approval by GFC:</p> <p>a. Where changes to admission regulations may disadvantage students in the current admission cycle, normally implementation will be effective after the change has been published in the University Calendar for one full year (i.e., effective the second year that the information is published in the University Calendar).</p> <p>For example, a change approved in May 2005 would be first published in the 2006-2007 University Calendar in March 2006. Therefore the statement cannot come into effect until September 2007 (affecting applicants who apply for the September 2007 term beginning July 2006)."</p> <p>b. Where changes to admission regulations are deemed by the approving body to be 'advantageous to students', normally the date of implementation will be effective immediately or at the next available intake for the admitting Faculty."</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Brenda Leskiw, Senior Associate Dean (Student Services), Faculty of Science; Trevor Buckle, Manager, Undergraduate Student Services, Faculty of Arts; Raymond Matthias, Manager, Student Services, Faculty of Engineering; Yvonne Norton, Director, Enrolment Management, Faculty of Education; Nicole Lazorek, Academic Officer (Undergraduate), Alberta School of Business; Timothy Hanson, Assistant Dean (External Relations), Augustana Faculty; Dustin Chelen, Vice-President (Academic), Students' Union
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (May 16, 2013) – for recommendation; GFC Academic Planning Committee (June 12, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments:

- Attachment 1 (pages 1 – 3) – Briefing Notes on the Proposed Changes to High School Early Admission Criteria
- Attachment 2 (page 1) – Proposed Changes to University Calendar Section 13.5.1 (Early Offers of Admission)

Prepared by: Lihong Yang, Assistant Registrar (International Admissions), Office of the Registrar, [lihong.yang@ualberta.ca](mailto:lihong.yang@ualberta.ca); Deborah Gougeon, Assistant Registrar (Admissions), Office of the Registrar, [deborah.gougeon@ualberta.ca](mailto:deborah.gougeon@ualberta.ca); and Claire Burke, Acting Policy Development and Issues Advisor, Office of the Registrar, [claire.burke@ualberta.ca](mailto:claire.burke@ualberta.ca)

## Change High School Early Admission Criteria for Fall 2014

### Issue/Briefing Notes

- Current practice of using grades in a minimum of two (2) self-declared interim, in-progress or completed Grade 12 admission courses is not sufficient to predict students' final performance in Grade 12 after diploma results. (data on EA averages and final averages)
- Does not support faculty enrolment planning
- Large numbers of students who received Early Admission are refused after receiving final Grade 12 results in July, resulting in registrations being cancelled in late summer

#### DATA POINTS:

- ❖ Early Admitted high school students who are refused at final admission stage
  - Based on final averages > Fall 2011- 535, Fall 2012- 615
  - Other factors contribute to final refusal such as missing courses or other non-academic requirements for additional refusals >Fall 2011 -158, Fall 2012 – 242
- ❖ Sample of applications with Early Admission averages as of July 1, 2012 (archive) compared with final admission averages on 5 required Grade 12 admission courses (**all** application choices used):
 

Arts –BA, Science – BSc, and Engineering results:

  - 728 out of 771 (94%) where final average lower than early admission average
  - 181 out of 771 (23%) where final average lower than early admission average by more than 10 marks

### Goal:

- Final Admission requirements based on Grade 12 grades does not change.
- Offer Early Admission with criteria that is a better predictor of applicants' final Grade 12 performance in admission subjects.
- More Early Admitted students are converted to Final Admission; fewer registrations cancelled.
- Do not add workload to school counselors or students by requesting additional documentation.
- Do not add processing workload with additional documentation.
- Continue offering Early Admission within the current timelines (late Fall onward).
- Allow applicants to self-declare courses and final grades on the application, and/or send a copy of their courses and final grades from their school or on transcripts.

## **Revised Criteria**

- Use a combination of final Grade 12 and Grade 11 courses and grades
- Use final grades in Grade 12 admission courses OR where Grade 12 final grade not available, use Grade 11 final grades (admission course prerequisites) applicable for their program
- Evidence of registration in all five Grade 12 admission courses must be presented
- Use final grades for **five** admission courses -a minimum of four may be used where the fifth admission course/admission course prerequisite is not yet completed (e.g., Alberta Calculus only offered at Grade 12 level).
- Always use final Grade 12 grade for admission course where presented.

### **Courses, Grades and criteria to be used:**

- o Grade 12: Final grades or proof of registration, depending on the system that applicants come from.
- o Grade 11: Final grades for the Grade 11 course if Grade 12 grade is not available.
- o Course registration is required if Grade 12 admission course is not provided on application.
- o Always include English in calculation of Early Admission average
- o Do not include courses to be taken in Summer as part of registration. Registration must be for Fall/Winter terms. Summer grades are received too late to be used for admission.
- o Where ELP required: Proof of ways to meet the ELP requirement such as a grade/registration from English 30-1/English 12 in BC, test result from iBT or IELTS, registration for iBT or IELTS test, etc.

### **DATA POINT:**

- ❖ For Fall 2012 admission, about 600 applicants on Study Permit who received Early Admission did not receive Final Admission. One of the reasons for not receiving FA for all the 600 students was not meeting the ELP requirement for degree or the Bridge Program programs. This means, both Faculty and RO advisors evaluated and offered EA (and completed all admission processing) for 600 applicants. Then in August, they had to refuse or cancel them. In many cases, course registrations are also deleted.
- ❖ The rationale to ask for a formal indication to meet ELP is not to reduce the number of students receiving Early Admission but to lessen the number of students who simply are not admissible and may take up registration spots.

