



AGENDA

College of Graduate & Postdoctoral Studies

Graduate Faculty Council Meeting

Thursday, March 26, 2026 | 3:00 – 4:30 PM

W. P. Thompson (Biology) 106

Attendance & Participation

- Meetings are held in-person. Zoom access is available by request only—please contact cgps.gov@usask.ca if you require remote access due to illness or prearranged accommodation.
- Graduate Chairs, if you are unable to attend, please appoint a delegate to ensure quorum and program representation is maintained.
- Upon arrival, please check in with CGPS staff. Your attendance will be recorded.

Voting Procedures

- Voting will be conducted by a show of hands for in-person attendees. Online participants will vote using the chat function in Zoom.
- Some programs have multiple graduate chairs, but only one vote is permitted per program. Please determine your voting representative prior to the meeting.

Meeting Materials

- All meeting documents will be posted on the [CGPS Faculty Council website](#).
- Members will receive a notification approximately one week prior to each meeting when materials are ready for review.

Land Acknowledgement

DECISION ITEMS 3:00 - 3:20 PM

1. Approval of the agenda

Motion: Graduate Faculty Council approves the March 26, 2026, agenda as circulated.

2. Approval of the minutes

APPENDIX 1

Motion: Graduate Faculty Council approves the January 22, 2026, minutes as circulated.

3. Approval of policy revisions (J. Singh)

APPENDIX 2

Motion: Graduate Faculty Council approves the proposed revisions to the policies 4.2. Progress Reports, 4.3.1. Time in Program Extensions, 4.4.5. Transfer from Master’s Program to PhD Program, 8.5. Oral Examination of the Master’s Thesis, 21.1-4., Course and Program Proposals, 21.7. Cotutelle Programs

NOTICE OF MOTION 3:20 - 3:30 PM

4. Thesis/Dissertation requirements (J. Singh)

APPENDIX 3

Proposed changes to Policy 4.5. Project and Thesis Requirements and new policy 4.6 Styles, forms, content, formatting and required elements of the thesis/dissertation



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REPORTS & UPDATES [3:30 - 4:20 PM](#)

5. Graduate Programs Committee update (Chair, Laureen McIntyre)
6. Nominations Committee update (Chair, Laureen McIntyre)
7. TOEFL Scoring update (M. Usunier)
8. Graduate Students' Association report (P. Roy)
9. Society for Postdoctoral Scholars update (M. Miah)
10. Dean's verbal report (D. Burshtyn)
11. Announcements
12. Questions
13. Adjournment

APPENDIX 4



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MINUTES

College of Graduate & Postdoctoral Studies

Graduate Faculty Council Meeting

Thursday, January 22, 2026 | 3:00 – 4:30 PM

W. P. Thompson (Biology) 106

Attendance & Participation

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Meeting Materials

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Present: Amira Abdelrasoul, Shafiq Alam, Mandela Alema, Peter Alward, Leonzo Barreno, Kristin Bett, Debby Burshtyn (chair), Samantha Carley, Doug Clark (del), Susan Detmer, Ehab Diab, Roy Dobson, Trustin Domes, David Elwood, Cameron Forbes, Smita Garg (del), Supratim Ghosh, Rajesh Karki (del), Nancy Gyurcsik, Benjamin Hoy, Jeremy Irvine, Emily Jenkins, George Katselis, Cody Koloski, Marquerite Koole, Lynn Lemisko, Kiegan Lloyd, Kiven Lukong, Veronique Mathieu, Laureen McIntyre, Lori McKee, Venkatesh Meda, Mohammad Miah, Stephan Milosavljevic, Alex Moewes, Pierre-Francois Noppen, Ibironke Odumosu-Ayanu, Matthew Paige, Andreas Pollak, Elizabeth Quinlan, Steven Rayan, Palash Roy, Monica Sarghie, Mike Scott, Yolande Seddon, Alexey Shevyakov, Jaswant Singh, Amaranta Sokol (del) Chris Soteros, Glenn Stuart, Vicki Squires, Katherine Stewart, Michael Szafron, Karim Tharani, Helen Vandenberg (del), Lynn Weber, Yangdou Wei, Tyler Wenzel, Chris Willenborg, Craig Wilson, Michael Wu (del), FangXiang Wu, Jing Xiao, Yang Yang, David Zhang. Non-voting: Nathan Cupid, Leah Johnson, Chelsea Smith (council support)

Regrets: David Blackburn, Britney Bergermann, Maud Ferrari, Soo Kim, Zhi Li, Daniel MacPhee, Ann Martin, Wanda Martin, Carolyn Pytluk, Louise Racine, James Robson, Laila Valila, Thomas Warkentin, David Zhang

Land Acknowledgement

3:00 - 3:20 PM

1. Approval of the agenda

Motion: Graduate Faculty Council approves the January 22, 2026, agenda as circulated. **(Roy/Szafron – CARRIED unanimously)**



2. Special Guests

Interim Provost and VP Academic, Dr. Patti McDougall, and VP Research, Dr. Baljit Singh brought greetings from the respective offices and provided council brief updates. Questions were raised about the Canada Impact+ Chairs.

DECISION ITEMS 3:20 – 3:35 PM

3. Approval of the minutes

APPENDIX 1

Motion: Graduate Faculty Council approves the November 27, 2025, minutes as circulated. **(Roy/Singh – CARRIED – 3 abstentions)**

4. Approval of Nomination to the Inter-Disciplinary Studies Committee

Motion: It is recommended by the Nominations Committee that CGPS Graduate Faculty Council approve the appointment of [Dr. Mirela David](#) to the Inter-Disciplinary Studies Committee for a term of 2.5 years (January 1, 2026 to June 30, 2029) **(McIntyre/Sarghie - CARRIED unanimously)**

Dr. Sarghie provided context for the nomination; Mirela David has a similar background to the person who vacated the role and has interdisciplinary experience.

5. Approval of revisions the Supervision and Advisory Committee composition

APPENDIX 2

Motion: It is recommended by the Graduate Academic Affairs Committee that CGPS Graduate Faculty Council approve the revision to Section 3 of the CGPS Policy and Procedures Manual including the addition sections to clarify the role of additional and cognate members. **(Lemisko/Forbes – CARRIED – 1 opposed)**

Dr. Singh provided context around the revisions and highlighted the changes to the cognate member role which provide a better path for schools and non-departmentalized colleges. Policy will be effective for new advisory committees composed May 1, 2026 or later.

Discussion regarding the cognate member and difference in disciplinary area; the role of the cognate member is to add disciplinary breadth to the committee. People in the same area as the supervisor can fill other roles (e.g., additional member), just not the cognate role.

6. Approval of revisions to Graduate Student Funding

APPENDIX 3

Motion: That CGPS Graduate Faculty Council approves the revisions to Policy 10. Graduate Student Funding and acknowledges the changes to the CGPS 75th anniversary scholarship fund terms of reference. **(Katselis/Barreno – CARRIED – 1 abstention)**

Leah Johnson provided background about increasing allocations to units about the 75th and increases to PhD funding in addition to other CGPS funding. The most notable change in the policy is the increase to the major scholarship (from \$20,000 to \$25,000) for PhD. Increases to the various funding amounts were highlighted and it was noted some funds have been put aside to support units through the increases, so we don't lose anyone out of the 75th funding opportunity.



Discussion around self-funded students and length of funding, noting difference between self-funded and sponsored. Self-funded students are reviewed on a case-by-case basis. Discussion of having a CGPS recommendation of minimum funding for master's students.

Acknowledgement of work put into the funding increases by Marc Usunier, Leah Johnson, and Deanna Doecker.

DISCUSSION 3:35 - 3:50 PM

7. Proposed changes to Policy 4.5. Project and Thesis Requirements (J. Singh)

APPENDIX 4

Dr. Singh provided context around existing policy, noting it is quite minimal. Many units have raised concerns that more extensive requirements are not in policy; thesis/dissertation guidelines are currently available to students via the Grad Hub. The draft presents big changes in terms of policy, but not in terms of practice. Revisions highlighted include:

- Imbedding competencies framework for master's thesis and PhD into the revisions
- Research creation added for fine-arts, performing-arts.
- Required elements for thesis/dissertation document: transparency about the use of generative artificial intelligence (GenAI), preface section, copyright, disclaimers, etc.
- Creation of templates for student use – will live outside of policy
- GenAI section – based on USask principles and CGPS GenAI framework approved in 2023, noting that revisions require accountability on the part of the author of the thesis/dissertation or manuscript.

Members can provide their feedback directly to jaswant.singh@usask.ca

REPORTS & UPDATES 3:50 - 4:25 PM

8. Awards Committee update – Chair, Dr. George Katselis

Dr. Katselis highlighted the work of the committee and CGPS awards team:

- Subcommittees have been formed to help adjudicate the various awards; help spread the work out.
- The new Grad Awards HUB is working well for adjudication and timely communication with applicants
- Term 2 opportunities are open, including thesis awards
- Governor General Award terms have been realigned to meet the nature of the award.
- Doctoral awards (CGRS D) were adjudicated in the fall (42 quota; received 72 eligible applications). Was difficult to adjudicate due to lack of directives from the Tri-Agencies on the proportion of international applicants to put forward given the 15% limit to be awarded nationally.
- Master's awards (CGRS M) being adjudicated this month (58 allocations; received 167 eligible applications)
- New Canada Impact+ award – all info posted in the Grad Awards HUB.

9. Graduate Students' Association (P. Roy)

- Update on holiday events prior to the break – great attendance with almost 300 students over 2 days.
- GSA participated in welcome week and Opus and held event on cultural change
- Continue to work with Saskatoon Transit on summer pass
- Stressed extreme challenges being faced by Iranian students. Request to all faculty members to provide additional support to their Iranian students and colleagues. Provided direct feedback about what students are experiencing. It was noted that Iranian students make up the largest number of students in our international graduate community.



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10. Society for Postdoctoral Scholars (M. Miah)

- Mohammad Miah is the interim Managing Director
- Feb 11th - Upcoming hybrid event on use of GenAI – Feb 11th
- Postdoc travel award: received 13 applications, awarding to 3 people. 2nd round of applications will be shared shortly.
- Social night in December with more than 30 postdocs – aim to have more events for postdocs.

11. Dean's Written Report (D. Burshtyn)

APPENDIX 5

Dean Burshtyn highlighted the Tri-Agency Student Reception, held to celebrate student and postdoctoral accomplishments

12. Announcements

Dean Burshtyn highlighted several upcoming events and calls. Please see the CGPS newsletter and [college calendar](#) for lists of events, awards, application deadlines and calls for applications.

