MC B176
September 22, 2014
Graduate Coordinators Information Session for
processes, funding, admissions, ...)

the department's programs (regulation
resource to faculty and students on all aspects of

(e.g. best practices in supervision, annual reports,
Foster a climate of supporting student success)

timely completion

students' scholarly work, intellectual growth, and

Creating a positive environment for Grad

for Graduate studies

The academic unit's administrative responsibilities

Roles and responsibilities
Promote excellence in graduate education

- on website (e.g., Graduate Handbook)
- departmental policies and practices
- ensuring availability and currency of
  services to grad students and faculty
- communicating events, workshops, support
- (promotions, funding)
  applications & yield, completion times, attrition,
- monitoring performance metrics (e.g.,
  or guidance
  accessible to students seeking advice, assistance

Roles and Responsibilities
CSC, CAI, D0, Saudi Bureau
International Student Sponsorship Programs (e.g.,
Leading recruitment initiatives (knowledge about
Scholarship applications
Managing student support, funding, support

Roles and Responsibilities
Supporting Graduate Students

- Monitoring progress
- Ensuring students are informed about program expectations, resources, and services
- Facilitating resolutions to academic matters
- Providing advice, assistance, and guidance
- Including student-supervisor issues (confidentiality as appropriate)
SGS Newsletter and OPD Newsletter

Graduate Studies Information Exchange (GSIE)

Relevant to graduate studies.

Inform faculty, staff and students on matters critical

Consultation with departmental stakeholders is

Council/Committee, communication and

As representative on the Faculty Graduate

Communication
CALDO

Annual Reports - mandatory for PhD

Chair's notes and checklist

Outcome categories

PhD oral examination form

Thesis examinations

http://www.queensu.ca/calendars/GRS/General_Regulations.html

new policies, practices & things that are
An annual report describes your achievements to date, your academic goals for the next year, and future plans.

Registration and Contact Information:

http://www.queensu.ca/grad/faculty/registration.html

For information about the Health Sciences Research Ethics Board, including the schedule of meetings:

http://www.queensu.ca/grad/faculty/registration/healthsciences/researchethicsboard.html

For information about the General Research Ethics Board, including the schedule of meetings:

http://www.queensu.ca/grad/faculty/registration/geresearchethicsboard.html

For online modules about the Health Sciences and General Research Ethics Board, visit:

http://www.queensu.ca/grad/faculty/registration/healthsciences/geresearchethicsboard.html

For students who are interested in research, consult with your supervisor or the appropriate ethics office.

To learn more about the Office of Research Ethics, visit the website:

http://www.queensu.ca/grad/faculty/registration/healthsciences/researchethicsboard.html

Animal Care:

http://www.queensu.ca/grad/faculty/registration/healthsciences/animalcare.html

For information about the Animal Care Committee, visit:

http://www.queensu.ca/grad/faculty/registration/healthsciences/animalcare.html

Research Ethics Approval:

Progress to Degree Completion:

http://www.queensu.ca/grad/faculty/registration/healthsciences/researchethicsboard.html

Thesis Completion:

http://www.queensu.ca/grad/faculty/registration/healthsciences/researchethicsboard.html

Central Resources and Services

The School of Graduate Studies

Resources
Resources

Policies and Regulations

Academic Integrity Policy

Queen's University is committed to providing accommodation for graduate students with disabilities. University administrators, faculty, staff, and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans, as well as policies and procedures associated with accommodation (students, faculty, and staff visit: http://www.queensu.ca/sites/web/policies/queensu.ca-qaqa/files/academic-integrity-policy.html).

Appeal of an Assigned Grade in a Graduate Course

For the policy click the following link:
http://www.queensu.ca/sites/qaqa/files/academic-integrity-policy.html

Accommodation of Graduate Students with Disabilities

For the policy click the following link:
http://www.queensu.ca/sites/web/policies/queensu.ca-qaqa/files/academic-integrity-policy.html

Off-Campus Study

Subject to the residency requirement of the program of study, a graduate student may be permitted to study at another approved university, institution, library, or laboratory. To do so requires program approval, the submission of a request for full-time off-campus registration, and approval by the School of Graduate Studies.

http://www.queensu.ca/sites/web/policies/queensu.ca-qaqa/files/academic-integrity-policy.html

Time Limits for Completion of Programs and Extensions

While Master's programs are designed and approved to be completed within four years (12 terms) and doctoral programs are designed and approved to be completed in one year (3 terms) or two years (6 terms), there are many reasons why additional time may be required. This regulation describes the standard timeframe for program completion and the process for extending the timeframe.

http://www.queensu.ca/sites/web/policies/queensu.ca-qaqa/files/academic-integrity-policy.html

For extensions of the standard time limit for program completion see:
http://www.queensu.ca/sites/web/policies/queensu.ca-qaqa/files/academic-integrity-policy.html