GRADUATE ACADEMIC REGULATIONS – AMENDMENTS

4.5.15.3 Research progress

Student research progress is evaluated at the end of each semester for every ~~full-time~~ student in programs with a thesis, project or major paper starting when the student is engaged in their research.

The student's research supervisory committee is responsible for evaluating his/her research progress in relation to the student's overall research plan. Students may receive an evaluation of Satisfactory Research Progress, Difficulties with Research Progress or Unsatisfactory Research Progress.

• Satisfactory Research Progress means that the student is developing their research adequately relative to the stage in their research program. There may be minor problems with progress in an overall evaluation of satisfactory progress;

• Difficulties with Research Progress indicates that a student has some important issue or issues that need to be addressed in order for the student to attain reasonable progress relative to the stage in the student's research program; and

• Unsatisfactory Research Progress indicates that a student has some fundamental problem or problems with their research progress relative to the stage in the student's research program.

Normally, students who are not progressing well will be given an evaluation of Difficulties with Research Progress as their first indication of serious lack of progress. Students with an evaluation of Difficulties with Research Progress must subsequently receive a satisfactory evaluation on their next research progress report in order to remain in clear standing.

Students with an evaluation of Difficulties with Research Progress who do not achieve a satisfactory evaluation on their next research progress report will receive an Unsatisfactory Research Progress evaluation. Clear and significant cases of lack of research progress may result in an Unsatisfactory Research Progress evaluation without first receiving an evaluation of Difficulties with Research Progress.

Students who receive an Unsatisfactory Research Progress evaluation will be assigned probationary status and remain on probation until such time as they successfully achieve a satisfactory evaluation on their research progress report. A student who receives a second Unsatisfactory Research Progress evaluation shall be dismissed.

Student research progress reports are submitted to the Office of Graduate Studies to determine academic standing.

4.8.1.1 Outcomes of the PhD candidacy examination

A judgment of satisfactory allows the student to proceed with PhD studies.

If the judgment is unsatisfactory, the student is required to retake the exam within four months. For a second exam, the examination team must include an additional member of the graduate faculty who was not involved in the original examination.

A judgment of satisfactory in a second exam allows the student to proceed with his/her studies. If a student receives an unsatisfactory judgment in a second attempt at a candidacy exam, or if a student does not retake the candidacy exam within four months after an unsatisfactory first attempt, ~~A second unsatisfactory judgement results in a grade of FAIL and~~ the student shall receive a grade of Fail and be dismissed from the PhD program.

For those students taking the candidacy exam to transfer from a master's to a PhD, a judgment of satisfactory allows the student to transfer. For further details, see section 4.4.2.1.

4.8.4.5 Examination procedure

Once the thesis ~~work~~ has been deemed ready for examination, the chair of the examining committee is responsible for ensuring that ~~shall make~~ all necessary arrangements are made including: ~~for~~ sending the thesis to the external examiner, setting the examination date, and preparing the relevant documents needed at the time of the examination.

If a member of the examining committee finds that he or she is unable to attend the oral examination, the graduate program director should secure a suitable replacement. Should a suitable replacement not be found, the member is asked to submit his or her questions or concerns, to be read by the examining committee chair at the defence. In extraordinary circumstances, the examination will be rescheduled if one or more members of the examining committee are unable to attend.

There are three main phases to the thesis defence.

The presentation phase is the oral presentation by the candidate. Th~~is~~ ~~e oral examination consists of a~~ short presentation, of ~~(15 to~~ approximately 20 minutes~~), by the candidate~~ summariz~~es~~ing the main arguments and findings of the work. ~~the presentation is an open event that can be attended by all interested parties.~~

Normally, the presentation is an open event that can be attended by all interested parties, although extraordinarily it may be closed to a restricted audience or no audience for reasons of confidentiality, safety or intellectual property. In some cases committee and audience members may be asked to sign a non-disclosure agreement. The chair of the examining committee, in consultation with the graduate program director and the research supervisor, will determine whether the defence is open or closed. The reasons for closing a defence are to be provided in the chair's report to Graduate Studies.

The question phase is the second component of the defence. In all cases the candidate must answer questions from the examining committee. The chair will determine whether the audience is allowed to stay and/or participate in questioning the candidate. The chair shall limit the amount of time for questions from the audience if applicable and may continue with questions from the examining committee after the audience has left the room. ~~at the discretion of the chair, but visitors may not remain for the rest of the proceedings. Once the presentation~~

has concluded, the student answers questions from members of the examining committee, including the committee chair. Questions must be related to the work done by the student for the thesis and be based on knowledge directly related to the material. Only speakers recognized by the chair may ask questions and the chair controls the order and flow of questioning. The chair also can ask questions.