13. Questions

14. Adjournment – Koole – 4:18 PM

Governance Proposal Executive Summary

ITEM

Agenda Item Title: Approval of Policy Revisions	
Motions: To approve revisions to the policies 4.2. Progress Reports, 4.3.1. Time in Program Extensions, 4.4.5. Transfer from Master's Program to PhD Program, 8.5. Oral Examination of the Master's Thesis, 21.1. to 21.4 Course and Program Proposals, and 21.7. Cotutelle Programs (Wilson/Quinlan)	
Proposed by: J. Singh	Presented by: J. Singh
Action: <input type="checkbox"/> For Discussion <input type="checkbox"/> Notice of Motion <input checked="" type="checkbox"/> For Approval	

DETAILS

Office of Administration	College of Graduate and Postdoctoral Studies
Final Approval Body	CGPS Faculty Council
Recommended By	College of Graduate and Postdoctoral Studies
Purpose of the Proposal	<ul style="list-style-type: none"> To revise existing policy to reflect recent updates to the GPS 210 form (4.2.) To revise existing policy to align with current and emerging needs of students (4.3.1., 4.4.5., 8.5.) To revise existing policy to create clearer and more streamlined process for academic units to propose new courses or programs or revisions to existing courses or programs (21.1. to 21.4.) and to update the cotutelle policy to align with current practice (21.7.)
Strategic and Policy Alignment	<ul style="list-style-type: none"> CGPS Policy and Procedures Manual Strategic Plan 2018-2025 - Goal 3 & 4: Commit to improved and equitable systems, policies, processes & service standards
Summary	<p>The revisions address the following points for each respective policy:</p> <p>4.2. Reflecting the requirement for a synchronous meeting to discuss a student's annual progress, and the expanded information required on the updated GPS 210 form.</p> <p>4.3.1. Clarifying processes for time in program extensions, particularly with regards to:</p> <ul style="list-style-type: none"> - creating a plan and timeline for completion as part of the approval process - A new, formal process for appeals and withdrawals - New procedures and guidelines outlining the role of the academic unit and CGPS <p>4.4.5. Clarifying the role of the advisory committee in determining, approving, and communicating a student's transfer from Master's to PhD program.</p> <p>8.5. Clarifying timelines around scheduling the oral thesis defence as well as the responsibility of the academic unit to notify CGPS of the student's readiness to defend and to submit the necessary documentation to CGPS two weeks in advance of any</p>



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	<p>scheduled defence.</p> <p>21.1-4. Updating existing policy to align with current practices including the use of newer online forms, removing reference to now-outdated forms from the current policy.</p> <p>21.7. Updating existing policy to reflect current practices, including an expanded definition of cotutelle programs and clarification about eligibility, application, and registration processes.</p>
Consultation and Approval Pathway	<p>Graduate Academic Affairs Committee</p> <ul style="list-style-type: none">• Approval – March 18, 2026 <p>CGPS Faculty Council</p> <ul style="list-style-type: none">• Approval – March 26, 2026
Implementation	May 1, 2026
Attachments	Revisions side-by-side

4.2. Annual Progress Reports

Existing policy	Proposed changes with mark-up	Proposed changes clean
<p>The advisory committee or graduate chair will complete a progress report annually with each graduate student. Any report indicating unsatisfactory progress should be communicated to the graduate chair with a clear plan to address deficiencies and for reassessment in a reasonable timeframe. A second unsatisfactory progress report may lead to a recommendation that the student be required to discontinue and be referred to CGPS for further action (See Section 15). Within the first year of study, a plan and timeline for completion must be developed by the student and advisory committee and revisited in each subsequent progress report.</p> <p>Procedures and Guidelines 4.2. Progress reports are submitted in PAWS by the academic unit. Students can view their own individual progress reports through PAWS.</p>	<p>The advisory committee or graduate chair will must complete a progress report annually with each graduate student following a synchronous meeting with that student. It is the responsibility of the student and the supervisor to ensure that this meeting takes place and that the report is completed and submitted to CGPS.</p> <p>Any report indicating unsatisfactory progress should be communicated to the graduate chair with a clear plan to address deficiencies and for reassessment in a reasonable timeframe. A second unsatisfactory progress report may lead to a recommendation that the student be required to discontinue and be referred to CGPS for further action (See Section 15). Within the first year of study, a plan and timeline for completion must be developed by the student and advisory committee (or graduate chair) and revisited in each subsequent progress report.</p> <p>Procedures and Guidelines 4.2. Progress reports are submitted in PAWS by the academic unit. Students can view their own individual progress reports through PAWS.</p> <p>Academic units may use their own forms instead of the GPS 210 form if they wish, but any such alternate form must include, at minimum, all of the information included in the current version of the GPS 210.</p>	<p>The advisory committee or graduate chair must complete a progress report annually with each graduate student following a synchronous meeting with that student. It is the responsibility of the student and the supervisor to ensure that this meeting takes place and that the report is completed and submitted to CGPS.</p> <p>Any report indicating unsatisfactory progress should be communicated to the graduate chair with a clear plan to address deficiencies and for reassessment in a reasonable timeframe. A second unsatisfactory progress report may lead to a recommendation that the student be required to discontinue and be referred to CGPS for further action (See Section 15). Within the first year of study, a plan and timeline for completion must be developed by the student and advisory committee (or graduate chair) and revisited in each subsequent progress report.</p> <p>Procedures and Guidelines 4.2. Progress reports are submitted in PAWS by the academic unit. Students can view their own individual progress reports through PAWS.</p> <p>Academic units may use their own forms instead of the GPS 210 form if they wish, but any such alternate form must include, at minimum, all of the information included in the current version of the GPS 210.</p>

4.3.1. Time in Program Extensions

Existing policy	Proposed changes with mark-up	Proposed changes clean
<p>Time in program extensions may be granted to students who, for a variety of reasons, are unable to finish their program within the time limits.</p>	<p>Time in program extensions may be granted to students who, for a variety of reasons, are unable to finish their program within the time limits.</p>	<p>Time in program extensions may be granted to students who, for a variety of reasons, are unable to finish their program within the time limits.</p>

