

General Policies and Procedures for Graduate Studies

at the

University of Ontario Institute of Technology

June 1, 2006

Preamble:

As a young and dynamic institution, the University of Ontario Institute of Technology (UOIT) continues to develop policies and procedures for matters related to graduate studies. The new policies in this paper are based on the best practices of leading institutions across Canada, while recognizing UOIT's unique mission, principles and dynamics.

The main purpose of this document is to consolidate proposed new graduate studies policies with existing ones, thus creating a comprehensive set of conventions for all UOIT students, faculty members and staff pursuing graduate-level study, teaching or administration.

To clarify any information in these policies, please contact the Dean of Graduate Studies. The General Policies and Procedures for Graduate Studies will be reviewed no later than fall 2010.

The following current UOIT policies and guidelines also apply to graduate studies:

- Student Conduct;
- Protection of Privacy and Access to Information;
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- Intellectual Property; and
- Use of Turnitin.com's Plagiarism Detection System.

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1. Administration of Graduate Studies

1.1 Dean of Graduate Studies

The role of the Dean of Graduate Studies is central to all major academic and administrative graduate study activities.

1.1.1 Responsibilities

The responsibilities of the Dean of Graduate Studies include:

- providing leadership, strategic planning and vision, particularly in the growth and development of graduate programs and activities;
- administering all regulations relating to graduate studies;
- chairing the Graduate Studies Committee of Academic Council;
- representing graduate studies at Academic Council; and
- representing the university's graduate studies to internal and external individuals and groups.

1.2 Graduate Program Directors

Each program will have a Graduate Program Director. This role is of critical importance to ensuring the success of the program and its students.

Graduate Program Directors should have a strong interest in students and their success, thoroughly understand UOIT's policies and procedures for graduate studies, and be available on a regular basis to assist students seeking advice on issues related to their studies.

The Graduate Program Director is accountable to the Dean of the Faculty and, with respect to graduate activities, to the Dean of Graduate Studies.

1.2.1 Appointment

The Graduate Program Director is appointed by the Dean of the home Faculty, in consultation with the Dean of Graduate Studies. The duration of the appointment may be two or three years at the discretion of the home Faculty Dean with opportunity for re-appointment.

1.2.2 Responsibilities

Each Graduate Program Director has a formal role and responsibilities relating to the Graduate Studies Committee of Academic Council, including nominations, Supervisory Committees, student awards and similar matters.

The main duties of the Graduate Program Director are to:

1. ensure that all graduate studies policies and procedures are administered fairly and correctly and are communicated to students in their program;
2. chair the Academic Committee for the program and make recommendations to the Dean of Graduate Studies regarding the

- admission of applicants;
3. approve a program of studies for each student and provide advice regarding changes to a student's status or program;
 4. appoint a faculty advisor or research supervisor for each student;
 5. where applicable, work with the student and research supervisor to form a Supervisory Committee and appoint a committee Chair;
 6. recommend external examiners to the Dean of Graduate Studies;
 7. consider requests from students to defer an examination;
 8. consider for approval changes to a student's grade;
 9. liaise regularly with the Dean of Graduate Studies and, as needed, with the Registrar;
 10. maintain student records and forward to the appropriate UOIT office(s), as required;
 11. provide advice, as needed, to units and bodies such as the Graduate Studies Committee of Academic Council;
 12. help ensure that graduate students have the necessary resources, facilities and support;
 13. co-ordinate financial assistance (including assistantships and fellowships) for graduate students;
 14. help monitor the progress of graduate students;
 15. provide input and assistance as requested for the creation and review of graduate programs;
 16. mediate as needed in conflicts or disputes between a graduate student and his or her research supervisor; and
 17. co-ordinate graduate student recruitment activities for the program.

2. Graduate Faculty Appointments

Faculty members who are eligible to participate in the supervision of graduate students and teach graduate courses must have an academic appointment at UOIT. This may be a core or definite-term appointment, or that of an Adjunct Professor or Professor *Emeritus/Emerita*. Individuals wishing to teach at the graduate level are nominated by the Dean of the Faculty through which the program is delivered. Once approved by the Dean, the nomination is forwarded to the Graduate Studies Committee of Academic Council for final approval.

All faculty members who are currently involved in any aspect of graduate education, including acting as a research supervisor and/or member of a Supervisory Committee and who are listed in the Ontario Council of Graduate Studies (OCGS) briefs, automatically become eligible to teach graduate courses and supervise graduate students. The category of membership will be determined by the criteria set out in section 2.1.

Membership is effective from the date of introduction of a graduate program until the program is scheduled for a periodic appraisal by OCGS. At this point—and every seven years thereafter—all faculty members will be re-evaluated for

graduate teaching and supervision privileges. In effect, the normal renewal of graduate teaching and supervision privileges will be synchronous with OCGS periodic program appraisal.

The updated faculty list will be printed annually in the paper and electronic versions of the graduate section of the *Calendar*. It is the responsibility of the Graduate Program Director to keep an up-to-date list of eligible faculty members who participate in a graduate program.

2.1 Categories of Graduate Teaching and Supervision Privileges

Graduate studies at UOIT offers three categories of eligibility: Graduate Faculty, Probationary Faculty and Special Faculty.

Graduate Faculty are UOIT faculty members who are authorized to participate in all aspects of a graduate program on a regular and sustained basis. These privileges are renewable every seven years at the time of the OCGS periodic appraisal of the graduate program in which the faculty member participates. Graduate Faculty are authorized to perform a variety of activities including: serving as a research supervisor or co-supervisor or as a member of a student Supervisory Committee, participating in an Examining Committee, teaching graduate-level courses, acting as a faculty advisor, and mentoring and advising graduate students in all aspects of their program. Graduate Faculty have a research program that includes externally refereed publication as well as previous experience in graduate teaching and/or supervision.

Probationary Graduate Faculty status is accorded to new faculty members at UOIT who are authorized to participate in graduate education immediately upon commencement of duties at UOIT. Faculty with graduate supervisory or teaching experience and a research program that includes externally refereed publication may be accorded Probationary Graduate Faculty or Graduate Faculty status on appointment. Normally, Probationary Graduate Faculty privileges are granted for two-year periods. Probationary Graduate Faculty have the same responsibilities as Graduate Faculty, but cannot act as a student's sole research supervisor. In graduate programs involving theses, projects or major papers, a faculty member may apply for Graduate Faculty status after successful committee participation in the completion of at least one master's thesis or acting as a co-supervisor for a project or major paper, as well as the publication of at least one refereed article. In graduate programs involving only coursework, a faculty member may apply for Graduate Faculty status after successfully teaching courses in the graduate program and publishing at least one refereed article.

