

**RYERSONUNIVERSITY**  
**POLICY OF SENATE**

**GRADUATE ADMISSIONS AND STUDIES POLICY**

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**Responsible Committee or Office** Dean, Yeates School of Graduate Studies

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## **SECTION A: GENERAL POLICIES**

### **1. Admission**

#### **1.1 General Admission Requirements**

The following University requirements govern admission to all graduate Programs at Ryerson.

Applicants for admission to a Master's Program:

- a) will have graduated from a four-year approved undergraduate university Program or equivalent,
- b) will have a minimum of a B cumulative GPA or equivalent in the final two years of the Program, and
- c) will have demonstrated a capacity to succeed in the Program for which they have applied.

Applicants for admission to a PhD Program:

- a) should hold an acceptable Master's degree with at least a B standing, and
- b) will have demonstrated a capacity to succeed in the Program for which they have applied.

#### **1.2 English Language Proficiency**

Applicants whose language of instruction during their undergraduate studies was other than English will be required to take a Test of English Proficiency. Minimum achievement scores for the Yeates School of Graduate Studies and its programs will be posted on the graduate admissions website.

#### **1.3 Program Specific Admission Requirements**

Where individual programs have additional requirements, these will be listed on the Yeates School of Graduate Studies Admissions website, on the programs website and where admission requirements are listed on program publications.

#### 1.4 Transfer of Credit

Where a candidate has completed appropriate graduate courses at another accredited academic institution, and a degree has not been conferred using these courses, they may be recognized in partial fulfilment of Ryerson's graduate degree requirements. A limit of 50% of the course requirements may be from courses taken outside of the program.

Responsibility for assessing the appropriateness of such courses shall rest with the Director of the program. Credit for such work shall not exceed fifty percent of the program's degree course requirements.

#### 1.5 Readmission

Students who voluntarily withdraw from a program with a Satisfactory Progress Report may be considered for readmission. As a condition of re-admission, additional course work or other academic work may be required by the program.

If a student withdraws when the only outstanding program requirement is the capstone requirement (thesis, dissertation, project, MRP, etc.) and then wishes to re-enter the program, he/she will be required to pay fees for the terms during which they were absent. This complies with the requirement for continuous registration from admission to completion of a graduate program.

#### 1.6 Admission Decisions

Final authority for admission decisions rests with the Dean of Graduate Studies.

The Graduate Admissions Office will provide the administrative support structure and is responsible for the formal offer of admission or non-approval letters. Non-approved application files are kept for one year from the date of submission. Admission decisions are final.

Ryerson reserves the right to close the application process for programs without notice.

## **2. Categories of Students**

### 2.1 Program Students

#### 2.1.1 Master's Student

An applicant who has met the Yeates School of Graduate Studies and program admission requirements, and who has accepted an official offer of admission, may be admitted to a Master's program.

Where an applicant has met the minimum requirements of the Yeates School of Graduate Studies but may require one or two additional undergraduate credits to meet the admission requirements of the program, the candidate may be admitted into a program with specific post-admission conditions. The conditions will be defined in the offer of admission to the candidate and on the student's Program of Study, as will the number of

semesters, normally one or two, allowed to successfully fulfil the requirements. Other conditions which may be required by a program will also be defined in the offer of admission and/or the Program of Study. Failure to meet the post-admission conditions will result in Withdrawal from the program.

### 2.1.2. PhD Student

An applicant who has met the Yeates School of Graduate Studies and program admission requirements and who has accepted an official offer of admission may be admitted to a PhD program. Normally, PhD candidates will pursue full-time studies.

Under certain circumstances, a Master's candidate can apply to transfer to a PhD program, and vice-versa. Such transfer is subject to the approval of the graduate Program Director and the candidate's acceptance of any specific conditions. The specific conditions will be defined in the offer of admission to the candidate, including the number of terms allowed to successfully fulfil the requirements.

A graduate student who transfers from a Master's to a PhD program, without completing the Master's program, may not normally transfer back to the Master's program.

### 2.1.3 Full-time Student

To be developed

### 2.1.4 Part-time Student

A part-time student may not register in more than two courses per term. A student may change status from full-time to part-time or part-time to full-time subject to consultation with and the approval of the program Director and the Dean of Graduate Studies. Normally, a student may not transfer from full-time to part-time when the only remaining graduation requirement is a thesis, major research paper or project.

## 2.2 Non-Program Students

### 2.2.1 Ontario Visiting Graduate Students (OVGS)

The Ontario Visiting Graduate Student (OVGS) plan allows a graduate student registered at another Ontario university (the home university) to enrol in graduate courses at another Ontario university (the host university) while remaining registered at the home university.

Students accepted at Ryerson University using this plan are enrolled in the "OVGS" program. The application for admission will not be complete until the request has been approved by the graduate Program Director and the Dean of Graduate Studies of both the home university and Ryerson.

