

# **Engineering and Applied Science Graduate Council Manual**



# **PART 1: STRUCTURE, RULES AND PROCEDURES OF THE ENGINEERING AND APPLIED SCIENCE FACULTY GRADUATE COUNCIL**

## **1. MEMBERSHIP**

The Engineering and Applied Science Graduate Council includes those faculty members of the SGS involved in the graduate programs assigned to the Faculty of Engineering and Applied Science. Meetings of the Graduate Council normally include:

## **5. MEETINGS**

All administrative matters pertaining to Council meetings shall be under the auspices of the Faculty of Engineering and Applied Science. 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 scheduled meeting. Programs with items on the agenda should ensure that the item has received appropriate discussion within the 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**



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 the faculty 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

in the office of the School of Graduate Studies and are included in the appendices here.)  
Calendar changes approved by the Council are reported to the GSEC for ratification. Changes for an upcoming academic year must be approved no later than the Council meeting preceding the February meeting of GSEC.

### **1.2. New and Modified Programs**

The processes for approval of new graduate programs, or major or minor modifications to an





3. In the eve



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 School of Graduate Studies. Documentation should include a rationale for the request, verification that the course or courses are equivalent in depth and

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 SGS and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

If the request is approved the School of Graduate Studies will inform the student, the Department/Program and the

completed has or have been counted towards the current graduate degree.

C. Undergraduate

program

coursework

requirem

courses for which advanced standing may be granted, restrictions on including cross-listed courses, and the minimum final grade requirement(s), if applicable, in the course(s) under consideration, must be consistent with the approved structure and policies of the combined program.

**PROCEDURE:** A written request documenting the case is sent by the Graduate Department or Program to the School of Graduate Studies. Documentation should include a rationale for the

degree.

If the request is approved the School of Graduate Studies will inform the student, the

### **2.2.3 Direct Entry into a Doctoral Degree Program** (see also SGS calendar, Admission and Registration, Academic Qualifications for Admission):

In exceptional cases, applicants who hold an Honours bachelor's degree with a average and who demonstrate advanced research ability may be granted direct admission to a doctoral degree program upon written recommendation of the admitting Graduate Department and approval of Council and the SGS. All other procedures for application and acceptance also apply. Students admitted in this way to a doctoral degree program in Engineering and Applied Sciences must complete the coursework requirement stated in 2.1.4 above.

The procedure is as follows. A written request documenting the case is sent by the Department to the Chair of Council. 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 SGS, and also reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

NOTE: Students admitted to a doctoral program through direct entry may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the School of Graduate Studies.

### **2.3 Program Decisions**

The Chair acts on behalf of the Council and is accountable to it in specific matters pertaining to students and their programs of study. His/her purview includes action with respect to grades of less than B- in primary courses, on the basis of Department recommendations; approval of credit courses taken at other institutions (advanced standing); changes in program.

After he/she has considered the matter, the School of Graduate Studies shall inform the Department Council for a decision. The Chair will report decisions requiring regulations to be waived at the next Council meeting.

In the event that the Council or the Department wishes to appeal a decision of the Chair, the matter, together with the grounds for the appeal, will be immediately referred to the Council for further consideration. The Council will re-examine the case and make a decision.

## **3. CHANGE OF DEGREE PROGRAM VIA PROMOTION, OR CHANGE IN DEGREE PATTERNS**

### **3.1 Approval of Chair of Council**

another require approval by the Chair.

### **3.2 Program.**

program is only for exceptional students who show a strong interest in and capacity for pursuing this route. The

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. 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 2.1.4 above, students promoted to the PhD are required to take a minimum of four term length courses past completion of the B.Sc.).
3. Must have an overall first class average (A-) in graduate courses completed.
4. Should have an undergraduate honours degree with a minimum overall average of B.
5. Must have a documented commitment from the proposed PhD supervisor of project that has the potential to be developed into a PhD research

approval of the superviso

#### **4.2.2**

1. Student brings list of examiners and tentative date for exam to Graduate Assistant (these have been agreed to by the supervisor).

2.

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.
2. supervisor(s).
3. It



examining committee and the student, shall follow the general regulation of the SGS,  
**Attendance at the oral thesis examination** <http://www.queensu.ca/calendars/sgr/Thesis.html>.),  
with th  
the graduate coordinator or department/program head, not by the Associate Dean of SGS.

The relevant regulation reads as follows:

**Attendance at the oral thesis examination:**

faculty members delegated by the Graduate Coordinator (typically the project supervisor and one other). The final evaluation result will be in the form of a pass or fail grade.

In the event that the result provided by the assigned evaluators is not unanimous or otherwise conclusive, an additional evaluation will be solicited from a suitably qualified faculty member delegated by the Graduate Coordinator.

The Graduate Coordinator (or assistant) shall notify the SGS of the completion of the project course.

#### **4.4**

of appeal and review also differ. The Council has the following responsibilities in each situation:

**a. Failure of a Primary Course:** In cases when a student does not achieve B-in a primary course, the Head or Graduate Coordinator of the Department may recommend to the Chair of Council that the student:

i.





## Appendix 2

### School of Graduate Studies NEW GRADUATE COURSE FOR ENGINEERING AND APPLIED SCIENCE GRADUATE COUNCIL APPROVAL

#### GRADUATE PROGRAM:

For EACH new course, please complete the entire form.

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

#### EXAMPLE:

(1a)	(2)	(1b)
MGMT 914*/3.0		Field Research in Accounting
This seminar focuses on field-based research in accounting. Methodological issues arising from field work will be addressed, and students will gain exposure to a broad cross-section of field research in accounting.		

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. The asterisk \* is used to denote a term-length graduate course.  
**anscripts will be truncated if longer than 30 characters.**
2. Weight (e.g. 3.0 credit units [term-length course], 6.0 credit units [full course]): The course weight must be consistent with the course content.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.

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.







**Appendix 4**

**School of Graduate Studies  
COURSE DELETION FOR ENGINEERING AND APPLIED SCIENCE 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 Graduate Coordinator: \_\_\_\_\_

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

**FOR OFFICE USE ONLY:**

Date of approval by Engineering and Applied Science Graduate Council: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_

**Appendix 5**

**School of Graduate Studies**

**GRADUATE DEGREE PLAN REVISION FOR FACULTY OF ENGINEERING AND  
APPLIED SCIENCE GRADUATE COUNCIL APPROVAL**

**GRADUATE DEPARTMENT NAME:**

**DEGREE PLAN:**

Degree plan revisions should be submitted whenever a course addition, course deletion or course

Signature of Coordinator of Graduate Studies: \_\_\_\_\_

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

FOR OFFICE USE ONLY:

Date of approval by FEASGC: \_\_\_\_\_

Date of approval at GSEC: \_\_\_\_\_