Exceptions to this regulation will be considered by the Graduate Studies Committee of Academic Council on a case-by-case basis. Probationary Graduate Faculty status can be withdrawn at any time by the Graduate Studies Committee of Academic Council.

Special Graduate Faculty status is intended for non-core faculty members who have temporary appointments at UOIT (in certain cases where qualifications warrant) and who provide a limited graduate educational activity for a limited time (i.e. two to three years). Faculty members in this category may be appointed to serve on a Supervisory Committee and/or as external examiners. They may also be allowed to teach graduate courses for a limited time and participate on an Examining Committee. Permission for such appointments must be obtained from the Dean of the host Faculty with a memo to the Dean of Graduate Studies and an up-to-date curriculum vitae.

In no case may a non-core faculty member or Adjunct Professor serve as the sole research supervisor of a graduate student. Individuals with special graduate teaching and supervision privileges may assist with the direction of a graduate student's research, following approval by the Dean, through appointment as a co-supervisor. In this case, however, one of the co-supervisors must be a member of the Graduate Faculty for that graduate program.

3. Program Format

Some master's programs require students to write a thesis, while other programs require a project, major paper or other work. The thesis, project or major paper is a central part of the student's program and helps fulfill one of UOIT's mandates: to promote the generation of knowledge through scholarly research of the highest quality.

In some UOIT programs, students may choose between one or more formats such as a thesis, project or a course work option. The program format and options are specified in the program description in the graduate section of the *Calendar* and in other program information.

A graduate thesis is an original work that is overseen by a research supervisor and a Supervisory Committee. Theses are worth at least nine credits and involve an oral examination that includes an assessment by an external examiner. A project or major paper is an original work that is supervised by a research supervisor and includes a second reader. Projects and major papers are worth at least six credits and do not require an oral examination or an external examiner.

4. Student Supervision

Each master's student will have a faculty advisor or research supervisor to provide guidance throughout the program. In programs that do not require a thesis, project or major paper, the student will be guided by a faculty advisor throughout the program.

A student registered in a program that requires a thesis, project or major paper may initially have a faculty advisor, but will be assigned a research supervisor

when the student begins his or her research. In some cases a student may have co-supervisors, with the terms established through an agreement for co-supervision and made clear at the outset to all involved.

4.1 Faculty Advisor Appointment

The Graduate Program Director is responsible for assigning faculty advisors.

4.2 Faculty Advisor Responsibilities

The faculty advisor will be a member of the student's home Faculty. The main responsibilities of the faculty advisor are to:

1. consult with the student, recommend a program of study, and submit it to the Graduate Program Director for approval;
2. help the student choose an appropriate area of research, if applicable;
3. ensure that the student understands all degree requirements and regulations, as well as applicable policies;
4. be knowledgeable about, and inform the student of, key deadlines and related information;
5. be reasonably available to the student to discuss the program of study, as well as any academic concerns;
6. if requested, advise the student on academic or personal student services or resources; and
7. monitor the student's academic progress.

4.3 Research Supervisor Appointment

The relationship between the student and the research supervisor is most important to the student's successful completion of a graduate degree. The Graduate Program Director will seek input from the student before assigning a research supervisor.

All research supervisory appointments must be approved in the first instance by the Dean of the primary Faculty in which the student is registered. Except in extraordinary circumstances, approved on an individual basis by the Dean of Graduate Studies, research supervisors must be members of the UOIT core faculty. Associate members and Adjunct Professors may serve as co-supervisors with the approval of the Dean of the Faculty.

Before approving the appointment of a research supervisor, the Dean should give careful consideration to the faculty member's research activities, supervisory experience and training, previous performance in graduate student supervision, the number of graduate students already being supervised, any imminence of leave (i.e. research, maternity or administrative) or retirement, and any other relevant factors.

Since continuity of supervision is important in all graduate work, a change of research supervisor may be made only for strong reasons and after extensive consultation with all involved. A request for a change may come from the student,

the research supervisor, the Graduate Program Director or the Dean. It should normally be sent, in writing, to the Graduate Program Director accompanied by the reasons for the proposed change. If the home Faculty Dean concurs with the request, the recommendation for change should be sent to the Dean of Graduate Studies for final approval.

4.4 Research Supervisor Responsibilities

Specific responsibilities of the research supervisor include:

1. being sufficiently familiar with the field of research to provide guidance and/or be willing to gain that familiarity before agreeing to act as a research supervisor;
2. being accessible to the student for consultation and discussion of the student's academic progress and research;
3. helping the student select and plan a suitable, timely and manageable research topic;
4. co-operating with the student and Graduate Program Director to establish a Supervisory Committee to convene meetings, normally at least once annually, to evaluate the student's progress;
5. responding in a timely, consistent and thorough manner to written work submitted by the student, with constructive and well-informed suggestions for improvement and continuation;
6. providing a research environment that is safe, healthy, tolerant and free from harassment, discrimination and conflict;
7. within the norms appropriate to the discipline, providing financial support and/or helping the student obtain financial support from all reasonable sources;
8. when there is conflicting advice, or when there are different expectations on the part of co-supervisors or members of a student's Supervisory Committee, endeavouring to achieve consensus and resolve differences in the best interests of all involved;
9. acknowledging appropriately the contributions of the student in presentations and published material, in many cases via joint authorship;
10. being sensitive to cultural factors which may influence the individual student's learning and research behaviour and experience; and
11. making arrangements for continuity of the student's supervision before beginning an extended leave of absence.

4.5 Student Responsibilities

Student responsibilities include:

1. making a commitment and showing substantial effort, initiative and dedication to gain the background knowledge and skills needed to pursue the research project successfully;
2. working with their research supervisor to develop a plan and a timetable for completion of all stages of the research project, and working assiduously to adhere to a schedule and to meet appropriate deadlines;
3. meeting regularly with their research supervisor and reporting fully and

- regularly on progress and results;
4. keeping their Graduate Program Director fully informed regarding any matter relevant to their status in the program and seeking advice from their research supervisor, as appropriate;
 5. meeting agreed-upon performance standards and deadlines of funding organizations to the extent possible when financing has been provided by UOIT or a funding agency, or through a contract or grant; and
 6. adhering to the standards of research ethics, health and safety, and respecting the requirements of academic integrity, honesty and professionalism (this includes, but is not limited to, acknowledging and crediting any source of ideas, assistance, materials and/or data provided by others).

