



Western Graduate & Postdoctoral Studies

GRADUATE EDUCATION COUNCIL (GEC)

June 19, 2025

12:00 – 1:30pm

Western Interdisciplinary Research Building (WIRB), Room 3000

[Zoom link](#)

Revised AGENDA

1. Call to Order K. Siddiqui
2. Land Acknowledgment K. Siddiqui
3. Confirmation of Quorum
4. Approval of Draft Minutes – **Exhibit A**
5. Business Arising
6. New Business for Approval
6.1 GEC Academic Policy Committee

6.1.1 Senate Registration Policy - **Exhibit B**

Proposal #1: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective September 19, 2025, the Registration Policy be revised as presented in Exhibit B.

6.1.2 Senate Policy for Assessing Student Progress in Multi-Year Research-Based Programs - **Exhibit C**

Proposal #2: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective September 19, 2025, the Policy for Assessing Student Progress in Multi-Year Research-Based Programs be revised as presented in Exhibit C.



Western Graduate & Postdoctoral Studies

6.1.3 Senate Policy on Program Design – Courses, Milestones and Course Outlines – **Exhibit D**

Proposal #3: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective September 19, 2025, the Policy on Program Design – Courses, Milestones and Course Outlines be revised as presented in Exhibit D.

6.1.4 Senate Course Outlines Policy – **Exhibit E**

Proposal #4: That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective September 19, 2025, the Course Outlines Policy be revised as presented in Exhibit E.

6.1.5 GEC Academic Policy Committee Terms of Reference – **Exhibit F**

Proposal #5: That the Graduate Education Council approve that effective June 19, 2025, the GEC Academic Policy Committee Terms of Reference be revised as presented in Exhibit F.

6.2 GEC Membership Updates 2025-2026 – **Exhibit G**

Proposal #6: That the Graduate Education Council approve new members, effective July 1, 2025, as presented in Exhibit G.

7. For Information

7.1 GEC Postdoctoral Affairs Committee – Year-end Report – **Exhibit H**

8. Other Business

9. Adjournment

Registration

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Registration
Subsections:	Initial Registration ; Registration Requirements ; Categories of Registration ; Transfer from Master's to Doctoral Degree Status in a Program ; Leave of Absence ; Student Progression and Withdrawal ; Admission After Withdrawal
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Registration
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	Assessing Student Progress in Multi-Year Research-Based Programs*
Effective Date:	September 2025 November 8, 2024
Supersedes:	November 8, 2024 ; May 17, 2024; March 15, 2024; September 16, 2022

1. Initial Registration

A candidate whose application for admission has been approved by the School of Graduate and Postdoctoral Studies (SGPS) must register in the term indicated on the "Offer of Admission". In exceptional circumstances, registration may be deferred, with approval of the program and SGPS. The candidate should consult the appropriate program for details about registration.

2. Registration Requirements

a) Continuous Registration

Graduate students must maintain continuous registration in the SGPS in each successive term from initial registration until all requirements for the degree are completed.

b) Maximum Registration Period

The maximum registration period for completing a Master's degree is three calendar years from initial registration and, in the case of a Doctoral degree, six calendar years from initial registration. For students who transfer from a Master's program to a Doctoral program without completing the Master's program or Direct-Entry to a Doctoral program, a maximum of seven calendar years from the initial registration in the Master's program or Doctoral program (Direct Entry) will be given to complete the Doctoral degree. For students admitted part-time to an approved part-time Master's program, the maximum registration period is four years.

The student will be withdrawn at the end of their maximum registration time limit unless the Vice-Provost (Graduate and Postdoctoral Studies) has approved an extension.

3. Categories of Registration

a) Full-Time Student

To be registered as a full-time student, a student must meet the following criteria:

- Make satisfactory progress toward degree completion in alignment with full-time program expectations and requirements. Failure to meet progression requirements may result in being required to withdraw from the program.
- Be present on campus as required by their program.
- Have paid, or make arrangements to pay, full-time tuition fees.

b) Part-Time Student in Approved Part-Time Program

Students may be admitted as part-time students in approved part-time programs as stipulated in the program's regulations. During the course of study, and with the approval of the program and SGPS, such a part-time registrant may be approved to register as a full-time student; they may then register as a part-time student at a later date by meeting the requirements as stipulated in (c) below. Students who begin as full-time students in programs that have an

Registration

approved part-time course of study may only change to part-time registration as stipulated in (c) below.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

c) **Part-Time Students in Full-Time Programs**

Part-time registration in full-time programs may be granted in exceptional circumstances and only with the approval of both the Graduate Program and the Vice-Provost (Graduate and Postdoctoral Studies). Examples of such circumstances are: admission to another full-time university program or medical or compassionate circumstances that make it impossible for the student to continue to devote full-time attention to their program of study. Supporting documentation must be submitted with the request for part-time status.

Part-time status is not to be used as a means for reducing or avoiding tuition fees. Being beyond the funding eligibility period will not, by itself, constitute grounds for a change from full-time to part-time status. Part-time status may be granted for up to a cumulative total of three terms.