### **Grade 11 documentation accepted:**

- o Grade 11 courses with final grades self-declared within the online application where Grade 12 course and final grade are not presented
- o Copy of grade report from school, or provided by student (on-line service -e.g., school zone in Alberta), if not declared within the online application.
- o International applicants can email or mail Grade 11 grades issued from school.

### **Grade 12 documentation accepted**

- All Grade 12 admission courses completed or registered as self-declared within the online application
- Copy of grade report from school, or provided by student (on-line service (e.g, school zone in Alberta) , if not declared within the application
- Only blended final grades (school and diploma exam) will be accepted for Grade 12 courses with diploma exams
- Registrar's Office will not request first term final results on behalf of Alberta applicants through ApplyAlberta as these are not available until February

### **Recommendation for discussion**

#### **Early Admission Averages**

- **Recommend Early Admission averages** be higher than final averages to allow for improved conversion to final admit.
- Example: where a program/faculty final admission average would be below 75%, recommend Early Admission average start at 75% minimum.

## 2014-2015 Calendar Changes

Current	Proposed
<p><b>13.5.1 Early Offers of Admission</b></p> <p><b>(1) High School Applicants</b></p> <p>Early admission is offered annually before completion of the final year of high school to students who have achieved above average standing in <del>their first semester/first term courses. Students are considered on the basis of Grade 12 (or equivalent) courses and grades entered on the Application for Admission. To be considered, applicants should enter all Grade 12 (or equivalent) courses completed, in progress (including second semester/second term) and any final or interim grades available.</del> Students must meet specific conditions set out in their offer letters in order to receive final admission.</p> <p>No further changes</p>	<p><b>13.5.1 Early Offers of Admission</b></p> <p><b>(1) High School Applicants</b></p> <p>Early admission is offered annually before completion of the <u>Grade 12 or</u> final year of high school to students who have achieved above average standing in <u>a combination of final grades in Grade 12 admission courses and Grade 11 (admission course prerequisites) at the time of application.</u> Where a final grade in a Grade 12 admission course is not available a final grade in a Grade 11 (admission course prerequisite) will be used. To be considered applicants should enter <u>within the online Application for Admission all their Grade 12 courses, including those completed, in-progress and to be taken (second semester/second term), as well as their Grade 11 courses and final grades.</u></p> <p>Students must meet specific conditions set out in their offer letters in order to receive final admission. <u>Final admission is based on the final average of five Grade 12 (or equivalent) admission courses.</u></p> <p>No further changes</p>



**OUTLINE OF ISSUE**

**Title: Proposal from the Faculty of Graduate Studies and Research (FGSR) for the Addition of a Program Requirements Milestone for Doctoral Students**

**Motion:** THAT the GFC Academic Planning Committee approve, under delegated authority from General Faculties Council (GFC), the proposed changes to Sections 204.2 and 203.15 of the University Calendar concerning 'Doctoral Degrees and 'Program Extensions, as submitted by the Faculty of Graduate Studies and Research (FGSR) with the recommendation of FGSR Council and as set forth in Attachment 1 (with relevant text highlighted in yellow), to take effect in 2014-2015.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mazi Shirvani, Vice-Provost and Dean, Faculty of Graduate Studies and Research
Presenter	Mazi Shirvani, Vice-Provost and Dean, Faculty of Graduate Studies and Research
Subject	A proposal from the Faculty of Graduate Studies and Research (FGSR) for adding a program requirements milestone for doctoral students to meet three years after the commencement of a doctoral program

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	<p>Existing University Calendar provisions require doctoral students to complete their candidacy exams “normally within two years” of the commencement of the program. Evidence suggests that the “normally two years rule” is unclear and not consistently met, leading the FGSR decanal team, the FGSR Council, and the FGSR Council’s Policy Review Committee to consider further the issue of a time limit for candidacy exams.</p> <p>A discussion paper was prepared and presented by the FGSR decanal team, providing statistical data and policy comparisons with the University of British Columbia (UBC), McGill University, and the University of Toronto. Discussions within FGSR Council in October, 2012 and November, 2012 led to further discussions within the Council’s Policy Review Committee, leading to a proposal, introduced in March, 2013 and voted on in April, 2013, to replace the existing candidacy exam milestone with a more generalized “program requirements” milestone for all doctoral students. The proposed program requirements milestone will apply to candidacy exams as well as comprehensive exams and other program requirements for doctoral students. The purpose of the proposal is to require doctoral students to complete all program requirements, other than the thesis, within the first three years of a doctoral program, thus adding a three-year marker to the proposed navigation bar and providing doctoral students with greater transparency as to the projected timeline of their programs and expectations. The existing six-year rule for completing a doctoral degree program remains in place, as does the provision for granting an extension.</p> <p>Section 204 of the University Calendar is where one finds the generally applicable “Graduate Program Regulations” for doctoral programs</p>



