Summary of Changes for 2008-2009 Graduate Calendar

Changes as of September 30, 2008

PLEASE NOTE: Page numbers for insertions and deletions refer to page numbers in the June 2008 / hard copy version of the 2008-2009 Graduate Calendar.

Faculty of Graduate Studies
Correction (updated July 22, 2008)
- Page 1
  - Inserted "Francey Pisicoli, Graduate Program Officer" into Office Staff section

Corrections (updated July 22, 2008)
- Page 1
  - Deleted position title for Corey Wilkes "Graduate Program Officer and Administrative Team Lead"; inserted "Graduate Program Officer and Team Lead (Registrations)"
  - Deleted position title for Dawn MacMillan "Graduate Program Officer and Technical Lead"; inserted "Graduate Program Officer and Team Lead (Technical Support)"

Staffing Update (updated September 8, 2008)
- Page 1
  - Deleted "Katrina Hansen", inserted "Brad Drebit"

Admissions
Correction (updated July 22, 2008)
- Page 11
  - Column 3, "Application for Admission" section, paragraph 4
  - Deleted "Three appropriate letters of reference dated within twelve months", inserted "Two appropriate letters of reference dated within twelve months".

Revisions (updated August 21, 2008)
- Page 11
  - Column 2, paragraph 5
  - Deleted "Level III", inserted "Level 3"
  - Deleted "Learning English for Academic Purposes", inserted "English for Academic Purposes"
  - Deleted "fax (403) 220-0171", inserted "fax (403) 210-8554"
  - Deleted "email: leap@ucalgary.ca", inserted "email: eapp@ucalgary.ca"

Program Abbreviations
Addition (updated August 11, 2008)
- Page 49
  - "(Undergraduate and Graduate)" inserted into page title
Interdisciplinary Graduate Program
Correction (updated August 12, 2008)
• Page 139
  o Typo in column 2, "Master of Arts and Master of Science" section, paragraph 3
  o Deleted "o", inserted "to".

Interdisciplinary Specializations
Addition (updated August 15, 2008)
• Page 185
  o Inserted specialization details for "Energy and Environmental Systems Interdisciplinary Specialization":

1. Degrees and Specializations Offered
The University offers an interdisciplinary specialization in Energy and Environmental Systems to students registered in an existing graduate program currently offered through one of the following Faculties that are affiliated with the Institute for Sustainable Energy, Environment and Economy (ISEEE):

- Schulich School of Engineering
- Faculty of Environmental Design
- Haskayne School of Business
- Faculty of Law
- Faculty of Science
- Faculty of Social Sciences

The student will receive the degree offered by the home graduate program:
- Doctor of Philosophy (PhD)
- Master of Arts (MA)
- Master of Laws (LLM thesis-based only)
- Master of Science (MSc)
- Master of Geographic Information Systems (MGIS)
- Specialization: Energy and Environmental Systems (Interdisciplinary)

In cases where the student's proposed research area cannot be supported through a single academic program, and which would necessitate the combination of at least three academic areas, they may
seek admission and earn the EES specialization through the Interdisciplinary Graduate Program (IGP) of the Faculty of Graduate Studies.

2. Admission Requirements

In addition to the Faculty of Graduate Studies' requirements, all applicants must meet the minimum admission requirements of the home graduate program. Admission to the specialization itself requires:

a) A sample of the applicant's written work: a term paper, research paper, or a Master's / honours thesis, that the applicant considers representative of his or her best work.

b) A concise statement (500 words maximum) of the applicant's academic interests and reasons for wishing to pursue graduate work in the EES specialization. A proposed area of thesis research should also be discussed.

c) A current curriculum vitae.

d) For students required to provide proof of English proficiency, a TOEFL score of at least 550 (written) or 213 (computer-based) or 80 (internet based), or an IELTS score of 7.0. However, if the graduate program to which the student is applying requires higher scores, then these must be met.

e) Submission of GRE scores are strongly encouraged but not required.

Applicants must indicate their intention of applying for the EES specialization to the home graduate program, and likewise inform the EES Program Office of their application status as per the instructions on the EES Web site.