<p>Well before a student reaches the time limit of the program without completing program requirements, the student will meet with their advisory committee and/or graduate chair to discuss whether an extension to time in program would be a suitable alternative to program withdrawal.</p> <p>If the reasons that the student has not yet completed the program requirements include supervisory issues, the graduate chair will consult with the head of the academic unit.</p> <p>The academic unit has the authority to approve one extension to time in program of up to 12 months/three academic terms for master's, PGD, graduate certificate (if applicable), or doctoral students.</p> <p>If the student's program requirements are still incomplete after an extension given by the academic unit, a request may be submitted to the Dean of CGPS for one (master's, PGD) or two (doctoral) additional extensions of up to 12-months/three academic terms each.</p> <p>The Dean of the CGPS, or designate, will consider appeals from students whose initial request for extension to time in program has been denied by the academic unit. If the denial of an extension request is upheld by the Dean, the student may formally appeal under the procedures for appeals of standing in the program. Students who are on extension are responsible for maintaining continuous registration and paying applicable tuition and fees.</p> <p>Thesis-, dissertation-, and project-based students who will reach the time limit of the program without completing program requirements should meet with their supervisor to</p>	<p>Well before a student reaches the time limit of the program without completing program requirements, the student will meet with their advisory committee (research-based students) and/or graduate chair or equivalent (course-based and project-based students) to discuss whether an extension to time in program would be a suitable alternative to program withdrawal.</p> <p>If the reasons that the student has not yet completed the program requirements include supervisory issues, the graduate chair will consult with the head of the academic unit.</p> <p><u>Initial Extension</u> The academic unit has the authority to approve one extension to time in program of up to 12 months/three academic terms for master's, PGD, graduate certificate (if applicable), or doctoral students.</p> <p><u>Additional Extensions</u> If the student's program requirements are still incomplete after an extension given by the academic unit, a request may be submitted to the Dean of CGPS for one (master's, PGD) or two (doctoral) additional extensions of up to 12-months/three academic terms each. The Dean of the CGPS, or designate, will consider appeals from students whose initial request for extension to time in program has been denied by the academic unit. If the denial of an extension request is upheld by the Dean, the student may formally appeal under the procedures for appeals of standing in the program. Students who are on extension are responsible for maintaining continuous registration and paying applicable tuition and fees.</p> <p><u>Plan and Timeline for Completion</u> Thesis-, dissertation-, and project-based students who will reach the time limit of the program without completing program requirements should must meet with their supervisor to discuss draft a plan and timeline for</p>	<p>Well before a student reaches the time limit of the program without completing program requirements, the student will meet with their advisory committee (research-based students) and/or graduate chair (course-based and project-based students) to discuss whether an extension to time in program would be a suitable alternative to program withdrawal.</p> <p>If the reasons that the student has not yet completed the program requirements include supervisory issues, the graduate chair will consult with the head of the academic unit.</p> <p><u>Initial Extension</u> The academic unit has the authority to approve one extension to time in program of up to 12 months/three academic terms for master's, PGD, graduate certificate (if applicable), or doctoral students.</p> <p><u>Additional Extensions</u> If the student's program requirements are still incomplete after an extension given by the academic unit, a request may be submitted to the Dean of CGPS for one (master's, PGD) or two (doctoral) additional extensions of up to 12-months/three academic terms each.</p> <p><u>Plan and Timeline for Completion</u> Thesis-, dissertation-, and project-based students who will reach the time limit of the program without completing program requirements must meet with their supervisor to</p>
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<p>discuss a plan and timeline for completion. Once a plan has been drafted, it should be distributed to the advisory committee, and an advisory committee meeting should be scheduled to discuss, finalize, and approve the plan. The plan must also be approved by the program's Graduate Chair on behalf of the academic unit.</p> <p>For unusual circumstances when completion takes longer than one-year, clear and satisfactory progress by the end of each extension period will be necessary to support the application for additional extensions, if applicable.</p> <p>Course-based students, as well as project-based students who do not have a supervisor and committee, should meet directly with the Graduate Chair to discuss an extension, prepare a plan and timeline to completion, and submit their request.</p> <p>Topics which should be discussed and documented in the plan and timeline include:</p> <ol style="list-style-type: none"> 1. Program requirements completed to date (e.g., coursework, exams, fieldwork) 2. Program requirements that remain outstanding (e.g., analysis, writing, defence) 3. Reasons for the delay in completing requirements, actions taken to address them 4. A detailed plan and timeline to completion <ul style="list-style-type: none"> o Indicate plan and time required for each remaining program requirement o If time required exceeds one-year timeframe of an extension, include plan for what clear indicators of satisfactory progress will be achieved during the present extension, and 	<p>completion. Once a plan has been drafted, A synchronous advisory committee meeting must be held to discuss, finalize, and approve the plan. it should be distributed to the advisory committee, and an advisory committee meeting should be scheduled to discuss, finalize, and approve the plan. The plan must also be approved by the program's Graduate Chair on behalf of the academic unit.</p> <ul style="list-style-type: none"> • For unusual circumstances when completion takes longer than one-year, clear and a synchronous advisory committee meeting must be held and satisfactory progress must be demonstrated by the end of each extension period will be necessary to support the application for additional extensions, if applicable. <p>Course-based and project-based students must meet with the graduate chair or equivalent to prepare a plan and timeline to completion.</p> <p>Course-based students, as well as project-based students who do not have a supervisor and committee, should meet directly with the Graduate Chair to discuss an extension, prepare a plan and timeline to completion, and submit their request.</p> <p>Topics which should to be discussed and documented in the plan and timeline include:</p> <ol style="list-style-type: none"> 1. Program requirements completed to date (e.g., coursework, exams, fieldwork) 2. Program requirements that remain outstanding (e.g., analysis, writing, defence) 3. Reasons for the delay in completing requirements, actions taken to address them 4. A detailed plan and timeline to completion <ul style="list-style-type: none"> o Indicate plan and time required for each remaining program requirement o If time required exceeds one-year timeframe of an extension, include plan for what clear indicators of satisfactory progress will be achieved during the present extension, and what will be achieved during additional 	<p>draft a plan and timeline for completion. A synchronous advisory committee meeting must be held to discuss, finalize, and approve the plan. The plan must also be approved by the program's Graduate Chair on behalf of the academic unit.</p> <ul style="list-style-type: none"> • For unusual circumstances when completion takes longer than one-year, a synchronous advisory committee meeting must be held and satisfactory progress must be demonstrated to support the application for additional extensions, if applicable. <p>Course-based and project-based students must meet with the graduate chair or equivalent to prepare a plan and timeline to completion.</p> <p>Topics to be discussed and documented in the plan and timeline include:</p> <ol style="list-style-type: none"> 1. Program requirements completed to date (e.g., coursework, exams, fieldwork) 2. Program requirements that remain outstanding (e.g., analysis, writing, defence) 3. Reasons for the delay in completing requirements, actions taken to address them 4. A detailed plan and timeline to completion <ul style="list-style-type: none"> o Indicate plan and time required for each remaining program requirement o If time required exceeds one-year timeframe of an extension, include plan for what clear indicators of satisfactory progress will be achieved during the present extension, and
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<p>what will be achieved during additional extensions, if applicable.</p> <p>5. Expectations for working together while on extension, such as:</p> <ul style="list-style-type: none"> o How often the supervisor and student will meet o How often the advisory committee and student will meet o Responsibilities of all parties (i.e., student, advisory committee members) surrounding communication, revisions, and feedback. <p>Approved plans and timelines must be submitted to the CGPS by a staff or faculty member from the student's academic unit via the Request for Extension to Time in Graduate Program eForm in the CGPS Service Desk. If it is a second or third extension request requiring approval by the Dean of the CGPS, the Dean may, at their discretion, request a meeting with parties (e.g., student, supervisor, graduate chair) as part of the review process. Once the extension has been processed by CGPS (in the case of first extensions approved by the academic unit) or approved by the Dean of the CGPS and processed (in the case of second or third extensions requiring Dean's approval) the appropriate contacts in the academic unit will be notified via e-mail by the CGPS.</p>	<p>extensions, if applicable.</p> <p>5. Expectations for working together while on extension, such as:</p> <ul style="list-style-type: none"> o How often the supervisor and student will meet o How often the advisory committee and student will meet o Responsibilities of all parties (i.e., student, advisory committee members) surrounding communication, revisions, and feedback. <p>Students on extension are responsible for maintaining continuous registration and paying applicable tuition and fees.</p> <p>Approved plans and timelines must be submitted to the CGPS by a staff or faculty member from the student's academic unit via the Request for Extension to Time in Graduate Program eForm in the CGPS Service Desk. If it is a second or third extension request requiring approval by the Dean of the CGPS, the Dean may, at their discretion, request a meeting with parties (e.g., student, supervisor, graduate chair) as part of the review process. Once the extension has been processed by CGPS (in the case of first extensions approved by the academic unit) or approved by the Dean of the CGPS and processed (in the case of second or third extensions requiring Dean's approval) the appropriate contacts in the academic unit will be notified via e-mail by the CGPS.</p> <p>Appeals and withdrawals The Dean of the CGPS, or designate, will consider appeals from students whose request for extension to time in program has been denied by the academic unit. Students may appeal the decision of the academic unit within 10 business days from the date the decision was formally released.</p> <ul style="list-style-type: none"> • The academic unit must inform CGPS of an extension denial. If an appeal is not received from 	<p>what will be achieved during additional extensions, if applicable.</p> <p>5. Expectations for working together while on extension, such as:</p> <ul style="list-style-type: none"> o How often the supervisor and student will meet o How often the advisory committee and student will meet o Responsibilities of all parties (i.e., student, advisory committee members) surrounding communication, revisions, and feedback. <p>Students on extension are responsible for maintaining continuous registration and paying applicable tuition and fees.</p> <p>Appeals and withdrawals The Dean of the CGPS, or designate, will consider appeals from students whose request for extension to time in program has been denied by the academic unit. Students may appeal the decision of the academic unit within 10 business days from the date the decision was formally released.</p>
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	<p>the student by the end of the period of notice, the student will be withdrawn from their program by CGPS.</p> <ul style="list-style-type: none"> • Students denied an extension by the Dean of CGPS will be withdrawn from their program • The decision of the Dean to deny an extension may be appealed under the the procedures for appeals of standing in program. <p>Procedures and Guidelines 4.3.1. Academic units must submit the Request for Extension to Time in Graduate Program via the CGPS Service Desk https://cgps.usask.ca/documents/UndergradComponent.pdf and must include:</p> <ul style="list-style-type: none"> - Approved plan and timeline for completion - Applicable advisory committee minutes and/or progress reports and - In cases of additional extensions, demonstrated progress by the student <p>The Dean of CGPS may, at their discretion, request a meeting with relevant parties (e.g., student, supervisor, graduate chair) as part of the review process for requests of additional extension.</p> <p>Once an extension has been processed by CGPS the appropriate contacts in the academic unit will be notified by CGPS.</p>	<ul style="list-style-type: none"> • The academic unit must inform CGPS of an extension denial. If an appeal is not received from the student by the end of the period of notice, the student will be withdrawn from their program by CGPS. • Students denied an extension by the Dean of CGPS will be withdrawn from their program • The decision of the Dean to deny an extension may be appealed under the the procedures for appeals of standing in program. <p>Procedures and Guidelines 4.3.1. Academic units must submit the Request for Extension to Time in Graduate Program via the CGPS Service Desk https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/thesis-roadmap/drafting.php and must include:</p> <ul style="list-style-type: none"> - Approved plan and timeline for completion - Applicable advisory committee minutes and/or progress reports and - In cases of additional extensions, demonstrated progress by the student <p>The Dean of CGPS may, at their discretion, request a meeting with relevant parties (e.g., student, supervisor, graduate chair) as part of the review process for requests of additional extension.</p> <p>Once an extension has been processed by CGPS the appropriate contacts in the academic unit will be notified by CGPS.</p>
<p>4.4.5. TRANSFER FROM MASTER'S PROGRAM TO PHD PROGRAM</p> <p>Transfer from a master's program to a Ph.D. program shall take place after the end of the first year and no later than the end of the second year in the program.</p>	<p>4.4.5. TRANSFER FROM MASTER'S PROGRAM TO PHD PROGRAM</p> <p>Transfer from a master's program to a Ph.D. program shall take place after the end of the first year and no later than the end of the second year in the program.</p>	<p>4.4.5. TRANSFER FROM MASTER'S PROGRAM TO PHD PROGRAM</p> <p>Transfer from a master's program to a Ph.D. program takes place after the end of the first year and no later than the end of the second year in the program.</p>

<p>Recommendation for the transfer must be initiated through a formal meeting of the student's advisory committee, which will forward its recommendation through the academic unit to CGPS. The following conditions must be met:</p> <ol style="list-style-type: none"> 1. The transfer aligns with the student's motivations and personal and career objectives. 2. The student has completed at least 9 credit units at the 800-level, and has achieved a minimum average of 80% and no grade below 70%. Exceptions are subject to the approval of the dean, CGPS, or designate. 3. There is evidence the student has the requisite writing and oral communication abilities, research skills, and disciplinary knowledge, to be able to satisfy the requirement of a doctoral candidacy assessment, and successfully complete a Ph.D. dissertation. <p>PROCEDURES AND GUIDELINES 4.4 Requests for transfers should come from the academic unit by using the Graduate Student Transfers Form in the CGPS Service Desk.</p>	<p>Recommendation for the transfer must be initiated through a formal meeting of the student's advisory committee which will forward its recommendation through the academic unit to CGPS. The following conditions must be met A synchronous formal meeting of the student's advisory committee must be held to determine if a transfer is appropriate. If approved by the committee, the academic unit will forward its the recommendation documentation through the academic unit to CGPS. The following conditions must be met to recommend the transfer:</p> <ol style="list-style-type: none"> 1. The transfer aligns with the student's motivations and personal and career objectives. 2. The student has completed at least 9 credit units at the 800-level, and has achieved a minimum average of 80% and no grade below 70%. Exceptions are subject to the approval of the dean, CGPS, or designate. 3. There is evidence the student has the requisite writing and oral communication abilities, research skills, and disciplinary knowledge, to be able to satisfy the requirement of a doctoral candidacy assessment, and successfully complete a Ph.D. dissertation. <p>PROCEDURES AND GUIDELINES 4.4 Requests for transfers should come from must be submitted by the academic unit by using the Graduate Student Transfers Form in the CGPS Service Desk.</p> <p>The request must include minutes from the formal synchronous meeting of the student's advisory committee and must include rationale for the transfer.</p>	<p>A synchronous meeting of the student's advisory committee must be held to determine if a transfer is appropriate. If approved by the committee, the academic unit will forward the recommendation documentation to CGPS. The following conditions must be met to recommend the transfer:</p> <ol style="list-style-type: none"> 1. The transfer aligns with the student's motivations and personal and career objectives. 2. The student has completed at least 9 credit units at the 800-level, and has achieved a minimum average of 80% and no grade below 70%. Exceptions are subject to the approval of the dean, CGPS, or designate. 3. There is evidence the student has the requisite writing and oral communication abilities, research skills, and disciplinary knowledge, to be able to satisfy the requirement of a doctoral candidacy assessment, and successfully complete a Ph.D. dissertation. <p>PROCEDURES AND GUIDELINES 4.4 Requests for transfers must be submitted by the academic unit by using the Graduate Student Transfers Form in the CGPS Service Desk.</p> <p>The request must include minutes from the formal synchronous meeting of the student's advisory committee and must include rationale for the transfer.</p>
<p>8.5. ORAL EXAMINATION OF THE MASTER 'S THESIS</p> <p>An oral defence of the master's thesis is required. It is up to academic units to establish and implement the process for conducting master's thesis defences, and determining the adequacy of the written thesis and its oral defence. Units</p>	<p>8.5. ORAL EXAMINATION OF THE MASTER 'S THESIS</p> <p>An oral defence of the master's thesis is required. It is up to academic units to establish and implement the process for conducting master's thesis defences, and determining the adequacy of the written thesis and its oral defence. Units</p>	<p>8.5. ORAL EXAMINATION OF THE MASTER 'S THESIS</p> <p>An oral defence of the master's thesis is required. It is up to academic units to establish and implement the process for conducting master's thesis defences, and determining the adequacy of the written thesis and its oral defence. Units</p>

