



# Western Graduate & Postdoctoral Studies

## GRADUATE EDUCATION COUNCIL (GEC)

December 4, 2025

10:30am – 12:00pm

Western Interdisciplinary Research Building (WIRB), Room 3000

[Zoom link](#)

### AGENDA

1. Call to Order K. Siddiqui
2. Land Acknowledgment E. Sauve
3. Confirmation of Quorum
4. Approval of Draft Minutes – **Exhibit A**

**Recommendation #1: That the Graduate Education Council approve its Draft Minutes of October 9, 2025, as presented in Exhibit A.**

5. Business Arising
6. New Business for Approval

6.1 SUPR-G Membership Updates 2025-2026 – **Exhibit B**

**Recommendation #2: That the Graduate Education Council approve the proposed new SUPR-G members, effective December 4, 2025, as presented in Exhibit B.**

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

**Recommendation #3: That the Graduate Education Council approve its proposed new members, effective December 4, 2025, as presented in Exhibit C.**



# Western Graduate & Postdoctoral Studies

## 6.3 Mentorship Advisory Committee Terms of Reference – **Exhibit D**

**Recommendation #4:** That the Graduate Education Council approve that effective December 4, 2025, the GEC Mentorship Advisory Committee Terms of Reference be revised as presented in Exhibit D.

## 6.4 Postdoctoral Affairs Advisory Committee Terms of Reference – **Exhibit E**

**Recommendation #5:** That the Graduate Education Council approve that effective December 4, 2025, the GEC Postdoctoral Affairs Advisory Committee Terms of Reference be revised as presented in Exhibit E.

## 6.5 Professional Development Advisory Committee Terms of Reference – **Exhibit F**

**Recommendation #6:** That the Graduate Education Council approve that effective December 4, 2025, the GEC Professional Development Advisory Committee Terms of Reference be revised as presented in Exhibit F.

## 6.6 Business from the Academic Policy Committee

### 6.6.1 Policy for External Scholarships on Transcripts - **Exhibit G**

**Recommendation #7:** That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Policy for External Scholarships on Transcripts be rescinded.

### 6.6.2 Policy for Doctoral Flex Time Registration - **Exhibit H**

**Recommendation #8:** That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Policy for Doctoral Flex Time Registration be rescinded.

### 6.6.3 Procedures for Thesis Examinations and Final Submission – **Exhibit I**

**Recommendation #9:** That the Graduate Education Council approve for information to the Senate Committee on Academic Policy, and Senate



# Western Graduate & Postdoctoral Studies

that effective January 16, 2026, the Procedures for Thesis Examinations and Final Submission be revised as presented in Exhibit I.

## 6.6.4 Procedures for the Interdisciplinary Combined PhD Option – Exhibit J

**Recommendation #10:** That the Graduate Education Council approve for information to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Procedures for the Interdisciplinary Combined PhD Option be rescinded.

## 6.6.5 Registration Policy – Exhibit K

**Recommendation #11:** That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Registration Policy be revised as presented in Exhibit K.

## 6.6.6 Procedures for Registration – Exhibit L

**Recommendation #12:** That the Graduate Education Council approve for information to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Procedures for Registration be revised as presented in Exhibit L.

## 6.6.7 Graduate Degree Admissions Policy – Exhibit M

**Recommendation #13:** That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Graduate Degree Admissions Policy be revised as presented in Exhibit M.

## 6.6.8 Policy for Convocation: Graduation Diplomas and Certificates – Exhibit N

**Recommendation #14:** That the Graduate Education Council approve for recommendation to the Senate Committee on Academic Policy, and Senate that effective January 16, 2026, the Policy for Convocation: Graduation Diplomas and Certificates be revised as presented in Exhibit N.



# Western Graduate & Postdoctoral Studies

7. Other Business

8. Adjournment

			<b>EXHIBIT B</b>
<b>SUPR-G:</b>			
<b>Name</b>	<b>Term Expires</b>	<b>Constituency</b>	<b>Elected/Appointed By:</b>
Ankush Agarwal	30-Jun-27	1 Faculty member who is a Graduate Chair or Graduate Committee member at the time of their election	GEC
Cherin Chung	30-Jun-27	3 graduate students	GEC
Jiyao Deng	30-Jun-27	3 graduate students	GEC
Huilin Niu	30-Jun-27	3 graduate students	GEC

			<b>EXHIBIT C</b>
<b>GEC: Elected/Appointed membership:</b>			
<b>Name</b>	<b>Term Expires</b>	<b>Constituency (* a member of SGPS)</b>	<b>Elected/Appointed By:</b>
Constanza Burucua	30-Jun-27	Faculty member*	Faculty of Arts and Humanities

## GRADUATE EDUCATION COUNCIL (GEC) SUPERVISION AND MENTORSHIP ADVISORY COMMITTEE

### Terms of Reference

#### Mandate

The GEC Supervision and Mentorship Advisory Committee is responsible for advising the School of Graduate and Postdoctoral Studies (SGPS) on needs, trends, and emerging practices that strengthen the quality of supervision and mentorship for graduate students. The Committee advises SGPS on initiatives and best practices in fostering a culture of strong, equitable, and inclusive supervision and mentorship that empowers faculty supervisors and graduate students. ~~the needs and trends related to services and programs to support graduate and postdoctoral supervisors in the development of effective mentorship skills. In particular, the committee is responsible:~~

- ~~• To gather and disseminate information with respect to needs, trends, and “best practices” in graduate and postdoctoral supervision~~
- ~~• To advise SGPS on the need and/or opportunity for programming to support the development of mentorship skills among faculty members who supervise or advise graduate students and/or postdoctoral scholars.~~
- ~~• To recommend and encourage partnerships with other campus units (e.g., Centre for Teaching and Learning) to develop and deliver mentorship programming~~
- ~~• To support and encourage faculty members to engage in opportunities for the development of mentoring skills.~~
- ~~• To provide an annual report of its activities to GEC.~~

#### Responsibilities

##### The Committee is responsible for:

1. Identifying trends, challenges, and best practices in graduate supervision and mentorship across disciplines.
2. Recommending programming, training, and resources to support faculty members in developing/enhancing supervision skills and best practices.
3. Supporting the campus community in mentorship skills and best practices.
4. Providing advice on supervision related policies, including supervision guidelines, expectations documents, orientation materials, and conflict-resolution resources.
5. Identifying systemic issues or barriers that affect the quality, accessibility, or equity of supervision and mentorship experiences.
6. Promoting cross-campus partnerships with units such as the Centre for Teaching and Learning, Office of Equity, Diversity and Inclusion, Human Rights Office, Student Wellness Services, Human Resources/Faculty Development, Office of the Ombudsperson and others as related.
7. Engaging external perspectives such as recent alumni and community/industry partners, to ensure mentorship practices reflect evolving academic, professional and societal expectations.
8. Reporting to the GEC on activities, outcomes, and recommendations.

#### Composition:

##### Elected Members \*\*:

- Two Graduate Students (1 PhD, 1 ~~research~~ Master's), elected by GEC \*\*
- ~~• One Postdoctoral Scholar, elected by GEC~~

- One Graduate Assistant, elected by GEC
- Six Faculty Members ~~who supervise or advise~~ with experience in graduate students supervision, ~~and/or postdoctoral scholars~~, two of whom should be current or recent graduate chairs (or equivalent) with a balance between STEM and non-STEM disciplines, elected by GEC \*\*
- One Representative from the Office of Equity, Diversity and Inclusion, appointed by SGPS
- One Representative from Student Wellness/Mental Health Services, appointed by SGPS

#### **Ex Officio Members:**

- Director, Centre for Teaching and Learning (or designate)
- \*Vice-Provost, SGPS
- \*Associate Vice-Provosts, SGPS
- Postdoctoral Services Coordinator, SGPS
- Program Specialist, Graduate Student Life, Student Experience
- Ombudsperson (or designate)

\* The Vice-Provost or one of the Associate Vice-Provosts will serve as Chair of the Mentorship Advisory Committee.

#### **Terms of Appointment:**

All elected/appointed members for two-year terms with the exception of graduate students whose term is for one year. All appointments are renewable once. Ex Officio members serve by virtue of their position.

\*\* 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.

#### **Meetings:**

The Committee will meet at least two times per academic year, or more frequently as needed.

Additional working groups or subcommittees may be established to support specific initiatives (e.g., mentorship curriculum, supervision training).

The Committee may seek advice from external partners such as graduate alumni, as relevant, who may also be invited to attend Committee meetings.

Revised November 2025 ~~April 2023~~ (Supersedes April 2023; March 2014)



## EXHIBIT E

### GRADUATE EDUCATION COUNCIL (GEC) POSTDOCTORAL AFFAIRS ADVISORY COMMITTEE

#### Terms of Reference

The GEC Postdoctoral Affairs Advisory Committee (PAAC) is responsible for advising the School of Graduate and Postdoctoral Studies (SGPS) on the needs and ~~trends~~ best practices related to policies, processes, and services ~~to that~~ support postdoctoral scholars and their supervisors. ~~In particular, the committee is responsible:~~

#### Mandate and Responsibilities

1. ~~To gather and disseminate~~ Gathering and disseminating information ~~with respect to~~ on needs, trends, and "best practices" in postdoctoral training ~~and services~~, mentorship, supervision, and professional development.
2. Advising on initiatives to promote a positive, equitable, and professionally enriching environment for postdoctoral scholars at Western. ~~To advise SGPS on matters related to the University's policies and processes regarding the terms of appointment and compensation of postdoctoral scholars at Western.~~
3. Advising SGPS on policies and processes regarding the terms of appointment, compensation, and benefits for postdoctoral scholars at Western. ~~To advise SGPS on the processes regarding recruitment and appointment of postdoctoral scholars at Western.~~
4. Providing guidance on mentorship and supervision best practices for postdoctoral scholars including:
  - i. Recommendations for faculty development in postdoctoral supervision
  - ii. Guidelines for effective mentorship, performance feedback and conflict resolution
  - iii. Resources to support positive working relationships between postdoctoral scholars and supervisors. ~~provide advice and oversight for the monitoring of career progress, career development, and conflict resolution.~~
5. Advising on career development initiatives for postdoctoral scholars including:
  - i. Career progression tracking and professional development opportunities
  - ii. Support for both academic and non-academic career pathways
  - iii. Organization of workshops, seminars, and networking events for postdoctoral scholars ~~To provide an annual report of its activities to GEC.~~
6. Advising on well-being, inclusion, and equity initiatives for postdoctoral scholars, including policies addressing diversity, equity, inclusion, accessibility, and decolonization in the postdoctoral experience.
7. Reporting to GEC on activities, recommendations and outcomes.