Note that successful candidates must be approved for admission by both the home graduate program as well as by EES. Admission to a degree program does not guarantee entrance to the specialization.

3. Application Deadline

The deadlines for the submission of complete applications correspond to those of the respective home graduate program to which students are applying.

4. Advanced Credit

Requests for advanced credit must be made at the time of application. Credit will not be granted for course work taken as part of another completed degree / diploma or for courses taken to bring the admission GPA to the required level.

5. Program/Course Requirements

In addition to the home graduate program's requirements, students undertaking the EES specialization must successfully complete the following:

**EES Specialization at the Master's Level (thesis-based)**

Required core courses:

- EES 601: Introduction to Energy and Environmental Systems
• EES 603: Project Course
• EES 605: Graduate Seminar
• EES 607: Tools for System Analysis (block week course)

Depending on their home program and area of study, students may take additional EES related courses in consultation with their research supervisor.

NOTE: In accordance with Faculty of Graduate Studies' regulations, students in thesis-based programs may obtain a reduction in course load. This may be appropriate in cases where there is overlap between EES courses and the home graduate program's course requirements. Such requests may be agreed to by the student's supervisor, and be submitted to and approved by the Graduate Coordinator of the home graduate program and the EES Program Director or designated EES Committee Member.

EES Specialization with MGIS Degree (course-based)

Students enrolled in the Master of Geographic Information Systems degree program who wish to earn the EES specialization will need to take three of the EES Core Courses (EES 601, EES 603, and EES 605). Students are not required to take GEOG 683, but must take the other core courses in the MGIS program (GEOG 647, GEOG 633, GEOG 639, and GEOG 681). Finally, students will still be required to fulfill the 10-half course requirement of the MGIS program, and can select the remaining three courses from GEOG optional courses or EES related courses. It is not recommended that students required to complete the MGIS upgrade courses undertake the EES specialization.

EES Specialization at the Doctoral Level

Doctoral students are required to take the same EES core courses that are required at the Master's level, if they have not previously completed the EES specialization. Doctoral students must also comply with requirements of their home graduate program. Students who have previously earned a Master's degree with the EES specialization have no other required EES courses. However, they may need to take courses relevant to their area of study as recommended by their thesis supervisor. Doctoral students may seek a reduction in course load as per the rules for thesis-based Master's students shown above.

EES Specialization with the Interdisciplinary Graduate Program (IGP)

The course curriculum for IGP students will be determined at the IGP admission seminar. Course requirements will normally include the EES core courses, but may also include other courses to ensure adequate coverage of the relevant disciplines involved. Changes to the student's curriculum after the admission seminar will require the approval of the Supervisory Committee, IGP Director, and the Faculty of Graduate Studies.

6. Additional Requirements

None.

7. Credit for Undergraduate Courses

Students are allowed to take only one 500-level course for graduate credit, subject to the approval of the EES Program Director. Graduate students taking a 500-level course for graduate credit will be required to complete additional assignments.

8. Time Limit

Expected completion time for a Master's degree is two years and the maximum completion time is four years.
Expected completion time for the PhD degree is four years and the maximum completion time is six years.

9. Supervisory Assignments

Students must have a formal supervisor appointed to them within twelve months of beginning the EES specialization. Supervisory arrangements must be approved by the EES Program Director.

10. Required Examinations

Final thesis orals follow the requirements of the Faculty of Graduate Studies and the home graduate program.

Students in doctoral programs must fulfill the written candidacy examination requirement of the home graduate program. All doctoral students must complete the candidacy oral examination in accordance with Faculty of Graduate Studies' regulations.

11. Research Proposal Requirements

Doctoral students and thesis-based Master's students must present a written and oral research proposal to their supervisory committees no later than twelve (Master's) and twenty (PhD) months after initial registration. The research proposal must be submitted to the EES Program Director for approval and placed on file.

This requirement of research proposal approval does not apply to students pursuing the EES specialization through the Interdisciplinary Graduate Program, since the research proposal must be approved as part of IGP's admission process.