Students registered part-time may take no more than two courses in a term. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

d) **Thesis Defense Only Student**

The purpose of this status is to allow a student who: a) has completed all program requirements (including thesis submission), but b) has not been able to defend their thesis before the end of term, to register at the University in the subsequent term without paying tuition fees. Thesis Defense Only registration (TDO) can be held for only one term.

- This registration category will not require payment of tuition fees; however, students will be required to pay part-time ancillary fees.
- In order to be considered for TDO status students must upload their thesis electronically.
- TDO status will be granted to those students who have submitted a thesis by the final official day of term but have not been able to secure an examination board and/or examination date that falls before the end of the term.
- Programs are required to inform SGPS as soon as possible (and in any case no less than 10 working days before the last working day of the term) when a thesis examination will need to be scheduled into the subsequent term.
- The thesis examination must be successfully completed, all required revisions done, and the final thesis submitted to SGPS prior to the end of the TDO term. A student who does not meet these conditions will be

Registration

required to pay part-time tuition for the TDO term and will continue to be registered until the final thesis is submitted.

- TDO applies only to students in programs that have a thesis requirement.
- A student will be given TDO status for no more than one term.
- When the thesis examination is unsuccessful at either the preliminary or examination stages, the student will not have met the TDO conditions and will be required to pay part-time tuition and fees for the TDO term.

e) **Non-degree Part-time Student**

Non-degree part-time students must meet normal admission requirements. If a student in this category is subsequently admitted to a degree program, no more than 20% of the course requirements for the degree may be credited from courses taken while a non-degree student. Non-degree part-time students are not required to maintain continuous registration. For each term in which they are registered, however, they must inform their Graduate Chair before the start of the next term whether they plan to take courses during that term or whether they plan to withdraw. Without withdrawal, they will receive a tuition bill for the following term, as if they were in a degree program. Once withdrawn, they must apply for readmission to resume their non-degree part-time studies. In such cases, SGPS waives the readmission fee.

f) **Concurrent Degree Student**

Students in the following programs will be registered in both programs and are eligible to receive degrees in each:

- MD-PhD
- MBA-LLB in Business and Law

g) **Doctoral Flex-time Registration**

Students must select flex-time registration prior to commencing their program of study and cannot alter their registration status once selected.* Students enrolled in flex-time studies pay full-time tuition fees for the first four years of their registration, and part-time fees until they complete their program. As the flex-time option is intended for working professionals, Western's doctoral funding guarantee does not apply to students in flex-time studies. Flex-time enrolment will normally require two additional years of study for students to complete the program, in comparison to students in a regular full-time enrolment status. Completion within six to eight years while in flex-time enrolment is expected.

*Please note that the flex-time registration option is available only for doctoral programs with an approved flex-time option.

h) **Interdisciplinary Combined PhD**

A Western Interdisciplinary Combined PhD entails the completion of the combined degree requirements of two Western doctoral programs simultaneously under the supervision of a faculty member from each program.

Registration

DEFINITIONS

Home Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, "Home Program" will refer to the graduate program that has administrative responsibility for the student, including providing work/office space, assignment of GTAs, completion of annual progress reports, etc. The Home Program is also the "fall-back" program in the event that the student wishes to discontinue in the combined option.

Partnering Program: For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, "Partnering Program" will refer to the second graduate program.

i. Program Structure

- The student shall have two supervisors – one supervisor with doctoral membership in each graduate program. In exceptional circumstances, a single supervisor, with doctoral membership in both programs may be approved by SGPS, conditional upon the supervisory committee representing both programs.
- One of the two programs will be identified as the "Home Program" for the purpose of registration and administration.
- Programs are encouraged to "share" or "merge" some of their usual requirements. For example, a required course in one program can also be counted as an optional or elective course in the second program.
- One thesis is to be completed; the thesis must meet the expectations of both programs, the content of the thesis should represent a blending of the disciplines.
- The composition of the examining board for the dissertation will include representation of both participating programs and disciplines. Some variation from the usual PhD Examination Board structure may be needed to achieve this; such variation must be approved by SGPS.
- The student's individual program (structured to support completion in 4 years) must be determined and agreed upon by the two programs normally no later than by the second term, including:
 - All courses to be completed to meet the learning outcomes of both programs
 - The nature and timing of comprehensive(s) to satisfy both programs (if feasible, the comprehensive exam requirements of the two programs can be merged into one exam)
 - Any additional milestones required to meet the learning outcomes of both programs
 - The topic of the dissertation/research

ii. Inclusion on Transcripts and Degrees

- One degree/parchment will be awarded; it will list both graduate programs.
- The student's transcript will note registration in both graduate programs, with one degree awarded upon completion of all requirements.

Registration

- The student's transcript will read under "Academic Program History":
- Program: Home Program
Plan: Interdisciplinary Combined Doctor of Philosophy
Home Program and Partnering Program
Status: Active in Program (or later, "Completed Program")
- The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, Home Program and Partnering Program

4. Transferring between Graduate Degree Levels

Transferring refers to a situation where a student leaves an unfinished degree program and registers in a different degree-level in the same graduate program. Students are normally given recognition for prior work in these instances. Transferring can occur from a lower-level degree program to a higher-level degree program (e.g., Graduate Diploma (GDip) to Master's or Master's to Doctoral) or from a higher-level degree program to a lower-level degree program (Doctoral to Master's). When transferring, the credential from the former degree program is not granted to the student, as they have not completed all requirements of the former degree program. Transfers must be approved by the graduate program and SGPS.