	<p>(followed by specific program requirements for each discipline and subject matter in Section 205). It is the FGSR Council's recommendation that amendments be made to Section 204.2 of the Calendar concerning doctoral degrees to add a generalized program requirements milestone, with a consequential amendment to Section 203.15 to provide for the granting of extensions when needed.</p> <p>The <u>additional amendments</u> to Section 204.2 found within this proposal are of a housekeeping nature to ensure the Calendar language reflects existing practice with respect to terminology, arm's length examiners, and the use of external readers when external examiners cannot attend. The changes also try to ensure clarity as to the purpose of a candidacy exam while also recognizing variance exists across disciplines. These housekeeping changes have been circulated in the standard GFC-mandated manner to the wider University community for approval.</p>
The Impact of the Proposal is	<p>If adopted, this proposal would require doctoral students to complete all program requirements, other than the thesis, within the first three years of a doctoral program. It would replace the current "normally within two years" rule for candidacy exams, and extend to also cover preliminary examinations and comprehensive examinations. Three departments and the School of Dentistry (with respect to one of Dentistry's three doctoral programs) have asked to be exempt from the proposed three-year rule. Letters providing rationales are included with the proposal. The adoption of a three-year rule for program requirements, working in tandem with the existing six-year rule for completion, also enhances transparency of expectations and planning for doctoral students.</p>
Replaces/Revises (eg, policies, resolutions)	<p>If approved, a three-year rule for all program requirements, other than the thesis, will replace the existing "normally within two years" rule for candidacy exams but also apply to comprehensive exams and other program requirements. The proposed three-year rule will work in tandem with the existing six-year rule for completing a doctoral degree program.</p>
Timeline/Implementation Date	No earlier than Spring 2014.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<p><b>Aligns with <i>Dare to Deliver; Dare to Discover</i> values:</b></p> <p>"Talented People - Research Culture: Fostering a collegial research culture that attracts and engages undergraduate and graduate students, post-doctoral fellows and faculty to extend the frontiers of knowledge within and across disciplines."</p> <p>"Transformative Organization and Support - Secure resources to provide the best education for our students, to support world-class research and creative activity and its dissemination and translation, and to foster citizenship."</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> General Faculties Council (GFC) may make recommendations to the Board of Governors on a number of matters including the budget and academic planning (Section 26(1)(o)). GFC delegates its power to recommend to the Board on the budget and on new or revised academic programs to the GFC Academic Planning Committee (APC).</p>

	<p>2. <b>PSLA:</b> The <i>PSLA</i> gives Faculty Councils the authority to “determine the programs of study for which the faculty is established” (Section 29(1)(a)); to “provide for the admission of students to the faculty” (Section 29(1)(c)); and to “determine the conditions under which a student must withdraw from or may continue the student’s program of studies in a faculty” (Section 29(1)(d)).</p> <p>3. <b>GFC Academic Planning Committee (APC) Terms of Reference (Mandate):</b> GFC delegated the following to GFC APC, the Provost and Vice-President (Academic) and the Dean of FGSR:</p> <p><b>“Existing Undergraduate and Graduate Programs:</b></p> <ul style="list-style-type: none"> <li>- Extension and/or Substantive Revision of Existing Programs</li> <li>- Revisions to or Extension of Existing Degree Designations</li> </ul> <p>All proposals for major changes to existing undergraduate and graduate programs (eg, new degree designation, new curriculum) shall be submitted to the Provost and Vice-President (Academic). [...]</p> <p>The Provost and Vice-President (Academic), after consultation with relevant Offices, committees or advisors[,] will place the proposal before APC. APC has the final authority to approve such proposals unless, in the opinion of the Provost and Vice-President (Academic), the proposal should be forwarded to GFC with an attendant recommendation from APC. [...]” (3.13.)</p> <p>(Note: The Office of the Provost and Vice-President (Academic) has reviewed the attached proposal and has determined that the changes included therein should be considered and, if deemed appropriate, approved by GFC APC under its delegation of authority from GFC.)</p> <p>4. <b>PSLA:</b> “The Campus Alberta Quality Council may inquire into and review any matter relating to a proposal to offer a program of study leading to the granting of an applied, baccalaureate, master’s or doctoral degree other than a degree in divinity.” (Section 109(1))</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Faculty of Graduate Studies and Research (FGSR) Council (October and November, 2012); FGSR Council Policy Review Committee (January and March, 2013); FGSR Council (March, 2013); Office of the Provost and Vice-President (Academic) (May 15, 2013)
Approval Route (Governance) (including meeting dates)	FGSR Council (April 17, 2013) – for recommendation; GFC Academic Planning Committee (June 12, 2013) – for final approval
Final Approver	GFC Academic Planning Committee

Attachments:

Attachment 1 (pages 1 – 9): Proposal from the Faculty of Graduate Studies and Research for Adding a Program Requirements Milestone for Doctoral Students (with Calendar Copy and Correspondence)

*Prepared by:* René Poliquin, Vice-Dean, Faculty of Graduate Studies and Research, and Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research