The deliberation phase is the third major part of the defence. When the question phase period is over, the student is asked to leave the room and members of the examining committee determine the outcome of the oral examination. All decisions of the examining committee are made by majority vote. The chair of the examining committee is a nonvoting member, unless the chair's vote is needed to break a tie.

4.8.4.6 Outcomes of completion of the oral examination

A thesis is ultimately graded as a Pass or a Fail and these are the only grades that are on the transcript. In addition, there are possibilities for revision available as part of the process leading to a final grade of Pass or Fail. The examining committee renders one of the following four evaluations:

1. ~~Acceptable without Change~~
2. ~~Acceptable with Minor Change~~
3. ~~Acceptable with Major Change~~
4. ~~Not Acceptable~~

1. Acceptable without Required Revisions ~~Change~~

   ~~A grade of pass is given if there is acceptance of the student's work with no required revisions by the committee as a whole.~~ An evaluation by the committee of Acceptable without Required Revisions means that the thesis is acceptable without any further editorial work. A thesis that is so evaluated is given a grade of Pass subject only to the reproduction of the thesis and its submission to the Office of Graduate Studies. Any minor discretionary edits (e.g. spelling, grammar, table numbering) that are made before the final thesis is submitted must be approved by the research supervisor and cannot alter the thesis in any substantial way.

2. Acceptable with Minor Revisions ~~Change~~

   ~~A grade of PASS is given if there is acceptance of the student's work with Minor revisions to be completed within four weeks;~~ An evaluation by the committee of Acceptable with Minor Revisions means that there are no ~~must not alter or drastically~~ fundamental changes ~~the content of~~ to the thesis required by the committee. Minor revision requirements are changes or additions that normally should be able to be accomplished within four weeks. The supervisor normally will be tasked with approving these revisions but the chair may designate other member(s) of the committee to supervise the edit if this will expedite the process. A maximum of two examiners can supervise minor revisions. A thesis that is Acceptable with Minor Revisions will be given a grade of Pass when the revisions have been approved and when the completed thesis is reproduced and submitted to the Office of Graduate Studies.

3. ~~Acceptable with~~ Major Revisions Required ~~Change~~

A thesis which ~~is not acceptable as a pass but not deemed a FAIL is referred for~~ has the potential to be acceptable after major revisions will be evaluated as Major Revisions Required. Any revisions so mandated must be able to be completed within a maximum of 6 months. A thesis can~~not~~ be evaluated as ~~referred for a~~ Major Revisions Required only once. The committee shall decide how the revised thesis will be examined. Re-examination options include: a full repeat of the oral exam; an oral defence without an audience in front of the examining committee, or a subset of the examining committee; or editorial supervision by the supervisor and a second reader. There must always be two examiners at minimum (normally including the supervisor) for major revisions. Although a subset of the examining committee can approve major revisions, a full examining committee (optionally including an external examiner) must determine that a revised thesis is not acceptable and receives a grade of Fail ~~and a second oral examination more than once; no further defence is permitted. In order to qualify for a decision of major revision, the work must meet one of the following requirements:~~

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

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

4. Not Acceptable

A thesis is Not Acceptable ~~deemed fail~~ if it does not meet the standards for the discipline or the area of study as determined by the examining committee. A thesis can be evaluated as Not Acceptable in the first attempt at a defence if it is found to be fundamentally flawed and beyond revision in 6 months. In this type of case the committee will have decided that there is no reasonable prospect of success with a revision.

- ~~There is a majority vote to fail it; or~~
- ~~The thesis is deemed unacceptable after major revisions,~~

Detailed reasons for failure must be submitted by the chair of the examining committee to the dean of Graduate Studies, the graduate program director, and the candidate within two weeks. The thesis is given a final grade of Fail.

4.8.5   Project or major paper evaluation

The research supervisor or co-supervisors, and at least one other reader appointed by the graduate program director from among the graduate faculty or associate graduate faculty for that program, shall evaluate the project or major paper. All evaluations must be accompanied by a report that outlines the reasons for the decision.

The supervisor(s) and reader(s) will assign one of the following four evaluations:

1. Acceptable without Required Revisions ~~Change~~.

2. Acceptable with Minor Revisions ~~Change~~.

3. ~~Acceptable with~~ Major Revisions Required ~~Change~~.

4. Not Acceptable.

In cases where all the submitted evaluations are Acceptable without <u>Required Revisions</u> ~~Change~~, a grade of Pass will be given.