#### Composition:

##### Elected Members\*\*:

- Two Postdoctoral Scholars, elected by GEC \*\*
- Four Associate Deans-Graduate, elected by GEC \*\*
- Two Faculty members with experience in postdoctoral supervision (preferably, one each from STEM and non-STEM disciplines), elected by GEC
- One Director of a Western Research Institute

##### Ex Officio Members:

- \* Postdoctoral Services Coordinator, SGPS
- Vice-Provost, SGPS
- One Associate Vice-Provost, SGPS
- Director, Western International (or designate)
- One Associate VPR (or designate)
- One Associate Vice-President, Equity, Diversity and Inclusion and/or Associate Vice- President, Office of Indigenous Initiatives (or designate)

- One Human Resources representative

\*The Postdoctoral Services Coordinator, SGPS, will serve as Chair of the Postdoctoral Affairs Advisory Committee.

### **Terms of Appointment:**

Postdoctoral scholars, staff and faculty members serve one-year term, renewable once. Ex Officio members serve by virtue of their position.

\*\* 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.

### **Meetings:**

The Committee will meet at least once per academic year, or more frequently as needed.

Additional working groups or subcommittees may be established to support specific initiatives (e.g., supervision, policy review, data/metrics).

The Committee shall seek advice from external partners such as alumni postdoctoral scholars, industry or community partners, etc., as relevant, who may also be invited to attend Committee meetings.

Revised ~~October~~ November 2025 (Supersedes October 2025; April 2023; March 2014)

## GRADUATE EDUCATION COUNCIL (GEC) PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

### Terms of Reference

#### Mandate

The GEC Professional Development Advisory Committee is responsible for advising the School of Graduate and Postdoctoral Studies (SGPS) on the needs and trends related ~~to the services and programs to support the~~ graduate student professional development ~~of graduate students and postdoctoral scholars. In particular, the committee is responsible:~~ The Committee advises SGPS in creating and delivering programming that equips graduate students with the skills and knowledge needed for successful academic and non-academic careers.

- ~~✓ To gather and disseminate information with respect to the needs, trends, and “best practices” in graduate and postdoctoral professional development.~~
- ~~→ To advise SGPS on the need and/or opportunity for programming to support graduate students and postdoctoral scholars in their career preparation and the development of their professional skills.~~
- ~~→ To recommend and encourage partnerships with other campus units (e.g., Centre for Teaching and Learning, Student Success, Western Libraries) to develop and deliver professional development programming.~~
- ~~→ To support and encourage the engagement of graduate students and postdoctoral scholars in career preparation and professional skill development opportunities.~~
- ~~→ To provide an annual report of its activities to GEC.~~

#### Responsibilities

##### The Committee is responsible for:

1. Gathering and disseminating information on trends, emerging best practices, and needs in graduate professional development.
2. Advising SGPS on the design, implementation, and evaluation of programming that support career preparation and professional skills development.
3. Recommending and fostering partnerships with Faculties, campus units - including the Centre for Teaching and Learning, Student Success, Western Libraries - external organizations, industry partners, and professional associations.
4. Supporting and encouraging graduate students to engage in professional development opportunities.
5. Reviewing and advising on SGPS policies, regulations, and frameworks (e.g., Own Your Future) related to graduate professional development.
6. Reporting to GEC on summarizing activities, recommendations, and outcomes.

### Composition:

#### Elected Members\*\*:

- Three Graduate Students (1 PhD, 1 research Master's, 1 professional ~~program~~Master's), elected by GEC \*\*
- ~~○ One Postdoctoral Scholar, elected by GEC~~
- One Graduate Assistant, elected by GEC
- Two Graduate Program Chairs, elected by GEC \*\*
- Two Associate Deans-Graduate, elected by GEC \*\*
- At least three expert advisors from Student Experience and Centre for Teaching and Learning

**Ex Officio Members:**

- \* ~~Doctoral~~ Graduate Professional Development Coordinator, SGPS
- Vice-Provost, SGPS
- \* Associate Vice-Provosts, SGPS
- Postdoctoral Services Coordinator, SGPS
- Director, Leadership & Learning, Student Experience (or designate)

\*The ~~Doctoral~~ Graduate Professional Development Coordinator and an Associate Vice-Provost, SGPS, will serve as co-Chairs of the ~~Professional Development Advisory Committee~~.

**Terms of Appointment:**

All elected members for two-year terms with the exception of graduate students whose term of appointment is one year. All appointments are renewable once. Ex Officio members serve by virtue of their position.

\*\* 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.

**Meetings:**

The Committee meets at least two times per academic year, or more frequently as needed.

Additional working groups or subcommittees may be established for specific initiatives.

The Committee may seek advice from external partners such as graduate alumni, industry or community partners, etc., as relevant, who may also be invited to attend Committee meetings.

Revised November 2025 ~~April 2023~~ (Supersedes April 2023; March 2014)

## External Scholarships on Transcripts

<b>Policy Category:</b>	Graduate and Postdoctoral Studies
<b>Subject:</b>	External Scholarships on Transcripts
<b>Subsections:</b>	*
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedures:</b>	*
<b>Related Policies:</b>	*
<b>Effective Date:</b>	September 16, 2022
<b>Supersedes:</b>	*

---

### 1. External Scholarships on Transcripts

To ensure accuracy of the Western transcript, the School of Graduate and Postdoctoral Studies (SGPS) will include external scholarships on the transcript when the adjudication and payment is managed by SGPS.

Below is a list of current scholarships that will be included on a transcript.

- Vanier Canada Graduate Scholarship – CIHR (added effective May 2013)
- Vanier Canada Graduate Scholarship – NSERC
- Vanier Canada Graduate Scholarship – SSHRC
- CIHR Canada Graduate Scholarship - Doctoral (added effective May 2013)
- CIHR Canada Graduate Scholarship - Master's (added effective May 2013)
- Julie Payette-NSERC Research Scholarship
- NSERC Canada Graduate Scholarship - Doctoral
- NSERC Canada Graduate Scholarship - Master's
- NSERC Postgraduate Scholarship - Doctoral

## External Scholarships on Transcripts

- NSERC Postgraduate Scholarship - Master's
- NSERC Industrial Postgraduate Scholarship
- SSHRC Canada Graduate Scholarship - Doctoral
- SSHRC Canada Graduate Scholarship - Master's
- SSHRC Doctoral Fellowship
- Schmeelk Canada Fellowship
- Ontario Trillium Scholarship (added effective May 2011)
- Ontario Graduate Scholarship
- Ontario Graduate Scholarship in Science and Technology (Effective May 1, 2011 scholarship was re-named to Queen Elizabeth II Graduate Scholarship in Science and Technology)

### **Doctoral Flex Time Registration**

**Policy Category:** Registration, Progression, Graduation

**Subject:** Doctoral Flex Time Registration

**Subsections:** \*

**Related Policies:** \*

**Effective Date:** January 1, 2022

**Supersedes:** \*

---

#### **DOCTORAL FLEX TIME REGISTRATION**

Student must select flex time registration prior to commencing their program of study and cannot alter their registration status once selected.

Those 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 to complete the candidate's 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.



## Procedure for Thesis Examinations and Final Submission

### Officer(s) Responsible for Procedures:

Vice-Provost (Graduate & Postdoctoral Studies)

### Last Revised:

[January 16, 2026](#)

### Supersedes:

[November 8, 2024](#)

## 1. Preparing for the Thesis Examination

To fulfill the degree requirement of a thesis-based program, the thesis and the student's oral defense of the thesis must be assessed and approved by a Thesis Examination Board and must meet the School of Graduate and Postdoctoral Studies (SGPS) requirements for the thesis. The examination of the thesis exposes a student's work to scholarly and expert criticism.

For the thesis timeline and an overview of submission dates, please visit [Thesis Timelines](#).

*Thesis examinations will not be held on the National Day for Truth and Reconciliation observed at Western.*

Unless otherwise approved as part of program requirements, all non-thesis degree requirements must be completed before the student can submit the thesis for examination.

### 1.1 Request to SGPS for a Thesis Examination

When the supervisor(s) advises that the thesis is ready for examination, the Graduate Chair (or equivalent) is responsible for submitting the completed doctoral or master's thesis examination request form to SGPS for approval at least six working weeks for PhD, four working weeks for master's, before the proposed examination date.

Students with accessibility needs must ensure that Accessible Education is aware of the upcoming examination so that any accommodations are communicated to the program in advance of the examination. The Graduate Chair (or equivalent) is responsible for



## Procedure for Thesis Examinations and Final Submission

ensuring that accessibility is provided to everyone attending the examination (i.e., equipment, furniture, space, must be accessible to those with visible and invisible disabilities).

In addition to identifying the thesis examination board members, the form must confirm whether the examination will be in-person or remote, provide details about the public presentation, indicate if the examination is open or closed, and indicate whether there is a confidentiality agreement to be signed, and/or if a delay of publication is requested. The form identifies whether the supervisor(s) has approved the thesis to go to examination.

SGPS approves the thesis examination board and the date of the examination. The date and time of the examination are confirmed via the formal invitation from SGPS.

### 1.2 In-Person and Remote Examinations

The thesis examination can be held either in-person or remotely.

At the time when a thesis examination is arranged, the Graduate Chair (or equivalent) determines with the supervisor(s) and the student whether the exam will be held in-person or remotely. All examinations must follow the procedures outlined in the Thesis Examination Guide.

#### **In-Person Examinations**

The student and supervisor(s) attend in-person. Normally, all thesis examiners participate in-person. With approval of the student and Graduate Chair (or equivalent), one examiner can participate remotely. Flexibility will be exercised for any Indigenous Elder and/or Knowledge Keeper who expresses an interest to join virtually. Please contact SGPS and Indigenous Student Services in these situations.

#### **Remote Examinations**

The student and supervisor(s) attend remotely. All thesis examiners participate remotely.