may wish to use the [five recommendations](#) established by the CGPS to determine the outcome of the thesis and defence.

The CGPS requires that:

- The advisory committee be joined by one arm's length examiner to constitute the examining committee for the oral defence;
- Academic units establish and implement a consistent, predictable, rigorous, and procedurally fair process for holding and adjudicating master's thesis oral defences;
- Master's theses comply with [CGPS General Form and Style Guidelines for thesis formatting](#);
- Each master's student submit the approved electronic version of the thesis to the Electronic Theses and Dissertations (ETD) site at the end of their program.

The arm's length examiner must be approved by the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate. The arm's length examiner may be from within or outside the academic unit but should not have been directly involved in the student's thesis research.

The arm's length examiner must have the thesis a minimum of two (2) weeks prior to the defence date.

The CGPS does not universally require that a non-voting examining committee chair be appointed for the master's thesis oral defence. However, the academic unit may add a non-voting chair to the examining committee, who is a member of the faculty of the CGPS, in accordance with the policy and practice of the academic unit, or upon request from the student, supervisor(s), or any other member of the

may wish to use the [five recommendations](#) established by the CGPS to determine the outcome of the thesis and defence.

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The arm's length examiner must be approved by the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate. The arm's length examiner may be from within or outside the academic unit but should not have been directly involved in the student's thesis research.

The thesis defence will be scheduled only after the academic unit has advised CGPS that the thesis is ready for defence. CGPS must be sent the necessary documentation a minimum of two (two) weeks prior to the desired oral defence date. The arm's length examiner must have the thesis a minimum of two (2) weeks prior to the defence date.

The CGPS does not universally require that a non-voting examining committee chair be appointed for the master's thesis oral defence. However, the academic unit may add a non-voting chair to the examining committee, who is a member of the faculty of the CGPS, in accordance with the policy and practice of the academic unit, or upon request

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<p>examining committee to the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate.</p> <p>If the academic unit determines that a student has failed to produce an acceptable thesis and oral defence, the student will be automatically required to discontinue from their graduate program. This decision can be appealed to the Graduate Academic Affairs Committee of the CGPS.</p>	<p>from the student, supervisor(s), or any other member of the examining committee to the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate.</p> <p>If the academic unit determines that a student has failed to produce an acceptable thesis and oral defence, the student will be automatically required to discontinue from their graduate program. This decision can be appealed to the Graduate Academic Affairs Committee of the CGPS.</p>	<p>from the student, supervisor(s), or any other member of the examining committee to the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate.</p> <p>If the academic unit determines that a student has failed to produce an acceptable thesis and oral defence, the student will be automatically required to discontinue from their graduate program. This decision can be appealed to the Graduate Academic Affairs Committee of the CGPS.</p>
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21. COURSE AND PROGRAM PROPOSALS

Existing policy	Proposed changes with mark-up	Proposed changes clean
<p>21.1. NEW COURSE PROPOSALS</p> <p>New course proposals must be submitted to the CGPS using form GSR 400.1 and accompanied with all the required supporting documentation. After the new course is approved by the CGPS, it will go through the University Course Challenge (UCC) process. If there is no challenge, a Course Creation Information Form must be completed and submitted to Registrarial Services, Student & Enrolment Services Division.</p> <p>PROCEDURES AND GUIDELINES 21.1 The GSR 400.1 form can be found on the CGPS website</p>	<p>21.1. NEW COURSE PROPOSALS</p> <p>New course proposals must be submitted to the CGPS for approval. The course being proposed must be approved by the academic unit (and teaching College as required), prior to submission to CGPS. using form GSR 400.1 and accompanied along with all the required supporting documentation. After the a new course is approved by the CGPS, it will go through the University Course Challenge (UCC) process. If there is no challenge, a Course Creation Information Form must be completed and submitted to Registrarial Services, Student & Enrolment Services Division.</p> <p>PROCEDURES AND GUIDELINES 21.1 The GSR 400.1 form can be found on the CGPS website Submission to CGPS Complete the Propose a New Graduate Course form for submission to CGPS. The submission must include:</p> <ul style="list-style-type: none"> • A complete course syllabus (syllabus guide and template) • Course creation form • (If applicable) For cross-listed courses (hybrid course), include the undergraduate syllabus and answer additional questions in the submission form related to the cross-listing. <p>The course will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the course will be put forward to University Course Challenge by CGPS.</p>	<p>21.1. NEW COURSE PROPOSALS</p> <p>New graduate course proposals must be submitted to CGPS for approval. The course being proposed must be approved by the academic unit (and teaching College as required), prior to submission to CGPS. along with all required supporting documentation. After a new course is approved by CGPS, it will go through the University Course Challenge (UCC) process-</p> <p>PROCEDURES AND GUIDELINES 21.1</p> <p>Submission to CGPS Complete the Propose a New Graduate Course form for submission to CGPS. The submission must include:</p> <ul style="list-style-type: none"> • A complete course syllabus (syllabus guide and template) • Course creation form • (If applicable) For cross-listed courses (hybrid course), include the undergraduate syllabus and answer additional questions in the submission form related to the cross-listing. <p>The course will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the course will be put forward to University Course Challenge by CGPS.</p>
<p>21.1.1. SPECIAL TOPICS COURSES</p> <p>A Special Topics course is a selected reading course for one or a few graduate students that focuses on areas for which there is no regular graduate course, or, that fills deficiencies in the research program. Such courses must be pertinent to the candidates' goals.</p>	<p>21.1.1. SPECIAL TOPICS COURSES</p> <p>A Special Topics or Selected Readings course is a selected reading course for one or a few graduate students that focuses on areas for which there is no regular graduate course, or, that fills deficiencies in the research program. Such courses must be pertinent to the</p>	<p>21.1.1. SPECIAL TOPICS COURSES</p> <p>A Special Topics or Selected Readings course is a course for one or a few graduate students that focuses on areas for which there is no regular graduate course, or, that fills deficiencies in the research program. Such courses must be pertinent to the candidates' goals.</p>

The Head of the Academic unit or Graduate Chair has the authority to approve Special Topics Courses unless the course includes an undergraduate course component. Courses based on an undergraduate course require approval by the Associate Dean of CGPS or designate.

The course instructor must be a member of CGPS faculty. An exception may be requested by submitting a memo with a rationale and including the person's CV. The Associate Dean or designate will review any exception requests.

PROCEDURES AND GUIDELINES 21.1.1

Academic units must submit a completed GSR 204 form for notification purposes.

The course syllabus must contain all of the required information outlined in Section 1.1 of the [University's Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#) in addition to:

- The course title (NOT "Special Topics");
- A weekly course outline with reading list;
- A description of the activities for evaluation and the percentage of total marks for each activity;
- Enrolment limit;
- A Special Topics course can be taught a maximum of 2 times. For further offerings, a new course proposal must be submitted to the Graduate Academic Affairs Committee of CGPS.

candidates' goals.

The Head of the Academic unit or Graduate Chair has the authority to approve Special Topics Courses, unless **additional requirements exist within the teaching college/school. The academic unit must indicate if the course includes an undergraduate course component. CGPS must confirm that the course meets the special topics course criteria prior to being offered.** ~~Courses based on an undergraduate course require approval by the Associate Dean of CGPS or designate.~~

~~The course instructor must be a member of CGPS faculty. An exception may be requested by submitting a memo with a rationale and including the person's CV. The Associate Dean or designate will review any exception requests.~~

A Special Topics course can be taught a maximum of 2 times. For further offerings, a new course proposal must be submitted to CGPS.

PROCEDURES AND GUIDELINES 21.1.1

~~Academic units must submit a completed GSR 204 form for notification purposes.~~

Submission to CGPS -

- Complete the [Graduate Course Proposal: SPECIAL TOPICS \(898.899\) form](#). **Submission to CGPS must occur prior to the course offering**
- The complete course syllabus must be included for **all first offerings**
 - If the course is cross-listed with an undergraduate course (i.e., undergraduate lectures are included), the undergraduate syllabus must be provided, as well **as** [information on what additional activities makes the course graduate level](#).

The course syllabus must contain all of the required information outlined in Section 1.1 of the [University's Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#) in addition to:

The Head of the Academic unit or Graduate Chair has the authority to approve Special Topics Courses, unless additional requirements exist within the teaching college/school. The academic unit must indicate if the course includes an undergraduate course component. CGPS must confirm that the course meets the special topics course criteria prior to being offered.

A Special Topics course can be taught a maximum of 2 times. For further offerings, a new course proposal must be submitted to CGPS.