12. Special Registration Information

None.

13. Financial Assistance

Financial assistance will be available to all qualified full-time graduate students. Students are also encouraged to seek funding opportunities through the Faculty of Graduate Studies' Open Scholarship Competition (contact the home program for application deadlines), as well as external funding agencies.

14. Other Information

Given limited resources, the specialization may, in any year, admit fewer applicants than those who are qualified to undertake graduate studies.

15. Faculty Members/Research Interests

See the Web site of the home department of the faculty member.

For bios and research interests of those faculty directly associated with the Energy and Environmental Systems Group, visit [http://www.ucalgary.ca/EES/People](http://www.ucalgary.ca/EES/People).

### Graduate Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy and Environmental Systems 601</td>
<td>H(3-1T)</td>
</tr>
</tbody>
</table>

**Introduction to Energy and Environmental Systems**

The course provides a structured overview to the interactions of energy systems and the environment. The lectures are taught collaboratively by several EES faculty. The course aims to foster a unified, scientific understanding of energy flows and transformations in industrial society and the natural world.
world; a scientific overview of some of the most important links between energy and environmental systems; and an introduction to the business, legal and regulatory systems that shape the interactions between energy and environment.

Energy and Environmental Systems 603  H(1-3T)

Project Course
Projects are applied interdisciplinary problem-solving courses in which students work as leaders or as members of project teams. Most course time is devoted to project management and presentations from students. The project course gives students experience working on weakly-structured, real-world problems that require teamwork and contributions from diverse disciplines. They are co-managed by students and faculty advisors and should be responsive to an external “client” or expert panel. Problem areas are abstracted from local, provincial and national situations and involve the interaction of energy systems, the environment and public policy. Oral and written presentations concerning the results of project studies are required.
Prerequisite: Graduate standing in EES specialization.

Energy and Environmental Systems 605  F(0-2S)

Graduate Seminar
The graduate research seminar fosters the development of presentation and communication skills as well as engagement in critical analysis and debate. Course time is primarily research presentations by faculty, research staff and students. All students must present their work.
Prerequisite: Graduate standing in the EES specialization.
NOT INCLUDED IN GPA

Energy and Environmental Systems 607  H(3-0)

Tools for System Analysis
This intensive block week course provides an introduction to analytical methods and software tools that are most frequently used for research in energy and environmental systems. Analytical methods include, risk, uncertainty and decision analysis; an introduction to engineering economics; and an introduction to tools for environmental modeling. Software tools include Excel, and extensions such as Crystalball, general purpose systems such as Matlab and Mathematica; and GIS tools for non-specialists.
Prerequisite: Graduate standing in the EES specialization.

Energy and Environmental Systems 619  H(3-0)

Special Topics
Students will be provided with the opportunity to focus on advanced studies in specialized topics pertaining to energy system engineering, law, public policy or economics, or a combination of these issues.
Prerequisite: Graduate standing in the EES specialization.

Academic Regulations - Master's Thesis Handbook
Revisions (updated August 18, 2008)
- Page 28
  - Deleted "(Currently under review of Graduate Council)", inserted "(Approved by Graduate Council July 21, 2008)"
- Page 32
Revised Article 9.0, "Post Thesis Oral Examination Procedures" as follows:

### 9.0 Post Thesis Oral Examination Procedures

#### 9.1 Provisional Recommendations

At the end of the thesis oral examination, everyone except the Neutral Chair, the members of the examination committee, the Department/Program Head and the Dean of Graduate Studies and/or Dean's representative, is required to withdraw from the room. Before any discussion of the candidate's performance, each examiner must identify, by secret ballot, whether he/she favours recommending a pass or fail on each of the thesis and the oral defence. This procedure provides the committee with a frame of opinion upon which a full discussion of the student's performance may then be based.