4.6 Student-Research Supervisor Conflicts

It is the responsibility of UOIT and its Faculties to ensure that all graduate students receive appropriate and fair supervision. Due to the nature of the relationship between the student and research supervisor, conflicts may arise. In such instances, the first step must be to attempt to resolve the conflict informally between the student and research supervisor. It is the responsibility of the Graduate Program Director to act as a mediator.

A student who believes the conflict has not been resolved should contact the Dean of the student's home faculty. If the conflict persists, the student may pursue appropriate resolution through the Dean of Graduate Studies.

5. Supervisory Committee

Each graduate student in a program that requires a thesis will have a Supervisory Committee. Early formation of a Supervisory Committee, along with regular meetings and formal meeting records, will help ensure higher completion rates.

5.1 Appointment

The Supervisory Committee will be appointed by the Graduate Program Director, after consultation with the research supervisor and the student. The appointment will be made once the research supervisor is satisfied that the student has made adequate progress in the chosen research area.

5.2 Composition

Normally, each Supervisory Committee consists of the student's research supervisor and at least one other UOIT faculty member. The Chair, who may be someone other than the student's research supervisor, will be appointed by the Graduate Program Director of the student's home Faculty.

5.3 Responsibilities

The Supervisory Committee's main responsibilities are to:

1. advise the student and help define the course of study;
2. assess and approve the student's research proposal;
3. provide support to the student and research supervisor by broadening and deepening the range of expertise and experience available;
4. be reasonably accessible to the student to discuss and suggest other sources of information;
5. offer comments when requested on written work submitted by the student;
6. review the student's progress toward successful completion of the thesis with scheduled meetings at least once per year;
7. provide constructive feedback and provocative discussion of the student's program of study, thereby exposing the student to a wider range of expertise and ideas than can be provided by the research supervisor alone;
8. report progress to the Graduate Program Director and recommend continuation in the program based on satisfactory performance (in the case of reports of unsatisfactory progress, the student may be required to withdraw from the graduate program); and
9. recommend to the Graduate Program Director and the Dean of Graduate Studies whether a thesis should move to oral examination (this stage must be completed no less than three months prior to the date set for examination).

5.4 Chair's Responsibilities

The main responsibilities of the Chair of the Supervisory Committee are to:

- convene and run Supervisory Committee meetings;
- keep the Graduate Program Director informed of the student's progress;
- recommend potential External Examiners to the Dean of Graduate Studies; and
- forward a copy of the student's thesis to members of the Examining Committee at least four weeks before the oral examination.

6. Thesis, Project or Major Paper

Many master's programs require students to write a thesis or major paper, or produce a project. All written work must be in English and in correct, concise and scholarly language.

6.1 Permission to Begin

Permission to begin the thesis is given by the student's Supervisory Committee when there is general agreement that sufficient research has been done. If the student's program requires a project or major paper, the student's research supervisor will authorize the student to begin the project or major paper.

Students should seek guidance from their research supervisor regarding the use of a style manual appropriate to the academic discipline in which they are

working, as well as other available guides to assist in effective writing. Also, students are expected to be aware of and observe copyright requirements, and follow other standards as outlined in the UOIT policies on Research Ethics (http://www.uoit.ca/EN/main2/11246/13525/14057/14152/research_ethics.html) and Research Involving Animals (http://www.uoit.ca/EN/main2/11246/13525/14057/14152/research_guidelines.html).

6.2 Use of Copyright Material in Student Work

When preparing a thesis, major paper or other program work, students may include some copyright material, typically in the form of excerpts from books or articles, charts, diagrams or similar previously published materials. It is the student's responsibility to acknowledge properly any copyright materials used, strictly following the citation guidelines and rules of their Faculty and/or program.

As well, students who use extensive selections of copyright work may need to seek advance written permission from the author, and must append the letter to their work. Students should contact the copyright holder well in advance of their deadline, as obtaining permission to use copyright materials may take considerable time. In addition, students may be required to pay a fee to obtain such permission. Questions regarding the use of copyright materials should be discussed with the faculty advisor or research supervisor, as appropriate.

Students may be required to submit their work to Turnitin.com. Further information can be obtained from UOIT's policy on the Use of Turnitin.com's Plagiarism Detection System (http://www.uoit.ca/EN/main2/11246/13525/14057/14152/turnitin_policy.html).

6.3 Oral Examination

Master's candidates whose programs require a thesis will be required to defend their work orally in front of an Examining Committee. Students are expected to follow the advice of their research supervisor and their Supervisory Committee in establishing when their work is ready for examination. In exceptional circumstances students may request that the Dean of Graduate Studies arrange for an examination of the thesis or other work without the support of the research supervisor and Supervisory Committee.

It is the student's responsibility to ensure that all materials are prepared and assembled appropriately. Students should consult their research supervisor for specific regulations on the preparation and presentation of materials.

6.3.1 Examining Committee

The Examining Committee evaluates the academic merit of each student who defends a thesis and decides whether the student has satisfactorily passed the oral examination.

The Examining Committee consists of all members of the Supervisory Committee plus one external examiner (section 6.3.2). The committee is chaired by the Graduate Program Director or designate.

6.3.2 External Examiner

An external examiner is typically a faculty member outside the student's program. The external examiner can not be an Associate or Adjunct member of the student's home Faculty, nor have had any direct or indirect supervision of the student's thesis. This person will have considerable direct knowledge in the field of study of the subject matter.

Conflicts of interest must be avoided when recommending the names of external examiners to the Dean of Graduate Studies. External examiners must not be teaching or supervising family members or relatives of the student, must not be closely linked in a personal or research capacity, nor shall they have shared financial interests with either the student or the research supervisor. Should the student's thesis contain chapters or sections of previously published works, the external examiner shall not have been involved in the review or editing of this material in any capacity.

When an external examiner from outside the university is recommended, a curriculum vitae and written rationale for the choice must be provided to the Dean of Graduate Studies.

The external examiner is appointed by the Dean of Graduate Studies, upon recommendation of the Chair of the Supervisory Committee.

6.3.3 Approval for Oral Examination

Before an oral examination can be held, the Supervisory Committee must approve the thesis for examination (no more than one negative vote and/or abstention). The work must be submitted at least four weeks prior to the proposed oral examination.

The Examining Committee will meet at least one week prior to the scheduled date of examination and will determine if the work in its form and content is ready to be examined. If the work is deemed not ready for defense, the Examining Committee must provide to the candidate and the Dean of Graduate Studies in writing its reasoning for disagreement within 72 working hours. In this instance, the oral examination shall be postponed for a period of time not exceeding one year from the scheduled date.