Adding a Program Requirements Milestone for Doctoral Students

From the FGSR Council Policy Review Committee

Endorsed by FGSR Council by a vote of 51 to 6 on 17 April 2013

Current	Proposed
<p><b>204.2 Doctoral Degrees</b> The essential requirement for the doctorate is the planning and carrying out of research of high quality leading to an advance in knowledge in the <del>candidate's</del> field of study.</p> <p><b>204.2.1 The Degree of PhD</b></p> <p>(1) <b>Admission:</b> Students may be admitted to a Doctor of Philosophy program if they hold a bachelor's or a master's degree, or equivalent, from an approved academic institution. Admission is contingent upon recommendation by a department, approval by the Faculty of Graduate Studies and Research, and the availability of: suitable supervision; suitable courses of study; and adequate library, laboratory and other facilities. Students are considered as provisional candidates until they have successfully completed their candidacy examination (see (6) below).</p> <p>(2) <b>Course Requirements:</b> Doctoral degree students may only take undergraduate courses for credit to satisfy their graduate program requirements when such courses are necessary and approved by the department offering the graduate program. Doctoral degree students may not take for credit to satisfy their graduate program requirements any undergraduate course in their field of specialization and/or major area of study.</p> <p>(3) <b>Residence Requirements:</b> See §203.6.</p> <p>(4) <b>Language Requirement:</b> A department may require a student to demonstrate a knowledge of one or more languages in addition to English. Where this is the case, the student must satisfy the language requirement before being allowed to take the candidacy examination. See also §203.7.</p>	<p><b>204.2 Doctoral Degrees</b> The essential requirement for the doctorate is the planning and carrying out of research of high quality leading to an advance in knowledge in the <u>student's</u> field of study.</p> <p><b>204.2.1 The Degree of PhD</b></p> <p>(1) <b>Admission:</b> Students may be admitted to a Doctor of Philosophy program (<u>PhD</u>) if they hold a bachelor's or a master's degree, or equivalent, from an approved academic institution. Admission is contingent upon recommendation by a department, approval by the Faculty of Graduate Studies and Research, and the availability of: suitable supervision; suitable courses of study; and adequate library, laboratory and other facilities. Students are considered provisional candidates until they have successfully completed their candidacy examination (see (7) below).</p> <p>(2) <b>Course Requirements:</b> Doctoral degree students may only take undergraduate courses for credit to satisfy their graduate program requirements when such courses are necessary and approved by the department offering the graduate program. Doctoral degree students may not take for credit to satisfy their graduate program requirements any undergraduate course in their field of specialization and/or major area of study.</p> <p>(3) <b>Residence Requirements:</b> See §203.6.</p> <p>(4) <b>Language Requirement:</b> A department may require a student to demonstrate a knowledge of one or more languages in addition to English. Where this is the case, the student must satisfy the language requirement before being allowed to take the candidacy examination. See also §203.7.</p> <p>(5) <b>Program Requirements:</b> <u>A doctoral degree is awarded upon successful completion of a doctoral degree program. All departments are responsible for developing and publishing a clear statement of all program requirements to be completed by the student, in addition to the thesis (see (8) below). These requirements will vary from department to department, but will likely include a number of required and optional course requirements, the academic integrity and ethics requirement (see §203.9), a candidacy examination requirement (see (7) below), and in some disciplines, comprehensive examinations. All program requirements, other than the thesis, must be completed within three years of the commencement of a student's program. For students who change from a master's program to a doctoral program, without the need to complete the master's program as part of an acceleration or fast-track, the counting of time runs from the beginning of the student's second year in the master's program. For part-time doctoral students who change to a full-time doctoral program, or who remain as part-time doctoral students throughout the program.</u></p>

Current	Proposed
<p>(5) <b>Supervisory Committee:</b> The student's program shall be under the direction of a supervisory committee of at least three faculty members who shall normally be full-time and be appointed by the Faculty of Graduate Studies and Research upon the recommendation of the department. The chair of the committee shall be <del>the</del> faculty member under whose supervision the student is carrying out the research. Where appropriate, one or more members of the committee may be chosen from a department other than that in which the research is being carried out. The committee shall arrange for the necessary examinations and for adjudication of the thesis. See also §203.10.</p> <p>(6) <b>Candidacy Examination:</b> Students in doctoral programs are required to pass a candidacy examination in subjects relevant to their general field of research. The candidacy exam is an oral examination; some departments may also require that students take comprehensive written examinations prior to the candidacy exam.</p> <p>The candidacy examination is normally held within two years of the commencement of the program at a time when most, if not all, of the required coursework is completed and the thesis started or well defined. The candidacy examination must be passed no less than six months prior to taking the final oral examination.</p> <p>The candidacy examination is arranged by the supervisor (or other officially designated staff member), and not the student, ensuring that it is scheduled and held in accordance with Faculty of Graduate Studies and Research regulations.</p> <p>The candidacy shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. Each department shall establish a mechanism by which individuals are assigned this responsibility. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning. If the chair is not a member of the committee, the chair does not vote <del>[or sign the thesis]</del>. It is the chair's responsibility to ensure that departmental and Faculty regulations relating to candidacy examinations are followed.</p> <p>Each department is responsible for establishing detailed examination procedures for the candidacy examination. These</p>	<p>the department will determine the appropriate time period. The three-year rule does not apply to doctoral programs offered by the Departments of Educational Psychology, English and Film Studies, and Philosophy; nor to the doctoral program in Medical Sciences (Orthodontics) offered by the School of Dentistry; students in these programs must consult the published department-specific regulations. For doctoral students in individualized interdisciplinary programs, the time limit for the completion of all program requirements, other than the thesis, must be specified in the individualized program proposal. For all doctoral programs, the time limit for completion remains six years (see §203.14).</p> <p>(6) <b>Supervisory Committee:</b> The student's program shall be under the direction of a supervisory committee of at least three faculty members who shall normally be full-time and be appointed by the Faculty of Graduate Studies and Research upon the recommendation of the department. The chair of the committee shall be a faculty member under whose supervision the student is carrying out the research. Where appropriate, one or more members of the committee may be chosen from a department other than that in which the research is being carried out. The committee shall arrange for the necessary examinations and for adjudication of the thesis. See also §203.10. <u>Consult the Graduate Program Manual for more details.</u></p> <p>(7) <b>Candidacy Examination:</b> Students in doctoral programs are required to pass a candidacy examination in subjects relevant to their general field of research. The candidacy examination is an oral examination; some departments may also require that students take comprehensive written examinations prior to the candidacy examination. <u>For candidacy examinations, students must demonstrate to the satisfaction of the examining committee that they possess: (a) an adequate knowledge of the discipline and of the subject matter relevant to the thesis; (b) the ability to pursue and complete original research at an advanced level; and (c) the ability to meet any other requirements found in the department's published policy on candidacy examinations.</u></p> <p>The candidacy examination must be held within three years of the commencement of the program in accordance with (5) above. The candidacy examination must be passed no less than six months prior to taking the final oral examination.</p> <p>The candidacy examination is arranged by the supervisor (or other officially designated staff member), and not the student, ensuring that it is scheduled and held in accordance with Faculty of Graduate Studies and Research regulations.</p> <p>The candidacy shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. Each department shall establish a mechanism by which individuals are assigned this responsibility. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning. If the chair is not a member of the committee, the chair does not vote. It is the chair's responsibility to ensure that departmental and Faculty regulations relating to candidacy examinations are followed.</p> <p>Each department is responsible for establishing detailed regulations for the candidacy examination. These regulations will be made available to faculty, staff and students in the department and to the Dean, Faculty of Graduate Studies and</p>