5. Laddering to another Graduate Degree

Laddering refers to an established process where a student completes a program and is given recognition for this prior work towards a subsequent degree program via this approved pathway. In the case of laddering, a student has completed the lower-level program and has been awarded the credential (e.g., a student completes a GDip program and is provided credit for prior work in a specific Master's program with an approved laddering process). The remaining requirements for the higher-level degree in these cases are also pre-determined. Students must apply for admission to the laddering degree program; admission is not guaranteed.

6. Leave of Absence

The Vice-Provost (Graduate and Postdoctoral Studies) may grant a leave of absence on pregnancy/parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the program.

When recommending a leave of absence to the Vice-Provost (Graduate and Postdoctoral Studies), programs should contact SGPS about any academic considerations for outstanding coursework.

Registration

While on leave, students are expected to be away from normal activities as graduate students (e.g., attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period. Before the end of the approved leave of absence, students notify the Graduate Chair/Director, the Graduate Assistant and, where relevant, the Supervisor(s), to discuss the transition back to their studies. If students are applying for an additional leave of absence, it is important that the program and SGPS be notified as soon as possible.

To ensure that they are optimally supported throughout their degree, students requiring leaves of absence that extend beyond three terms are encouraged to communicate with programs about potential professional, academic or research implications of the extended period away from their studies.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this period.

The date for degree completion and funding of the degree program will be extended by the duration of the time taken on leave, i.e., one, two or three terms as appropriate.

a) **Pregnancy and/or Parental**

Pregnancy/Parental Leave is intended to recognize the need for leave at the time of pregnancy, birth or adoption, and to permit a pause in studies in order to provide full-time care in the first year of parenting a new child. Either parent may request up to three terms of leave, which must be started within twelve months of the date of birth or custody.

Provided the student has been a registered full-time graduate student for at least one term and is not receiving additional Tri-Agency benefits, they are entitled to a \$1,500 pregnancy and parental bursary per leave.

During a Pregnancy/Parental leave international students can opt into UHIP for up to 12 months.

b) **Medical**

Graduate students may apply for a medical leave by providing a Medical Certificate completed by a health care practitioner. During a Medical leave, international students can opt into UHIP for four months in a 12-month leave period. It is possible to extend UHIP for another four months subject to the approval of the insurance provider.

c) **Compassionate**

Registration

Graduate students may apply for a compassionate leave for care and support of a seriously ill family member. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.

d) Internship

Graduate students in programs without an internship requirement who secure an internship through Western's Internship Program may apply for an internship leave.

Students may apply for a leave of absence by completing an online request via the Graduate Student Web Services Portal. The request is then reviewed by the graduate program. If approved by the program, it is reviewed by SGPS.

Once on leave, students are not registered with the University nor will they be required to pay tuition and ancillary fees for this period; however, they are entitled to receive/maintain certain benefits as described in the related Procedures.

7. Progression and Withdrawal

To maintain good standing in their program, graduate students are expected to meet program expectations toward degree requirements for the timely completion of the degree.

To support students in meeting program expectations, graduate programs are expected to (i) communicate degree requirements and program expectations to students, (ii) monitor and assess student progress toward the degree over the course of the program, and The Graduate Chair of a program:

- Must approve the student's plan of study.
- Must ensure the preparation and filing of an annual progress report for each student.

Graduate faculty must (iii) provide students with timely feedback on their progress with respect to courses, milestones, examinations, or other program expectations and degree requirements at least annually.

When a student fails to meet program expectations and/or degree requirements, program withdrawal may be warranted. More specifically, graduate programs

The program may require a student to withdraw from the program if the student fails to meet the following standards:

- students must make satisfactory progress toward the degree by meeting course and milestone requirements, as set out by the graduate program, according to the program timeline.

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Registration

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%. ~~Individual graduate programs may have grade requirements that are different from this standard and may exceed this standard.~~
- ~~Students must make satisfactory progress towards the degree according to milestones set by the program.~~

The Graduate Chair of a program:

- ~~Must approve the student's plan of study.~~
- ~~Must ensure the preparation and filing of an annual progress report for each student.~~

Withdrawal ~~from a graduate program~~ ~~from a program~~ can occur in two ways. A student can voluntarily withdraw ~~following formal notification to the program~~. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression ~~expectations and/or degree~~ requirements, specified deadlines for ~~degree~~ completion, or failure to pay fees. Once withdrawn from a ~~graduate~~ program (and SGPS), the person withdrawn is no longer a ~~student of the University~~ and may not attend classes, receive supervision, or have access to any resources of the University.

8. Admission After Withdrawal

Students who have voluntarily withdrawn or who have been withdrawn and wish to complete their program must formally re-apply for admission. Credit for previous work completed must be approved by the program and SGPS.