Students register at, pay fees to, and may continue to receive funding from their home university and are enrolled as OVGS students at Ryerson, where they pay no fees. An administrative fee is paid to Ryerson by the home university.

The courses selected must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be in addition to their curriculum requirements, nor may they be audited. Normally, a visiting student will be allowed to enrol in the equivalent of two one-credit courses under this plan.

An OVGS student is subject to all Ryerson University administrative and academic requirements, including the significant dates that apply to graduate student enrolment at Ryerson.

### 2.2.2 Canadian Visiting Graduate Students (CVGS)

The Yeates School of Graduate Studies at Ryerson will allow a graduate student registered at a Canadian university (the home university) outside of Ontario to enrol in a graduate course at Ryerson while remaining registered at and paying tuition fees to his/her home university. The student will be required to pay an administrative fee equivalent to the amount set by the OVGS program per one-term credit. Students register at, pay fees to, and may continue to receive funding from their home university and are admitted to the "CVGS" program at Ryerson University.

The application for admission will not be complete until the request has been approved by the graduate Program Director and the Dean of Graduate Studies of both the home university and Ryerson.

The courses selected must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be in addition to curriculum requirements and may not be audited. Normally, a visiting student will be allowed to enrol in the equivalent of two one-credit courses under this plan.

A CVGS student is subject to all Ryerson University administrative and academic requirements, including the significant dates that apply to graduate student enrolment at Ryerson.

### 2.2.3 Graduate Special Students

Under exceptional circumstances, students may apply to become a "Graduate Special Student" if they meet the eligibility requirements for the Yeates School of Graduate Studies and the program which offers the course that the student is applying to take. A Special Student Application form may be obtained from the Graduate Admissions Office, and all documentation and fees required of a program student must be submitted to the Graduate Admissions Office.

Graduate Special Students are limited to a maximum of two graduate courses. Access to courses is subject to approval of the Program Director and the instructor of the course, space permitting.

Special Students are eligible for evaluation in the courses taken, but courses taken as a Special Student may not be used subsequently for credit in a Ryerson graduate program.

#### 2.2.4 Exchange Students

To be developed.

#### 2.2.5 Visiting Research Students

To be developed.

### 3. Residency, Enrolment and Fees

#### 3.1 Residency

Students must complete at least 50% of their program's degree course requirements, and a thesis, major project, major research paper or dissertation, where applicable, while enrolled in the program from which they are graduating.

#### 3.2 Continuous Enrolment

Students in graduate programs will be required to maintain continuous enrolment in every semester of their program until all requirements of their program have been met, unless they have been granted a Leave of Absence or have withdrawn from the program.

#### 3.3 Leave of Absence (LOA)

##### 3.3.1 Medical or Compassionate leave

In cases such as severe illness or extreme financial difficulty, a student may petition for a LOA.

##### 3.3.2 Parental leave

A parental LOA may be taken by an enrolled graduate student at the time of pregnancy, birth or adoption and/or to provide full-time care during the child's first year. Parental leave must be completed within twelve months of the date of birth or custody. Parental leave can be taken for a maximum of three semesters.

##### 3.3.3 Terms of a Leave of Absence

LOA may be granted by the Program Director. Students will not normally be granted more than one LOA during their graduate program. A LOA is normally for one term, but cannot exceed three terms.

Under extraordinary circumstances, students may apply for a second LOA, which must be approved by the Program Director and the Dean of Graduate Studies.

Students who are granted a LOA will not be required to pay fees during the leave, nor will that term of the leave be included in the calculation of time to completion for the degree. Students on a LOA will not be entitled to use the services of the University or the program, during the leave.

A student who is returning from a LOA must register for a minimum of one term before completion of the program.

The student should discuss in advance, what conditions, if any, need to be met upon return.

A student who fails to return from a LOA on the expected date will be withdrawn from his/her program.

### 3.4 Program Transfer from Master's to Doctoral level

In exceptional circumstances, a Ryerson Master's student may transfer into a Ryerson Doctoral program, without completing the Master's degree. The requirements for this type of transfer include: completion of all course requirements for the Master's degree with a minimum 3.67 GPA; demonstrated strong research potential, and Program Director and supervisor permission.

Subsequent to such a transfer, if the Doctoral program is not completed, the student may not transfer back to the Master's program, nor receive a Master's degree in that program.

### 3.5 Course related policies

- 3.5.1 All graduate course additions and deletions must be authorized by the student's program and all must be initiated by the dates listed on the Significant Dates in the Graduate Calendar.
- 3.5.2 A \$100 (subject to change) Addition to Enrollment Record fee will be levied for each course or grade added to a student's enrollment after the deadline dates.
- 3.5.3 Students may substitute a different course for a previously failed elective course, with authorization from the student's program. Students are required to submit a GPA Adjustment Form to Enrollment Services and Student Records no later than the final date to add a course for the term.
- 3.5.4 Students may be allowed to repeat a course once, with authorization from the Program Director, which would not normally be withheld. The original grade will continue to appear on the student's academic record, but only the last grade achieved for a repeated course (whether higher or lower) will count in the GPA. If at least one of the course attempts results in a passing grade, the course will count towards graduation requirements.