Current	Proposed
<p>procedures should be made available to staff and students in the department and to the Dean, Faculty of Graduate Studies and Research.</p> <p><del>Students must demonstrate to the satisfaction of the examining committee that they possess: (a) an adequate knowledge of the discipline and of the subject matter relevant to the thesis; and (b) the ability to pursue and complete original research at an advanced level. During the candidacy examination only minor attention should be given to the work done on the thesis.</del></p> <p>This examination shall be under the direction of the supervisory committee to which two other <del>full-time members of the teaching staff</del> have been added. At least one member of the examining committee shall be a <del>person from a department other than that in which the research is being carried out</del>. It is the responsibility of the department to nominate the committee members and forward their names to the Faculty of Graduate Studies and Research for approval at least three weeks in advance of the candidacy examination. <del>The Dean, Faculty of Graduate Studies and Research, (or the Dean's designate) may participate fully in the examination. Persons other than the examiners may attend only with the permission of the Dean, Faculty of Graduate Studies and Research, or the chair of the committee. Visitors may not participate in the committee's discussion concerning its decision on the student's performance.</del></p> <p><del>If the student successfully completes the candidacy examination, the department is responsible for sending to the Faculty of Graduate Studies and Research for approval a completed report of candidacy examination.</del></p> <p><del>If the student is not successful in the examination, the department will inform the Faculty of Graduate Studies and Research in writing (copy to the student) of the outcome of the examination and the departmental recommendations for the student's program. Three outcomes are possible: 1) Pass; 2) Conditional Pass; and 3) Fail. Adjournment is not an option. Consult the <i>Graduate Program Manual</i> for more details, including options available in the event of a failed candidacy examination.</del></p> <p>(7) <b>Thesis Requirement:</b> Candidates shall present their research results in a thesis which satisfies the requirements of the Faculty of Graduate Studies and Research as set out in the <i>Regulations and Guide for the Preparation of Theses</i>. The material must be of sufficient merit to meet the standards of reputable scholarly publications.</p> <p>(8) <b>Final Examining Committee:</b> Before the thesis is forwarded to the external examiner, <del>PhD</del> supervisory committee members shall each declare in writing to the supervisor either that the thesis is of adequate substance to warrant that the student proceed to the final examination or that the thesis is unsatisfactory and that the student should not be allowed to proceed to the final oral examination.</p> <p>Each doctoral thesis shall be reviewed, and the final oral examination conducted, by an examining committee which includes the supervisory committee and at least two other</p>	<p>Research.</p> <p>This examination shall be under the direction of the supervisory committee to which two other <u>examiners</u> have been added. <u>These two additional members of the examining committee shall be arm's length examiners, who have not been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, or with the research that is being carried out.</u> It is the responsibility of the department to nominate the committee members and forward their names to the Faculty of Graduate Studies and Research for approval at least three weeks in advance of the candidacy examination. <u>Except for the Dean, Faculty of Graduate Studies and Research, or a Pro Dean (the Dean's representative), who may participate fully in the examination, persons other than the examiners may attend only with the permission of the Dean, Faculty of Graduate Studies and Research, or the chair of the committee. Visitors may not participate in the committee's discussion concerning its decision on the student's performance and must withdraw before such discussion commences.</u></p> <p>Five outcomes are possible: 1) <u>Adjourn</u>; 2) <u>Pass</u>; 3) <u>Conditional Pass</u>; 4) <u>Fail and repeat</u>; and 5) <u>Fail</u>. Consult the <i>Graduate Program Manual</i> for more details, including options available in the event of a failed candidacy examination. If the student successfully completes the candidacy examination, the department is responsible for sending to the Faculty of Graduate Studies and Research for approval a completed Report of Completion of Candidacy Examination form. If the student is not successful in the examination, the department will inform the Faculty of Graduate Studies and Research in writing (with a copy to the student) of the outcome of the examination and the departmental recommendations for the student's program.</p> <p>(8) <b>Thesis Requirement:</b> <u>Students</u> shall present their research results in a thesis which satisfies the requirements of the Faculty of Graduate Studies and Research as set out in the <i>Regulations and Guide for the Preparation of Theses</i>. The material must be of sufficient merit to meet the standards of reputable scholarly publications.</p> <p>(9) <b>Final Examining Committee:</b> Before the thesis is forwarded to the external <u>reader or examiner</u>, <u>the</u> supervisory committee members shall each declare in writing to the supervisor either that the thesis is of adequate substance to warrant that the student proceed to the final examination or that the thesis is unsatisfactory and that the student should not be allowed to proceed to the final oral examination.</p> <p>Each doctoral thesis shall be reviewed, and the final oral examination conducted, by an examining committee, which includes the supervisory committee and at least two other examiners. At least five examiners shall be in attendance at the</p>