PROCEDURES AND GUIDELINES 21.1.1

Submission to CGPS -

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The course syllabus must contain all of the required information outlined in Section 1.1 of the [University's Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning](#)

	<ul style="list-style-type: none"> • The course title (NOT “Special Topics”); • A weekly course outline with reading list; • A description of the activities for evaluation and the percentage of total marks for each activity; • The University of Saskatchewan Grading System (for graduate courses) • Enrolment limit; • A Special Topics course can be taught a maximum of 2 times. For further offerings, a new course proposal must be submitted to the Graduate Academic Affairs Committee of CGPS. 	<p><u>Learning</u> in addition to:</p> <ul style="list-style-type: none"> • The course title (NOT “Special Topics”); • A weekly course outline with reading list; • A description of the activities for evaluation and the percentage of total marks for each activity; • Enrolment limit
<p>21.2. NEW PROGRAM PROPOSALS</p>	<p>21.2- 21.3. NEW PROGRAM AND REPLACEMENT PROGRAM PROPOSALS</p>	<p>21.3. NEW PROGRAM AND REPLACEMENT PROGRAM PROPOSALS</p>
<p>Having demonstrated the need for the program and the unit's ability to offer an academically sound program through the development period, the academic unit shall prepare and submit a regular Graduate Program Proposal.</p>	<p>Having demonstrated the need for the program and the unit's ability to offer an academically sound program through the development period, the academic unit shall prepare and submit a regular Graduate Program Proposal.</p> <p>New graduate program proposals must be submitted to CGPS for review and approval. Proposals must be approved by the academic unit and teaching College or School, prior to submission to CGPS. Academic units must use the guidelines and templates provided by the Governance Office for new program approvals. Following approval of the new program by CGPS, the proposal will be put forward through the required curricular approvals by CGPS on behalf of the academic unit.</p> <p>PROCEDURES AND GUIDELINES 21. 3. Submission to CGPS Complete the New Program Proposal submission form. The proposal will be reviewed by the Graduate Programs Committee (GPC). Please review the curricular approval process posted on the Governance Office PAWS channel.</p>	<p>New graduate program proposals must be submitted to CGPS for review and approval. Proposals must be approved by the academic unit and teaching College or School, prior to submission to CGPS. Academic units must use the guidelines and templates provided by the Governance Office for new program approvals. Following approval of the new program by CGPS, the proposal will be put forward through the required curricular approvals by CGPS on behalf of the academic unit.</p> <p>PROCEDURES AND GUIDELINES 21.3. Submission to CGPS Complete the New Program Proposal submission form. The proposal will be reviewed by the Graduate Programs Committee (GPC). Please review the curricular approval process posted on the Governance Office PAWS channel.</p>

<p>21.3. REVISIONS TO EXISTING COURSES</p> <p>Revisions to existing courses range from minor changes in title as the course is described in the Catalogue, to major redesign of course content or course deletion. These must be submitted to the CGPS Graduate Academic Affairs Committee for consideration and approval.</p> <p>PROCEDURES AND GUIDELINES 21.3 A course modification form (GSR 400.2) must be submitted.</p>	<p>21.3. 21.2. REVISIONS TO EXISTING COURSES</p> <p>Revisions to existing courses range from minor changes in title or course catalogue description, as the course is described in the Catalogue, to major redesign of course content or course deletion. Revisions must be approved by the academic unit and submitted to the CGPS Graduate Academic Affairs Committee for consideration and approval.</p> <p>PROCEDURES AND GUIDELINES 21.3. 21.2. A course modification form (GSR 400.2) must be submitted.</p> <p>Submission to CGPS</p> <ul style="list-style-type: none"> • Courses revisions: Complete the Graduate Course Modification form. • Course deletion: Complete the Request to Delete a Graduate Course form <p>The revision will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the course will be put forward to University Course Challenge by CGPS.</p> <p>Please note, minor revisions will be shared with GPC and submitted to university course challenge for information only.</p>	<p>21.2. REVISIONS TO EXISTING COURSES</p> <p>Revisions to existing courses range from minor changes in title or course catalogue description, to major redesign of course content or course deletion. Revisions must be approved by the academic unit and submitted to CGPS for consideration and approval.</p> <p>PROCEDURES AND GUIDELINES 21.2. Submission to CGPS</p> <ul style="list-style-type: none"> • Courses revisions: Complete the Graduate Course Modification form. • Course deletion: Complete the Request to Delete a Graduate Course form <p>The revision will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the course will be put forward to University Course Challenge by CGPS.</p> <p>Please note, minor revisions will be shared with GPC and submitted to university course challenge for information only</p>
<p>21.4. REVISIONS TO EXISTING PROGRAMS</p> <p>21.4.1. MODIFICATION OF CREDIT UNIT REQUIREMENT Academic units wishing to modify the credit unit requirement of an existing graduate program shall submit their proposal to the Associate Dean CGPS. The proposal will be reviewed by the Graduate Programs Committee of the CGPS. If approved by this committee, the proposal then has to be approved by the Executive Committee of CGPS and by Graduate Council. The proposed change becomes effective after it is approved by Graduate Council.</p>	<p>21.4. REVISIONS TO EXISTING PROGRAMS</p> <p>21.4.1. MODIFICATION OF CREDIT UNIT REQUIREMENT Academic units wishing to modify the credit unit requirement of an existing graduate program shall submit their proposal to the Associate Dean CGPS. The proposal will be reviewed by the Graduate Programs Committee of the CGPS. If approved by this committee, the proposal then has to be approved by the Executive Committee of CGPS and by Graduate Council. The proposed change becomes effective after it is approved by Graduate Council.</p>	<p>21.4. REVISIONS TO EXISTING PROGRAMS</p>

<p>21.4.2. PROGRAM MODIFICATIONS Academic units wishing to modify an existing graduate program shall submit their proposal to the Associate Dean, CGPS. The proposal will be reviewed by the Graduate Programs Committee of the CGPS. After it is approved by this committee, the proposal then has to be approved by the Executive Committee of CGPS and submitted to University Course Challenge. The proposed change becomes effective after it is approved by Graduate Council.</p>	<p>21.4.2. PROGRAM MODIFICATIONS Academic units wishing to modify an existing graduate program shall submit their proposal to the Associate Dean, CGPS. The proposal will be reviewed by the Graduate Programs Committee of the CGPS. After it is approved by this committee, the proposal then has to be approved by the Executive Committee of CGPS and submitted to University Course Challenge. The proposed change becomes effective after it is approved by Graduate Council.</p> <p>Proposals for graduate program revisions must be submitted to CGPS for review and approval. Proposals must be approved by the academic unit and teaching College or School (if applicable), prior to submission to CGPS. Academic units must use the guidelines and templates provided by the Governance Office for curricular changes.</p> <p>The approval pathway is dependent on the type of change being proposed.</p> <p>PROCEDURES AND GUIDELINES 21. 4. Consult with CGPS regarding the proposed changes and appropriate approval pathway: gradprograms.academicaffairs@usask.ca. Curricular approval processes are posted in the Governance Office PAWS channel.</p> <p>Submission to CGPS - Complete the Minor Program Change or Major Program Change form. The proposal will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the proposal will be put forward through the appropriate approval pathway.</p>	<p>Proposals for graduate program revisions must be submitted to CGPS for review and approval. Proposals must be approved by the academic unit and teaching College or School (if applicable), prior to submission to CGPS. Academic units must use the guidelines and templates provided by the Governance Office for curricular changes.</p> <p>The approval pathway is dependent on the type of change being proposed.</p> <p>PROCEDURES AND GUIDELINES 21.4. Consult with CGPS regarding the proposed changes and appropriate approval pathway: gradprograms.academicaffairs@usask.ca. Curricular approval processes are posted in the Governance Office PAWS channel.</p> <p>Submission to CGPS - Complete the Minor Program Change or Major Program Change form. The proposal will be reviewed by the Graduate Programs Committee (GPC). Following approval by GPC, the proposal will be put forward through the appropriate approval pathway.</p>
<p>21.7. COTUTELLE PROGRAMS</p>	<p>21.7. COTUTELLE PROGRAMS</p>	<p>21.7. COTUTELLE PROGRAMS</p>