6.3.4 Examination Procedure

Once the work has been deemed ready for examination, the Chair of the Examining Committee shall make all necessary arrangements for sending the thesis to the external examiner, setting the examination date, and preparing the relevant documents needed at the time of the examination.

If a member of the Examining Committee finds that he or she is unable to attend the oral examination, the Graduate Program Director should secure a suitable replacement. Should a suitable replacement not be found, the member is asked to submit his or her questions or concerns, to be read by the Examining Committee Chair at the defense. In extraordinary circumstances, the examination will be rescheduled if one or more members of the Examining Committee are unable to attend.

The oral examination consists of a short presentation (15-20 minutes) by the candidate summarizing the main findings of the work. The presentation is an open event that can be attended by all interested parties at the discretion of the Chair, but visitors may not remain for the rest of the proceedings.

Once the presentation has concluded, the student answers questions from members of the Examining Committee, including the committee Chair. Questions must be related to the work done by the student for the thesis and be based on knowledge directly related to the material.

When the question period is over, the student is asked to leave the room and members of the Examining Committee will determine the outcome of the oral examination. The Examining Committee Chair is a non-voting member, unless the Chair's vote is needed to break a tie.

6.3.5 Outcomes of Completion of the Oral Examination

The Examining Committee will render one of the following four decisions:

1. acceptable without change;
2. acceptable with minor change;
3. acceptable with major change; or
4. not acceptable.

1. Acceptable Without Change

A grade of pass is given if there is acceptance of the student's work with no required revisions by the committee as a whole.

2. Acceptable with minor change

A grade of pass is given if there is acceptance of the student's work with minor revisions to be completed within four weeks; revisions must not alter or drastically change the content of the thesis.

3. Acceptable with major change

A thesis which is not acceptable as a pass but not deemed a fail is referred for major revision. A thesis cannot be referred for a major revision and a second oral examination more than once; no further defense is permitted. In order to qualify for a decision of major revision, the work must meet one of the following requirements:

- a) the committee agrees that the work requires considerable change in order to be deemed a pass; or
- b) there is a majority vote in favour of major revision.

In the case of a major revision, the Examining Committee will reconvene within six months to continue the examination including the revisions. The revised thesis will be distributed within four to six weeks prior to the meeting to all members of the committee for review and assessment.

4. Not Acceptable

A thesis is deemed failed if:

- a) there is a majority vote to fail it; or
- b) the thesis is deemed unacceptable after major revisions.

Detailed reasons for failure must be submitted by the Chair of the Examining Committee to the Dean of Graduate Studies, the Graduate Program Director, and the candidate within two weeks.

6.4 Project or Major Paper Evaluation

The research supervisor or co-supervisors, and at least one other reader appointed by the Graduate Program Director from among the Graduate Faculty, Probationary Graduate Faculty, or Special Graduate Faculty for that program, shall submit a grade for the project or major paper. All grades must be accompanied by a report that outlines the reasons for the grade.

Each of the submitted grades will be one of the following.

1. acceptable without change;
2. acceptable with minor change;
3. acceptable with major change; or
4. not acceptable.

In cases where all the submitted grades are acceptable without change, a grade of pass will be given.

In cases where at least one grade is “acceptable with minor change” and there are no “acceptable with major change” or “not acceptable” grades, the research supervisor will ensure that the student’s work is revised to respond to the recommended minor changes. Normally, these revisions must be completed within four weeks. Revisions must not alter or drastically change the content of the project or major paper. Upon the satisfactory completion of the revisions, a grade of pass will be submitted for the student.

In cases where at least one grade is “acceptable with major change” and there are no “not acceptable” grades, the research supervisor will ensure that the student’s work is revised to respond to the recommended changes. These revisions must be completed within six months. After these revisions are

complete the student's project or major paper will be circulated a second time for evaluation by the research supervisor or co-supervisor and at least one other reader appointed by the Graduate Program Director. Any grade of "acceptable with major change" or "not acceptable" from the second reading will result in a grade of fail. Any evaluations of "acceptable without change" or "acceptable with minor change" will be processed accordingly and the student will be given a grade of pass.

In cases where there are at least two "not acceptable" grades, the student will be given a grade of fail.

In cases where there is only one "not acceptable" grade, the Graduate Program Director will meet within two weeks with the research supervisor and the student. The Graduate Program Director has two options after this consultation:

1. The Graduate Program Director sends the project or major paper to another reader within four weeks. The project or major paper may incorporate only minor revisions. If the new reader determines that the project or major paper is either "acceptable without change," "acceptable with minor change" or "acceptable with major change," the assessment of the student's work will continue with the appropriate level of response as outlined above for the evaluation that requires the greatest revision. If the new reader assigns a grade of "not acceptable," the student will have then received a second "not acceptable" and will be given a grade of fail.

or

2. The Graduate Program Director follows the procedures associated with "acceptable with major revision."

6.5 Thesis, Project or Major Paper Notation

Upon acceptance of the student's thesis, project or major paper, the title of the work and date of approval will be recorded on the transcript.

7. Submission of Student Work

Once a student's thesis, project or major paper has been approved, the student must submit the work formally. The following procedures and conditions apply:

1. one bound copy and one electronic copy of the original thesis, project or major paper become UOIT property;
2. the student grants UOIT a royalty-free, non-exclusive licence to make copies of the work for academic purposes at UOIT, and upon request from other universities or bona fide institutions;
3. the international copyright symbol (©) is displayed prominently on the title page of the thesis (or displayed with similar prominence on other types of work);

4. the site licence, signed by the student at the start of the program, takes effect; the site licence permits the UOIT library to circulate as part of its collection and/or copy the work for academic purposes only (the university's copyright notice is placed on all copies made under the authority of the licence);
5. while the site licence excludes the sale of authorized copies for profit, UOIT may recover duplication costs through a fee;
6. every copy made available under the licence clearly states that the copy is being made available in this form with full consent of the copyright owner and only for the purposes of private study or research; and
7. UOIT may submit the work to the National Library of Canada, which is permitted to reproduce and lend copies for educational or research use only.

8. Intellectual Property

Intellectual property (IP) comprises original work which often takes various forms such as research data, books, journal papers, theses, projects, photographs, computer programs, websites, equipment, devices, or audio recordings.

8.1 Students and Ownership of Intellectual Property

Students, as well as faculty members and researchers, may create intellectual property. This may be done individually or in collaboration with one or more students, the student's research supervisor or faculty advisor, or other faculty members.