### 1.3 Public Presentations

PhD students are required to provide a public presentation on their thesis research, scholarship, and/or creative activity, normally within twenty-four hours before the thesis examination. Public presentations are optional for research Master's examinations. The graduate program sets the time and place for the presentations. SGPS announces the public presentation on its website. The presentation occurs in an open forum. The examiners normally attend the public presentation.

The type of public presentation (in-person or remote) will normally match the type of examination (in-person or remote).

## Procedure for Thesis Examinations and Final Submission

In-person public presentations can include remote attendance.

### 1.4 Open versus Closed Thesis Examination

The thesis examination is normally a closed event unless the student and program, by mutual agreement, request that the examination is open to the university community (e.g., faculty, academic colleagues, students). An exception will be granted for Indigenous students who may benefit from the physical presence and support of Indigenous Knowledge Keepers.

|

## Procedure for Thesis Examinations and Final Submission

### 1.5 Confidentiality Agreement

If the student feels that the nature of the information contained in the work must remain confidential (e.g., concerns pending patents, community needs, Indigenous data sovereignty, etc.) for a specified period, a [confidentiality agreement](#) is required.

### 1.6 Delay of Publication

Note: please see Publication of the Thesis regarding the electronic publication of theses.

If a student needs to delay publication of their thesis (e.g., due to a pending patent, commercial application, community needs, or Indigenous data sovereignty) this must be identified on the thesis examination request form by indicating an automatic “delay of publication” for up to two years. This option will block the thesis from public access after successful examination and final submission. This process is available as part of the Scholarship@Western Electronic Thesis and Dissertation submission process. When the “delay of publication” expires, the student can be granted a one-year extension through a written request to the Thesis Coordinator.

Exceptionally, a student may request a six-year delay of publication by contacting an Associate Vice-Provost within SGPS. This request requires the approval of the Graduate Education Council Academic Policy Committee.

### 1.7 Supervisor Approval to go to Examination

Normally, the supervisor(s) confirms via the thesis examination request form that the thesis meets the scholarly standards of the degree and is ready to go to examination.

In those cases where the student chooses to submit a thesis for examination without the approval of the supervisor(s), the following processes are followed:

The student notifies the Graduate Chair (or equivalent) who then discusses the reasons with the student. The Graduate Chair (or equivalent) discusses with the supervisor(s) their reasons for not approving submission of the thesis. The Graduate Chair (or equivalent) ensures that the supervisory committee member(s) have also been consulted.

If the reason concerns an allegation of scholastic offence, then the appropriate procedures are followed according to the policy on Scholastic Discipline for Graduate Students

([https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_grad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf)).

## Procedure for Thesis Examinations and Final Submission

If the reason concerns intellectual property, then the appropriate procedures are followed according to MAPP Policy 7.16 – Intellectual Property ([https://www.uwo.ca/univsec/pdf/policies\\_procedures/section7/mapp716.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp716.pdf)).

If the reason concerns quality, the supervisor(s) must articulate to the student and Graduate Chair (or equivalent) the quality concerns. The Graduate Chair (or equivalent) discusses with the student their reasons for wanting to go forward without supervisor approval and apprises the student of other options. They clarify with the student (and the supervisor(s)) that going to examination without supervisor approval means that the supervisor(s) does not view the thesis as ready for examination. It is explained that the examiners will know that the supervisor(s) has not approved the thesis to go to examination. The student is then informed of the elevated risk of failure that is introduced when a student goes to examination without supervisor approval.

If the student still chooses to submit without supervisor approval:

The Graduate Chair (or equivalent) takes on the role of the supervisor in this process. This includes making the necessary arrangements for the examination, inviting the examiners, completing the Thesis Examination Request form, overseeing the student's progress and attending the exam in place of the supervisor.

The supervisor(s) does not attend the thesis examination or the public presentation. The integrity of the process requires that a strict arms-length relationship between the student, the supervisor(s) and the members of the examination board be maintained throughout the pre-examination period. The content or quality of the work must not be discussed among these people until the oral examination itself is underway.

Upon completion of the oral defense, and after the student has left the room, the thesis examination board is reminded by the examination Chair that the student has submitted without the approval of the supervisor(s). The Chair also reminds the committee to assess the oral examination and written thesis based on academic merit.

The supervisor(s) has the right to not be recognized as the supervisor on the published thesis.

### 1.8 The Thesis Examination Board

Tasks of the Thesis Examination Board Examiners are to:

- Determine if the thesis and the student meet the expectations for research, scholarship, and / or creative activity.
- Appraise the thesis for content - its underlying assumptions, methodology, findings, and scholarly significance of the findings. This should include evaluation of the thesis in terms of its organization and presentation.
- Evaluate the student's skill and knowledge in responding to questions and defending the thesis.
- Ensure authenticity of authorship.

## Procedure for Thesis Examinations and Final Submission

### 1.9 Arm's-Length Requirement for the Examination Board

Arms-Length refers to choosing examiners who are sufficiently distant from the student and the supervisor(s) to impartially assess the thesis artifact, which includes being free from bias and from conflicts of interest in respect of the student, supervisor(s), and thesis artifact.

An examiner must not have been connected with the thesis research, scholarship, and/or creative activity in a significant way. The examiners should not have been associated with the student, outside of the usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s).

The external examiner cannot be a co-author or co-investigator in the past six years with the supervisor(s) or student.

Faculty members who have served on a student's comprehensive/candidacy examination committee are eligible to serve as examiners on the student's thesis examination if the other conditions of being arm's length remain unchanged.

Other relationships that are not arms-length include:

- A sexual or otherwise intimate relationship (past or current).
- A spouse or partner (past or current).
- A close family member. (Some examples of close family members may extend beyond blood or marriage for example clan relationships in the Midewiwin Lodge or Long House). Such relationships should preclude involvement on the examination board.
- The involvement of an examiner with the student or supervisor in a professional capacity, such as:
  - a current or former or prospective business partner; or
  - having previous, current, or an agreement for future negotiations relating to employment or publications relating to the thesis.

This list, while not exhaustive, illustrates the nature of potential conflicts to be avoided.

The supervisor(s) and Graduate Chair (or equivalent) must take reasonable steps to avoid recommending an examiner whose relationship with the student or supervisor is not arms-length. Best practices include reviewing the potential examiner's CV, having the graduate committee members review the list of names nominated as examiners, conducting a literature search on potential examiner's publications. It is recommended that supervisors and programs avoid multiple use of the same examiners.

Individuals asked to examine a thesis artifact must reveal any relationship with the supervisor(s) or student that could undermine their impartiality.

## Procedure for Thesis Examinations and Final Submission

### 1.10 The PhD Thesis Examination Board

#### **Examiners:**

- Every PhD examination board must have exactly four examiners. Every board must have:
  - One External Examiner
  - One University Examiner
  - Two Program Examiners
    - In lieu of one of the program examiners, one specialized knowledge examiner, or one Indigenous Knowledge Keeper examiner
- Every effort must be made to ensure that the examination board members reflect Western's commitment to equity, diversity inclusion, decolonization, and indigenization, and the positionality of the student.

### 1.11 The Master's Thesis Examination Board

#### **Examiners:**

- Every master's examination board must have exactly three examiners. Every board must have:
  - One University Examiner
  - Two Program Examiners
    - In lieu of one of the program examiners, one specialized knowledge examiner, or one Indigenous Knowledge Keeper examiner
- Every effort must be made to ensure that the examination board members reflect Western's commitment to equity, diversity, inclusion, decolonization, and indigenization, and the positionality of the student.

### 1.12 Thesis Examination Board Roles

<b>Chair</b>	<p>The Chair is a non-voting member of the Thesis Examination Board.</p> <p>As the Vice-Provost's (Graduate and Postdoctoral Studies) representative, the Chair presides over the thesis examination and provides leadership to ensure that the established procedures are followed. It is not appropriate for the Chair to ask the student thesis-related questions during the examination period or comment on the merits of the thesis.</p> <p><b>Chair Duties:</b></p> <ul style="list-style-type: none"><li>▪ See Thesis Examination Guide.</li><li>▪ Determines when a quorum exists.</li><li>▪ Opens and closes the examination proceedings.</li><li>▪ Sets the order of questioners and the length of the question periods.</li></ul>
--------------	---

## Procedure for Thesis Examinations and Final Submission

	<ul style="list-style-type: none"> <li>▪ Monitors the length and conduct of the student's presentation (if appropriate).</li> <li>▪ If the external examiner is not present, determines which examiner will put the questions raised in the external examiner's report to the student (for PhD examinations only).</li> <li>▪ If requested by the Vice-Provost (Graduate and Postdoctoral Studies), where the external examiner has submitted a negative report but is not present, provides copies of the external examiner's report to the examiners to assist in their deliberations (for PhD examinations only).</li> <li>▪ Deals with behaviour and/or discussion that interferes with the proper conduct of the examination.</li> <li>▪ Moderates in camera discussion on the merits of the thesis, the student's oral presentation and responses to questions, the external examiner's report (if applicable), and other relevant matters.</li> <li>▪ Calls for a vote and recommendation.</li> <li>▪ Recalls the student and advises them of the recommendations that are to be made to the Vice-Provost (Graduate and Postdoctoral Studies).</li> <li>▪ Prepares a report to the Vice-Provost (Graduate and Postdoctoral Studies) of the examiners' assessment of the thesis and the student's oral performance.</li> </ul> <p><b>Chair Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ Must have SGPS membership.</li> <li>▪ The Chair for a doctoral examination must not be a member of the student's program or the supervisor's home program.</li> <li>▪ Where possible students whose thesis focuses on Indigenous issues should <i>have a thesis examination Chair who has relevant Indigenous or cultural safety training or expertise</i> (e.g., 4 Seasons of Reconciliation online module).</li> </ul>
<b>Program Examiner</b>	<p>This academic examiner is an expert in the thesis area, upholds the standards of the discipline and ensures the graduate degree level expectations and the learning outcomes for the thesis are met.</p> <p>No more than one program examiner may be from the student's supervisory committee.</p> <p>The student's supervisor cannot be a program examiner.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>▪ The program examiner must have Teaching/Advisory, Associate, Master's or Doctoral SGPS membership in the student's program.</li> </ul>