Current	Proposed
<p>examiners. At least five examiners shall be in attendance at the examination. <del>Because the external examiner is normally not present at the examination, at least one of these five examining committee members must have an arm's length relationship with the candidate. One member of the examining committee shall be from a department other than that in which the student is registered.</del> In addition there must be an external examiner from outside the University of Alberta who is a recognized authority in the student's disciplinary area and an experienced supervisor of doctoral students. The proposed external examiner must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the department which would hinder this type of objective analysis. For example, a proposed examiner who has recently been associated with the student as a research collaborator or co-author would not be eligible. A proposed external examiner must not have had recent association with the doctoral candidate's supervisor (as a former student, supervisor, or close collaborator, for instance). A proposed external examiner should not normally be nominated more frequently than once every two years. External examiners are nominated by the department and approved and invited by the Faculty of Graduate Studies and Research. Supervisors who are in doubt about the eligibility of a potential external examiner are urged to call the Associate Dean in the Faculty of Graduate Studies and Research to review the case before approaching the external. It is the responsibility of the department to recommend the committee members and forward their names to the Faculty of Graduate Studies and Research for approval at least three weeks in advance of the final oral examination, however, the request for the external examiner shall normally be submitted for Faculty of Graduate Studies and Research approval at least two months prior to the examination. The external examiner shall receive the thesis from the department at least four weeks before the examination.</p> <p>The Department must notify the examiners of the examination date and <del>should</del> supply them with a copy of the thesis at least three weeks in advance (four weeks for the external), so that they may have adequate time to appraise the thesis.</p> <p>The final oral examination shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. Each department shall establish a mechanism by which individuals are assigned this responsibility. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning. If the chair is not a member of the committee, the chair does not vote or sign the [thesis]. It is the chair's responsibility to ensure that departmental and Faculty regulations relating to final oral examinations are followed.</p> <p>(9) <b>Final Oral Examination:</b> A final oral examination, based largely on the thesis, shall be conducted by the examining committee. The final oral examination is arranged by the supervisor (or other officially designated staff member), and not the student, who ensures that it is scheduled and held in accordance with Faculty of Graduate Studies and Research regulations.</p> <p>Each department is required to establish detailed examination <del>procedures</del> for final oral examinations. These <del>procedures should</del> be made available to staff and students in the department and to the Dean of the Faculty of Graduate Studies</p>	<p>examination. <u>Two</u> of these five examining committee members must have an arm's length relationship with the <u>student</u>. There must be an external <u>reader or examiner</u> from outside the University of Alberta who is a recognized authority in the student's disciplinary area and an experienced supervisor of doctoral students. The proposed external <u>reader or examiner</u> must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external <u>reader or examiner</u> not have a current or previous association with the student, the supervisor, or the department which would hinder this type of objective analysis. For example, a proposed <u>reader or examiner</u> who has recently been associated with the student as a research collaborator or co-author would not be eligible. A proposed external <u>reader or examiner</u> must not have had recent association with the doctoral candidate's supervisor (as a former student, supervisor, or close collaborator, for instance). A proposed external <u>reader or examiner</u> should not normally be nominated more frequently than once every two years. External <u>readers or examiners</u> are nominated by the department and approved and invited by the Faculty of Graduate Studies and Research. Supervisors who are in doubt about the eligibility of a potential <u>reader or</u> external examiner are urged to call <u>an</u> Associate Dean in the Faculty of Graduate Studies and Research to review the case before approaching the external. It is the responsibility of the department to recommend the committee members and forward their names to the Faculty of Graduate Studies and Research for approval at least three weeks in advance of the final oral examination, however, the request for the external <u>reader or examiner</u> shall normally be submitted for Faculty of Graduate Studies and Research approval at least two months prior to the examination. The external <u>reader or examiner</u> shall receive the thesis from the department at least four weeks before the examination.</p> <p>The Department must notify the examiners of the examination date and <u>must</u> supply them with a copy of the thesis at least three weeks in advance (four weeks for the external), so that they may have adequate time to appraise the thesis.</p> <p>The final oral examination shall be chaired by a faculty member who is not the supervisor but is a member of the student's home department. Each department shall establish a mechanism by which individuals are assigned this responsibility. The chair is responsible for moderating the discussion and directing questions and may participate in the questioning. If the chair is not a member of the committee, the chair does not vote, <u>nor</u> sign the <u>completion form</u>. It is the chair's responsibility to ensure that departmental and Faculty regulations relating to final oral examinations are followed.</p> <p>(10) <b>Final Oral Examination:</b> A final oral examination, based largely on the thesis, shall be conducted by the examining committee. The final oral examination is arranged by the supervisor (or other officially designated staff member), and not the student, who ensures that it is scheduled and held in accordance with Faculty of Graduate Studies and Research regulations.</p> <p>Each department is required to establish detailed examination <u>regulations</u> for final oral examinations. These <u>regulations will</u> be made available to <u>faculty, staff</u> and students in the department and to the Dean of the Faculty of Graduate Studies and Research.</p>