### 3.6 Voluntary Withdrawal

A student who is unable to participate in a Program of Study, or who finds it necessary to discontinue in their program, must officially withdraw from the program

If a student withdraws and subsequently wishes to return to the program, he/she must reapply through the Graduate Admissions Office. Readmission is not guaranteed, and may be subject to conditions such as course or other academic work in addition to the normal curriculum.

### 3.7 Administrative Withdrawal

A student who has not participated in nor paid fees for his/her program and has had no communication with her/his program for a term, will be withdrawn by the program.

If a student has been withdrawn by the program for non-participation and subsequently wishes to return to the program, he/she must reapply through the Graduate Admissions Office. Readmission is not guaranteed and may be subject to conditions such as course or other academic work in addition to the normal curriculum.

### 3.8 Time to completion

#### 3.8.1 Maximum time to completion

For students in a full-time Master's program, three years is the maximum time from initial registration to completion.

For students in a part-time Master's program, five years is the maximum time from initial registration to completion. Part-time Master's students should be aware that there is a minimum degree fee based on the minimum time to completion for a full-time student in the program, as stated on the YSGS website. A "Balance of Degree Fee" is assessed just prior to graduation, and is based on tuition fees only, as published on the fees schedule in effect at the time of graduation.

For students who request a change in status from part-time to full-time or from full-time to part-time, the effect on the time for completion will be pro-rated.

For students registered in a PhD program (part- or full-time), the time for completion of the program is six years from their initial registration in the program.

#### 3.8.2 Extension of time to Completion

Under extenuating circumstances, students may petition the Program Director for a one term extension of the time to completion for the program. The Program Director, in consultation with the supervisor, will make the final decision. A petition for an extension of more than one term or a second petition must be submitted to the Dean of Graduate Studies.

If a student does not submit a petition for extension by the last date to add a course for the term, or if the petition is not approved, the student will be withdrawn by the program. Subsequently, If the student wishes to return to the program, he/she must reapply. Readmission is not guaranteed, and may be subject to conditions such as course or other

academic work in addition to the normal curriculum. A student who reapplies having worked on, or completed their research, thesis, major research paper, project, dissertation, or any other academic work., during the cancelled period will be required to enrol for at least one additional semester, and will be required to pay fees for the period of non-enrolment.

### 3.9 Fees

Students are required to pay fees from initial enrolment in a program until graduation or official withdrawal. However, students who are granted a Leave of Absence(LOA) will not be required to pay fees during the leave, nor will that term of the leave be included in the calculation of time to completion for the degree. Students on a LOA will not be entitled to use the services of the University or the program, during the leave.

There is a minimum degree fee based on the minimum time to completion for a full-time student in the program, as stated on the YSGS website. If a student completes his/her program without paying the minimum degree fee, a “Balance of Degree Fee” may be assessed just prior to graduation. The fee is based on tuition fees only, as published on the fees schedule in effect at the time of graduation.

## 4. Academic Assessment

### 4.1 Course Assessment

Satisfactory performance requires a grade of at least B- at the Master’s level and at least B for the Doctoral level, or a Pass i Pass/Fail courses, in all courses taken for credit towards graduation requirements.

#### 4.1.1 Grading System

Master’s Level		Doctoral Level	
Letter Grade	Conversion Range Percentage Scale to Letter Grades	Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100	A+	90-100
A	85-89	A	85-89
A-	80-84	A-	80-84
B+	77-79	B+	77-79
B	73-76	B	73-76
B-	70-72	F	0-72
F	0-69		

Final assessment for courses is either recorded as one of the above letter grades or as one of the other designations that are defined below.

#### 4.1.2 Other Course Performance Designations

AEG: (Aegrotat) - credit granted by the Dean of Graduate Studies, in consultation with the instructor, only under exceptional circumstances when there has been

acceptable performance in a course and some course work remains to be completed.

AUD: (Audit) – course attended as auditor only. A graduate student may audit the equivalent of one two-credit course or two one-credit courses in any graduate or under-graduate program at Ryerson without additional fee.

Courses taken for audit will not count for credit toward the student's Program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

To audit a course, a student must have written approval from his/her supervisor and the Instructor for the course. Any requirements of the auditor must be defined in writing by the Instructor at the time of authorization. Failure of the auditor to fulfil the requirements will result in withdrawal from the course.

CNC: (Course not for credit) - course not for credit in the current program, this designation is recorded on the transcript as information supplementary to the grade earned in the course.