## Procedure for Thesis Examinations and Final Submission

	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ See Thesis Examination Guide.</li> <li>▪ Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.</li> <li>▪ Attends the public presentation.</li> <li>▪ Attends the thesis examination and participates in questioning the student, evaluating the thesis and the student's defense of the thesis.</li> <li>▪ Contributes their decision in the final determination of the acceptability of the thesis and oral defense.</li> <li>▪ If the final determination is a pass conditional upon revisions, be willing to review and approve the revisions.</li> <li>▪ If needed, participates in a re-submission and/or a re-examination <a href="#">hearing meeting</a>.</li> </ul>
<b>University Examiner</b>	<p>This academic examiner provides an interdisciplinary or other discipline perspective on the student's research, scholarship and/or creative activity. The university examiner is normally a faculty member of Western University or its Affiliated University Colleges whose primary appointment is not in the same department as the student's program.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>▪ The university examiner must have Teaching/Advisory, Associate, Master's or Doctoral SGPS membership and must be able to bring an interdisciplinary or other disciplinary perspective.</li> <li>▪ Must not have had any involvement in the development of the thesis nor interest in the outcome.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ See Thesis Examination Guide.</li> <li>▪ Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.</li> <li>▪ Attends the public presentation.</li> <li>▪ Attends the thesis examination and participates in the questioning of the student, evaluating the thesis and the student's defense of the thesis.</li> <li>▪ Contributes their decision in the final determination of the acceptability of the thesis and oral defense.</li> <li>▪ If the final determination is a pass conditional upon revisions, be willing to review and approve the revisions.</li> <li>▪ If needed, participates in a re-submission and/or a re-examination <a href="#">hearing meeting</a>.</li> </ul>



## Procedure for Thesis Examinations and Final Submission

<b>Specialized Knowledge Examiner</b>	<p>This non-academic examiner has knowledge, experience and expertise related to the research, scholarship, and/or creative activity and provides a community, industry, cultural, career, and/or applied perspective.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>▪ This examiner does not need to hold membership in SGPS.</li> <li>▪ Must not have been involved in the development of the thesis nor have a material or financial interest in the outcome.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>▪ See Thesis Examination Guide.</li> <li>▪ Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.</li> <li>▪ Attends the public presentation.</li> <li>▪ Attends the thesis examination and participates in the questioning of the student, evaluating the thesis and the student's defense of the thesis.</li> <li>▪ Contributes their decision in the final determination of the acceptability of the thesis and oral defense.</li> <li>▪ If needed, participate in a re-submission and/or a re-examination <a href="#">hearing meeting</a>.</li> </ul>
<b>Indigenous Knowledge Keeper Examiner</b>	<p>The Indigenous Knowledge Keeper Examiner is a member of a recognized Indigenous community or organization with knowledge, experience, and expertise related to the research, scholarship, and/or creative activity.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>• This Indigenous Knowledge Keeper Examiner does not need to hold membership in SGPS.</li> <li>• All Indigenous Knowledge Keeper Examiners are subject to the Indigenous Affirmation Policy to confirm Indigenous citizenship or membership. Consult with the Office of Indigenous Initiatives for more information and guidance.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• See Thesis Examination Guide.</li> <li>• Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.</li> <li>• Attends the public presentation.</li> <li>• Attends the thesis examination and participates in the questioning of the student, evaluating the thesis and the student's defense of the thesis.</li> </ul>

## Procedure for Thesis Examinations and Final Submission

	<ul style="list-style-type: none"> <li>• Contributes their decision in the final determination of the acceptability of the thesis and oral defense.</li> <li>• If needed, participates in a re-submission and/or a re-examination <a href="#">hearing meeting</a>.</li> </ul>
<b>External Examiner (for PhD thesis examinations only)</b>	<p>This academic examiner is a faculty member at another University and has an established reputation in the field of the thesis.</p> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>• This examiner does not need to hold membership in SGPS.</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• See Thesis Examination Guide</li> <li>• Conducts and submits a preliminary evaluation of the thesis artifact no later than five business days before the examination date.</li> <li>• Attends the public presentation.</li> <li>• Attends the thesis examination and participates in the questioning of the student, evaluating the thesis and the student's defense of the thesis.</li> <li>• Contributes their decision in the final determination of the acceptability of the thesis and oral defense.</li> <li>• If needed, participates in a re-submission and/or a re-examination <a href="#">hearing meeting</a>.</li> </ul>

### 1.13 The Student Submits the Thesis for Examination

Doctoral students must submit the thesis at least five working weeks before the approved date for the Thesis Examination. Master's students must submit the thesis at least three working weeks before the approved thesis examination date. This ensures adequate time for examiners to:

- Access the thesis via the Electronic Thesis and Dissertation (ETD) Repository.
- Read the thesis and prepare their reports.
- Submit reports to SGPS through the ETD repository.

Once the thesis has been officially submitted for examination, it cannot be withdrawn except with the permission of the Vice-Provost (Graduate and Postdoctoral Studies). The version which has been submitted to and circulated from the repository is the only version that the committee can examine. No other copies are to be circulated or examined.

## Procedure for Thesis Examinations and Final Submission

### 2. The Examination of the Thesis and the Student

SGPS distributes to the examiners an electronic package via e-mail consisting of:

- A formal electronic invitation to examine the thesis and the student.
- The date, time, and location of the examination.
- Instructions on how to access the Scholarship@Western ETD repository.
- The thesis, in PDF format available through the Scholarship@Western ETD repository. Only this official version of the thesis may be examined.
- If appropriate, the option to request the thesis in a paper format through Graphic Services.
- Pertinent excerpts from the Thesis Examination Guide.
- The secure Thesis Examiner Report available through the Scholarship@Western ETD repository.
- For PhD exams, please visit the external examiners page for appropriate forms and information.

The examiners do their work in a two-stage process – Stage One: The Preliminary Evaluation of the thesis and Stage Two: The Thesis Examination.

The Thesis Examination may be postponed or cancelled if any step in the examination process is not completed on schedule (e.g., the student fails to submit the thesis for examination on schedule, or the examiners fail to submit preliminary evaluations on time) or if there is a credible allegation of a possible scholastic offence.

#### 2.1 Stage 1: The Preliminary Evaluation of the Thesis

Each examiner must independently and without consultation complete the examiner's report and decide whether the thesis meets the scholarly standards for the discipline and degree.

There are two outcomes that the examiners may consider:

- **Acceptable with Revisions:** A work that requires some revisions may be deemed acceptable. Revisions include limited typographical or grammatical errors; errors in calculation, labels for tables, nomenclature, and bibliographic form; and the need for clarification of content.
- **Unacceptable:** A thesis deemed unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions, seriously flawed writing and presentation, and failure to engage the scholarly context.

The completed examiner reports are confidential to the Vice-Provost (Graduate and Postdoctoral Studies). SGPS must receive the completed forms from all the examiners at least five working days before the date scheduled for the student's thesis

## Procedure for Thesis Examinations and Final Submission

examination. If the preliminary evaluation is deemed acceptable, the examiner reports are shared with the supervisor(s) and student after the thesis examination.

### If the Thesis is Deemed Acceptable

A majority of the examiners must deem that the thesis is acceptable to allow the thesis examination to proceed. In the case of a tie, the external examiner's vote will break the tie. An examiner's preliminary judgment of acceptability is provisional. It does not preclude the examiner changing their judgment and finding the thesis unacceptable at the thesis examination.

### If the Thesis Content is Deemed Unacceptable

A thesis deemed unacceptable by a majority of the examiners at the preliminary evaluation stage of the thesis examination process is referred to a Re-submission [Hearing Meeting](#).

SGPS cancels the thesis examination. The Vice-Provost (Graduate and Postdoctoral Studies) (for PhD exams) or Graduate Chair or equivalent (for Master's exams) appoints a Re-submission [Hearing Meeting](#) committee. The examiner reports are not shared with the supervisor(s) and student.

#### Composition of the Doctoral Re-submission [Hearing Meeting](#) Committee

Chair: Associate Vice-Provost (or designate)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Graduate Chair (or equivalent)

Examiners (external examiner is optional)

In attendance: Supervisor(s)

#### Composition of the Master's Re-submission [Hearing Meeting](#) Committee

Chair: Graduate Chair (or equivalent)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Examiners

In attendance: Supervisor(s)

#### Role and Responsibilities of the Chair

The Chair is a non-voting member of the re-submission [hearing meeting](#) committee with the following responsibilities:

- Ensures that the responsibilities of the re-submission [hearing meeting](#) committee are met.
- Moderates the in-camera discussion.
- Provides the Graduate Chair (or equivalent), student and supervisor(s) written notification of the committee's decisions and list of recommended revisions.
- Chairs the subsequent thesis examination.

## Procedure for Thesis Examinations and Final Submission

### Responsibilities of the Examiners:

- Determine whether the student should be provided the opportunity to revise the thesis to bring it to the acceptable scholarly standard for examination.

If the student is provided another opportunity to revise the thesis, the examiners:

- Establish a date by which the revisions should be completed, normally no earlier than 12 weeks for PhD and six weeks for master's, after the date of the originally scheduled examination.
- Participate in committee discussion that results in agreed upon revisions to strengthen the thesis.
- Serve on the re-examination board, and in this capacity, assess the re-submitted thesis.

If the student is not provided the opportunity to revise the thesis:

- The outcome of the examination is a failure.
- The student has the opportunity to appeal the decision ([Graduate Student Academic Appeals](#))

Normally the same examiners continue to serve on the examination board, and in this capacity, assess the resubmitted thesis.

### Role and Responsibilities of the Supervisor(s):

The supervisor(s) attends the Re-submission **hearing meeting** as a resource to the committee to assist their deliberations. They do not actively participate in the deliberations.

### Responsibilities of the Student:

If determined by the examiners, the student shall revise the thesis based on the re-submission **hearing meeting** committee's feedback and resubmit the thesis for examination.

Whether or not the re-submitted thesis is found acceptable by the examination board, the student proceeds to the thesis examination.

## 2.2 Stage Two: The Thesis Examination

The Chair presides over the thesis examination:

To open proceedings, the Chair introduces all present.

- The student, the supervisor(s), the thesis examination board members must attend the thesis examination.
- For PhD examinations, SGPS normally requires that the external examiner attend either in-person or remotely; however, the Vice-Provost (Graduate and Postdoctoral Studies) may waive the presence of the external examiner for

## Procedure for Thesis Examinations and Final Submission

extenuating circumstances. If unable to attend, the external examiner must submit questions to be put to the student by the other examiners.