UOIT's Intellectual Property policy generally states that creators own their work. As a result, student rights are treated as equivalent to those of all other academic personnel, including faculty members. When a student works collaboratively with other students, the student's research supervisor, or other UOIT faculty members or researchers, credit for the work is generally shared among the research collaborators. To be considered for joint authorship, all collaborators must:

- have made a significant contribution to the concept, design, collection, analysis or interpretation of the data; and
- have helped write and revise the draft publication for intellectual content.

In addition, as the Student Contributors section of UOIT's Research Guidelines states:

“A student should be granted due prominence on the list of co-authors for any multiple-authored article or report that is based primarily on the student's own work, according to the commonly accepted practice in the field.”

8.2 Students and Ownership of Externally Funded Research

While jointly created intellectual property (IP) is owned jointly, other ownership rules may apply when a student participates in a project that is funded by

externally sponsored contracts or grants. In such cases, the sponsoring organization or any contractual agreement with UOIT may determine ownership and control of IP.

Students should discuss with their research supervisor or faculty advisor whether any such conditions apply to the student's work. Nevertheless, an external organization or agency may not delay completion of a student's thesis, project or major paper. Only in special circumstances may an outside organization or agency be permitted to temporarily delay public dissemination of such student work.

If the work has commercial value, the student, in conjunction with other co-creators of the work, may wish to apply for a patent or other IP protection. Upon request, UOIT will assess the commercial value of the work and may agree to pay for these costs and manage the IP commercialization process on behalf of the creators. In all cases, commercialization activities require authorization from the Associate Provost, Research to confirm that obligations to UOIT and any research sponsors have been met and will continue to be satisfied.

9. New Graduate Programs and Review of Existing Programs

When developing new graduate programs or reviewing existing ones, UOIT will follow the policies and procedures of the Ontario Council on Graduate Studies (OCGS). OCGS policies and procedures can be found at <http://ocgs.cou.on.ca/>.

10. Admission Policies and Regulations

10.1 Application Procedure

Applications for admission to graduate studies programs are normally submitted online at <http://www.uoit.ca/>. Where paper applications are required, they shall be submitted to:

Registrar's Office
UA2071
University of Ontario Institute of Technology
2000 Simcoe St. North
Oshawa, Ontario L1H 7K4

10.2 Application Deadline Dates

Prospective students should consult the university academic schedule and/or program information for application deadlines relating to specific programs.

10.3 Admissions

To be eligible for admission to any graduate degree program at UOIT, applicants must normally meet the following requirements:

- a) Hold a four-year honours degree or equivalent from a recognized

- institution in the area of graduate study or a closely related subject.
- b) Have an overall academic standing of at least a B (GPA = 3.0 on a 4.0/4.3 scale), with a minimum B in the last two full-time years (four semesters) of undergraduate work or equivalent.
 - c) Provide a minimum of two letters of reference from persons having direct knowledge of the applicant's academic competence. Some Faculties may require three letters. Academic references are preferred; however professional references will be accepted. Letters of reference should come from individuals under whom the applicant has worked closely or studied.
 - d) Provide proof of English proficiency if the first language is not English (see current policy on English proficiency in the graduate section of the *Calendar*).
 - e) Submit one official copy of each previous undergraduate and graduate transcript directly from the granting institute. It is the student's responsibility to provide a certified English translation of the transcript if the original is in another language.
 - f) If required, submit a brief description of the courses listed on the official transcripts or provide a copy of the relevant calendar where they are listed.

The aforementioned requirements are the minimum required for entry into graduate studies at UOIT. Some Faculties may have additional requirements for entry into a specific program.

10.3.1 Offers of Admission

All offers of admission are based on the recommendation of the Graduate Committee of the graduate program in question..

10.3.2 Refusal of Admission

Due to enrolment limitations and additional requirements in some programs, meeting the minimum requirements does not guarantee admission to the program. UOIT may, at its sole discretion, refuse admission to an applicant even if the above minimum admission criteria have been met.

10.3.3 Appeal of Admission Decisions

Individuals may appeal their admission decision in writing within 10 working days to the Registrar's office. There may be a charge assessed for such appeals. Admission appeals are directed to the Dean of Graduate Studies who will refer the appeal to the Graduate Studies Committee of Academic Council.

10.3.4 Letters of Permission (students from other universities)

Students completing graduate programs at other Ontario universities may register under the Ontario Visiting Student Graduate Plan (see section 13.8). Students completing graduate programs from universities outside of Ontario may apply to complete individual courses on a Letter of Permission (LOP) from their home university. Such students shall be admitted to UOIT as non-degree

students.

LOP students will still be required to complete the UOIT Application for Admission form, as well as submit a letter from the Dean of Graduate Studies at the student's home university to the Office of Graduate Studies at UOIT, outlining the expectations of work to be completed while at UOIT.

10.4 Description of Graduate Students

Regular student: Applicants meeting the minimum admission requirements are considered for admission as a regular student.

Probationary student: Applicants who do not meet the minimum admissions requirements may be considered for admission to a probationary year. Applicants must be approved by the Graduate Program Director who will prescribe a program of studies to meet the admission requirements for a master's program. During this time, the student will be admitted as a non-degree student until the qualifications outlined have been met and the student can be moved into regular student status.

Special student: Applicants who are non-degree-seeking students may apply to take graduate-level courses for professional upgrading or personal interest. Applicants will apply through the Registrar's office and successful students must receive Faculty consent prior to registering for the course.

11. Student Status

11.1 Classification of Graduate Students

Full-time: Graduate students are considered full time if they meet the following criteria:

- a) pursue their studies as a full-time occupation;
- b) formally identify themselves as full-time students on all documentation;
- c) maintain regular contact with their faculty advisor or research supervisor, if applicable, and be geographically available and visit the campus regularly; and
- d) if employed by UOIT, work no more than 10 hours per week per term for which they are registered as a full-time student.

Part-time: Graduate students who do not meet the above criteria are deemed part-time students. Part-time students may have course load restrictions. Students should consult the individual Faculty with regard to the availability of part-time studies within their program.

11.2 Absences from Studies

Graduate students are expected to be uninterruptedly registered in their

designated program of study in order to support the timely completion of their degree. However, the university recognizes that under certain circumstances a student may need to absent themselves from regular study while maintaining their relationship with UOIT. Such circumstances must have sufficient cause and an official leave of absence must be requested through the Office of Graduate Studies and approved by the Dean of Graduate Studies.