CRT: (Credit) - transfer credit achieved through an acceptable grade in an equivalent graduate course which has been completed at Ryerson or in a graduate program at another institution and which is deemed equivalent to a course in the student's graduate program. Equivalency is determined by the Program Director or faculty member who is responsible for teaching the course in the student's graduate program. Such credit should be granted as a part of the admission process. (See also section 1.4 Transfer of Credit.) For a student already registered in the Program, this type of credit will normally require a Letter of Permission from the student's graduate Program Director prior to registering in the course.

Transfer credits will count toward the student's graduation requirements. A student may not receive transfer credits for more than 50% of his/her current Program course requirements.

DEF (Deferred) - an interim grade assigned during the investigation of academic misconduct (as described under the Student Code of Academic Conduct). The DEF grade will be replaced by an official course grade upon resolution of the matter.

FNA: (Failure, Non Attendance) - awarded by the instructor when the student has been absent from most meetings and/or has submitted no work for evaluation. This grade will be assigned when a student abandons a course without completing a formal withdrawal prior to established deadline dates. This grade is counted as a failure in the calculations of grade point average and academic standing.

GNR: (Grade not recorded) – grades have not been submitted for an entire class. The student should immediately initiate an inquiry with the faculty member and/or graduate program.

INC: (Incomplete) - incomplete course work or a missed final examination due to documented medical or compassionate grounds\*. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternative final examination may result in a passing grade. The outstanding work or alternative examination must be completed by a specified date not later than the end of classes in the next term. The INC will be replaced by an official course grade when the work is completed, or with an “F” if not completed. An INC is not included in GPA calculation, nor as a credit or failed course.

\*Students must petition their instructor to receive an INC within three working days, or as soon as reasonably possible, of the missed final examination or final assignment deadline. Supporting documentation (e.g. Ryerson Medical Certificate) must be provided. Instructors awarding an INC grade must provide the student, within seven working days, with a written statement of outstanding work to be completed and the deadline for completion or alternate examination. The instructor must also file a copy of this documentation with the student’s graduate program office.

INP: (In Progress) – indicates coursework in progress with at least one more term of formal course enrolment and study is required for completion (e.g. extended absence requires repeating the course, or a Directed Study course is still in progress). An INP is not included in GPA calculation, nor as a credit or failed course.

PSD: (Passed) - acceptable performance in a course graded only pass or fail, as predefined in the Graduate Calendar.

#### 4.2 Milestone Assessment

A Milestone is a component of a program which is required for graduation, but is not offered in a traditional in-class course framework. Examples are graduate seminars, theses, major research papers/projects, comprehensive/candidacy examinations, dissertations, and WHIMIS certification. The final assessment will normally be Pass/Fail.

Students will normally be enrolled in a Milestone when they are ready to commence work on the Milestone.

A student with satisfactory performance in a Milestone (as recorded on the Progress Report) will continue in with “INP” (in progress) on the Progress Report in every term until completion. A student with unsatisfactory performance during a term will have UNS (unsatisfactory) on the Progress Report. An UNS is equivalent to an F for Academic Standing calculations.

A failed course taken previously or in the same term in combination with an UNS result in a Milestone, or a second UNS result in a Milestone, will result in academic withdrawal from the program.

### 4.3 Academic Standing

At the end of each semester, grades will be published on the Ryerson student administrative system, indicating students' academic standing for that term.

**CLEAR:** Master's students must have at least a minimum passing grade of 2.67 (or PSD in the case of a pass/fail graded course) in each graduate course during the semester.

*PhD students must have at least a minimum passing grade of 3.00 (or PSD in the case of a pass/fail graded course) in each graduate course during the semester.*

Students with a CLEAR standing may continue in their Program of Study.

**PROVISIONAL:** A student has one of the following:

- One Unsatisfactory (UNS) progress report for a Milestone, and no failed grades
- One failed grade and no Unsatisfactory (UNS) progress reports for a Milestone
- a cumulative GPA lower than 2.67 for Master's students
- a cumulative GPA lower than 3.00 for Doctoral students
- Has failed to meet a specific program requirement.

A students with PROVISIONAL standing may not continue his/her Program of Study until a specific Provisional Plan to correct academic deficiencies has been authorized in writing by their supervisor and Program Director, signed by the student, and recorded with the Office of the Registrar. Normally the deficiencies must be addressed within a maximum of one year. Students who are substituting a different course for a failed course must request, before the last day to add courses, that the substituted course be used in place of the failed course for GPA calculation and graduation requirements. (see also section 3.5.3)

Students who fail to have a Provisional Plan approved prior to the official last date to add a course in the semester following the application of the Provisional standing, may have their enrolment cancelled for that semester, or be withdrawn from the program.

