

GRADUATE COMMITTEE FOR LAW
GENERAL RULES FOR THE

- one SGPS graduate student from the Faculty of Law
Graduate Studies Assistant in the Faculty of Law
2. representatives from the School of Graduate Studies and Postdoctoral Affairs, namely:

an Associate Dean of the SGSPA

the SGSPA representatives on the Committee, relating to urgent matters that require attention in circumstances when a proper meeting of the

If the request is approved the School of Graduate Studies and Postdoctoral Affairs will inform the student, the Department/ Program and the Office of the University Registrar (if required).
at a course or courses previously completed has or have been counted towards the current graduate degree.

(b) Waiving graduate seminar requirements for LL.M. and Ph.D. students

The program requirements for the Ph.D. program in Law state that students must take the two
-880 *Legal Research Methods & Perspectives* and LAW-881 *Advanced Legal Research* unless they have already

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In considering whether to waive one or both graduate seminars, consideration may be given to courses that were taken as part of the degree requirements for an LL.M. or other undergraduate or graduate degree. ()TJETQ12 Tf1 0 0 1 84.984 50F>3@

may be considered for promotion to the Ph.D. program in Law without completing the LL.M. degree. Applications for promotion to the doctoral program must be approved by the Graduate Committee for Law according to its established requirements and procedures and then approved by the School of Graduate Studies and Postdoctoral Affairs.

(ii) **direct entry to the Ph.D. program in Law:** students who have obtained unquestionably superior standing in an LL.B., J.D., or equivalent undergraduate law degree may be considered for direct admission to the Ph.D. program in Law. Students admitted in this way must complete a minimum of two session-length or four term-length graduate courses as part of their doctoral program.

NOTE:

(i) or (ii) may revert to

supervisor(s), the Graduate Committee for Law and the School of Graduate Studies and Postdoctoral Affairs.

In all cases, all other procedures for application and acceptance also apply. The Faculty may recommend to the Graduate Committee their best students for entry to the Ph.D. program under (i) or (ii).

PROCEDURE: A written request documenting the case is submitted to the Chair of the Committee, normally by straightforward, the request may be approved by the Chair and then submitted for approval and action to the SGSPA (not GSEC), with a report back to the Committee. In other cases, the request will be placed on the agenda for decision by Committee at its next meeting.

3. Addressing unsatisfactory student performance and procedures relating to withdrawal on academic grounds (see SGSPA Calendar, General Regulations, Withdrawal on Academic Grounds)

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Associate Dean (Law), shall meet with the student to discuss his/her academic situation, the possible recommendation of withdrawal, and the grounds for the recommendation. The student may invite a representative to the meeting. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours notice to the faculty attendees who reserve the right to reschedule the meeting if notice is not given. If the student does not wish to attend the meeting, the student can submit a written statement. If the student does not respond to an invitation to attend the meeting, or does not make a written statement, the process will continue

The student shall be informed in writing when a recommendation of withdrawal shall be made, and shall be informed of the grounds for the recommendation.

Appropriate action shall be taken within the Faculty of Law, by the Graduate Committee for Law, and by the SGSPA

academic performance in coursework is not acceptable. In such cases, the Associate Dean (Law) shall recommend to the Committee the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the Committee considers the recommendation, alone or with a representative or advisor if he or she wishes and has the right to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours notice to the Associate Dean (Law), who reserves the right to reschedule the discussion of the matter to another meeting of the Committee if notice is not given. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the Committee and for discussion by the Committee at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without

Review by the Committee of the recommendation is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Committee approves the recommendation of the Associate Dean (Law), it shall report the case to the SGSPA required to withdraw.

All such Committee decisions are subject to appeal by the student under the SGSPA general regulation Appeals Against Academic Decision . It is the responsibility of the Chair of the Committee to represent the Committee and explain its decisions to the SGSPA Academic Appeal Board, if/as required.

VIII. LL.M. Oral Thesis Examinations (see SGSPA General Regulation Thesis)

A. Scheduling LL.M. Oral Exams

1. The supervisor, in consultation with the Associate Dean (Law), shall nominate members for the LL.M. Oral Thesis Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/she nominates for the Committee. A notice of exam form with the above information shall then be completed and signed by the supervisor and the Associate Dean (Law).
2. The completed notice of exam form shall be prepared by the Graduate Studies Assistant in the Law Faculty no later than 10 working days prior to the scheduled date of the examination. The Graduate Studies Assistant shall indicate on the form whether the student has met the course requirements for graduation.
3. The candidate shall deliver a copy of the thesis to the Graduate Assistant in Law no later than 10 working days prior to the scheduled date of the examination.

4.

2. those when there are no faculty members within the Law Faculty or within another institution expertise to examine the thesis. In such cases, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies and Postdoctoral Affairs.
3. The Chair of the LL.M. Thesis Examination Committee is not a voting member of the Committee.
4. In cases where ALL members of the LL.M. Thesis Examination Committee are internal to the Law Faculty, approval of the **Associate Dean (Law)**, or, where the Associate Dean approval of another Law Faculty member of the Graduate Committee for Law, shall be required.

IX. Convening and Membership of Thesis Examination Committee- Doctoral students:

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the School of Graduate Studies and Postdoctoral Affairs.