Acceptable circumstances include:

- a) exceptional circumstances: medical, extraordinary demands of employment, compassionate circumstances;
- b) maternity leave: available to students during or following a pregnancy; and
- c) parental leave: available to students who face extraordinary demands in parental responsibilities, or whose duties require that they be absent from their studies for a period of time.

12. Financial Aid

UOIT endeavours to help support graduate students in their programs by offering teaching assistantships, research assistantships, scholarships and bursaries. The Office of Graduate Studies and individual Graduate Program Directors have the most up-to-date information on external and internal awards and other financial support.

13. Registration Policies and Regulations

13.1 Session Dates

Graduate students normally register for three academic semesters per year: fall (September to December), winter (January to April) and summer (May to August).

13.2 Registration

Students must be registered in all terms commencing with the term specified in their letter of acceptance and continuing until graduation. Failure to register in all terms will result in withdrawal from the program. If a student does not register within one term of acceptance, readmission to the program is required. All courses in the student's program must be approved by the Graduate Program Director.

Students will be automatically registered in a graduate continuance course until graduation, withdrawal or program termination. Students must actively register for all other program courses.

13.3 Changes in Course Registration

Students may add courses with the approval of the Graduate Program Director within the first two weeks of lectures in any given semester. Students may drop courses without academic penalty within the first 75 per cent of the semester,

with the approval of the Graduate Program Director. Students should see the academic timetable for specific add and drop deadlines. Financial deadlines may differ from these dates.

13.4 Residency Requirement

At least half of a graduate student's courses must be from the UOIT course offerings in order to meet the residency requirements for graduation.

13.5 Program Changes

Changes to a graduate student's program must be approved by the Graduate Program Director.

13.6 Provision for Waiver of Regulations

Waivers of course prerequisites/co-requisites may be granted by the Graduate Program Director. Waivers of Faculty, degree or general regulations may be granted by the Dean of Graduate Studies.

13.7 Transfer Credits

All course credit transfers into graduate programs require the approval of the Graduate Program Director of the Faculty delivering the equivalent course. Transfer courses may not have been used to satisfy other degree requirements. Graduate transfer courses will not be considered for transfer if they were completed more than eight years prior to admission or if the grade received if the course is below B- (70%).

13.8 Visiting Students

The Ontario Visiting Student Graduate Plan (OVSGP) permits a graduate student to take courses at other Ontario universities while remaining a registered student at his or her home institution. UOIT students must complete the OVSGP form (available from their Faculty) and provide an outline of the course, desired term, and the reasoning for requesting such permission. The course must be a requirement of the student's program and must be formally approved by the Graduate Program Director as well as the student's faculty advisor or research supervisor before submission to the Registrar's office. Students from other universities wishing to register for graduate-level courses at UOIT should contact the Office of Graduate Studies at their home institution for more information regarding the process.

UOIT students wishing to take courses at institutions outside Ontario may do so on a letter of permission. Such a course must be approved in advance by the student's Graduate Program Director, in consultation with the student's faculty advisor or research supervisor, as applicable. A letter of permission ensures that the courses to be taken at the host institution will be recognized for credit at UOIT and are applicable to the student's program of study. This allows the student to attend the host institution without formal admission. If the student is in clear academic standing (section 14.11) and has the necessary prerequisite

courses, the student shall complete a Letter of Permission Request form and submit the course outline(s) to the Registrar's office. Students are responsible for having copies of the final transcript from the host institution forwarded to the UOIT Registrar's office for award of transfer credit. The minimum mark a student must achieve to have the course transferred is B- (70%).

UOIT students must apply for a letter of permission before taking a course elsewhere. Failure to do so could result in revocation of admission.

13.9 Repeating Courses

Students who fail one required course may be permitted to continue their program with permission of their Graduate Program Director. Students who do not successfully complete the second attempt at the course, or who fail more than one course, will be required to withdraw immediately from their program of study.

13.10 Deferral of Course Examinations

Students whose religious obligations conflict with a scheduled final examination will be permitted to write a deferred examination. Such students are required to give three weeks' notice to their Graduate Program Director and to document the religious obligations involved.

Graduate Program Directors may grant deferred examinations on medical or compassionate grounds where sufficient documentation exists. A request for deferral on medical or compassionate grounds, along with supporting documentation, must be provided to the Graduate Program Director within four days after the scheduled writing of the examination.

A Graduate Program Director may also grant a deferred examination to a student who is scheduled to write three examinations in a 24-hour period. In this case, the exam in the middle of the three is normally the one that will be considered for deferral. Scheduling is conducted in such a way as to minimize the instance of consecutive examinations for students.

If a technical difficulty prevents the writing of a computer-based examination, the Graduate Program Director may arrange for a deferred examination for all students in the class. Such an examination will be scheduled no later than the end of the first week of classes in the following semester.

13.11 Supplemental Examinations

In some circumstances students may be allowed to write one supplemental examination. The mark from a supplemental examination may replace or otherwise augment a mark previously obtained in an examination in the same course. Students should contact their Graduate Program Director for regulations concerning supplemental examinations.

13.12 Grading Scheme

<u>Grade</u>	<u>Percentage</u>	<u>Grade Points</u>	<u>Description</u>
A+	90-100	4.3	Very Good to Excellent — Student demonstrated mastery of the course material
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	Acceptable to Good — Student demonstrated adequate knowledge of course material
B	73-76	3.0	
B-	70-72	2.7	
F	0-69	0	Inadequate — Student did not perform to academic expectations

13.13 Minimum Average

In order to continue in a prescribed program of study at the graduate level, a student must maintain a minimum B- average overall.

13.14 Grade Changes

After grades have been officially approved and released, any grade changes must be submitted in writing to the Registrar. Grade changes may result from the submission of course work, the writing of a deferred examination, clerical errors, or an approved examination reread. All grade changes must be approved by the course instructor and the Graduate Program Director or designate.

If a student's grade is not available when final grades are approved at the end of the term because of special circumstances, a special designation will be temporarily added to the student's record. If a deferred examination has been granted, a grade of DEF will be assigned. If a portion of the work required for the course is incomplete, a grade of INC may be recorded. These grades may satisfy prerequisites for further courses on a temporary basis, but not beyond the end of the subsequent term after which these grades revert to "F."

Graduate continuance courses will be assigned a grade of CO (continuance) and will not be included in grade point average calculations.

13.15 Grade Appeals

Students may, with sufficient academic grounds, request that a final grade in a course be appealed (which will comprise only the review of specific pieces of tangible but not oral work). Grounds not related to academic merit are not relevant for grade appeals.