**WITHDRAWN:** A student has unsatisfactory performance in one of the following:

- Two Unsatisfactory (UNS) progress reports for a Milestone
- Two failed grades
- One failed grade and one Unsatisfactory (UNS) progress report in a Milestone
- Failure to develop a Provisional Plan
- Failure to meet the requirements of a Provisional Plan

- A final performance designation of Fail for a thesis, major project/paper, or dissertation
- Failure to complete the graduate program within the allowable time to completion.

A student who has been withdrawn from the program is not eligible for readmission into that program.

OPEN: An academic standing has not been assigned and the student may continue in the program; normally assigned when there is an INP or INC grade during the term.

## **SECTION B: MASTER'S SUPERVISION AND THE THESIS, MAJOR RESEARCH PAPER OR PROJECT**

### **5. Faculty Advisor/Supervisor**

- 5.1 At the time of enrolment in a program, a student will normally be assigned a faculty advisor or supervisor who is a Yeates School of Graduate Studies member from the student's program. If a faculty advisor is initially assigned to a student in a program in which research is involved, a supervisor will be assigned as soon as the student's research area is identified.

In consultation with the student, the faculty advisor/supervisor will recommend an initial Program of Study and submit this for approval to the Program Director normally within the first four weeks of the program. The role of the faculty advisor/supervisor is to provide academic advising, monitor the student's progress toward the completion of the program, and ensure that a *Progress Report* is submitted to the Program Director at the end of each term.

Where a thesis, major research paper or major project is part of a student's curriculum, the student's supervisor will recommend a *Program of Study*. In addition, the supervisor shall:

- 5.1.1 meet regularly with the student;
- 5.1.2 review the student's proposal and recommend its approval to the Program Director normally not less than one to two terms (depending on the length of the program) prior to the expected date of program completion;
- 5.1.3 review the student's progress on the thesis/mrp at least once a term. The student's progress must be reported on the *Progress Report*, which is to be written by the supervisor in consultation with the student. If the progress is deemed unsatisfactory (i.e. a UNS designation is given on the *Progress Report*), detailed reasons for this judgement should be included on the report, as well as specific instructions on deliverables for the following term. The student's Academic Standing will become Provisional and the *Progress Report* in this case may act as the *Provisional Plan*. A copy of the report should be given to the student, the

Program Director, and the Director of Academic Administrative Services, Yeates School of Graduate Studies.

- 5.1.4 assign an UNS assessment for the term's progress on a Progress Report, in the event that the student does not present a Progress Report for review, and the student's Academic Standing will be adjusted accordingly;
- 5.1.5 evaluate the readiness of the thesis (and the paper or project if required) to be examined orally, and make a recommendation to the Program Director regarding a date for the defence and the composition of the Examining Committee;
- 5.1.6 ensure that a copy of the student's thesis is sent to each member of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than three weeks prior to the date scheduled.

## **6. Master's Examinations**

### **6.1 Requirement for examination<sup>1</sup>**

Master's theses are subject to formal oral examinations. Major research papers or projects that are not components of individual courses in a program may be subject to formal written and/or oral examination as required by the program.

### **6.2 Readiness for Examination**

The supervisor, in consultation with the student, will determine that the written work is ready to stand for defence and will establish an Examining Committee and schedule the defence.

In cases where consensus is not reached with regard to readiness, the student has the right to petition the program Director in order to have the written work stand for defence, establish the Examining Committee and schedule the defence. Where the Program Director is the student's supervisor, the student may petition the Dean of Graduate Studies.

### **6.3 Examining Committee Composition**

#### **6.3.1 Thesis Examining Committees**

The Examining Committee will be composed of four members: the student's supervisor; the Program Director or designate; one faculty from the student's program who is a member of YSGS; and one faculty member who is not involved in the student's research but who is a member of YSGS and who may or may not be from within the program. Where there is a co-supervisor, one vote shall be shared. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean may approve the appointment of an expert professional in the field of the thesis, or a Ryerson University

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<sup>1</sup>In special circumstances, alternate arrangements may be made for an oral examination, as approved by the Program Director.

faculty member who is not a member of the Yeates School of Graduate Studies, to serve as a member of the Examining Committee.

### 6.3.2 MRP Examining Committees

Where an oral examination of a major research project or paper is part of the student's Program of Study, the student's supervisor after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will normally be composed of three members: the student's supervisor(s); the Program Director or designate; and one faculty member from the student's program who is a member of YSGS. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean of Graduate Studies may approve the appointment of an expert professional in the field of the research paper/project, or a Ryerson University faculty member who is not a member of the Yeates School of Graduate Studies, to serve as a member of the Examining Committee.