<p>Cotutelle programs will exist through an approved Cotutelle Agreement.</p> <p>Academic units complete the Notice of Intent (NOI) and for a Cotutelle Agreement, using the template and submit it to the Associate Dean, CGPS for approval.</p> <p>After NOI approval, units should proceed to develop the Cotutelle Doctoral Agreement using the template provided. When completed and signed by all parties, the agreement must be submitted to the Associate Dean, CGSP for approval. The Cotutelle Doctoral Agreement:</p> <ul style="list-style-type: none"> • Includes standard clauses such as intellectual property rights, dissolution of agreement, funding, etc.; • Include research proposal which has been endorsed by both supervisors (Appendix 1); • Demonstrate a clear path of study including required courses, assessments, timelines, etc. (Appendix 2) 	<p>A cotutelle program is a type of dual degree program, in which a doctoral student is co-supervised by two supervisors, each from a different university, and the student spends approximately 50% of their time at each institution. The student writes one dissertation, under the supervision of an advisory committee comprised of members from both universities. Upon completion, the student receives two degrees, each acknowledging that the degree was completed as a dual degree program, noting the partner institution. While a dual degree program is an agreement between two programs at two institutions, a cotutelle program is an agreement tailored to an individual student studying at two institutions.</p> <p>Cotutelle programs are typically established between USask and non-Canadian institutions and will exist through an approved Cotutelle Ph.D. Program Agreement. Cotutelle agreements with Canadian intuitions may be considered on a case-by-case basis and require prior approval from the Associate Dean, CGPS.</p> <p>Cotutelle programs will exist through an approved Cotutelle Agreement.</p> <p>Academic units complete the Notice of Intent (NOI) and for a Cotutelle Agreement, using the template and submit it to the Associate Dean, CGPS for approval.</p> <p>After NOI approval, units should proceed to develop the Cotutelle Doctoral Agreement using the template provided. When completed and signed by all parties, the agreement must be submitted to the Associate Dean, CGSP for approval. The Cotutelle Doctoral Agreement:</p> <ul style="list-style-type: none"> • Includes standard clauses such as intellectual property rights, dissolution of agreement, funding, etc.; • Include research proposal which has been endorsed by both supervisors (Appendix 1); • Demonstrate a clear path of study including required courses, assessments, timelines, etc. (Appendix 2) 	<p>A cotutelle program is a type of dual degree program, in which a doctoral student is co-supervised by two supervisors, each from a different university, and the student spends approximately 50% of their time at each institution. The student writes one dissertation, under the supervision of an advisory committee comprised of members from both universities. Upon completion, the student receives two degrees, each acknowledging that the degree was completed as a dual degree program, noting the partner institution. While a dual degree program is an agreement between two programs at two institutions, a cotutelle program is an agreement tailored to an individual student studying at two institutions.</p> <p>Cotutelle programs are typically established between USask and non-Canadian institutions and will exist through an approved Cotutelle Ph.D. Program Agreement. Cotutelle agreements with Canadian intuitions may be considered on a case-by-case basis and require prior approval from the Associate Dean, CGPS.</p>
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<ul style="list-style-type: none"> Please contact the CGPS Director of Internationalization for assistance with developing the Cotutelle Doctoral Agreement. <p>Inbound students, after CGPS approval of the Cotutelle program agreement:</p> <ul style="list-style-type: none"> May apply to their program of choice using the standard online application process, and Must meet the academic and language proficiency admission requirements at the time of application, and Should have a minimum of one year in a Ph.D. program or a combined master's/doctoral program, prior to the intended start date at the U of S. <p>Outbound students, after CGPS approval of the Cotutelle program agreement:</p> <ul style="list-style-type: none"> May apply to their program of choice using the required application process at the partner university; Must meet the academic and language proficiency admission requirements at the time of application, and Should have a minimum of one year in a Ph.D. program at the U of S, prior to the intended start date at the partner university. <p>Maximum agreement duration for an individual student is six years, and, extensions beyond six years must be requested in writing and approved by the CGPS.</p> <p>The student initially registers with their home institution. After the signing of the Cotutelle agreement, the student will then need to maintain registration full-time in both institutions, until the completion of the doctorate degree.</p>	<p>Please contact the CGPS Director of Internationalization for assistance with developing the Cotutelle Doctoral Agreement.</p> <p>Application and Eligibility Inbound students Following, after CGPS approval of the cotutelle agreement:</p> <p>Inbound students must May apply to their program of choice at USask. using the standard online application process, and must meet the program's academic and language proficiency admission requirements at the time of application. and should The student must have a minimum of one year in a Ph.D. program or a combined master's/doctoral program, prior to the intended start date at the U of S USask.</p> <p>Outbound students, after CGPS approval of the Cotutelle program agreement: May must apply to their program of choice using the required application process at the partner university and must meet the program's academic and language proficiency admission requirements at the time of application, and should have a minimum of one year in a the Ph.D. program at the U of S USask, prior to the intended start date at the partner university.</p> <p>The Maximum maximum agreement duration for an individual student is six years. and, extensions Extensions beyond six years must be requested in writing and approved by the CGPS.</p> <p>Registration The student initially registers with their home institution. After the signing of the Cotutelle agreement Following approval of the cotutelle agreement, the student will then need is required to maintain full-time registration full-time in at both institutions, until the completion of the doctorate degree program.</p>	<p>Application and Eligibility Following CGPS approval of the cotutelle agreement:</p> <p>Inbound students must apply to their program of choice at Usask and must meet the program's academic and language proficiency admission requirements at the time of application. The student must have a minimum of one year in a Ph.D. program or a combined master's/doctoral program, prior to the intended start date at USask.</p> <p>Outbound students must apply to their program of choice at the partner university and must meet the program's academic and language proficiency admission requirements at the time of application, and should have a minimum of one year in the Ph.D. program at USask, prior to the intended start date at the partner university.</p> <p>The maximum agreement duration for an individual student is six years. Extensions beyond six years must be requested in writing and approved by the CGPS.</p> <p>Registration The student initially registers with their home institution. Following approval of the cotutelle agreement, the student is required to maintain full-time registration at both institutions, until the completion of the program.</p> <p>Cotutelle students who are not actively pursuing their studies at USask in a given term and who are registered at</p>
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Students in an approved graduate-level cotutelle program must maintain full-time registration at USask. Cotutelle students who are not actively pursuing their studies at USask in a given term and who are registered at the partner institution must register in a place holder class to maintain full-time status at USask. This placeholder class does not assess full tuition but does assess some student fees.

The advisory committee will consist of two co-supervisors and a faculty member from each institution. Each university will appoint its members by its own rules. In approving the Cotutelle agreement the Associate Dean, CGPS is granting permission for the non-CGPS faculty to co-supervise as per [Policy 3.1](#), and, to be a member of the advising committee.

The defence committee will consist of the advisory committee members, a university examiner, plus an external examiner unrelated to either partner university. For the University of Saskatchewan, where co-supervisors also sit on the defence committee, they share one vote. The appointment of the external examiner is subject to both institutions' policies.

The doctoral candidacy assessment must be successfully completed in accordance with the program's requirements and unit's policies. If a doctoral candidacy assessment is a requirement for both USask and the partner university degree, a single assessment may be recognized by both universities should the two parties choose to collaborate on **the preparation and assessment of the student**. Students must complete the course requirements as described in the degree requirements for each degree. No more than 50% of the total coursework for the U of S degree can be fulfilled through transfer credit. Any coursework considered for transfer credit must be

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the partner institution must register in a place holder class to maintain full-time status at USask. This placeholder class does not assess full tuition but does assess some student fees.

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equivalent to 800-level courses at the U of S. The partner university has jurisdiction over what courses they would accept for transfer credit towards their degree in accordance with their policies. All course requirements to be fulfilled through transfer credit will be stipulated in the Cotutelle agreement.

The dissertation must be written in English and defended in English. The dissertation will be submitted to the home university with a copy to the partner university simultaneously. For the University of Saskatchewan, Recommendation for Defence will constitute Permission to Submit the Thesis for Defence under CGPS [Policy 8.1](#).

A single oral defence, at the home institution, recognized by both participating universities will be scheduled. Examiners are expected to participate in the oral defence, and, remote conferencing may be used to mitigate these costs. Additional costs can arise from expenses related to the dissertation defense, and, these costs will be shared among the participating institutions as stipulated in the Cotutelle agreement.

The submission, description, and reproduction of the dissertation must be conducted according to the regulations in effect at each institution.

In the event of premature dissolution of the Cotutelle agreement, the student may remain enrolled in one of the partner institutions. To dissolve the agreement of Cotutelle, the student must petition for dissolution of the Cotutelle in

partner university has jurisdiction over ~~which~~ ~~what~~ ~~courses~~ ~~are acceptable~~ ~~they would accept for~~ ~~as~~ transfer credit towards their degree in accordance with their policies. All course requirements to be fulfilled through transfer credit ~~will~~ **must** be stipulated in the Cotutelle agreement.

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In the event of premature dissolution of the Cotutelle agreement, the student may remain enrolled in one of the partner institutions. To dissolve the agreement of Cotutelle, the student must petition for dissolution of the Cotutelle in writing to both institutions by submitting a letter of request to revoke the agreement, which must:

- Indicate where they choose to pursue their doctoral studies;

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<p>writing to both institutions by submitting a letter of request to revoke the agreement which must:</p> <ul style="list-style-type: none"> • Indicate where they choose to pursue their doctoral studies; • Confirm the list of inventions and creations to date in the research, and the holder(s) of intellectual property rights <p>This letter should be sent to the head of programs, supervisors, and authorities governing the Cotutelle agreement in each partner institution as well as the Associate Dean CGPS. The Cotutelle will only be dissolved following an agreement stipulating the respective contributions of stakeholders (supervisors and student) to intellectual property created during the project. In the event that a student chooses to not continue their studies at the University of Saskatchewan, all scholarships and funding received by the student from the University of Saskatchewan will stop at the date of the dissolution of the Cotutelle agreement.</p>	<ul style="list-style-type: none"> • Indicate the research projects and/or scholarly activities in progress and completed including the status of gathered data and analysis thereof. • Confirm the list of inventions and creations to date in the research, and the holder(s) of intellectual property rights <p>This letter should be sent to the head of programs, supervisors, and authorities governing the Cotutelle agreement in each partner institution as well as the Associate Dean CGPS. The Cotutelle will only be dissolved following an agreement stipulating the data sharing and the respective contributions of stakeholders (supervisors and student) to intellectual property created during the project. In the event that a student chooses to not continue their studies at the University of Saskatchewan USask, all scholarships and funding received by the student from the University of Saskatchewan USask will stop at the date of the dissolution of the Cotutelle agreement.</p> <p>Procedures and Guidelines 21.7.</p> <p>Notice of Intent Academic units complete the Cotutelle Agreement Notice of Intent (NOI) using the template and submits it to the Associate Dean, CGPS for approval. The NOI should be submitted to CGPS prior to applying to the PhD program. After NOI approval, units should proceed to develop the Cotutelle agreement using the template provided. When completed and signed by all parties, the agreement must be submitted to the Associate Dean, CGPS, for approval.</p> <p>Cotutelle Agreement</p> <ul style="list-style-type: none"> • Includes standard clauses such as intellectual property rights, dissolution of agreement, funding, etc.; • Include research proposal which has been endorsed by both supervisors; 	<ul style="list-style-type: none"> • Indicate the research projects and/or scholarly activities in progress and completed including the status of gathered data and analysis thereof. • Confirm the list of inventions and creations to date in the research, and the holder(s) of intellectual property rights <p>This letter should be sent to the head of programs, supervisors, and authorities governing the Cotutelle agreement in each partner institution as well as the Associate Dean CGPS. The Cotutelle will only be dissolved following an agreement stipulating the respective contributions of stakeholders (supervisors and student) to intellectual property created during the project. In the event that a student chooses to not continue their studies at USask, all scholarships and funding received by the student from USask will stop at the date of the dissolution of the Cotutelle agreement.</p> <p>Procedures and Guidelines 21.7.</p> <p>Notice of Intent Academic units complete the Cotutelle Agreement Notice of Intent (NOI) using the template and submits it to the Associate Dean, CGPS for approval. The NOI should be submitted to CGPS prior to applying to the PhD program. After NOI approval, units should proceed to develop the Cotutelle agreement using the template provided. When completed and signed by all parties, the agreement must be submitted to the Associate Dean, CGPS, for approval.</p> <p>Cotutelle Agreement</p> <ul style="list-style-type: none"> • Includes standard clauses such as intellectual property rights, dissolution of agreement, funding, etc.; • Include research proposal which has been endorsed by both supervisors;
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	<ul style="list-style-type: none">• Demonstrates a clear path of study including required courses, proposed schedule for committee meetings, assessments including doctoral candidacy assessment, timelines, etc. <p>All forms, templates, and sample documents are found on grad.usask.ca. Questions about the Cotutelle process can be directed to gradprograms.academicaffairs@usask.ca.</p>	<ul style="list-style-type: none">• Demonstrates a clear path of study including required courses, proposed schedule for committee meetings, assessments including doctoral candidacy assessment, timelines, etc. <p>All forms, templates, and sample documents are found on grad.usask.ca. Questions about the Cotutelle process can be directed to gradprograms.academicaffairs@usask.ca.</p>
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Governance Proposal Executive Summary