Students are normally expected to contact the course director first to discuss the grade received and to request that their tangible work be reviewed. Students

should be aware that a request for a grade appeal may result in the original grade being raised, lowered or confirmed. The deadline for submitting grade appeals is three weeks after the release of final grade reports in any term.

If the condition of sufficient academic grounds has been met, the student shall lodge a request with the Registrar's office, which will contact the Graduate Program Director and collect any fees incurred for the appeal. Students must specify the rationale for their appeal by making clear the component of the final grade upon which they seek appeal. The Graduate Program Director will be responsible for ensuring that the work is reappraised by an appropriate faculty member, ensuring anonymity of both the student and the reappraiser, and for communicating the result of the appeal (including the reappraiser's comments) and the route of appeal to the student and the course director. The reappraiser will be given the nature of the assignment and the rationale for the original grade. It is expected that every effort will be made to render the decision within 30 days of the reviewer having received the work.

In the event that a student is still not satisfied with the final grade, or the course director is not available to review the work, a student may submit, in writing, a formal request for a grade appeal to the Graduate Studies Committee of Academic Council. Such appeals can only be considered on the grounds of procedural irregularity. Appeals must be submitted within 15 working days of notification of the decision. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as a panel member.

At the discretion of the relevant faculty committee, the student and/or the faculty member may be invited to meet with the panel to present their case(s) orally. The panel's decision will be taken in camera and it is expected that parties will be informed of the decision in writing within 20 working days of the filing of the appeal.

13.16 Conferral of Degrees

Students expecting to graduate in any given term are required to contact the Registrar's office to complete the necessary forms. All applications must be received no later than January 15 for June graduation.

Degrees will be conferred at the time of Academic Council approval and notation of the degree awarded will be entered on the student's record. All students who are awarded a degree are eligible to attend the session of Convocation that immediately follows the date of conferral.

14. Degree Requirements

All candidates pursuing a master's degree shall enroll in an advanced course of

study approved by the Graduate Program Director where the graduate student is registered. Each student must meet the program requirements laid out by the host Faculty, while maintaining the required average to qualify to graduate in a timely manner.

14.1 Time Limits

The minimum time allowed for full-time students to complete all requirements for a master's program is one year, and the maximum time is three years from the time of initial registration as a full-time student. Students registering on a part-time basis have a maximum of five years to complete the degree. Terms for which a student is granted a leave of absence shall not be included in these time limits.

Students needing to exceed the normal allotted time for completion of their program must formally request an extension to their program. Extension requests are to be made after the normal program length to the Dean of Graduate Studies.

Students who do not complete degree requirements within the allotted time and have not been granted an extension may be required to withdraw from the program. Under exceptional circumstances and on the recommendation of the Chair of the Supervisory Committee, a student who did not complete the degree requirements within the allotted time may be readmitted for one semester only to complete those requirements. Final approval for readmission must be granted by the Dean of Graduate Studies.

15. Academic Conduct

15.1 Code of Academic Conduct

Faculty members and students share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness, and mutual respect for the aims and principles of the pursuit of education. Academic misconduct impedes the activities of the university community, and is punishable by appropriate disciplinary action.

UOIT and its members have the responsibility of providing an environment which does not facilitate the inadvertent commission of academic misconduct. Students and faculty should be made aware of the actions which constitute academic misconduct, the procedures for launching and resolving complaints, and the penalties for commission of acts of misconduct.

15.1.1 Academic Misconduct: Offences

Academic misconduct includes, but is not limited to:

- unreasonable infringement on the freedom of other members of the academic community (i.e. disrupting classes or examinations, or harassing, intimidating or threatening others);
- violation of safety regulations in a laboratory or other setting;
- cheating on examinations, assignments, reports or other work used to evaluate student performance (cheating includes copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, and use of unauthorized aids);
- impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments;
- plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own (the use of other people's work must be properly acknowledged and referenced in all written material);
- obtaining by improper means examination papers, tests or similar materials, or the use or distribution of such materials to others;
- falsifying academic records, including tests and examinations, or submitting false credentials for the purpose of gaining admission to a program or course, or for any other purpose;
- misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation; this includes making fraudulent health claims, obtaining medical or other certificates under false pretenses, or altering certificates for the purposes of misrepresentation;
- submission of work when a major portion has been previously submitted or is being submitted for another course, without the express permission of all instructors involved; and
- professional unsuitability, such as behaviour inconsistent with the norms and expectations of the profession.

15.2 Procedure for Resolution

With respect to all accusations of academic misconduct, students are presumed innocent until the contrary has been established. Decisions regarding the commission of academic misconduct are based on the balance of probabilities. A record of all allegations of misconduct, along with details of the resolution, will be entered into the central academic records kept by the Registrar's office.

Faculty, staff, or students who have reason to believe that an academic offence has been committed should report the matter promptly to the appropriate Dean. A written report of the alleged offence shall be prepared, together with any relevant evidence.

The Dean must decide promptly whether an attempt is to be made to resolve the matter informally; otherwise, the Dean shall follow the procedures for formal

resolution. In either case, a student will not be permitted to withdraw from the course in which the offence was alleged to have been committed until the matter is resolved and penalty imposed, if applicable.

15.2.1 Informal Resolution

The Dean must inform the student of the accusation of academic misconduct. The student will have five working days in which to respond to these allegations. If the alleged offender responds with an admission of guilt and agrees to the terms of a resolution as set out by the Dean, the matter will be considered closed. The terms of the resolution shall be detailed in writing and signed by the Dean and the student in question. A copy of this document will be sent to the Dean of Graduate Studies.

Informal resolution may not result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled.

15.2.2 Formal Resolution

When an attempt at informal resolution fails or is deemed inappropriate, the Dean must inform the student in writing of the charge, the possible penalties, and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The Dean will then meet with the student to hear the response. Both the Dean and the student are entitled to be accompanied by up to two advisors at this meeting, provided 48 hours' advanced notice is given of the identity of the advisors.

The Dean shall then conduct a thorough investigation of the allegations and response, to be concluded within 10 further working days, and notify the parties of the decision in writing. A copy of the decision will be provided to the Dean of Graduate Studies and, on a need-to-know basis, to administrative units (i.e. the Graduate Program Director, other Faculties, the Registrar).

15.3 Penalties

If a student is deemed to have committed academic misconduct, one or more of the disciplinary penalties in the following list may be imposed. The severity of the penalty will be determined by the nature of the offence and the student's past record of conduct. Students found guilty of successive acts of misconduct will receive increasingly severe penalties.