MASTER'S EXAMINING COMMITTEES				
	Thesis		Major Research Paper/Project (where required by the program)	
	Number of members	Number of votes	Number of members	Number of votes
Supervisor(s)	1 or more	1	1 or more	1
Program Director or designate	Chair	0 unless a tie	Chair	0 unless a tie
YSGS Faculty - within program	1 or 2	1 or 2	1	1
YSGS Faculty - outside of program	1 if only 1 within the program	1 if only 1 within the program		

## 6.4 Conduct of the Oral Examination (Master's)

### 6.4.1 Circulation of the thesis

The candidate will provide sufficient copies of the thesis for each committee member. A copy will be given to each member of the committee no less than four weeks before the defense.

### 6.4.2 Role of the Chair

The Chair is responsible for maintaining decorum during the examination, and ensuring that the candidate is given a fair and equitable assessment of his/her work.. The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination. The Chair then presides over the

deliberations of the Examining Committee but is a non-voting member, except in the case of a tie.

#### 6.4.3 Non-Attendance

Any member of the committee that cannot attend the defense must submit a written report to the Chair at least one week before the defense. The Chair will then appoint a delegate, who cannot be an existing member of the committee, to carry the absent member's report to the examination.

No more than two members may be absent from the defense. The supervisor(s) must attend the defense. If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the student and the Dean of Graduate Studies or his/her delegate. A delegate has the status of a committee member, and her/his vote substitutes for that of the absent member.

#### 6.4.4 Presentation

The examination begins with an oral presentation by the candidate using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.

#### 6.4.5 Questions (which follow the oral presentation)

The Chair gives priority to questions from members of the committee. Usually the questions by the supervisor are last. The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary. If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

#### 6.4.6 Deliberations

Only the Examining Committee will be present during deliberations.

#### 6.4.7 Decisions

The decision of the Examining Committee shall be by vote and shall be based on the written work and on the candidate's ability to defend it. The student must pass both the oral examination and the written work. The "*Report of the Oral Examining Committee*" should be completed and signed by the members of the committee. One copy should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible. The following decisions are open to the Examining Committee:

Oral Examination:

- Pass
- Fail

Written work:

- Accept  
Any minor revisions ranging from typographical errors to specified insertions or deletions that do not radically modify the development/argument of the paper shall be clearly specified in writing and the student's Supervisor shall ensure that they are made. When the Supervisor confirms that the changes have been made, the examination requirement has been met.
- Major Revision  
Detailed reasons for referring the paper for major revision ranging from re-writing a large part of a chapter to including additional work will be supplied in writing by the Chair of the Examining Committee to the Dean, the Program Director and the candidate within one week following the oral examination.

The Examining Committee must give final approval to the major revisions by reconvening the examination or by consultation.

If the decision by consultation on the major revisions is unsatisfactory, the examination is reconvened.

Upon reconvening, a final "*Report of the Oral Examining Committee*" should be completed and signed by all members of the committee. One copy should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible. Decisions are limited to Accept or Fail.

- Fail  
Detailed reasons for the decision will be supplied in writing by the Chair of the Examining Committee to the Dean, the Program Director, and the candidate within one week following the oral examination.

#### 6.4.8 Copies of the Written Work

All copies of the written work must be returned to the student upon conclusion of the oral examination

#### 6.4.9 Recommendation for Governor-General's Gold Medal for Academic Excellence

The Chair of the Examining Committee must determine whether the Committee wishes to recommend the candidate for the Governor-General's Gold Medal for Academic Excellence.

## 6.5 Submission and Deposit of a Thesis

Following the successful examination and completion of all corrections or revisions, the candidate will submit the final copy of the approved thesis, along with verification by the candidate's supervisor and Program Director, that all required corrections or revisions have been made, in accordance with the submission procedures of the Yeates School of Graduate Studies.

If, at the time of final submission, the candidate wishes to protect any rights to publication or to obtain a patent that may arise from the candidate's research, or to delay circulation of the document for any other legitimate academic reason, the candidate may apply in writing to the Dean of Graduate Studies to withhold the thesis from circulation or copying for a period of no more than twelve months from the date of successful final examination.

As a condition of engaging in a graduate program of the University, the author of a thesis grants certain licenses and waivers with respect to the circulation and copying of the thesis. These licenses and waivers take effect upon the submission of the copies listed above, except in the case defined in the previous paragraph, where they will take effect following the period of withholding. They are as follows:

- 6.5.1 the University Library will be permitted to allow consultation of the thesis as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and
- 6.5.2 submission of theses to the Library and Archives Canada will be made as agreed to by the candidate on the *Library and Archives Canada Non-exclusive Licence to Reproduce Theses* form. The LAC does not accept major research papers/projects.

## **SECTION C: DOCTORAL SUPERVISION AND THE DISSERTATION**

### **7. Faculty Advisor/Supervisor**

At the time of enrolment in a Doctoral program, a student will normally be assigned a faculty advisor or supervisor who is a Yeates School of Graduate Studies member from the student's program. If a faculty advisor is initially assigned, a supervisor will be assigned as soon as the student's research area is identified.