Current	Proposed
<p>and Research.</p> <p>Members of the staff of the student's major department, as well as members of the Council of the Faculty of Graduate Studies and Research (or their alternates), have the right to attend but <del>should so</del> notify the chair of the examining committee. Other persons may attend with special permission of the Dean, Faculty of Graduate Studies and Research, or the chair of the examining committee.</p> <p>The Dean (or the Dean's designate) of the Faculty of Graduate Studies and Research, may participate fully in the examination. Persons who are not members of the examining committee (a) may participate in the questioning only by permission of the chair of the committee, and (b) are not permitted to participate in the discussion of the student's performance and must withdraw before such discussion commences.</p> <p>If a final oral examination is adjourned, the examining committee shall decide upon a date for reconvening the examination and shall inform the Faculty of Graduate Studies and Research and the student in writing. The final date set for reconvening shall be no later than six months from the date of the examination. A final decision of the examining committee must be made within six months of the initial examination.</p> <p>Immediately after the examination, the departments should advise the Faculty of Graduate Studies and Research of the examining committee's decision on a <i>Report of Completion of Final Oral Examination</i> form.</p>	<p>Faculty members of the student's home department, as well as members of the Faculty of Graduate Studies and Research (or their alternates) have the right to attend <u>doctoral examinations</u> but <u>must</u> notify the chair of the examining committee. Other persons may attend <u>the examination only</u> with permission of the Dean, Faculty of Graduate Studies and Research, or the chair of the examining committee. <u>Except for the Dean, Faculty of Graduate Studies and Research, or a Pro Dean (the Dean's representative), who</u> may participate fully in the examination, persons who are not members of the examining committee: (a) may participate in the questioning only by permission of the chair of the committee and (b) are not permitted to participate in the discussion of the student's performance and must withdraw before such discussion commences.</p> <p>If a final oral examination is adjourned, the examining committee shall decide upon a date for reconvening the examination and shall inform the Faculty of Graduate Studies and Research and the student in writing. The final date set for reconvening shall be no later than six months from the date of the examination. A final decision of the examining committee must be made within six months of the initial examination.</p> <p>Immediately after the examination, the departments should advise the Faculty of Graduate Studies and Research of the examining committee's decision on a <i>Report of Completion of Final Oral Examination</i> form.</p>

**And the following consequential amendment:**

Current	Proposed
<p><b>203.15 Program Extensions</b></p> <p>In exceptional circumstances a candidate who has failed to complete all the requirements for the degree within the appropriate period specified in §203.14 and § 204.2.1(4) may be considered for an extension, provided that the department so recommends and the Faculty of Graduate Studies and Research approves. Requests for extensions will only be considered if there are well-documented reasons specific to a particular type of research that precludes completion within the time limit, or unless there are sufficient, and substantial unforeseen circumstances beyond the control of the student and/or supervisor which prevent completion of the program within the time limits. Extensions may also be given for such considerations as parental leave.</p> <p>A candidate's program may be considered for an extension of up to one year at the time of initial request. Under exceptional circumstances an additional extension of up to one year may be granted by the Faculty of Graduate Studies and Research.</p>	<p><b>203.15 Program Extensions</b></p> <p><u>In exceptional circumstances a student who has failed to complete the requirements for the degree within the appropriate period specified in §203.14 and § 204.2.1(5) may be considered for an extension, provided that the department so recommends and the Faculty of Graduate Studies and Research approves. Requests for extensions will only be considered if there are well-documented reasons specific to a particular type of research that precludes completion within the time limit, or if there are sufficient, and substantial unforeseen circumstances beyond the control of the student and/or supervisor which prevent completion of the program within the time limits. Extensions may also be given for such considerations as parental leave.</u></p> <p><u>A student's program may be considered for an extension of up to one year at the time of initial request. Under exceptional circumstances an additional extension of up to one year may be granted by the Faculty of Graduate Studies and Research.</u></p>



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Dean Mazi Shirvani  
Faculty of Graduate Studies and Research  
Killam Centre for Advanced Studies  
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University of Alberta  
Edmonton AB T6G 2E1

May 6, 2013

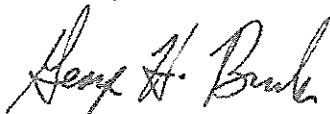
Dear Dean Shirvani:

Re: Adding a program requirements milestone for doctoral students

On behalf of the Department of Educational Psychology, I am writing to you to with respect to the proposed three-year rule or milestone for the completion of all program requirements by a doctoral student, other than the thesis. My department requires an exemption from this rule. While the Department of Educational Psychology encourages its doctoral students to proceed with alacrity, we have two professional programs that entail practica. One, Counselling Psychology, is an accredited program by the Canadian Psychological Association, and so the courses and practicum hours are stipulated by terms of the accreditation. The other program, School Psychology, is applying for accreditation with the same body, and if approved, will also have to meet stipulated requirements.