Students who are withdrawn for non-payment of fees will be considered for admission under the following payment conditions:

- Any student who has withdrawn or has been withdrawn may be required to pay fees for the terms in which registration has lapsed if ~~readmitted~~.
- Payment of all fees owing at the time of withdrawal including all penalty fees incurred as a result of the default.
- Prepayment of full fees for the term in which admission is sought.
- ~~These payments must be money order, cash, direct debit, or certified cheque.~~

9. Time Away From Studies and Vacation Time

Full-time graduate students in research-based programs are expected to be active in their program for all three terms of the university year, as specified in Section 2. While engaging in their program, we recognize that personal time (i.e., time away from studies) is beneficial for student health, well-being and academic achievement. It is acceptable and expected that Supervisors, Supervisory Committee Members and Graduate Chairs will discuss expectations around students' study and research schedules; they will mentor students and support their need for time off and their pursuit of work/life balance. Time away from studies must take into account the impact on timely progression and the impact on research and other responsibilities.

Registration

It is expected that students devote a reasonable number of hours each weekday to study and to research. It is acceptable for students to take days off. In making these time management decisions, it is expected that students will learn to discern when time away from studies supports academic productivity, and when it undermines timely progression.

Graduate Chairs are encouraged to ensure that both student and supervisor needs and expectations are met. See SGPS Regulation regarding supervisor expectations.

In addition to the above, students are entitled to be away from their studies and research responsibilities during:

- the closing of the University from late December until early January
- statutory holidays when the University is closed
- religious holidays in accordance with University policy

Graduate students are also entitled to at least two weeks of vacation time from their studies per year.



Assessing Student Progress in Multi-Year Research-Based Programs

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Assessing Student Progress in Multi-Year Research-Based Programs
Subsections:	Overview ; Meeting Program Expectations ; Annual Progress Evaluations
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Assessing Student Progression in Multi-Year Research-Based Programs
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	Registration*
Effective Date:	September 19, 2025 September 16, 2022
Supersedes:	September 16, 2022

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1. Overview

To maintain good standing in their program, graduate students are expected to meet program expectations for the timely completion of the degree.

Monitoring and assessing student progress are key to maximizing graduate student engagement and success, timely completion of the degree, and graduate program quality. Regular student progress assessment helps programs and students identify academic excellence. It also helps to make visible and address problems or challenges students are experiencing that may interfere with thriving and with degree completion.

Assessing Student Progress in Multi-Year Research-Based Programs

To support student progress, programs are expected to clearly communicate their degree requirements and the expected timing of these requirements to students. They are also required to monitor and assess student progress at least annually, and to communicate these results to their students.

2. Meeting Program Expectations

It is expected that degree requirements across the duration of the program are clearly communicated to students in progress meetings, via program web pages, program guides and through the online Pathfinder degree planning portfolio.

Throughout their time in the program, students are expected to be aware of how degree expectations for maintaining good standing in the program align with their own progress.

At a minimum, supervisory committee members* and Graduate Chairs (or equivalent) will support their students' timely progression by regularly (at least annually) assessing and documenting student progress and then by discussing these outcomes with students.

~~To maintain good standing in their program, graduate students are expected to meet program expectations for the timely completion of the degree.~~

3. Annual Progress Evaluations

At regular intervals, and at least yearly, graduate programs will request that their students submit a **Pathfinder P** portfolio for review and evaluation. Submitting a **Pathfinder P** portfolio is considered a degree requirement, and to maintain good standing in a **graduate** program, **a Pathfinder Portfolio** it must normally be completed by the assigned due date.

Program Design – Courses ~~and~~, Milestones ~~and Course Outlines~~

Policy Category:	Graduate and Postdoctoral Studies
Subject:	Program Design – Courses and , Milestones and Course Outlines
Subsections:	Definitions ; Course Numbering ; Course Outlines
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	Procedure for Program Design – Courses, and Milestones and Course Outlines
Officer(s) Responsible for Procedures:	Vice-Provost (Graduate & Postdoctoral Studies)
Related Policies:	Graduate Courses ; Course Outlines (Graduate)
Effective Date:	September 19, 2025 September 1, 2024
Supersedes:	September 1, 2024 ; March 15, 2024; September 16, 2022

Field Code Changed

Field Code Changed

1. Definitions

Graduate Course: A graduate course is the study of a particular topic, group of topics or area of specialization within a wider discipline/subject area, normally extending through one term or session, and can be one of the basic building blocks of qualification for a graduate degree, including a graduate diploma. Graduate courses are designed to meet substantive discipline graduate program learning outcomes and normally utilize the student/instructor format. Any grades assigned will contribute towards the student's academic average. It is at each program's discretion how these grades will be used when assessing a student's progression.

Program Design – Courses, Milestones and Course Outlines

For information on course outlines, refer to the policy on Course Outlines.