- Any member of SGPS may attend as a visitor by having a written request to attend approved by the Vice-Provost (Graduate and Postdoctoral Studies). The Chair will refuse attendance to all others.

During the examination, the supervisor(s), examiners and the student are asked to refrain from using electronic devices (cell phones, smart watches) for purposes other than the examination (with the exception of emergencies or for medical use).

The Chair then asks the student (and visitors) to leave the room so that the examiners can decide on the following:

- the order in which examiners are to question the student;
- the number of rounds of questioning desired (usually two);
- the time limit for each of the examiners' questioning periods (typically 15-20 minutes in the first round and 5-10 minutes in the second round); and
- for PhD examinations, who will ask the questions submitted by the external examiner if they are not present.

The examination board members each have a link to an electronic Thesis Examination Evaluation form. The Chair advises the examiners that their evaluations on the acceptability of the thesis should be made independent of the assessment made in the preliminary evaluation of the thesis.

The Chair invites the student (and visitors) back into the room.

### **The Examination Begins**

The Chair explains to the student the sequence of events (e.g., two rounds of questioning, the order of questioning).

For master's examinations, the student may briefly present the thesis (10-15 minutes is appropriate).

The examiners question the student in the agreed-upon order, with the Chair holding them to the agreed-upon time limit. The supervisor(s) may not question the student and may not interject during questioning.

When the questioning has finished, the Chair asks the student and visitors, but not the supervisor(s), to leave the room.

### **Allegation of Academic Misconduct During the Examination**

It is expected that evidence supporting an allegation of academic misconduct would be identified at the preliminary evaluation stage and conveyed to SGPS at that time.

However, if during, or at the conclusion of the examination, the student's supervisor, the

## Procedure for Thesis Examinations and Final Submission

Chair or any member of the examining committee expresses the view that there is a prima facie case for alleging that a material portion of the thesis has been plagiarized, or that there is other evidence of academic misconduct, the Chair shall submit the matter (together with any supporting materials) to SGPS for investigation. Where this occurs, the Chair shall, without informing the student of the identity of the person making the relevant allegation, inform the student that an allegation of academic misconduct has been made. The Chair shall also inform the student that an investigation into the matter will be conducted. The evaluation of the thesis is paused pending the results of the investigation.

### The Thesis Examination Board Deliberates and Renders a Decision

The Chair invites the supervisor(s) to comment on the thesis and aspects of the oral defense.

In rare cases where the thesis has been submitted without the supervisor(s)'s approval, the examiners are reminded that the student has submitted without the approval of the supervisor. The Chair reminds the committee to assess the oral defence and the thesis on academic merit.

At the Chair's invitation, the examiners alone discuss the thesis and the oral defense.

The Chair instructs the examiners that there are three outcomes available to them:

- **Pass** - This indicates that the thesis is acceptable as it stands. Minor changes may be made before final submission.

Examples of such changes might include minor typographical, grammatical, or formatting errors. Normally such changes should be completed within 1-2 weeks.

- **Pass conditional upon revisions to thesis** - This indicates that required revisions must be reviewed and approved by a member(s) of the examining committee prior to publication.

Examples of required revisions may include extensive typographical or grammatical errors; errors in calculation; the need for clarification or addition of content in order to meet requisite scholarly standards; some additions, deletions, or editing of text; further analysis, or discussion of some data. Normally such revisions should be completed within six weeks after the examination.

- **Unacceptable** - This indicates that the thesis cannot be submitted as it stands and would require extensive revision to reach the acceptable standard. A thesis found unacceptable proceeds to the re-submission [hearing/meeting](#) process.

A thesis judged unacceptable may contain, for example, faulty conceptualization, inappropriate or faulty use of research methodology, misinterpretation or misuse of data, neglect of relevant material, illogical argument, unfounded conclusions,

## Procedure for Thesis Examinations and Final Submission

seriously flawed writing and presentation, or failure to engage the scholarly context.

The Chair instructs the examiners that there are two outcomes for the oral defense that the examiners may consider:

- **Acceptable**
- **Unacceptable**

For the oral defense, the examiners must determine if the student's responses to questions and general level of scholarly knowledge meet the standard for the doctoral or master's degree and are consistent with the contents of the thesis.

The examiners vote on the acceptability of the thesis and the oral defense by completing their electronic Thesis Examination Evaluation form.

These forms are confidential, only to be seen and recorded at the examination by the Chair.

The Chair reviews the completed forms and tallies the results.

The Chair announces the results of the vote on the acceptability of the thesis and of the oral defense and asks if further discussion is needed. In rare instances, the Chair may allow examiners to change their votes.

If a majority of the examiners find that the thesis content is a pass and the oral defense is acceptable, the student passes the thesis examination.

If a majority of the examiners find that the thesis content is pass conditional upon revision and the oral defense is pass, the student has not yet passed the thesis examination. Upon successful acceptance of the required revisions by a designated examiner(s), the student passes the thesis examination.

For doctoral thesis examinations, if the examiners' decisions are equally split (2/2) between acceptable and unacceptable on any one of the thesis content and/or the oral defense, then the vote is weighted in favour of the external examiner's decision.

Once the results are tallied and any required discussion has concluded, the Chair pronounces the Thesis Examination Board's decision.

### **The Thesis Examination is Successful**

On the "Thesis Examination - Chair Report," the Chair reports the thesis examination board's decision for the thesis examination.

Though revisions are not required following a pass, examiners may suggest minor changes that would be beneficial, and the student is encouraged to complete such



## Procedure for Thesis Examinations and Final Submission

changes before final submission. The Chair is encouraged to list such changes on the Chair Report.

The Chair communicates the positive decision to the student. (See Communicating the Decision of the Thesis Examination to the Student.)

### The Thesis Examination is Conditionally Successful

On the "Thesis Examination - Chair Report," the Chair:

- With the assistance of the examiners, provides a detailed list of the specific revisions as agreed upon by a majority of the examiners. The Chair's Report will be made available to the designated examiner(s), the student, and the supervisor(s), who will normally continue to support the student through the revision process.
- With the help of the examining committee, determines which examiner(s) will review the revised thesis. The designated examiner(s) withhold their approval until the required revisions have been made. All the examiners may receive a copy of the revised thesis to review.

After the examination, the supervisor(s) must meet with the student to ensure that they understand the revisions required by the thesis examination board and oversee the required revisions.

### The Thesis Examination is Unsuccessful

The Chair completes the "Thesis Examination - Chair Report." In consultation with the examiners, the Chair states (on the Chair report) why the thesis and/or the oral defense was unacceptable.

Unless a previous re-examination [hearing meeting](#) has occurred, a thesis deemed unacceptable by a majority of examiners (regardless of whether the oral defense is deemed acceptable) is referred to a Re-examination [Hearing Meeting](#). The Chair of the previous examination is excused from further involvement.

When this occurs, the Vice-Provost (Graduate and Postdoctoral Studies) (for PhD exams) or the Graduate Chair (for master's exams) appoints a Re-examination [Hearing Meeting](#) Committee.

### Composition of the Doctoral Re-examination [Hearing Meeting](#) Committee

Chair: Associate Vice-Provost (or designate)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Graduate Chair (or equivalent)

Examiners (external examiner is optional)

In attendance: Supervisor(s)

## Procedure for Thesis Examinations and Final Submission

### Composition of the Master's Re-examination [Hearing Meeting](#) Committee

Chair: Graduate Chair (or equivalent)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Examiners (external examiner is optional)

In attendance: Supervisor(s)

### Role and Responsibilities of Chair:

The Chair is a non-voting member of the Re-examination [Hearing Meeting](#) committee with the following responsibilities:

- Ensures that the responsibilities of the committee are met.
- Moderates the in-camera discussion.
- Provides the Graduate Chair (or equivalent), supervisor(s), and the student written notification of the committee's decisions and a list of recommended revisions.
- Chairs the subsequent thesis examination.

### Responsibilities of the Examiners:

- Determine whether the student should be provided the opportunity to revise the thesis to bring it to the acceptable scholarly standard for re-examination.
- Establish a date by which the revisions should be completed, normally no earlier than 12 weeks for PhD and six weeks for master's, after the date of the originally scheduled examination.
- Participate in committee discussion that results in agreed upon revisions to strengthen the thesis.
- Serve on the re-examination board, and in this capacity, assess the re-submitted thesis.

If the student is not provided the opportunity to revise the thesis:

- The outcome of the examination is a failure.
- The student has the opportunity to appeal the decision ([Graduate Student Academic Appeals](#)).

Normally the same examiners assess the resubmitted thesis.

### Role and Responsibilities of the Supervisor(s):

The supervisor(s) attends the Re-examination [Hearing Meeting](#) as a resource to the committee to assist their deliberations. They do not actively participate in the deliberations of the committee.

### Responsibilities of the Student

If determined by the examiners, the student shall revise the thesis based on the examiners' feedback and re-submit the thesis for re-examination.

## Procedure for Thesis Examinations and Final Submission

Whether or not the re-submitted thesis is found acceptable by the examination board, the student proceeds to the final thesis examination.

### **Where only the oral defense is Unsuccessful:**

The Chair completes the "Thesis Examination - Chair Report." In consultation with the examiners, the Chair states why the oral defense was unacceptable.

A thesis examination deemed unacceptable by the examination board on the oral defense alone is referred to a Re-examination [HearingMeeting](#) Committee. The Chair of the previous examination is excused from further involvement.

The Vice-Provost (Graduate and Postdoctoral Studies) (for PhD exams) or the Graduate Chair (for master's exams) appoints a Re-examination [HearingMeeting](#) Committee.

### Composition of the Doctoral Re-examination [HearingMeeting](#) Committee

Chair: Associate Vice-Provost (or designate)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Graduate Chair (or equivalent)

Examiners (external examiner is optional)

In attendance: Supervisor(s)

### Composition of the Master's Re-examination [HearingMeeting](#) Committee

Chair: Graduate Chair (or equivalent)

Where possible students whose thesis focuses on Indigenous issues should *have a Thesis Examination Chair who has relevant Indigenous or cultural safety training or expertise* (e.g., 4 Seasons of Reconciliation online module).

Graduate Chair (or equivalent)

Examiners (external examiner is optional)

In attendance: Supervisor(s)

### Role and Responsibilities of Chair:

The Chair is a non-voting member of the Re-examination [HearingMeeting](#) committee with the following responsibilities:

- Ensures that the responsibilities of the committee are met.
- Moderates the in-camera discussion.
- Provides the Graduate Chair (or designate), supervisor(s), and the student written notification of the committee's decisions and suggested revisions.
- Chairs the subsequent thesis examination.
- Explains at the outset of the second oral defense that the student is defending their original thesis.