In consultation with the student, the faculty advisor/supervisor will recommend an initial Program of Study and submit this for approval to the Program Director normally within the first four weeks of the program. The role of the faculty advisor/supervisor is to provide academic advising, monitor the student's progress toward the completion of the program, and ensure that a *Progress Report* is submitted to the Program Director at the end of each term.

### **8. PhD Preparatory Phase**

Every Doctoral program requires that the student complete one or more preparatory or foundation phases. This may take the form of one or more of the following examples:

comprehensive examination, candidacy examination, qualifying examination, dissertation proposal, and/or proposal defence.

The preparatory phase requirements must normally be successfully completed within two years, and no later than three years, from the date of program registration.

In addition, individual programs may require an internal preliminary examination before approval to go to formal presentation which may include an external examination.

## **9. Dissertation**

### 9.1 Supervision

The student's Supervisor, after consultation with the student, will recommend to the Program Director the appointment of a Dissertation Supervisory Committee of two to four persons, composed of the Supervisor (and co-Supervisor(s), if applicable) and at least one other Yeates School of Graduate Studies faculty member from the student's program. Where appropriate, a Yeates School of Graduate Studies faculty member from outside the student's program, a faculty member from outside the Yeates School of Graduate Studies or an expert professional in the field of the dissertation may be recommended as a member of the Dissertation Supervisory Committee, subject to the approval of the Dean of Graduate Studies.

The Program Director shall forward to the Dean of Graduate Studies the recommendations for committee appointments not later than the beginning of the third year of study. The supervisor will chair the Supervisory Committee.

The Supervisor will chair the Supervisory Committee.

The Supervisor together with the Supervisory Committee shall:

- 9.1.1 meet regularly with the student;
- 9.1.2 review the student's background preparedness, and set the dates for the Preparatory evaluations.
- 9.1.3 Upon successful completion of the Preparatory Phase, the Supervisory Committee shall forward the recommendation to proceed with the research to the Program Director for approval. Upon unsuccessful completion of the comprehensive exam, detailed reasons for the decision will be supplied in writing by the Supervisor to the Dean of Graduate Studies, the Program Director and the student within two weeks;
- 9.1.4 formally approve the dissertation proposal;
- 9.1.5 review the student's progress on the dissertation at least once a term. The progress must be reported on the Progress Report, which is to be written in consultation with the student. If the progress is deemed unsatisfactory (i.e. a UNS designation is given on the Progress Report), detailed reasons for this judgement should be included on the Progress report, as well as specific instructions on deliverables for the following term.

The student's Academic Standing will become Provisional and the Progress Report in this case will act as the Provisional contract. A copy of the Progress Report should be given to the student, the Program Director, and the Director of Academic Administrative Services, Graduate Studies.

- 9.1.6 evaluate the readiness of the dissertation to be examined, and make a recommendation to the Program Director regarding the formation of the Dissertation Examining Committee (as outlined in 9.3)
- 9.1.7 ensure that a copy of the student's dissertation is sent to the external examiner as far as possible in advance of a scheduled oral examination, but no less than six weeks prior to the date scheduled.
- 9.1.8 ensure that a copy of the student's dissertation is sent to all other members of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than four weeks prior to the date scheduled.

## 9.2 Readiness for Examination

The supervisor, in consultation with the student, will determine that the dissertation is prepared to stand for defence.

In cases where consensus is not reached with regard to readiness, the student has the right to petition the Program Director in order to have the dissertation stand for defence. Where the Program Director is the student's supervisor, the student may petition the Dean of Graduate Studies.

## 9.3 Examining Committee

The student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will normally be composed of the supervisor/co-supervisor; two faculty members from the student's program who are members of YSGS; one faculty member from outside of the program who is a member of the Yeates School of Graduate Studies; one member external to the University who is an expert in the field of the dissertation, experienced with PhD level graduate studies, and at arm's length from the dissertation; and the Dean of Graduate Studies or designate, who shall serve as the non-voting Chair of the committee. If appropriate, an additional member may be recommended who is an expert professional in the field of the dissertation, or a Ryerson University faculty member who is not a member of the Yeates School of Graduate Studies.

The Program Director shall forward his/her recommendation regarding the composition of the Dissertation Examining Committee to the Dean of the Yeates School of Graduate Studies for approval and appointment. When the committee is appointed, the Supervisor will set the examination date.

DOCTORAL EXAMINING COMMITTEE		
	Number of members	Number of votes
Supervisor(s)	1 or more	1
YSGS Faculty - Within program	2	2
YSGS Faculty - Outside program	1	1
Dean, YSGS or designate	Chair	0 unless a tie
External Examiner	1	1

#### 9.4 Conduct of the Oral Examination

##### 9.4.1 Copies of the dissertation

The candidate will provide to the supervisor sufficient copies of the dissertation for all committee members.