Field Code Changed

Milestone: A milestone is a learning activity that must be successfully completed in order to fulfill the requirements for the graduate degree. Milestone requirements are designed to meet program learning outcomes. Milestones can require:

- a short-term time commitment over one or two weeks (e.g. research ethics module),
- a medium-term time commitment over one or two terms (e.g. thesis proposal) or
- a more extensive commitment of time that continues over multiple terms (e.g. a seminar series).

Milestones can be completed during a time span that does not necessarily coincide with an academic term. Grades can be assigned to milestones that contribute towards the student's progression requirements but do not contribute to the student's academic average. Common graduate requirements that are catalogued as milestones include but are not limited to: Language Requirements, Comprehensive Examinations (or equivalent), Seminar Series, Major Projects (or equivalent), Thesis Work Components, Thesis (or dissertation). It is at each program's discretion how these grades will be used when assessing a student's progression.

2. Course Numbering

Graduate courses are numbered from 9000 to 9999.

3. ~~Course Outlines~~

~~For information on course outlines refer to the policy on Course Outlines.~~

~~In addition to the requirements outlined in the policy on Course Outlines, graduate course outlines must include the following information:—~~

~~Graduate Course Level Learning Outcomes/Objectives—~~

~~Provide a list of course learning outcomes/objectives. Course learning outcomes/objectives should align with the graduate program's learning outcomes. Contact your graduate chair/administrator, or SGPS, for a copy of the program learning outcomes. Ideally, students should be able to see how course learning outcomes/objectives are addressed through course requirements, activities and assessments.—~~

~~Course Timeline and Format—~~

~~Include an anticipated timeline of the content areas, or topics and/or other learning activities, covered over the course duration, as well as the format (face-to-face, online, hybrid) used to deliver the content. Instructors should make every effort to follow the stated timeline. Normally, instructors cannot change the format of instruction during the~~

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Program Design – Courses, Milestones and Course Outlines

~~course.—~~

~~Enrollment Restrictions—~~

~~All course outlines must include one of the following two statements regarding enrollment restrictions:—~~

~~Enrollment in this course is restricted to graduate students in (Insert name of program(s)).—~~

~~OR—~~

~~Enrollment in this course is restricted to graduate students in (Insert name of program(s)), as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student's home program.—~~

~~Health/Wellness Services—~~

~~All course outlines must contain the following statement:—~~

~~Students who are in emotional/mental distress should refer to Mental Health Support at <https://www.uwo.ca/health/psych/index.html> for a complete list of options about how to obtain help.—~~

~~Accessible Education Western (AEW)—~~

~~All course outlines must contain the following statement:—~~

~~Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.—~~

~~Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.—~~

Program Design – Courses, Milestones and Course Outlines

Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.

Course Outlines

Policy Category:	Examinations
Subject:	Course Outlines
Subsections:	Course Outlines (Syllabi) for Undergraduate Courses ; Course Outlines for Graduate Courses ;
Approving Authority:	Senate
Responsible Committee:	Senate Committee on Academic Policy
Related Procedures:	*
Officer(s) Responsible for Procedure:	*
Related Policies:	Program Design – Courses and Milestones *, Registration
Effective Date:	September 2025 September 2024
Supersedes:	September 2024 ; September 2019

Field Code Changed

COURSE OUTLINES (SYLLABI) FOR UNDERGRADUATE COURSES

No later than the first day of class in the term a course is given, Faculties, Departments, Schools or Programs (hereafter called “Academic Units”) must post on a secure Web site a course outline for each course offered that includes the course name and number, and the location and days and hours that the course is scheduled (including lecture, laboratory and tutorial hours).

Each course outline must include the following information or direct students to a secure course Web site where these details are available:

1. Course Information

Prerequisite checking - the student’s responsibility

Course Outlines

If applicable, a list of the prerequisites for the course and the following notation regarding the Senate regulation with respect to the student's responsibility for ensuring that course prerequisites have been completed successfully or special permission from the Dean obtained:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

2. **Instructor Information**

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

3. **Course Syllabus**

A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

4. **Course Materials**

A description of the materials that are required (or recommended) for the course, including text books, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

5. **Methods of Evaluation**

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments, is required. When exact dates cannot be supplied, a tentative schedule must be issued, with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Any course-specific conditions that are required to pass the course must be outlined. Conditions might include (i) minimum attendance at lectures, tutorials or laboratories, (ii) minimum overall grade on laboratory, tutorial or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam, to name a few.

A clear indication of how absences from midterms, tutorials, laboratory experiments, or late essays or assignments, will be dealt with must be provided. The course outline must direct the student to the Policy on

Course Outlines

Academic Consideration for Medical Illness – Undergraduate Students
(https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf)

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the dean (or designate) of the faculty concerned.

6. Additional Statements

Statement on Use of Electronic Devices

A clear statement of what electronic devices will or will not be allowed during tests and examinations.

Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence.

Statement on Academic Offences

The statement: "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf."

Additionally,

- A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

"All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."
- B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement

Course Outlines

must be added to course outlines:

“Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.”

Support Services

The Web sites for Registrarial Services (<http://www.registrar.uwo.ca>), and the same for affiliated university colleges when appropriate, and any appropriate Student Support Services (including the services provided by the USC listed here: <http://westernusc.ca/services/>) and the Student Development Services, should be provided for easy access.

Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

“Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:

https://www.uwo.ca/health/student_support/survivor_support/get-help.html To connect with a case manager or set up an appointment, please contact support@uwo.ca.”

All course outlines should contain the following statement: “Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”

Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site, each Department must forward an electronic version of items 1-5 of each course outline (syllabus) to the Office of the Dean of the Faculty or College. By the fourth week after the start of term, the Dean's Office will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President's Advisory Committee on University Records and Archives).

COURSE OUTLINES FOR GRADUATE COURSES

As soon as possible and in any case no later than two weeks prior to the course's start, Faculties, Departments, Schools or Programs (hereafter called "Academic Units") must post on a secure Web site a course outline for each course offered. At the start of each course this outline also must be available electronically and/or in hard copy form.

In order to allow students to make informed decisions on their course selection and the scheduling of their studies, each course outline must include the following information or direct students to a secure course Web site where these details are available:

1. Course Information

This includes the course name and number, and the location and days and hours that the course is scheduled (including all required components of the class: lectures, seminars, colloquia, labs, etc).

2. Enrollment Restrictions

All course outlines must include one of the following two statements regarding enrollment restrictions:

Enrollment in this course is restricted to graduate students in (Insert name of program(s)).

OR

Enrollment in this course is restricted to graduate students in (Insert name of program(s)), as well as any student that has obtained special permission to enroll in this course from the course instructor as well as the Graduate Chair (or equivalent) from the student's home program.

3. Instructor Information

Full name, title and appropriate contact information of the instructor and, if the course is taught by more than one instructor, the name of the person responsible for the course [course coordinator].

4. Course Description and Graduate Course Level Learning Outcomes/Objectives

A description of the objectives and content of the course, which shall include a

Course Outlines

statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.

Provide a list of course learning outcomes/objectives. Course learning outcomes/objectives should align with the graduate program's learning outcomes. Contact your graduate chair/administrator, or SGPS, for a copy of the program learning outcomes. Ideally, students should be able to see how course learning outcomes/objectives are addressed through course requirements, activities and assessments.

5. Course Timeline and Format

Include an anticipated timeline of the content areas, or topics and/or other learning activities, covered over the course duration, as well as the format (face-to-face, online, hybrid) used to deliver the content. Instructors should make every effort to follow the stated timeline. Normally, instructors cannot change the format of instruction during the course.

64. Course Materials

A description of the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.

~~3. Course Description~~

~~A description of the objectives and content of the course, which shall include a statement of what is expected of the student by way of preparation, tests, exercises, essays, laboratory reports, etc. (hereafter called "assignments"), and any specific requirements for attendance and participation.~~

~~4. Course Materials~~

~~A description of the materials that are required (or recommended) for the course, including textbooks, supplemental information, notes, manuals, laboratory or safety materials, and any specific electronic devices.~~

75. Methods of Evaluation

A statement of the methods by which student performance will be evaluated and the weight of each, including an exact timetable and schedule of assignments. When exact dates cannot be supplied, a tentative schedule must be issued with an exact schedule to follow as soon as possible. This regulation does not preclude the administration of surprise assignments and quizzes, as long as the total number, approximate frequency, and value of such assignments are specified in the course outline.

Course Outlines

Any course-specific conditions that are required to pass the course must be outlined. For example, conditions might include (i) minimum attendance at lectures or laboratories, (ii) minimum overall grade on laboratory or essay components of the methods of evaluation, or (iii) minimum required grades on a final exam.

Course instructors who wish to change the evaluation procedure shown in the course outline must receive prior approval to do so from the graduate chair of the program concerned.

86. Statement on Academic Offences

The statement: "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

Additionally,

A) If written work will be assigned in the course and plagiarism-checking software might be used, the following statement to this effect must be included in the course outline:

"All required papers may be subject to submission for textual similarity review to the commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

B) If computer-marked multiple-choice tests and/or exams will be given, and software might be used to check for unusual coincidences in answer patterns that may indicate cheating, the following statement must be added to course outlines: "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

9. Health/Wellness Services

All course outlines must contain the following statement:

Students who are in emotional/mental distress should refer to Mental Health Support at <https://www.uwo.ca/health/psych/index.html> for a complete list of options about how to obtain help.

10. Accessible Education (AE)

Course Outlines

All course outlines must contain the following statement:

Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education (AE), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AE and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations may include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

11. Statement on Gender-Based and Sexual Violence

All course outlines must contain the following statement:

"Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at the following website:
https://www.uwo.ca/health/student_support/survivor_support/get-help.html
To connect with a case manager or set up an appointment, please contact support@uwo.ca."

12. Statement on the Use of Generative Artificial Intelligence (AI)

Instructors must indicate whether the use of generative artificial intelligence (AI) tools/software/apps is acceptable, permitted in specific situations, or unacceptable in their course. Instructors may refer to the Centre for Teaching and Learning for resources on the use of generative Artificial Intelligence. Refer to the Provisional Guidance for the use of Generative AI in Graduate Studies for more information. A link to this document is available on the School of Graduate and Postdoctoral Studies website.