While most students should be able to complete all of the coursework and candidacy within three years, there are circumstances, such as particular practicum placements, or odd practicum commencement times, that affect a student's progress negatively. This is not the fault of the student, but the circumstances of the practica. In such cases, these students would not be able to finish coursework and candidacy within the three-year window. In consequence, the Department of Educational Psychology respectfully requests to be listed as a department exempted from the pending three-year rule.

Sincerely,



George H. Buck, Ph.D.  
Professor, Associate Chair and Graduate Coordinator



UNIVERSITY OF ALBERTA

May 6, 2013

Professor Mazi Shirvani  
Dean, Faculty of Graduate Studies and Research  
University of Alberta

Dear Dr Shirvani,

I write on behalf of the Department of English and Film Studies with respect to the proposed three-year rule or milestone for the completion of all program requirements (other than the thesis) by a doctoral student. My department requires an exemption from this rule. PhD students in English are required to have intermediate knowledge of two languages other than English (or advanced knowledge of one). Where the language is directly relevant to the thesis topic, we require it to be completed by the candidacy. Many projects, however, do not demand any specific language, and an increasing majority of Canadian students do not study a language in their B.A. We consider knowledge of languages other than English to be vital to the training of a doctoral student in English, even if it is not directly relevant to the thesis topic. We want our doctoral students to be doing their candidacy exam as soon as possible, and because learning a language can take several years, we do not require students to complete all their language requirements before the candidacy exam. This was a change that we made to the program in 2012, based on consultation with FGSR at the time.

In consequence, the Department of English and Film Studies respectfully requests to be listed as a department exempted from the pending three-year rule.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Corrinne Harol", with a long, sweeping underline.

**Corrinne Harol, Associate Professor and Associate Chair (Graduate Studies) • Department of English and Film Studies**



6 May 2013

Dear Deans Shirvani & Harrington,

I am writing as the Graduate Chair of the Department of Philosophy to request we be exempted from the proposed rule that all doctoral students must complete program requirements other than the dissertation within the first three years of full-time study. The department's Graduate Studies Committee has carefully reviewed the proposal and the progress of our students: in our considered judgment, the rule does not suit our program, and would saddle our students with new problems and no offsetting benefits. Most of our students do complete their requirements in accordance with the proposed rule; however, some excellent current and former students (students in no need of program extensions) did not. A rule that would require exceptions for a large number of exemplary students is not a rule that applies well to our program.

Allow me to explain why this finding makes sense. Our doctoral program comprises a number of milestone requirements, designed to ensure two aims: a comprehensive knowledge of philosophy and readiness to write a dissertation that will provide the student with genuine expertise in some particular area. The former aim is indispensable for securing academic employment, as well as intrinsic to the nature of philosophy itself – it is also not something for which any undergraduate or MA education (no matter how intensive) suffices. For the latter, our experience shows that the main stumbling blocks our students face is that they have not yet found a sufficiently well-motivated project. (In other programs, students may also lack sufficiently comprehensive understanding of philosophy, which is why we impose many general requirements.) To address this issue, we supplement the thesis proposal with the requirement that students provide a substantial chunk of the dissertation (roughly 20-40%), before the candidacy exam. Our candidacy exam thus appears later in the process than does that of departments who fold their versions of the thesis proposal or comprehensive evaluations into candidacy. But we have found that our requirement ensure that students indeed have a workable project and are ready to complete their dissertations in brisk fashion. Most do then complete their dissertations rapidly after completing their candidacy. It may be that other disciplines do not face the same difficulties with project formation that we do. But if so, the reasons may lie in the nature of philosophy: as philosophers from Plato to Gadamer have stressed, the shaping of a well-formed question is one of philosophy's greatest skills and greatest difficulties. That difficulty explains why it is important to impose a requirement appearing relatively close to the completion of the dissertation.

Very Truly Yours,

*Amy M. Schmitter*

Amy M. Schmitter  
Associate Professor & Graduate Chair

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May 6, 2013

Dr Mazi Shirvani, Dean  
Faculty of Graduate Studies and Research  
Killam Centre for Advanced Studies  
2-29 Triffo Hall  
University of Alberta  
Edmonton, Alberta, Canada  
T6G 2E1

**Re: Proposed three-year rule or milestone for the completion of all program requirements by doctoral students**

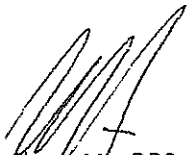
Dear Dr Shirvani,

The Department of Dentistry requires an exemption from the proposed three-year rule or milestone for the completion of all program requirements by a doctoral student, other than the thesis.

We have one professional PhD program that entails clinical interaction with patients for a period of three years. This interaction occurs as part of six graduate courses (DENT 450, 541, 640, 641, 740 and 741). As explained in the calendar the PhD students are not allowed to start this clinical component until they complete some pre-determined milestones; the last one is usually the successful defense of their candidacy exam. This defense is unlikely to occur before two years into the program making it impossible to complete the required graduate courses until at least five years into the program. Also it has to be considered that this program is an accredited program, and because of this, the courses and clinical hours are stipulated by terms of the accreditation.

In consequence, the Department of Dentistry respectfully requests to be listed as a department exempted from the pending three-year rule and set it as a six-year rule.

Yours sincerely,



Carlos Flores-Mir, DDS, DSc, FRCD(C)  
Associate Professor  
Graduate Studies Coordinator and Division Head of Orthodontics