##### 9.4.2 External Examiner's Report

A response will be sent to the Program Director within four weeks from the receipt of the dissertation. The external examiner's report shall be given to the supervisor and the student one week before the examination

##### 9.4.3 Role of the Chair

The Chair is responsible for maintaining decorum during the examination, and ensuring that the candidate is given a fair and equitable assessment of his/her work. The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination. The Chair then presides over the deliberations of the Examining Committee but is a non-voting member, except in the case of a tie.

##### 9.4.4 Non-Attendance

If the External Examiner is not in attendance, a delegate who is not another member of the committee shall present the external examiner's questions to the candidate.

If an internal member of the committee cannot attend the defense, he/she must submit a written report to the Chair at least one week before the defense. The Chair will then appoint a delegate, who cannot be an existing member of the committee, to carry the absent member's report to the examination.

No more than two members may be absent from the defense. The supervisor must attend the defense. If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the student and the Dean of Graduate Studies or his/her delegate. A delegate has

the status of a committee member, and their vote substitutes for that of the absent member.

#### 9.4.5 Presentation

The examination begins with an oral presentation of the dissertation by the candidate using whatever aids are required to make an effective presentation. This presentation should normally be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.

#### 9.4.6 Questions (which follow the oral presentation)

The Chair gives priority to questions from members of the committee. Usually the external examiner's questions are presented first followed by those of the committee, with those of the supervisor last.

The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions where appropriate. If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

#### 9.4.7 Deliberations

Only the Examining Committee will be present during deliberations. If the external examiner is absent, the delegate presents the external examiner's full report of the dissertation to the committee.

Acceptance of the dissertation will be based on a vote by the committee.

#### 9.4.8 Decisions

The decision of the Examining Committee shall be by vote and shall be based on the dissertation and on the candidate's ability to defend it.

If the external examiner is not in attendance, and the committee cannot reach a decision, the Chair will consult with the External Examiner in a timely manner. If necessary, the Chair will cast the deciding ballot.

The "Report of the Oral Examining Committee" should be completed and signed by the members of the committee. One copy should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible. The following decisions are open to the Examining Committee:

Oral Examination:

- Satisfactory
- Unsatisfactory

#### Written Dissertation:

- **Accept**  
Any minor revisions ranging from typographical errors to specified insertions or deletions that do not radically modify the development/argument of the paper shall be clearly specified in writing and the student's Supervisor shall ensure that they are made. When the Supervisor confirms that the changes have been made, the examination requirement has been met.
- **Major Revision**  
Detailed reasons for referring the paper for major revision ranging from re-writing a large part of a chapter to including additional work will be supplied in writing by the Chair of the Examining Committee to the Dean, the Program Director and the candidate within one week following the oral examination.

The Examining Committee must give final approval to the major revisions by reconvening the examination or by consultation. If the decision by consultation on the major revisions is unsatisfactory, the examination is reconvened.

Upon reconvening, a final "*Report of the Oral Examining Committee*" should be completed and signed by all members of the committee. One copy should immediately be given to the student, and a copy should be delivered to the Yeates School of Graduate Studies as soon as possible. Decisions are limited to Accept or Fail.

- **Fail**  
Detailed reasons for the decision will be supplied in writing by the Chair of the Examining Committee to the Dean, the Program Director, and the candidate within one week following the oral examination.

#### 9.4.9 Copies of the Dissertation

All copies of the dissertation will be returned to the student.

#### 9.4.10 Recommendation for Governor-General's Gold Medal for Academic Excellence

The Chair of the Examining Committee must determine whether the Committee wishes to recommend the candidate for the Governor-General's Gold Medal for Academic Excellence.

### 9.5 Submission and Deposit of Dissertation

Following the successful examination and completion of all corrections or revisions, the candidate will submit the final copy of the approved dissertation, along with verification by the candidate's supervisor and the Program Director, that all required

corrections or revisions have been made, in accordance with the submission procedures of the Yeates School of Graduate Studies.

If, at the time of final submission, the candidate wishes to protect any rights to publication or to obtain a patent that may arise from the candidate's research, or to delay circulation of the document for any other legitimate academic reason, the candidate may apply in writing to the Dean of Graduate Studies to withhold the dissertation from circulation or copying for a period of no more than twelve months from the date of successful final examination.

As a condition of engaging in a graduate program of the University, the author of a dissertation grants certain licenses and waivers with respect to the circulation and copying of the dissertation. These licenses and waivers take effect upon the submission of the copies listed above, except in the case defined in the previous paragraph, where they will take effect following the period of withholding. They are as follows:

- i) the University Library will be permitted to allow consultation of the dissertation as part of the library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and
- ii) Submission to the Library and Archives Canada will be made as agreed to by the candidate on the *Library and Archives Canada Non-exclusive Licence to Reproduce Theses form*.