In cases where at least one evaluation is Acceptable with Minor <u>Revisions</u> ~~Change~~ and there are no <u>Major Revisions Required.</u> ~~Acceptable with Major Change~~ or Not Acceptable evaluations, the research supervisor ensures that the student's work is revised to respond to the recommended minor <u>revisions</u> ~~changes~~. Normally, these revisions must be completed within four weeks. <u>Minor r</u>~~R~~evisions must not <u>fundamentally</u> ~~alter or drastically~~ change the content of the project or major paper. Upon the satisfactory completion of the revisions, a grade of Pass will be submitted for the student.

In cases where at least one evaluation is ~~Acceptable with~~ Major <u>Revisions Required</u> ~~Change~~ and there are no Not Acceptable evaluations, the research supervisor ensures that the student's work is revised to respond to the recommended changes. These revisions must be completed within six months. After these revisions are complete, the student's project or major paper is circulated a second time for evaluation by the research supervisor or co-supervisor and at least one other reader appointed by the graduate program director. Any evaluation of ~~Acceptable with~~ Major <u>Revisions Required</u> ~~Change~~ or Not Acceptable from the second reading results in a grade of Fail. Any evaluation of Acceptable without Revisions ~~Change~~ or Acceptable with Minor Revisions ~~Change~~ will be processed accordingly and the student will be given a grade of Pass.

In cases where there are at least two Not Acceptable evaluations, the student will be given a grade of Fail.

In cases where there is only one Not Acceptable evaluation, the graduate program director will meet within two weeks with the research supervisor and the student. The graduate program director has two options after this consultation:

- The graduate program director sends the project or major paper to another reader within four weeks. The project or major paper may incorporate only minor revisions. If the new reader determines that the project or major paper is either Acceptable without <u>Revisions</u> ~~Change~~, Acceptable with Minor Revisions ~~Change~~ or ~~Acceptable with~~ Major <u>Revisions Required</u> ~~Change,~~ the evaluation of the student's work will continue with the appropriate level of response as outlined above for the decision that requires the greatest revision. If the new reader evaluates the work as Not Acceptable, the student will have then received a second Not Acceptable and is given a grade of Fail; or

- The graduate program director follows the procedures associated with ~~Acceptable with~~ Major Revisions Required ~~Change~~.

4.8.6 Thesis, project or major paper notation

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

4.8.7 Permission to withhold ~~dissertation/~~thesis from public domain

If, at the time of submitting his/her thesis, the student elects to protect any rights to immediate commercial publication, or to obtain a patent which may arise from his/her research, or to keep his/her ~~dissertation/~~thesis out of circulation for other reasons, he/she may apply in writing to the dean of Graduate Studies requesting that the ~~dissertation/~~thesis be withheld from the public domain for a period of up to 12 months from the date of successful defence.

4.4.X   Transfer from a PhD to a Master's Program (New)

Graduate students may apply to transfer from PhD to master's programs. Transfers are only permitted if they are appropriate for the graduate student's personal and/or professional goals. PhD students who are not performing at a satisfactory level in their doctoral program normally will not be considered for transfer to a master's program.

4.4.4   English language proficiency

All applicants are required to give evidence of their oral and written proficiency in English. This regulation outlines the standard ways that applicants must use to satisfy the English language proficiency requirement. If an individual program requires higher levels of proficiency or a difference in what is needed to demonstrate English Language proficiency this is listed in the individual program requirements.

The~~is~~ English language proficiency requirement may be satisfied with one of the following ~~criteria~~:

1.   Your mother tongue or first language is English.

2.   You have studied full-time for at least three years (or equivalent in part-time studies) ~~or at least six semesters (studying no less than three courses per semester)~~ in a ~~secondary school or~~ university degree program where the language of instruction and examination was English. ~~If this applies to you, please~~ UOIT may ask you to provide official verification from your university ~~school~~ that the language of instruction and examination was English. Please note: The minimum three-year requirement does not include full-time enroll~~ment~~ed in English as a Second Language (ESL~~)~~ programs ~~courses~~.

3.   You ~~will~~ have successfully completed all levels of an approved ~~the CultureWorks~~ ESL program that has been designed for university preparation. ~~This is an English preparatory program for university level studies offered at UOIT. More~~ information on whether a particular ~~the CultureWorks~~ program is approved as satisfying the English proficiency requirement can be obtained from ~~visiting www.cultureworks.com or by contacting~~ the Office of Graduate Studies.

4~~3~~.   You have achieved the required proficiency as listed below on one of the tests in English language acceptable to UOIT. Test results dated ~~must be current and in no case can they be~~ more than 24 months prior to ~~before~~ the date of the application for admission to UOIT will not be considered. An official test score is required.

Please note: If you take an approved English language proficiency ~~ESL~~ test then its score shall prevail as the determining evidence of your English language proficiency.