### Role and Responsibilities of the Examiners:

## Procedure for Thesis Examinations and Final Submission

- Determine whether the student should be given the opportunity to orally defend the thesis a final time.
- If a student is provided the opportunity to orally defend the thesis a final time, the examiners:
  - Establish a date for the oral defense, normally within six weeks of the date of examination (PhD and master's).
  - Participate in committee discussion that results in feedback to improve the oral defense.
- If the student is not provided the opportunity to orally defend the thesis a final time:
  - The outcome of the examination is a failure.
  - The student has the opportunity to appeal the decision ([Graduate Student Academic Appeals](#)).

Normally the same examiners re-assess the oral defense of the thesis.

### Role and Responsibilities of the Supervisor(s):

The supervisor(s) attends the Re-examination [Hearing Meeting](#) as a resource to the committee to assist their deliberations. They do not actively participate in the deliberations of the committee.

### Responsibility of the Student:

If determined by the examiners, the student shall take into account the Re-examination [Hearing Meeting](#) committee's feedback as they prepare for the oral defense.

The student proceeds to the thesis examination, where the oral defense is assessed a final time. The student defends their original thesis.

The Thesis Examination Board's decision is final.

If the oral defense is acceptable, within six weeks of the second oral defense, the student shall revise the thesis based on the examiners' feedback (as part of their pass, or conditional pass decision on content), and then resubmit the thesis.

To meet the thesis requirement of the PhD or master's degree, both the thesis and the oral defense must be deemed acceptable by a majority of examiners.

### **Communicating the Decision of the Thesis Examination to the Student**

When the Chair and the examiners have completed the documentation, the Chair invites only the student back into the room and informs them of the result, including whether a re-examination [hearing meeting](#) will occur.

### **Following the Thesis Examination**

The Chair of the examination submits all forms to SGPS. When an examination is successful, SGPS will share the content of the thesis evaluations with the student and the supervisor.

## Procedure for Thesis Examinations and Final Submission

### Final Submission of the Thesis

When the student has completed any changes recommended by the examiners, the student must submit the final copy of their work via digital submission through the Scholarship@Western Electronic Thesis and Dissertation Repository.

The student accesses their original submission within the repository and submits a revised copy of their work.

Once the thesis is published, the student has officially completed the thesis requirement for their degree. Subject to approval by the University Senate, the student's name is placed on the convocation list.

### Publication of the Thesis

Given the research and education mandate of Canada's publicly funded universities, it is expected that the results of this research will be made publicly available.

The University requires that successful graduate theses be made available through the Western Library's Scholarship@Western portal. The thesis will be published electronically at the conclusion of the degree process, and will be available globally via the internet.

At the same time, the University recognizes that the student is the author of the thesis and retains copyright and control interests in the material.

Students should be conscious of the implications of electronic publication in the digital context: material is accessible to any interested party, academic and non-academic. The thesis should also be understood to be permanently available – once published electronically, it can be withdrawn from Scholarship@Western, but digital copies will inevitably persist. Students engaging in thesis preparation and research should be mindful of electronic publication and availability as an endpoint of their work. Supervisors, equally, have a responsibility to be acquainted with the implications of electronic publication, and advise their students accordingly.

In certain cases, a “delay of publication” may be appropriate. See Section 1.6 above.

Upon final approved submission, the work is published to the Scholarship@Western ETD repository, pending any requests for a delay of publication. This repository is publicly accessible, permitting free access to the work. The repository transmits regular reports via e-mail to the author on how often the work is accessed.

### Procedures for the Interdisciplinary Combined PhD Option

The creation of an Interdisciplinary Combined PhD Option requires completing the Interdisciplinary Combined PhD Degree Agreement form. This procedure document serves to clarify and provide direction for doing so, as well as to highlight important considerations.

The following table provides comments and additional considerations for each of the subsections of the Interdisciplinary Combined PhD Degree Agreement form:

Subsection	Comments & considerations
<b>Student name:</b>	(No additional comments)
<b>Entrance requirements:</b>	<ul style="list-style-type: none"> <li>The student is accepted first into the Home Program and then applies for admission to the Partnering Program.</li> <li>The student must meet the entrance requirements of both programs and must be admitted by both programs.</li> <li>If there is a variation from the normal requirements (e.g., if one Program is allowing a variation from their usual requirements), describe the variation.</li> </ul>
<b>Duration of degree:</b>	<ul style="list-style-type: none"> <li>Interdisciplinary Combined Program duration is 4 years</li> <li>If the student is expected to exceed the normal 4 year duration with an additional year, describe later in the funding section how the student will be supported financially for the additional year.</li> </ul>
<b>Supervisory committee structure:</b>	<ul style="list-style-type: none"> <li>The structure of the supervisory committee for the Interdisciplinary Combined Program may vary from the structure of each of the participating program.</li> <li>Such variation must be clearly described and must be in alignment with SGPS Regulations.</li> </ul>
<b>Course and milestone requirements:</b>	<ul style="list-style-type: none"> <li>List the courses and milestones required for the combined program.</li> <li>Describe how the course requirements of the two programs will be combined or varied.</li> <li>If any courses or milestones will be required beyond the usual requirements of either program, they must be listed, along with any recommended or required timing of when such additional courses or milestones should be completed.</li> </ul>

## Procedures for the Interdisciplinary Combined PhD Option

Subsection	Comments & considerations
<b>Comprehensive examination(s) / Candidacy Examination milestones:</b>	<ul style="list-style-type: none"> <li>• Ideally, the student should not be required to complete the comprehensive exam requirements of both programs separately.</li> <li>• Rather, efforts should be made to combine or blend the requirements in a manner that supports the learning expectations of each program while avoiding separate comprehensive examinations.</li> </ul>
<b>Additional program requirements:</b>	<ul style="list-style-type: none"> <li>• Describe how any of the additional requirements from either program may be combined or waived for the <u>Interdisciplinary Combined PhD Program</u>.</li> <li>• In combining or waiving any additional requirements, information should be provided to explain how the learning expectations of the two programs will still be met.</li> <li>• Mandatory lab or safety training cannot be waived.</li> </ul>
<b>Thesis requirements:</b>	<ul style="list-style-type: none"> <li>• All thesis submission and examination related forms must be completed and submitted to SGPS by the Home Program.</li> <li>• Composition and approval of the thesis examination board, the public lecture, and examination date will be administered by the Home Program, in consultation with the Partnering Program.</li> </ul>
<b>Thesis examination committee format:</b>	<ul style="list-style-type: none"> <li>• Some variation from SGPS Regulations is expected in order to ensure that the examination board appropriate represents the research conducted in the Interdisciplinary Combined PhD Program.</li> <li>• However, it is strongly encouraged that the examination board not include more than one additional member (i.e., the usual PhD examination board includes 4 examiners; the Interdisciplinary Combined PhD examination board should not exceed 5 members).</li> </ul>
<b>Supervisor(s):</b>	<ul style="list-style-type: none"> <li>• Supervisors, one from each program, are required for the combined program.</li> <li>• The supervisor from the Home Program will have responsibility for ensuring that annual progress reports are submitted via the Home Program and for ensuring that thesis submission and examination forms are submitted to SGPS.</li> </ul>
<b>Funding and Teaching Assistantship:</b>	<ul style="list-style-type: none"> <li>• Detail the funding commitments from each Program (eg, GTAships, scholarships, Graduate Fellowships), breaking the details down by year if the funding sources are expected to change on a yearly basis.</li> <li>• Although the Partnering Program should reasonably contribute to the student's funding package, the Home</li> </ul>

## Procedures for the Interdisciplinary Combined PhD Option

Subsection	Comments & considerations
	<p>Program has ultimate responsibility for the student's funding.</p> <ul style="list-style-type: none"><li>• If one program has a higher funding level, the student should receive the higher level, shared appropriately by Home and Partner Programs.</li></ul>



## Procedures for the Interdisciplinary Combined PhD Option

### APPENDIX A

#### Interdisciplinary Combined PhD Degree Agreement Form

	Home Program	Partnering Program	Interdisciplinary Combined Program
<b>Student Name:</b> _____			
<b>Entrance requirements:</b>			
<b>Duration of degree:</b>			
<b>Supervisory committee structure:</b>			
<b>Course and milestone requirements:</b>			
<b>Comprehensive examination(s) / Candidacy Examination milestones and format:</b>			
<b>Additional program requirements:</b>			
<b>Thesis requirements:</b>			
<b>Thesis examination committee and format:</b>			
<b>Supervisor(s):</b>			
<b>Funding and Teaching Assistantship:</b>			

## Procedures for the Interdisciplinary Combined PhD Option

### APPROVALS:

<b>Student</b>			
	Student: Name	Student: Signature	Date
<b>Home Program</b>			
	Supervisor: Name	Supervisor: Signature	Date
<b>Home Program</b>			
	Graduate Chair: Name	Graduate Chair: Signature	Date
<b>Partnering Program</b>			
	Supervisor: Name	Supervisor: Signature	Date
<b>Partnering Program</b>			
	Graduate Chair: Name	Graduate Chair: Signature	Date
<b>Home Program</b>			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
<b>Partnering Program</b> <i>(if different from Home)</i>			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
<b>SGPS</b>			
	Vice-Provost: Name	Vice-Provost: Signature	Date

## Registration

<b>Policy Category:</b>	Graduate and Postdoctoral Studies
<b>Subject:</b>	Registration
<b>Subsections:</b>	<a href="#">Initial Registration</a> ; <a href="#">Registration Requirements</a> ; <a href="#">Categories of Registration</a> ; <a href="#">Transfer from Master's to Doctoral Degree Status in a Program</a> ; <a href="#">Leave of Absence</a> ; <a href="#">Student Progress and Withdrawal</a> ; <a href="#">Admission After Withdrawal</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	<a href="#">Procedure for Registration</a>
<b>Officer(s) Responsible for Procedures:</b>	Vice-Provost (Graduate & Postdoctoral Studies)
<b>Related Policies:</b>	*Assessing Student Progress in Multi-Year Research Based Graduate Programs
<b>Effective Date:</b>	<del>November 8, 2024</del> January 16, 2026
<b>Supersedes:</b>	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 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 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 (Home Program and Partnering Program) simultaneously under the supervision of a faculty member from each program. The Interdisciplinary Combined PhD Program duration is the same as a regular PhD Program.