SGSPA COMMITTEES

The Graduate Studies Executive Council (GSEC)

The Graduate Studies Executive Council (GSEC) comprises the following:

Associate Vice Principal and Dean of SGSPA, (Chair)

Associate Deans, SGSPA

Associate Deans of Graduate Studies of the Faculties /Schools

Chairs of the Faculty Graduate Councils

Society of Graduate and Professional Students (SGPS) President or delegate

SGPS Senate Representative

GSEC performs the following functions:

Ensure that the Faculty Graduate Councils/Committees establish and follow appropriate

The SGSPA Fellowship Committee is responsible for the following:

Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required

Reporting its decisions to GSEC

Making recommendations to GSEC regarding financial assistance for graduate students

Subject to the authority of the Senate, approving and determining the terms and condition of awards of all fellowships, scholarships, prizes and other awards established in the School, and amend the conditions of award of any fellowships, scholarships, prizes or other awards established in the School, due regard being given to the wishes of the donor

Submitting annually to GSEC for approval a schedule governing the awarding of fellowships during the following year

Members include:

The AVP and Dean and Associate Deans of the SGSPA

Representatives from each of the Faculty Graduate Councils

Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGSPA, to be named by the Society of Graduate and Professional Students, shall be Associate members; except for meetings devoted to the awarding of fellowships, which they may not attend, the student Associate members shall have full membership privileges.

The Fellowship Committee elects its own Chair annually. A senior officer of the SGSPA serves as Secretary to the Committee. The Secretary does not have a vote on the Committee.

The SGSPA Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the School.

The SGSPA Academic Appeal Board (AAB) decision is final with the only exception being the right of further appeal to the University Student Appeal Board when the appeal is based on grounds of unfair procedures or allegations of bias.

nominated by the Dean of the Faculty/School, are also on the AAB.

Faculty members on the AAB will be elected/appointed for two-year terms, and student members on the AAB will be elected/appointed for one-year terms. Both terms normally commence as of July 1 and are re A7CJa0 GstA 667h66 a8ef

APPENDIX 1

**GRADUATE COURSE ADDITION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission**

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

PART A: PLEASE COMPLETE THE FOLLOWING SECTION:

Insert the proposed *Calendar* description of the new course in the box below, and delete the example provided.

EXAMPLE:

(1a)	(2)	(1b)
ECON-853*	3.0	Applied Econometrics

This course is an introduction to graduate level time series econometrics. The goal of the course is to provide a foundation in core time series methods that will permit students to undertake serious empirical work or pursue more advanced theoretical modeling. The course focuses on time series methods that have become popular and widely used in economics, and economic examples will often be used as motivation.

(3)
PREREQUISITE: ECON-852* or equivalent. **(4)**
EXCLUSION: Students who take ECON-953* for credit cannot take ECON-853* for credit. **(5)**

1. Course number (1a) and title (1b): The number chosen for this course should not have been used in the past 5 years. In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.
2. Weight (e.g. 3.0, 6.0 credit units): The course weight must be consistent with the course content.
3. *Calendar* description: This is the description that will appear in the School of Graduate Studies and Postdoctoral Affairs *Calendar*. The maximum length for a *Calendar* description is 350 characters (3a). Remember to include any ancillary fees that will be borne by the student (3b). If none, omit.
4. Prerequisites: Please list prerequisites; if none, omit.
5. Exclusions: List courses with sufficient content overlap, not only in your program, but also in other programs. It is the responsibility of the program creating a new course to contact other

APPENDIX 2
GRADUATE COURSE REVISION

NOTE: Normally, ANY change to the current course NUMBER and/or course WEIGHT, are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the Faculty of Law Graduate Committee for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change (1b): Provide the new title along with the reason for this change (eg. title does not reflect content, etc.). In order to fit on the student transcript, the course title must be no longer than 30 characters, including spaces.
2. Calendar description change (3): Provide the new description along with the reason for this change. The maximum length for a *Calendar* description is 350 characters.
3. Prerequisite change (4): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate which department(s) or program(s) have been notified and include copies of the relevant correspondence.
4. Exclusion change (5): Provide details and reason for the change(s). If this change affects courses listed in other departments or programs, indicate that the other department(s) or program(s) have been notified and include copies of the relevant correspondence.

PART B: Comment on the following, as they apply to the revised graduate course. If

5. Impact (if any) on other programs: If the revised course will have any impact on programs offered by other Programs, please indicate which programs may be affected by this revised course

**APPENDIX 3
GRADUATE COURSE DELETION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission**

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

**** For EACH course deletion, please complete the section above AND items 1 through 4.**

1. Course number and title: Note that this number may not be reused for five years.

2. Reason for deletion: Provide a detailed rationale for this deletion, eg. staffing, resources, archaism, replacement by new course(s), etc.

3. Impact inside of department: How will this deletion affect the department/program?

4. Impact outside of department: Will this deletion have any impact on programs offered by other Graduate Departments/Programs and/or students in other Graduate Departments/Programs? If so, please indicate the impact and indicate which departments(s) or program(s) have been contacted **and include copies of relevant correspondence.**

FOR OFFICE USE ONLY:

Date of approval by Faculty of Law Graduate Committee: _____

Date of approval at GSEC: _____