13. Retention of Electronic Version of Course Outlines (Syllabi)

At the same time that course outlines/syllabi are posted on the appropriate Web site,

Course Outlines

each program must forward an electronic version of items 1, 3, 4-57 of each course outline to the School of Graduate and Postdoctoral Studies (SGPS). By the fourth week after the start of term, SGPS will forward all of the collected outlines to Registrarial Services, where they will be maintained in electronic form in the faculty/staff extranet for a minimum of ten years after the completion of the course. (Final retention periods and disposition will be determined by the relevant records retention and disposition schedule approved by the President's Advisory Committee.)

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GRADUATE EDUCATION COUNCIL (GEC) ACADEMIC POLICY COMMITTEE

Terms of Reference:

The GEC Academic Policy Committee is responsible for reviewing and amending academic policies relating to graduate studies.

- ✓ New and revised graduate academic policies will be recommended to GEC for approval
- ✓ New and revised policies that are deemed (as per the "[Approval Authority Document](#)") to require Senate approval will be recommended to the Senate Committee on Academic Policy and Senate following approval from GEC.

Composition:

- ✓ One Associate Dean-Graduate (or equivalent) from each Faculty
- ✓ One Graduate Program Chair from an Affiliate University College, rotating across the Affiliates on a two-year cycle
- ✓ Two graduate students who represent the diversity of graduate programs (one-year cycles, on a rotational basis), elected by GEC **
- ✓ Two Graduate Assistants who are not from the same Faculty and who are members of GEC (two-year cycles, on a rotational basis) **
- ✓ Additional non-voting members (e.g. Office of the Registrar staff, School of Graduate and Postdoctoral Studies staff, Office of Indigenous Initiatives staff, Equity, Diversity and Inclusion Office staff, Western International staff) as resources as needed
- ✓ Ex Officio voting:
 - *Vice-Provost (Graduate and Postdoctoral Studies)
 - *Associate Vice-Provosts (Graduate and Postdoctoral Studies)
 - Chair, Senate Committee on Academic Policy
- ✓ **Quorum shall be achieved with:**
 - i. The presence of either of**
 - a. School of Graduate and Postdoctoral Studies' Vice-Provost**
 - b. School of Graduate and Postdoctoral Studies' Associate Vice-Provost**
 - ii. A simple majority of committee members**

*The Vice-Provost or one of the Associate Vice-Provosts will serve as Chair of the GEC Academic Policy Committee

** Every effort must be made to have an equitable and transparent process for identification of candidates, to ensure breadth of disciplinary representation and that the elected/appointed members reflect Western's commitment to Equity, Diversity, Inclusion, Accessibility, Decolonizing-Indigenization.

Revised ~~April 2023~~ **May 2025** (Supersedes ~~April 2023~~ March 2014)

GRADUATE EDUCATION COUNCIL (GEC)
2025-2026 Membership Updates

Name		Position	
Elected/Appointed membership:			
Name	Term Expires	Constituency (* a member of SGPS)	Elected/Appointed By:
Jacques Lamarche	30-Jun-27	Faculty member*	Faculty of Arts and Humanities
Torin Chiles	30-Jun-27	Faculty member*	Don Wright Faculty of Music
Daniel Ansari	30-Jun-27	Faculty member*	Faculty of Education
Derek Pamukoff	30-Jun-27	Faculty member*	Faculty of Health Sciences
Kamran Sedig	30-Jun-27	Faculty member*	Faculty of Information and Media Studies
Rory Gillis	30-Jun-27	Faculty member*	Faculty of Law
<i>vacant</i>	30-Jun-27	Faculty member*	Ivey Business School
Susanne Schmid	30-Jun-27	Faculty member*	Schulich School of Medicine and Dentistry
Dan Langohr	30-Jun-27	Faculty member*	Faculty of Engineering
Doug Woolford	30-Jun-27	Faculty member*	Faculty of Science
Ruramisai Charumbira	30-Jun-27	Faculty member*	Faculty of Social Science
Angela Mendelovici	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Arts and Humanities
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Don Wright Faculty of Music
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Education
Jasna Twynstra	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Health Sciences
Chris Arsenault	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Information and Media Studies
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Law
<i>vacant</i>	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Ivey Business School
Kelly Anderson	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Schulich School of Medicine and Dentistry
Remus Tutunea-Fatan	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Engineering
Simon Bonner	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Science
Andrea Waters	30-Jun-27	Graduate Chairs (or equivalent from non-departmental faculties)*	Faculty of Social Science
Jonathan Vickers	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Arts and Humanities
Audrey Yardley-Jones	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Don Wright Faculty of Music
Can Guven	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Education