The disciplinary penalties are:

- Resubmission of the piece of academic work in respect of which the misconduct was committed, for evaluation.
- A written reprimand, warning the student that the behaviour was unacceptable and that further misconduct will lead to additional penalties. A copy of the reprimand will be placed in the student's file, but no notation will appear on the academic record.

- Submission of a failing grade in an examination, test, assignment or course.
- Disciplinary probation for the remainder of the student's registration in his current program of study. A note to this effect will be placed in the student's file, but no notation will appear on the academic record. Any further offence will lead to a more severe penalty.
- Expunging of grades or revoking of degrees.
- Restraining orders or monetary restitution where appropriate in the case of threats, harassment, or damage to property.
- Suspension from attendance in a course, program, Faculty or UOIT itself, for a period not exceeding three years as deemed appropriate. While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from UOIT sources. Courses taken elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on the student's academic record. The conditions of suspension will specify the length of time such notice will remain on the student's academic record.
- Permanent expulsion from UOIT. A note to this effect will be placed in the student's file and will remain on his academic record.
- Such other penalty as deemed appropriate.

15.4 Termination of Student Enrolment

UOIT may terminate a student's enrolment in a graduate program on any of the following grounds:

- failure to achieve the required grades to continue as outlined in the degree regulations;
- failure to achieve the required grade on a comprehensive exam or project;
- failure to successfully complete a thesis, project or major paper;
- failure to register in any semester;
- failure to report, in advance, courses being taken at another institution;
- lack of progress toward completion of the program;
- recommendation of termination from the Supervisory Committee;
- failure to meet the conditions of admission;
- academic misconduct;
- professional unsuitability as defined by the program; or
- research misconduct and/or noncompliance with UOIT's research ethics guidelines or policies.

15.5 Academic Appeals

All decisions of the university relating to academic conduct or program termination may be appealed to the Graduate Studies Committee of Academic Council. The student will be given 10 working days to gather new evidence and to submit a letter of appeal to the Dean of Graduate Studies. Under normal circumstances, disciplinary penalties will not be imposed before an appeal is decided; however, official transcripts will not be issued during this period. Formal

registration may be revoked where warranted. In the case of suspected professional unsuitability, a student may be withdrawn from classes, practica, work placements or other program-related activities pending resolution of the case.

A student may apply to the Dean of Graduate Studies for continued attendance in classes and related activities while the appeal is being heard. In order for such a request to be granted, the Dean of Graduate Studies must be satisfied that there would be no detrimental effect of such continued attendance. If the appeal is granted, formal registration will be reinstated.

15.5.1 Graduate Academic Appeals Procedures

1. Appeals shall be heard by a panel of a minimum of three committee members, as determined by the Dean of Graduate Studies, including at least one student and at least two faculty members.
2. The appeal hearing shall be chaired by the Dean of Graduate Studies or designate, who shall be counted as one of the panel members.
3. Decisions with respect to the final disposition of an appeal will be carried by a simple majority of panel members hearing the appeal.
4. An appellant must have completed any prior levels of appeal open to him or her before filing a Notice of Appeal with the committee.
5. An appeal to the committee shall be commenced by filing a Notice of Appeal in the required form no later than 4 p.m. on the 10th working day after the date of the decision which is being appealed.
6. The chair may refuse to give a hearing to an appeal on the grounds that it is not within the jurisdiction of the committee.
7. The panel of the committee hearing an appeal may dismiss an appeal by unanimous decision after considering the written submissions notwithstanding a request for an oral hearing on the grounds that there is no real case for an appeal (i.e. the appeal is frivolous or vexatious and without merit).
8. In the Notice of Appeal, the appellant shall elect whether an oral hearing is requested. If no election is made, the appeal shall be determined in writing.
9. Where an appeal is to be determined in writing:
 - i. As soon as reasonably practicable the panel shall provide a copy of the Notice of Appeal to the responding Faculty;
 - ii. The responding Faculty has 10 working days to deliver to the panel a written response to the Notice of Appeal, attaching any documents relevant to the decision under appeal. A copy of the written response and attached documents shall be mailed to the appellant; and
 - iii. The appellant shall have 10 working days from the mailing date of the responding Faculty's response to provide any final written response. A copy of this shall be mailed to the Faculty.
10. Where the appeal is to be determined by oral hearing:

- a. Upon receipt of the Notice of Appeal, the panel, in consultation with the appellant and the responding Faculty, will schedule a date for the oral hearing;
 - b. No less than 10 working days prior to the hearing, the appellant shall deliver to the panel (three copies) and the responding Faculty (one copy) of:
 - i. Any written submissions to be relied upon at the hearing;
 - ii. Copies of all documents to be referred to at the hearing; and
 - iii. A list of persons attending as witnesses and a brief summary of each witness's intended evidence.
 - c. No less than five working days prior to the hearing, the responding Faculty shall deliver to the panel (three copies) and the appellant (one copy) of its material listed at paragraph 10.1(b), (i) to (iii), above.
11. Where the appeal is to be determined in writing, the members of the panel may convene in person or via teleconference.
12. For an oral hearing, the following procedures shall apply:
- i. At the commencement of the hearing, the chair shall identify the parties and the members of the panel;
 - ii. The appellant or a representative shall briefly describe the case to be presented, and provide factual support for the case through documentary evidence and testimony of the appellant and any witnesses, if relevant;
 - iii. The responding Faculty or a representative shall briefly reply to the appellant's case and provide facts in opposition to the case through documentary evidence and the testimony of witnesses, if relevant;
 - iv. Panel members may ask questions at the conclusion of each person's statement or testimony, or at the conclusion of the appellant's or responding Faculty's case;
 - v. Normally, neither the appellant nor the responding Faculty may ask questions of the other's witnesses. Where facts important to the decision of the appeal are in dispute, however, either party may ask permission and, if appropriate, the panel may grant permission for the cross-examination of some or all witnesses;
 - vi. Following the presentation of the appellant's and the responding Faculty's cases, the appellant and the responding Faculty may each make brief closing statements to summarize the main points of their respective positions;
 - vii. Following the foregoing steps, the parties will withdraw and the panel will move in camera for its deliberations;
 - viii. The decision of the panel will be in writing and shall include the names of the panel and all who appeared, a brief summary of the issues on the appeal, the panel decision and reasons in support of the decision.

13. The time limits specified under these procedures may be extended by the chair at the request of the appellant or responding Faculty, if reasonable grounds are shown for the extension.