ITEM

Agenda Item Title: Thesis/Dissertation requirements	
Motions:	
<ol style="list-style-type: none"> To recommend that CGPS Faculty Council approves the changes to CGPS Policy 4.5. Project and Thesis Requirements To recommend that CGPS Faculty Council approve the new policy 4.6. Styles, forms, content, formatting and required elements of the Thesis/Dissertation (Forbes/Quinlan) 	
Proposed by: J. Singh	Presented by: J. Singh
Action: <input type="checkbox"/> For Discussion <input checked="" type="checkbox"/> Notice of Motion <input type="checkbox"/> For Approval	

DETAILS

Office of Administration	College of Graduate and Postdoctoral Studies
Final Approval Body	CGPS Faculty Council
Recommended By	CGPS / Graduate Academic Affairs Committee
Purpose of the Proposal	To revise existing policy to align with current and emerging needs of students and provide clear guidance for project and thesis requirements
Strategic and Policy Alignment	<ul style="list-style-type: none"> CGPS Policy and Procedures Manual Strategic Plan 2018-2025 - Goal 3 & 4: Commit to improved and equitable systems, policies, processes & service standards
Summary	<ul style="list-style-type: none"> Incorporating new CGPS competencies framework into the design of Theses & Dissertations Addition of a new section (4.6. and subsections) in policy to include: <ul style="list-style-type: none"> Styles, forms, content, formatting, including requirements for preface Required elements of the thesis/dissertation Research creation thesis/dissertation in fine- and performing- arts Language, copyright, permission to use and disclaimers Use of Generative artificial intelligence
Consultation and Approval Pathway	<p>Graduate Academic Affairs Committee</p> <ul style="list-style-type: none"> For discussion and feedback - 2025-26, Nov 19, 2025 For discussion and review – 2025-26, Dec 17, 2025 Revisions - 2025-26, Jan 14, 2026 Approval – Mar 18, 2026



UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

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Saskatoon SK S7N 5C9 Canada
Telephone: 306-966-5751
Email: grad.studies@usask.ca

	CGPS Faculty Council <ul style="list-style-type: none">• Discussion and feedback Jan 22, 2026• Notice of Motion – Mar 26, 2026• Approval – May 28, 2026
Implementation	September 1, 2026
Attachments	<ul style="list-style-type: none">• Policy revisions – 4.5. and *new* 4.6.• Templates and Samples for student use

Red indicates changes from current policy

Current Policy	Proposed revised language	Proposed clean version
4.5. PROJECT AND THESIS REQUIREMENTS	4.5. PROJECT AND THESIS AND DISSERTATION REQUIREMENTS	4.5. THESIS AND DISSERTATION REQUIREMENTS
	<p>The master's thesis is an opportunity to explore a topic of particular interest and advance research or scholarship in the discipline, area of professional competence, or research creation. The thesis must demonstrate a capacity to critically evaluate current research and show originality in the application of knowledge or communicate complex ideas coherently.</p> <p>The Ph.D. dissertation must demonstrate original research, advanced scholarship, generation of new knowledge, or competence and innovation through arts project/s. The dissertation must exhibit high level of quality to satisfy peer review and to merit publication in disciplinary appropriate forms. Dissertations must provide adequate evidence of conceptualization, design, and implementation of research or scholarship for the generation of new knowledge, applications, or understanding at the forefront of the chosen research field or across multiple disciplines and make informed judgments on complex issues in specialist field, sometimes requiring new methods and ethically</p>	<p>The master's thesis is an opportunity to explore a topic of particular interest and advance research or scholarship in the discipline, area of professional competence, or research creation. The thesis must demonstrate a capacity to critically evaluate current research and show originality in the application of knowledge or communicate complex ideas coherently.</p> <p>The Ph.D. dissertation must demonstrate original research, advanced scholarship, generation of new knowledge, or competence and innovation through arts project/s. The dissertation must exhibit high level of quality to satisfy peer review and to merit publication in disciplinary appropriate forms. Dissertations must provide adequate evidence of conceptualization, design, and implementation of research or scholarship for the generation of new knowledge, applications, or understanding at the forefront of the chosen research field or across multiple disciplines and make informed judgments on complex issues in specialist field,</p>

<p>The adequacy of the project or thesis is decided by an examining committee consisting of the Supervisor, other members of the Advisory Committee and other persons as appropriate. The thesis, project or publishable paper presented in partial fulfillment of the requirements for the degree must:</p> <ol style="list-style-type: none"> 1. Deal in an academically satisfactory way with a definite topic related to the major research field 2. Demonstrate ability on the part of the candidate to do independent study and investigation 3. Be written in good scholarly style and conform to the requirements of a style manual approved by the academic unit 4. Comply in presentation features with specifications of the CGPS. Regulations regarding the preparation, submission, and examination of Master's and Ph.D. theses are published in the Catalogue. 	<p>designed research.</p> <p>The adequacy of the master's project or master's project or Ph.D. dissertation is decided by an examining committee consisting of the Supervisor, other members of the Advisory Committee and other persons as appropriate. The thesis, project or publishable paper dissertation project or publishable paper presented in partial fulfillment of the requirements for the degree must:</p> <ol style="list-style-type: none"> 1. Deal in an academically satisfactory way with a definite defined topic related to the major research, professional practice field, or research creation 2. Demonstrate ability on the part of the candidate to do independent study and investigation study and inquiry 3. Be written in good scholarly disciplinary appropriate style and conform to satisfy the requirements of a style manual approved by the academic unit. 4. Comply in presentation features with specifications of the CGPS- policies, Regulations and procedures regarding the preparation, submission, and examination of the M the master's thesis and Ph.D. theses dissertation. are- published in the Catalogue. 	<p>sometimes requiring new methods and ethically designed research.</p> <p>The adequacy of the master's thesis or Ph.D. dissertation is decided by an examining committee consisting of the Supervisor, other members of the Advisory Committee and other persons as appropriate. The thesis or dissertation presented in partial fulfillment of the requirements for the degree must:</p> <ol style="list-style-type: none"> 1. Deal in an academically satisfactory way with a defined topic related to the major research, professional practice field, or research creation 2. Demonstrate ability on the part of the candidate to do independent inquiry 3. Be written in disciplinary appropriate style and satisfy the requirements of a style manual approved by the academic unit. 4. Comply with specifications of CGPS policies, regulations and procedures regarding the preparation, submission, and examination of the master's thesis and Ph.D. dissertation.
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<p>A Ph.D. thesis, based upon original investigation, must demonstrate mature scholarship and critical judgment on the part of the candidate, as well as familiarity with tools and methods of research in the candidate's chosen research field.</p> <p>Theses may be produced in either the traditional style or the 'manuscript' style, which consists of a manuscript, or cohesive series of manuscripts, written in a style suitable for publication in appropriate venues</p> <p>Issues of copyright must be addressed should one or more of the manuscripts be accepted for publication or already in print.</p> <p>All Master's thesis students and Ph.D. students are required to submit their thesis or dissertation in electronic form.</p>	<p>A Ph.D. thesis, based upon original investigation, must demonstrate mature scholarship and critical judgment on the part of the candidate, as well as familiarity with tools and methods of research in the candidate's chosen research field.</p> <p>Theses may be produced in either the traditional style or the 'manuscript' style, which consists of a manuscript, or cohesive series of manuscripts, written in a style suitable for publication in appropriate venues</p> <p>A thesis or dissertation must include a preface section including a title page, copyright information, abstract, permission to use, declaration regarding the use of generative artificial intelligence (GenAI) and table of contents. Issues of copyright must be addressed should one or more of the manuscripts be accepted for publication or already in print. Refer to Section 17 for intellectual property and copyright details.</p> <p>All Master's thesis students and PhD students are required to must submit their thesis or dissertation in electronic digital form. The digital form of document will be held in the USask library and Theses Canada repositories. The final thesis/dissertation document submitted to CGPS is intended to be open-source public document once it is posted and may not restrict</p>	<p>A thesis or dissertation must include a preface section including a title page, copyright information, abstract, permission to use, declaration regarding the use of generative artificial intelligence (GenAI) and table of contents. Issues of copyright must be addressed should one or more of the manuscripts be accepted for publication or already in print. Refer to Section 17 for intellectual property and copyright details.</p> <p>All master's thesis students and PhD students are required to submit their thesis or dissertation in digital form. The digital form of document will be held in the USask library and Theses Canada repositories. The final</p>
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<p>Provision can be made for restricting access to a completed thesis for one year, with the possibility of up to two, one-year extensions. Access may be restricted completely, or allowable for only on-campus use.</p>	<p>the reading and examination of the content.</p> <p>Provision can be made for restricting access to a completed thesis/dissertation for one year, with the possibility of up to two, one-year extensions. Restrictions beyond three years will be considered by the Dean, CGPS on a case-by-case basis. Access may be restricted completely only under very exceptional circumstances or made allowable for only on-campus use.</p> <p><i>Requirements for non-PhD doctoral study are under consultation.</i></p>	<p>thesis/dissertation document submitted to CGPS is intended to be open-source public document once it is posted and may not restrict the reading and examination of the content.</p> <p>Provision can be made for restricting access to a completed thesis/dissertation for one year, with the possibility of up to two, one-year extensions. Restrictions beyond three years will be considered by the Dean, CGPS on a case-by-case basis. Access may be restricted completely only under very exceptional circumstances or made allowable for only on-campus use.</p> <p><i>Requirements for non-PhD doctoral study are under consultation.</i></p>
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NEW SECTION

4.6. Styles, forms, content, formatting and required elements of the thesis/dissertation

A master's thesis or Ph.D. dissertation may be produced in any of the following styles:

1. A traditional style thesis/dissertation typically consists of distinct chapters such as introduction, literature review, objectives, methodologies, results and discussion and one set of references at the end.
2. A manuscript style thesis/dissertation is a document consisting of one or cohesive series of manuscripts, written in a style suitable for publication in appropriate venues. A manuscript-style thesis is not, however, merely a collection of published or publishable papers. It must meet the principles and objectives required of a thesis/dissertation and include an introductory chapter, and a final chapter / general discussion to tie the manuscripts together. The manuscripts may or may not be identical to the published papers.
3. A research-creation (practice-based research, arts-based research) thesis/dissertation combines creative and academic research practices to support the generation of new knowledge, competence and innovation. It may employ a variety of art forms (such as audio, music, performance, visual art, or artifact-based display) and typically includes an explanatory document to demonstrate research design, methodology, results and discussion appropriate to the disciplines involved or to the interdisciplinary approach taken.