Elected/Appointed membership:			
Name	Term Expires	Constituency (* a member of SGPS)	Elected/Appointed By:
Shayna McKay	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Health Sciences
Chris Circelli	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Information and Media Studies
Susuana Kwaning	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Law
<i>vacant</i>	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Ivey Business School
Susan Simpson	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Schulich School of Medicine and Dentistry
Kristen Dorey	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Engineering
Brian Davis	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Science
Alana Gutkin	30-Jun-27	Graduate Assistant (or comparable role with responsibility for graduate program administration)	Faculty of Social Science
Adam Mohamed	30-Jun-26	Graduate student	Faculty of Arts and Humanities
Ryan Baxter	30-Jun-26	Graduate student	Don Wright Faculty of Music
Dru Sutton	30-Jun-26	Graduate student	Faculty of Education
Karli Chalmers	30-Jun-26	Graduate student	Faculty of Health Sciences
Shannon Scott	30-Jun-26	Graduate student	Faculty of Information and Media Studies
Kaleigh Campbell	30-Jun-26	Graduate student	Faculty of Law
<i>vacant</i>	30-Jun-26	Graduate student	Ivey Business School
<i>vacant</i>	30-Jun-26	Graduate student	Schulich School of Medicine and Dentistry
Mohammed Zeraati	30-Jun-26	Graduate student	Faculty of Engineering
Kaitlyn Wade	30-Jun-26	Graduate student	Faculty of Science
Evan Sauve	30-Jun-26	Graduate student	Faculty of Social Science



Report from the Postdoctoral Advisory Committee

June 2025

Overview

- Advisory Committee
- Postdocs by numbers
- Postdoctoral Funding
- Postdoctoral Association at Western
- Other updates

Postdoc Advisory Committee

Postdoctoral Advisory Committee

Collaboration with main stakeholders



UNIVERSITY-WIDE
POLICIES



COMPLIANCE TO
THE POLICY AND
REGULATIONS



ADVOCATE FOR
POSTDOCS



MEET REGULARLY:
POSTDOC
REPRESENTATIVES,
ACADEMIC AND
RESEARCH LEADERS,
SGPS

Postdoctoral Advisory Committee

2024-2025 Members

Nica Borradaile, Associate Vice-Provost, SGPS

Jacquelyn Burkell, Associate Vice-President, Research Western

Anoosha Attaran, Vice-President Internal, PAW

Thomas Drysdale, Associate Dean Grad and Postdocs, Schulich

Jessica Grahm, Acting Director, BMI

Lise Laporte, Director of Western International

Manoj Reddy Medapati, President of PAW

Laura Murray, Associate Dean Grad and Postdocs, Health Sciences

Bryan Neff, Associate Vice-President, Research Western

Kevin Shoemaker, Associate Vice-President, Research Western

Kamran Siddiqui, Vice-Provost, SGPS (*ex officio*)

Elizabeth Webb, Associate Dean Grad and Postdocs, Faculty of Science

Postdocs by numbers

Postdoctoral Scholars at Western

- 63% international
- 43% women
- 61% fully or partially externally funded
- 3 years – average length of appointment



Postdoctoral Scholars at Western

- Represented on internal and external committees: Senate Committee for University Planning, University Research Board, CAPS, NPA, etc.
- Strong community: postdoc of the year Award
- Alumni connected through LinkedIn



PAW Executive Council 2024-2025

VP Communications



Meira Machado

President



Manoj Medapati

Secretary



Juan Manuel Diaz

VP Internal



Anoosha Attaran

VP EDID



Priscilla Leite Goncalves

VP External



Arash Salahinejad

\$3.08 M in Tri-Agency funding

- 7 CIHR Postdoctoral Fellowships
- 6 SSHRC Postdoctoral Fellowships
- 4 NSERC Postdoctoral Fellowships
- 2 Banting Postdoctoral Fellowship



Guide for Postdoctoral Scholar Supervision and Mentorship

Supervision and Mentorship Guide

- Laying the groundwork for success: training plan, expectations and responsibilities, frequency and structure of meetings, resources available
- Key research goals: Project development, publication strategies, grant writing and teaching/professional development goals
- Checklist for regular review: research progress, and professional growth
- Setting expectations for mentorship
- Resources at Western and beyond

Postdoc supervision guidelines working group

- Elizabeth Hayden, Associate Dean of Graduate and Postdoctoral Affairs
- Paul Ragogna, Associate Dean Research
- Nica Borradaile, Associate Dean SGPS
- Jackson Leween, Indigenous Scholar in the Faculty in Visual Arts
- Moustafa Naiem Abdel-Mooty, PDF in Engineering
- Ana Ruiz Pardo, PDA in Ivey
- Lisa Aikman, Associate Director CTL

Other Updates

Research Forum

- Postdoc 120 second research sprint: research communication exercise, its impact, to a diverse audience in layman's terms
- Workshops on different topics: managing research data, primary research materials, research metrics, author rights and copyright, navigating research environment, mentorship skills and setting realistic goals, building meaningful partnerships and collaborations
- Eugenia Canas Postdoc of the Year Award: Sophie Phillips, School of Occupational Therapy
- Supervisor of the Year Award: Samantha Gateman, Department of Chemistry
- 1st place: Phivos Phylactou, School of Physical Therapy
- People's Choice: Caroline Nettekoven, Department of Computer Science
- 2nd place: Sajesh Vijayan, Department of Biology, Faculty of Science
- 3rd place: Kait Al, Department of Microbiology and Immunology