Below are the minimum r~~ecommended~~ acceptable scores for English language proficiency tests at UOIT. If higher scores are ~~may be~~ required by a particular ~~some~~ programs these are specified in the individual program requirements. It is also important to note that English language proficiency requirements may be higher for employment including teaching assistant duties.

TOEFL (iBT)   83-87

(Minimum sub-scores: Listening 20, Reading 20, Speaking 19, Writing 20)

TOEFL (paper-based)   560

IELTS*	6.5~~7~~
MELAB	85
CAEL	70

(with no sub-score below 60)

* UOIT Graduate Studies only accepts IELTS scores in the Academic testing format. Scores from the IELTS General Training format will not be accepted.

Applicants ~~Students~~ are advised to consult the Graduate Studies website for the most current requirements for their program.

Applicants ~~Students~~ must arrange for original test scores to be sent directly from the testing centre to the Office of Graduate Studies. UOIT's TOEFL Code is 7178. Applicants ~~Students~~ need to provide this code to TOEFL at the time of testing in order for test scores to be forwarded to UOIT.

~~Applicants who meet all the admission requirements for UOIT with the exception of the English language proficiency requirement may enrol in the CultureWorks ESL program. This is an English preparatory program for university-level studies offered at UOIT. Upon successful completion of all levels, students are eligible to proceed into a graduate degree program at UOIT. More information on the CultureWorks program can be obtained by visiting www.cultureworks.com or contacting the Office of Graduate Studies.~~

Notwithstanding the above, individual applicants may be able to establish their spoken and written English language proficiency through some other combination of education, work experience or testing. Individual candidates who wish to establish their English language proficiency other than the ways outlined above should contact the Office of Graduate Studies. Despite the possibility of other options, please note that a test score from an approved English language proficiency test still prevails as the determining evidence of your English language proficiency.

The only exception to the English language proficiency admission requirement is if you are a Canadian citizen who has completed a degree at a Canadian university where the language of instruction is French.

UOIT reserves the right to test the English language proficiency of all students and to require further English language training.

4.4.8   Non-standard ~~Mature~~ applicants

Non-standard applicant~~s~~ ~~Mature student~~ status ~~is meant to~~ allows individuals the opportunity to demonstrate academic potential by other than conventional ~~strictly~~ academic means.

Four years after completion of a baccalaureate degree in a relevant discipline, applicants who~~se academic preparation~~ does not meet the normal minimum admission requirements may apply as a non-standard applicant ~~be considered for admission~~ to a master's level program~~as mature students~~. Non-standard applicants with a degree must have a minimum of ~~, provided they have~~ four years of relevant professional experience.

Applicants ~~Students~~ who have not earned a baccalaureate degree, but who have other relevant academic credentials and normally 10 or more years of extensive and relevant workplace

experience, also may be considered ~~for admission~~ as a non-standard applicant ~~mature students~~ for a master's level program.

Non-standard applicants must submit references, which specifically ~~address~~ make a case that the applicant has an~~s~~ aptitude for research and graduate education. ~~Such recommendations must be approved by the dean of Graduate Studies.~~

Non-standard applicants ~~Students admitted to this category~~ cannot receive transfer credit for any courses. In addition to meeting all university and program-specific admission documentation requirements, non-standard ~~mature~~ applicants must provide a résumé, ~~and~~ a one- or two-page statement of academic intent, and a qualification portfolio.

The statement of intent ~~interest~~ should include ~~outline their~~:

- Reasons for wanting to pursue graduate studies; and
- Future career goals.

The qualification portfolio should include:

- An explanation of ~~skills and~~ how activities that they have engaged in, ~~have prepared them for success at university~~ including work or volunteer experience, professional development activities, personal study and interests, have prepared them for success in graduate studies at university; ~~and~~

- Explanations/documentation for any previous poor academic performance; and

- ~~Applicants may be asked to submit~~ Samples of writing within a professional context (e.g., company reports) that demonstrate their academic potential.

In addition to the above non-standard applicants without a degree must demonstrate how they have satisfied the equivalent of the Bachelor's degree-level expectations that have been established by the Council of Ontario Universities. By doing this non-standard applicants without a degree must show how they have the equivalent of a relevant degree at an appropriate level of performance. These degree level expectations are available from Graduate Studies. Only a few programs will consider non-standard applicants without degrees so please check with Graduate Studies as to whether this is an option for a particular program. Non-standard applicants without degrees may be admitted into a qualifying program as a transition into full admission.

The format guidelines for non-standard applicants are available from the Office of Graduate Studies.

Individual programs may request additional requirements and materials from non-standard applicants.