The format and style of a master's thesis and doctoral dissertation may differ by department, and by discipline. The student's academic unit will identify an acceptable style and format for the thesis/dissertation and communicate it to students. The selected style must be maintained throughout the document.

Advisory committees will discuss and approve the focus of the thesis/dissertation at the proposal stage including the number of manuscript chapters (in case of manuscript style thesis or dissertation) or the scope of scholarly work (in case of research-creation style thesis or dissertation). The focus may be modified by agreement of the committee as the research progresses; any revisions must be approved by the supervisor and advisory committee.

4.6.1. Language

The official language of USask is English and all theses/dissertations are expected to be written in English. The thesis or dissertation can be written in other language in cases where the language of assessment is approved in the program requirements (e.g. MA in French or Cree). If the language of the thesis or dissertation is other than English, required sections of the preface (including the abstract) in English language must be included. The preface section in the original language can also be included.

4.6.2. Copyright and permission to use

The author holds the copyright to the thesis/dissertation and grants permission to the USask Library, College of Graduate and Postdoctoral Studies and the Academic Unit to provide access to the document. Creative Commons attributes for copyright and permission to use are permitted. Authors should consider potential implications for published scientific papers or future publications.

The thesis/dissertation must indicate in the preface and on the first page of the chapter when copyrighted and/or co-authored material such as, but not limited to, figures, survey inventories or computer code have been

included in the document either “with permission” or “under license”. Any payment which might be required by the rights holder(s) is the responsibility of the student. Copies of the letters of permission or licenses must be available upon request and may be included within the thesis as appendices.

4.6.3. Use of Generative Artificial Intelligence (GenAI)

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The preface section of the thesis or dissertation is mandatory and must include a title page, abstract, permission to use and copyright information, a declaration about the use of GenAI, and a table of content/outline. The preface section may also include additional optional items such as disclaimers, acknowledgment page, dedication page, keywords, list of abbreviations, list of tables and figures.

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Degree discipline	Required on title page	Area of study or concentration
Academic unit	Required on title page	Name of the department or college / school in case of non-departmentalized units
College	Required on title page	College of Graduate and Postdoctoral Studies
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List of Tables	Optional	Sequential list of table titles and page numbers from all chapters may be included
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[Update the text inside the square parentheses and delete the enclosing brackets]

Link to [USask-approved Learning Technology Ecosystem \(LTE\) tools](#) (for information) – includes approved GenAI tools

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Virus-Host Interactions of Positive Sense RNA Viruses: Insights from SARS-CoV-2 and Bovine Viral Diarrhea Virus (Understanding how viruses and human/animal bodies interact to cause and combat infections)

The microbiome and the reproductive ecology of Dermacentor variabilis and Dermacentor andersoni in western Canada (This research explored how two tick species survive and reproduce on the Canadian prairies and what bacteria they carry. These insights help to understand their impact on public health)

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in Partial Fulfillment of the Requirements

for the Degree of Master of Science In the [Department or Academic Unit], University of Saskatchewan
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The microbiome and the reproductive ecology of Dermacentor variabilis and Dermacentor andersoni in western Canada (This research explored how two tick species survive and reproduce on the Canadian prairies and what bacteria they carry. These insights help to understand their impact on public health)

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Chapter/ Subheading	Title	Page #
[1]	[First chapter's title]	[??]
[1.1]	[First section's title]	[??]

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Report: TOEFL 2026 Transformation

Introduction

ETS is implementing a new TOEFL iBT score reporting scale, effective January 21, 2026, which replaces the familiar 0-120 scale with a 1-6 band score scale, incrementing in 0.5-point intervals. The TOEFL change is **not only a scoring-scale** revision; it is associated with **changes in test design, scoring**, and reporting that directly affect interpretation, comparability, and institutional trust.

What Exactly is Changing?

1. *Scoring scale: 0–120 → 1–6 band score*
 - Section band scores (Reading, Listening, Speaking, Writing): 1.0–6.0
 - Increments of 0.5
 - An overall band score is computed by averaging the four section band scores to the nearest half.
 - ETS also continues to provide the old 0–120 comparable scores for two years for transition
2. *Test Redesign*
 - TOEFL iBT will include broader transformational changes that include test-redesign, adaptive format, more relevant content, and different scoring and reporting mechanisms
 - If the test blueprint changes, equivalency is not only about score conversion; it's also about (what the test measures and how).

Why did ETS move to a 1–6 Scoring System?

1. Alignment to the Common European Frame of Reference (CEFR) as a global proficiency reporting norm, with its clear level descriptors for different aspects of language
2. This scale connects clearly to students' prior English learning and assessment experiences, especially those guided by CEFR.

3. Transition to a new test model: ETS adopted large-scale changes (adaptive design, updated task types, enhanced security, evolving scoring approaches), which necessitate reconsidering reporting.

How will ETS Provide TOEFL iBT Scores after January 21st?

ETS will provide three scores on every score report for the next two years: (1) CEFR level; (2) 1- 6 overall and section scores; and (3) a comparable 0-120 overall score. The Below Table Compares CEFR Proficiency Levels to the New Updated Scoring Scale:

CEFR	Total	Reading	Listening	Speaking	Writing
C2	6	6	6	6	6
C1	5.5	5.5	5.5	5.5	5.5
C1	5	5	5	5	5
B2	4.5	4.5	4.5	4.5	4.5
B2	4	4	4	4	4
B1	3.5	3.5	3.5	3.5	3.5
B1	3	3	3	3	3
A2	2.5	2.5	2.5	2.5	2.5
A2	2	2	2	2	2
A1	1.5	1.5	1.5	1.5	1.5
A1	1	1	1	1	1

Provided Concordance Tables

ETS provides concordance tables between the old and new scales; these tables do not automatically establish equivalence with other tests (IELTS/PTE/DET), because concordance requires empirical linking studies and evidence supporting interpretations and uses in institutional contexts.

1. Comparing TOEFL Scores Across the 1- 6 and 0 -120 Scales

Section scores (1-6)	Reading (0-30)	Listening (0-30)	Speaking (0-30)	Writing (0-30)	Total (0-120)
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6	29-30	28-30	28-30	29-30	114+
5.5	27-28	26-27	27	27-28	107+
5	24-26	22-25	25-26	24-26	95+
4.5	22-23	20-21	23-24	21-23	86+
4	18-21	17-19	20-22	17-20	72+
3.5	12-17	13-16	18-19	15-16	58+
3	6-11	9-12	16-17	13-14	44+
2.5	4-5	6-8	13-15	11-12	34+
2	3	4-5	10-12	7-10	24+
1.5	2	2-3	5-9	3-6	12+
1	0-1	0-1	0-4	0-2	0+

2. Concordance between the IELTS Scoring Scale and the New ETS Scoring Scale: ETS and IELTS partners recently collaborated on a major concordance study using recognized best-practice methods.

IELTS (1-9)	TOEFL Reading (1-6)	TOEFL Listening (1-6)	TOEFL Speaking (1-6)	TOEFL Writing (1-6)	TOEFL Total (1-6)
9	6	6	6	6	6
8.5	5.5	6	6	6	6
8	5.5	5.5	6	6	6
7.5	5	5	5	5.5	5.5
7	4.5	5	4.5	5	5
6.5	4	4.5	4	4.5	4.5
6	3.5	3.5	3.5	4	4
5.5	3.5	3	3	3	3.5
5	3	2.5	2.5	2	2.5
4.5	2.5	1.5	2	1.5	2
4	1	1	1.5	1	1.5

3. ETS did not provide concordance tables with other standardized tests such as Pearson, Duolingo, or Canadian Language Benchmark. However, each test center did its alignment with CEFR and IELTS separately as specified below:

Validity and Reliability of the Proposed Changes

Supporting Points	Concerns
<ul style="list-style-type: none"> ▪ ETS frames TOEFL validity/reliability through standard testing principles and describes ongoing research supporting intended interpretations and uses ▪ They also provide an updated TOEFL iBT Technical Manual, intended as a central reference for test purposes, design, scoring, and validity agenda, particularly considering the 2026 changes. ▪ “ETS positions the 2026 version within an explicit validity framework and commits to a continued research agenda supporting score interpretation.” 	<ul style="list-style-type: none"> ▪ The TOEFL test construct is changing, and the test blueprint changes too; therefore, equivalency is not only about score conversion; it’s also about construct comparability (what the test measures and how). New validity evidence is needed (measurement invariance, comparability studies, fairness analyses, longitudinal stability). If it were only a reporting-scale change, reliability and validity could largely carry over through linear/nonlinear transformations of scores, and concordance tables could be sufficient for many institutional uses. ▪ The band scale although a reporting scale transformation, but it requires continued validation evidence because institutions make decisions based on cut scores. ETS itself warns that totals can be achieved through multiple section-score combinations, meaning band conversions are not “one-to-one” in a strict psychometric sense

Impact on USASK Admissions

The University of Saskatchewan baseline admissions requirements include IELTS Academic 6.5 overall (6.0 each component), TOEFL iBT 86 overall (19 each component), PTE Academic 63 overall (59 each component), CAEL 70 overall (60 each component; graduate), and Duolingo English Test 120 (100 minimum component). A defining strength of the baseline policy is its insistence on component minima, which reduces the risk of admitting students with insufficient proficiency in one essential academic skill.

In summary, adopting a 4.5 overall TOEFL iBT band with no section below 4.0 preserves the functional intent and balanced proficiency expectations of the existing TOEFL iBT

standard at the University of Saskatchewan. During the transition, accepting band scores but cross-checking with equivalent scores ensures continuity and reliability.

Test	Baseline Minimum	Component Minimums
IELTS Academic	6.5	6.0 each
TOEFL iBT (0–120 scale)	86	19 each
TOEFL iBT (1–6 band scale, Jan 21 2026+)	4.5	4.0 each
PTE Academic	63	59 each
CAEL (Graduate)	70	60 each
Duolingo English Test	120 (effective Jan 1, 2026)	100 each