

# Memorandum

**To:** Terry Wotherspoon, Chair, Academic Programs Committee of University Council

**CC:** Steven Jones, Executive Director, School of Public Health

**From:** Office of the Associate Dean, College of Graduate and Postdoctoral Studies (CGPS)

**Date:** January 24, 2018

**Re:** Change to Admission Requirements for the Ph.D. in Biostatistics

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In June 2017, the Graduate Programs Committee of CGPS reviewed and supported changes to the admission requirements for the Ph.D. program in Biostatistics to include a requirement for background statistical knowledge. In September 2017, the Executive Committee reviewed the proposal and returned it to the Graduate Programs Committee requesting further clarification in the proposed language.

In December 2017, the Graduate Programs Committee considered a revised proposal for changes to the admission requirements for the Ph.D. program in Biostatistics. The committee supported the revised proposal and passed a motion in support of the changes. In January 2018, the Executive Committee was also satisfied with the revised proposal passing a motion to change the admission requirements for the Ph.D. program in Biostatistics.

During the review process by the CGPS committees, members indicated they would like to see specific preparatory courses indicated; however, given the international applicant pool, the committees ultimately were satisfied that the proposed language reflected the background knowledge required.

Attached please find:

- A copy of the memo from the Executive Committee of CGPS recommending the proposal
- A copy of the memo from the Graduate Programs Committee of CGPS recommending the proposal
- The proposal from the School of Public Health

If you have any questions, please contact [kelly.clement@usask.ca](mailto:kelly.clement@usask.ca) (306-966-2229).

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## Memorandum

**To:** Dr. Terry Wotherspoon, Chair, APC (of University Council)

**Copies:** Dr. Bruce Eglington, Chair, GPC CGPS Dr. Steven Jones, Executive Director, SPH

**From:** Trevor Crowe, Chair, Executive Committee CGPS

**Date:** January 17, 2018

**Re:** Proposal to revise the admission requirements for PhD program in Biostatistics

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On January 17, 2018, the Executive Committee of CGPS (EC) reviewed the following from the Graduate Programs Committee of CGPS:

On January 16, 2018, the Graduate Programs Committee (GPC) submitted a proposal to the EC to revise admission requirements for the PhD degree in the Collaborative Biostatistics Program. The program committee recommended that the entrance requirements for the PhD program be revised to include “To be eligible the student must have completed course content in Mathematical Statistics, Statistical Inference or equivalent courses at the senior undergraduate level”.

*The GPC passed the following motion: “To approve the revised admission requirements for the PhD program in Biostatistics”. Pollak/Simonson*

**The CGPS Executive Committee (EC) had the following discussion on January 17, 2018:**

- *Through this proposal, the revision “to be eligible the student must have completed course content in Mathematical Statistics...” speaks to having flexibility that would allow admission decisions to be probationary until the student satisfies the U of S requirement.*
- *This is a collaborative program; unfortunately the proposal does not have any information on how a collaborative program like this works.*
- *A member spoke to the administration of this program in that every two years the chair changes; regardless of who serves as the chair, the program is managed by the Executive Director of SPH*
- *This is a thesis-based program; so, it would follow the typical admission process and a supervisor would be identified*
- *Senior-level course work, for the purpose of graduate studies, are both 300 and 400-level undergraduate courses (NOT 200-level)*

- *With respect to acceptable International coursework; the unit would have to determine if that previous work is sufficient and make a recommendation based on that determination*

**The EC made a motion that the admission requirements for the PhD program in Biostatistics be revised as proposed. Walker/Westbrook CARRIED**

If you have any questions or concerns regarding the recommended please contact [lori.lisitza@usask.ca](mailto:lori.lisitza@usask.ca) on behalf of the Executive Committee.

/lal

**Memorandum**

**To:** Executive Committee of CGPS

**From:** Graduate Programs Committee of CGPS

**Date:** January 11, 2018

**Re:** Admission requirements for Ph.D. program in Biostatistics

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At the December 7, 2017, meeting of the Graduate Programs Committee (GPC), a revised proposal to amend the admission requirements for the Ph.D. program in Biostatistics was considered.

While members found the proposed language to be a bit vague, it was noted that much of the applicant pool might not have an undergraduate degree from the UofS, so specifying acceptable UofS courses did not seem necessary. Faculty administering the program would be best-prepared to assess applicants background preparation for admission.

It was noted that if an applicant's background preparation was difficult to assess, the applicant could be admitted on probation with a requirement to complete preparatory courses prior to beginning the doctoral program coursework.

The Graduate Programs Committee passed the following motion unanimously:

*To approve the revised admission requirements for the Ph.D. program in Biostatistics.* Pollak/Simonson  
CARRIED

If you have any questions, please contact Kelly Clement at [kelly.clement@usask.ca](mailto:kelly.clement@usask.ca) or 306-966-2229.

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## MEMORANDUM

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**TO:** Graduate Programs Committee, CGPS

**FROM:** Dr. Steven Jones, Executive Director, SPH

**C.C.:** Kelly Clement, CGPS

**DATE:** November 30, 2017

**RE:** **Admission requirements for PhD degree in the Collaborative Biostatistics Program**

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The School of Public Health would like to propose changes to the **PhD program** in the Collaborative Biostatistics Program. The change is with respect to the program entrance requirements.

The program committee recommends that the entrance requirements for the PhD program be changed to include "To be eligible the student must have completed course content in Mathematical Statistics, Statistical Inference or equivalent courses at the senior undergraduate level". This is to be added to the Course and Program Catalogue as follows:

### **Biostatistics - Doctor of Philosophy (Ph.D.)**

#### Admission Requirements

- Master's degree, or equivalent, from a recognized university in a relevant academic discipline
- a cumulative weighted average of at least a 75% (U of S grade system equivalent) in the last two years of study (i.e. coursework required in Master's program)
- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. See the College of Graduate and Postdoctoral Studies Academic Information and Policies in this Catalogue for more information
- **completed course content in Mathematical Statistics, Statistical Inference or equivalent courses at the senior undergraduate level**

These recommendations have been approved by the Heads of all three departments (SPH, CH&E & Math & Stats). We also received a vote in favour of the recommendation by the core faculty in the Collaborative Biostatistics Program.

Please let me know if you have any questions.