To enrol in an Interdisciplinary Combined PhD Option, students must first contact the School of Graduate and Postdoctoral Studies (SGPS) and complete the “Interdisciplinary Combined PhD Degree Agreement Form” prior to the first term of registration but no later than two terms into the student’s registration in the Home Program.

Although the Partnering Program should reasonably contribute to the student’s funding package, the Home Program has ultimate responsibility for the student’s funding. If one program has a higher funding level, the student should receive the higher level, shared appropriately by the Home and Partnering Programs. The funding eligibility period for the Interdisciplinary Combined PhD Degree Program is the same as regular PhD Programs.

### DEFINITIONS

**Home Program:** For the purposes of the Interdisciplinary Combined PhD Degree Agreement Form, “Home Program” will refer to the graduate program in which the student is registered and which ~~that~~ has administrative responsibility for the student, including, if appropriate, 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

- A student in an Interdisciplinary Combined PhD Degree Program participates in two (2) doctoral programs, a Home Program and a Partnering Program, and is required to progress toward and meet the respective requirements of the two (2) doctoral programs concurrently.
- 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 the School of Graduate and Postdoctoral Studies (SGPS), conditional upon the supervisory committee representing both programs. If variation in the structure of the supervisory committee is warranted, such variation must be clearly described and must be in alignment with SGPS Regulations.
  - All thesis submission and examination-related forms must be completed and submitted to SGPS by the designated Home Program.
- ~~One of the two programs will be identified as the "Home Program" for the purpose of registration and administration.~~

## Registration

- It is expected that Pprograms ~~are encouraged to~~ will “share” or “merge” some of their ~~usual~~ requirements.
  - For example, comprehensive/qualifying examinations can be restructured to meet the expectations of both programs. ~~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 Thesis Examination Board for the dissertation will include representation of both participating programs and disciplines. If variation from the usual PhD Examination Board structure is necessary, approval by SGPS is required. Composition and approval of the Thesis Examination Board, the public presentation, and examination date will be administered by the Home Program, in consultation with the Partnering Program.
  - Some variation from SGPS Thesis Procedures is expected to ensure that the examination board appropriately represents the research conducted in the Interdisciplinary Combined PhD Program. However, it is strongly encouraged that the examination board does not include more than one additional member (i.e., the usual PhD examination board includes four (4) examiners.).
- ~~The composition of the examining board for the dissertation will include representation of both participating programs and disciplines.~~
  - i. ~~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 in the same way as regular PhD programs ~~to support completion in 4 years~~) must be determined and agreed upon by the two programs (Graduate Chairs or equivalent, Supervisors, and student) normally no later than ~~by~~ the second term, ~~including~~. The student's individual program design, timeline and plan must meet the learning outcomes of both programs and include:
  - ~~All courses to be completed to meet the learning outcomes of both programs~~
  - The topic of the dissertation/research
  - The course requirements
  - The nature and timing of comprehensive(s)/qualifying exams ~~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.~~
- ~~• 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.

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**

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 (for example, through a program handbook), (ii) monitor and assess student progress toward the degree over the course of 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.~~

~~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, and (iv) guide students to appropriate support and resources available at the University, as applicable.

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~~s~~ to withdraw from the program if ~~they~~ 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.

- 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.~~

Withdrawal from a graduate 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.

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.

## Procedure for Registration

### Registration and Fee Payment

To be registered graduate students must pay or make arrangements to pay all fees by the established deadline each term (refer to the Fees Refund Schedule on the Office of the Registrar website).

### Refunds

Fee refunds will be made on a pro rata basis to students who have completed all of their degree requirements, withdraw, or are required to withdraw before the end of a term. Detailed information on graduate tuition refunds is available on the Office of the Registrar's website.

Scholarships received from SGPS are also subject to pro-rating. Contact SGPS for details.

### Enrolling in an Interdisciplinary Combined PhD Option

- It is recommended that the Home Program consult with an Associate Vice-Provost in SGPS prior to initiating the enrollment process.
- The student is accepted first into a "Home Program" and then applies for ~~requests~~ admission to the "Partnering Program". The Home Program contacts the School of Graduate and Postdoctoral Studies (SGPS) and completes the Interdisciplinary Combined PhD Agreement form (see Appendix A). This should be completed prior to the student's first term of registration but no later than two terms into the student's registration in the Home Program. ~~ideally before the beginning but no later than by the second term after beginning in the "Home Program".~~
- The student must meet the entrance requirements of both graduate programs and must be admitted by both programs.
- Following completion and approval of the "Interdisciplinary Combined PhD Degree Agreement" and admission to the Partnering Program, the student is transferred into the ~~Interdisciplinary Combined PhD Degree Program.~~ ~~combined degree program.~~

- ~~Normally the Interdisciplinary Combined PhD Agreement will be completed prior to the student's first term of registration but no later than two terms into the student's registration in the Home Program.~~

**APPENDIX A**  
**Interdisciplinary Combined PhD Degree Agreement Form**  
*(a link to this form is available on the SGPS website)*

	Home Program	Partnering Program	Interdisciplinary Combined Program
Student Name:			
Supervisor(s):			
Supervisory committee members:			
Course and milestone requirements:			
Comprehensive examination(s) / Qualifying Examination milestones:			
Additional program requirements:			
Thesis topic:			
Funding Details:			

**APPROVALS:**

Student			
	Student: Name	Student: Signature	Date
Home Program			
	Supervisor: Name	Supervisor: Signature	Date
Home Program			



	Graduate Chair: Name	Graduate Chair: Signature	Date
Partnering Program			
	Supervisor: Name	Supervisor: Signature	Date
Partnering Program			
	Graduate Chair: Name	Graduate Chair: Signature	Date
Home Program			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
Partnering Program <i>(if in a Faculty different from Home)</i>			
	Associate Dean-Graduate: Name	Associate Dean-Graduate: Signature	Date
SGPS			
	Vice-Provost: Name	Vice-Provost: Signature	Date

## **Leave of Absence**

### Financial Benefits:

- Graduate students may qualify for pregnancy/parental benefits such as paid pregnancy/parental leave or sick leave if they are employed as Graduate Teaching Assistants (GTA); consult the GTA Collective Agreement for further information.
- Graduate Students who are awarded funding through an external agency e.g. Tri-Agency (Research Grant or External Scholarship), OGS etc. may be entitled to certain benefits and should check with the particular granting agency for further information.

### Service Benefits:

- Graduate students while on leave may opt into the Society of Graduate Students (SOGS) health plan which includes coverage of prescription drugs, as well as basic dental care and vision coverage.
- Graduate students while on leave may opt into Campus Recreation Services.
- Graduate students will retain email and library privileges.
- Student Health Services are available to those on leave.
- Graduate students on medical leave can retain bus pass service. Contact the Society of Graduate Students for more information.
- During a Compassionate leave international students can opt into UHIP for up to four months.



## Graduate Degree Admissions

<b>Subject:</b>	Graduate Degree Admissions
<b>Sections:</b>	<a href="#">General</a> ; <a href="#">Proficiency in English</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	<a href="#">Procedure for Admission Application</a>
<b>Officer(s) Responsible for Procedures:</b>	Vice-Provost (Graduate & Postdoctoral Studies)
<b>Related Policies:</b>	*
<b>Effective Date:</b>	September 1, 2026; <del>September 1, 2025</del>
<b>Supersedes:</b>	September 1, 2025; September 13, 2024; March 15, 2024; September 16, 2022

### 1. General

The Vice-Provost (Graduate and Postdoctoral Studies) grants admission to graduate students, only on the recommendation of the program in which the applicant intends to pursue studies. Admission to graduate programs at Western University is competitive. Thus, applicants meeting or even exceeding minimum admission standards, as described below, are not guaranteed admission to any of Western's Graduate Programs. Admission decisions are not subject to appeal.

For purposes of admission, the School of Graduate and Postdoctoral Studies (SGPS) determines accreditation, degree, and standing equivalencies for all non-Western degrees.

For students undertaking a thesis as part of their degree requirements, the Graduate Chair must determine that an appropriate thesis Supervisor is available for the student's declared field of research before offering the student admission.

## Graduate Degree Admissions

For admission to Master's programs, applicants must possess a four-year degree from a recognized university or college. SGPS requires at least a 70% average in senior level academic courses, as determined by SGPS taken in the last two full-time years of the undergraduate degree. Equivalent qualifications may be considered based on the standards of the discipline or profession.

For admission to most Doctoral programs, applicants must possess a Master's degree or equivalent from a recognized university or college, and provide evidence of research potential. SGPS requires at least a 70% average in the Master's degree, as determined by SGPS. Some Western programs provide transfers from Master's to Doctoral degree status without achieving a Master's degree. Some Western programs offer direct entry to begin a doctoral degree without having a completed Master's degree. Consult the program's regulations for details.

For admission to an Interdisciplinary Combined PhD program, applicants must meet the entrance requirements of both the Home Program and Partnering Program and must be admitted by both the Home Program and Partnering Program. The Home Program must contact the School of Graduate and Postdoctoral Studies (SGPS) and complete the Interdisciplinary Combined PhD Agreement form prior to the first term of registration but no later than two terms into the student's registration in the Home Program.

Individual programs commonly have higher admission standards than the minimum. Applicants should contact their program of choice to get information on its admission requirements.

## 2. Proficiency in English

Applicants whose first language is not English must provide evidence of their proficiency in the use of the English language by a satisfactory\* achievement within the last two years in one of the following:

- The Test of English as a Foreign Language (TOEFL). iBT (internet-Based Test): The minimum acceptable score is 86, with no individual score below 20.
- The International English Language Testing Service (IELTS Academic). The minimum acceptable score is 6.5 out of 9.
- The Duolingo English Test. The minimum acceptable score is 115.
- The Canadian Academic English Language Assessment (CAEL Assessment). The minimum acceptable score is 60.
- Western English Language Centre. The requirement is successful completion of the High-Advanced level.
- Fanshawe College's EAP Program. The requirement is graduation from Level 10, English for Academic Purposes, with a minimum 80% in all components.

\*Programs at Western may require a higher minimum score than those listed above.

## Graduate Degree Admissions

Applicants who are required to present evidence of proficiency in English must make their own arrangements to complete one of the above tests or programs and to have the official results sent directly to SGPS by the testing agency.

### **Exemptions:**

Applicants may request an exemption by contacting their graduate program(s) of interest.

For the French Studies program only, evidence of proficiency in English is a degree requirement but not a requirement for admission.

---

**Last Reviewed:** June 6, 2025



## **Convocation; Graduation Diplomas and Certificates**

<b>Policy Category:</b>	General
<b>Subject:</b>	Convocation; Graduation Diplomas and Certificates
<b>Subsections:</b>	<a href="#">Convocation Ceremonies</a> ; <a href="#">Graduation Diplomas and Certificates</a> ; <a href="#">Degree Diploma Wording</a>
<b>Approving Authority:</b>	Senate
<b>Responsible Committee:</b>	Senate Committee on Academic Policy
<b>Related Procedures:</b>	*
<b>Officer(s) Responsible for Procedure:</b>	*
<b>Related Policies:</b>	<a href="#">Academic Records and Student Transcripts</a>
<b>Effective Date:</b>	January 16, 2026; <del>November 8, 2024</del>
<b>Supersedes:</b>	<b>November 8, 2024</b> ; September 2022; February 2020

---

## **CONVOCATION CEREMONIES**

### **Scheduling Convocation Ceremonies**

- The in absentia February Convocation will normally be scheduled for the last Friday in February.
- June Convocation ceremonies will normally be scheduled from Monday to Friday in the second or third full week in June.
- The Huron University College (Theology) Convocation ceremonies will be scheduled in consultation with the Affiliated University College.
- October Convocation ceremonies will normally be scheduled in the first full week following Thanksgiving.

**Recipients of Certificates and Diplomas** will be listed in the Convocation Program and will be permitted to participate in the graduation ceremonies.

### **Recipients of Two Degrees, Diplomas or Certificates**

## Convocation; Graduation Diplomas and Certificates

When a candidate is to be awarded two degrees, diplomas or certificates (or any combination of these) during one convocation period, the Registrar will be permitted to release both diplomas to the graduand at the convocation ceremony of the first degree program scheduled in the convocation period.

### **Awarding Double Degrees at Convocation**

For students who are eligible to receive two degrees at convocation:

1. If both degrees are to be awarded at the same convocation ceremony, the student may cross the stage only once, and must make a choice as to the degree grouping with which they will process.
2. If the two degrees are to be awarded at different convocation ceremonies, the student may cross the stage in one or both ceremonies. Both diplomas will normally be given to the graduate at the first of the ceremonies in which they participate.

### **Degrees, Diplomas and Certificates [to be conferred officially at convocation ceremonies]**

Degrees, diplomas and certificates will be officially conferred or awarded at the appropriate convocation ceremony following successful completion of the program requirements and an application to graduate if required, or will be available for pickup by the graduate within three business days subsequent to the ceremony. Degrees, diplomas and certificates are retained in the Office of the Registrar for two years after Convocation.

Candidates who meet the requirements for graduation in diploma and certificate programs will be issued a Notification of Eligibility to Graduate (rather than an application to graduate, required of potential degree recipients).

Degrees, diplomas and certificates normally will not be awarded in advance of convocation ceremonies. A degree, diploma, or certificate may be released early at the discretion of the Office of the Registrar if the student demonstrates that the document is required by an employer or for a work visa, and if it is determined that the student is eligible and has applied to graduate. Students presenting an official offer of employment or deadline relating to an application for a visa may, by application and payment of the appropriate fee to the Office of the Registrar, request release of their document no sooner than four weeks prior to their scheduled convocation. The document released will bear the date of the appropriate scheduled convocation ceremony.

All other students who require notice of confirmation that their program has been completed (in addition to an official transcript) may apply to the Office of the Registrar with a request for a letter attesting to the fact that they have completed the requirements of their program.

If a student's degree, diploma or certificate has been lost, stolen or destroyed OR the student requires a duplicate or duplicates, subsequent diplomas can be

## Convocation; Graduation Diplomas and Certificates

produced by application and payment of the appropriate fee to the Office of the Registrar. All subsequent degrees, diplomas and certificates will be issued:

- using the current Western diploma printing standards and Officers
- with the words "Duplicate Copy" affixed to the parchment

**Degree Diplomas for DDS Graduates** (Exception for DDS graduates who satisfy requirements between June and October)

In order to practice dentistry, graduates of the DDS program must present a copy of their diploma to the Royal College of Dental Surgeons and thus obtain a certificate of registration. In April 1994, Senate approved that the degree of Doctor of Dental Surgery (DDS) be granted retroactively to June for students who satisfy all of the requirements for graduation after the June convocation date for Dentistry but before the October convocation. Based on this precedent, Senate approved procedures for granting a DDS degree to a student in the program who completes the degree requirements after Autumn Convocation in October. The date that will appear on the degree is the date on which all degree requirements were completed. The graduate's name and the date of the degree will appear in the Program of the Spring Convocation that next follows, and the graduate may request the opportunity to participate in the Spring Convocation next following.

### ***In Absentia* Convocation in February**

Senate approved the establishment of an *in absentia* convocation to be held in mid-February for students who complete their degree requirements by the end of the preceding fall term. Students who have their degrees conferred in February will be given the opportunity to participate in the appropriate June convocation ceremony.

### **Statement re Posthumous Degrees**

Contingent on approval by the Dean or Vice-Provost (Graduate and Postdoctoral Studies), in consultation with the Provost, a posthumous degree may be granted at a Convocation ceremony.

## **GRADUATION DIPLOMAS AND CERTIFICATES**

1. The designation of "Bachelor" will be used on diplomas with the designation of "Baccalaureate" approved for use on diplomas upon request by individual students. For diplomas of Masters and Doctoral degrees the designation "Master" or "Doctor" will be used.
2. Undergraduate students who qualify for Graduation "With Distinction" will receive the designation on diplomas.
3. All diplomas (for degree programs and diploma programs) and certificates (for certificate programs) will be in English.
4. All and only Honorary Degree diplomas will be in Latin.
5. Programs approved by Senate for diplomas/certificates not in English, e.g., the Certificat de Français Pratique, will be exceptions to this policy.



## Convocation; Graduation Diplomas and Certificates

For graduation diplomas, the wording of the program taken will follow this format:

Honours Degree	BACHELOR OF ARTS <i>Honours Philosophy</i>
Combined Honours Degree	BACHELOR OF ARTS <i>Honours Anthropology and English</i>
Honours Degree with an Area of Concentration in another Subject	BACHELOR OF SCIENCE <i>Honours Mathematics with French</i>
Three-Year Degree	BACHELOR OF ARTS <i>English</i>
Four-Year Degree	BACHELOR OF ARTS Four Year Program <i>Computer Science</i>
Four-Year Degree with an Area of Concentration in another Subject	BACHELOR OF ARTS Four Year Program <i>French with Philosophy</i>

When appropriate, all Bachelor/Baccalaureate degree diplomas will have the name of the degree with Honours Specialization, Major(s), or Specialization module(s) earned by the student and “With Distinction”, if appropriate. For example,

BACHELOR OF SCIENCE

Honours Specialization in Geology and Biology

BACHELOR OF ARTS

Major in English Language and Literature

Major in Film Studies

BACHELOR OF SCIENCE

Specialization in Environmental Science

If Minor modules have been successfully completed, this will show on students' transcripts and academic records only. They will not appear on the diploma. Students who have successfully completed the Dentistry Qualifying Program from 1999 to 2005 may return their Qualifying Program certificates and, following payment of a diploma replacement fee, receive a DDS degree diploma.

Students who have successfully completed the LLB program prior to 2009 be permitted to exchange their LLB diploma for a JD diploma, upon payment of an administrative fee for the replacement diploma.

### DEGREE DIPLOMA WORDING

Degree diplomas will have the following wording:

"The Senate on the recommendation of the (Faculty/School/College) has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations.

Given at London, Canada, on the (date) day of (month), (year), in the (appropriate year, e.g., 2021 will be the one hundred and forty-third year) of the University."

The University of Western Ontario will be the only institution cited on the degree diploma unless specific approval is granted by Senate.

#### **Degree Diploma Wording for Graduate Student Diplomas**

Degree diplomas for graduate students will state that "Senate on recommendation of the School of Graduate and Postdoctoral Studies has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations."

Any student who graduated prior to June 30, 2008, will have the Faculty of Graduate Studies cited on their diploma.

#### Exception for Programs offered in Collaboration with Fanshawe College:

Collaborative programs offered with Fanshawe College recognize both Western and Fanshawe on Western's graduation diplomas, e.g., "The Senate on the recommendation of the Faculty of Health Sciences in collaboration with the Faculty of Health Sciences and Human Services, Fanshawe College, has conferred upon (graduate's name) the degree of Bachelor of Science in Nursing."

#### Exceptions for the Bachelor of Medical Sciences Program

The Bachelor of Medical Sciences program is offered jointly by the Schulich School of Medicine & Dentistry and the Faculty of Science and as such, both names will appear on BMSc diplomas.

i.e., "The Senate on the recommendation of the Schulich School of Medicine & Dentistry and the Faculty of Science has conferred upon (graduate's name) the degree of (degree name) with all its rights, privileges and obligations...."

#### Exception for the Interdisciplinary Combined PhD Option

The student's transcript will note registration in both graduate programs with one degree awarded upon completion of all requirements.

The student's transcript will read: COMBINED DOCTOR OF PHILOSOPHY, *Home Program and Partnering Program*.

The final degree awarded will appear on the parchment as: DOCTOR OF PHILOSOPHY, *Home Program and Partnering Program*.

## Convocation; Graduation Diplomas and Certificates

### **Approvals and Signatures:**

On behalf of the Senate, the Provost approves the list of Candidates for Degrees upon the recommendation of the Registrar. The list of Candidates approved by the Provost is deemed to be those names identified electronically within the student records system. The list of Candidates for Degrees will be archived as appropriate.

Signatures required for degree and diploma program diplomas and for certificate program certificates are those of the Registrar, Dean of the relevant Faculty/School/Affiliated University College and President of the University.

### **Format:**

The parchment used for degrees, diplomas and certificates will be of a format and quality commensurate with the stature of Western University.