#### 9.2 Official Examiners' Discussion

Following a count of the straw vote the Neutral Chair will facilitate a post-examination discussion in which the Department/Program Head and the Dean of Graduate Studies or their representatives may participate although they have no vote. At the conclusion of the discussion, each examiner must write his/her final recommendation on the official Report of Master's Thesis Examination form. Unanimous decisions are required for both the thesis and the oral defence. If the examiners are unable to reach an unanimous decision regarding one or both components, there must be no further discussion regarding that component of the examination and the Neutral Chair must immediately inform the Dean of "lack of unanimity". The final decision will be at the discretion of the Dean of Graduate Studies.

#### 9.3 Recommendation of Examination Committee

Thesis oral examinations are designed to establish a level of achievement consistent with the standards of the Faculty of Graduate Studies as outlined in section 3, "Thesis Quality Requirements." The following section (9.4) defines the official Faculty recommendations to the Dean of Graduate Studies respecting outcomes of thesis oral examinations. In each case, the committee recommendation must be reported to the Dean on the official Report of Master's Final Examination form within one working day of the completion of the examination. Immediately following the conclusion of the examination, the Neutral Chair must report the outcome to the student.

#### 9.4 Recommendations

Thesis examinations must be judged to be either acceptable or unacceptable with respect to the thesis itself and with respect to the oral defence.

1. **Recommendation for the Thesis**
   - If the unanimous final decision is that the thesis conforms to the requirements for a Master's thesis (see section 3) then all members of the examination committee shall sign the signature page except the Supervisor, who will sign after reviewing and approving any necessary minor corrections on behalf of the committee.
   - If the unanimous final decision is that the underlying research reported in the thesis is judged to be sound, but the presentation of or analysis in the research requires attention that one or more members of the examination committee wish to review personally, then those members will not sign the approval page until they have seen and approved the revisions. Other members of the committee should sign immediately after the examination.
If the examining committee unanimously determines that the underlying research is not acceptable, then the examination committee reports a failed thesis to the Dean of Graduate Studies. The candidate will have a second opportunity to present and defend an acceptable thesis.

If the examiners fail to arrive at a unanimous recommendation, the Neutral Chair must adjourn discussion on this component of the examination, and that same day inform the Dean of Graduate Studies of "lack of unanimity." The final decision will be at the discretion of the Dean of Graduate Studies.

For either a unanimous decision to fail the thesis or a lack of unanimity, within five working days the Neutral Chair must submit a written report to the Dean of Graduate Studies, describing the examination procedures and copy it to the Graduate Coordinator. Within five working days, each examination committee member must provide a confidential written report to the Dean of Graduate Studies explaining the reasons for his/her recommendation and copy it to the Graduate Coordinator and the Supervisor. After consultation with the Supervisor, the Graduate Coordinator then summarizes the essential points in a written report to the student, copied to the Supervisor.

In the case of a failed thesis, whether by committee or Dean's decision, only one re-submission will be allowed and a new defence will be required. In view of the magnitude of the revisions required, a second oral exam must be held no sooner than six months and no later than twelve months from the date of the first examination.

In reporting the results of the second examination, the committee will be limited to recommending either pass or fail. A recommendation for "fail" requires that each examiner submit within five working days a confidential written report to the Dean of Graduate Studies, copied to the Graduate Coordinator, and the Supervisor detailing the reasons for his/her assessments. Within five working days, the Neutral Chair must also submit a written report of the examination procedures to the Dean of Graduate Studies, copied to the Graduate Coordinator. If the Dean of Graduate Studies upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies.

9.4.2 Recommendation for the Oral Defence

If the unanimous final decision is that the oral defence is acceptable, the recommendation regarding the oral defence is a pass.

If the examining committee unanimously determines that the oral defence is not acceptable, then the examining committee reports a failed oral defence to the Dean of Graduate Studies. The candidate will be allowed a second, final attempt to present an acceptable oral defence of the thesis.

If the examiners fail to arrive at a unanimous recommendation, the Neutral Chair must adjourn discussion on this component of the examination, and that same day inform the Dean of Graduate Studies of "lack of unanimity." The final decision will be at the discretion of the Dean of Graduate Studies.

Deleted: 2 (Pass; thesis acceptable with re-submission to committee; oral defence acceptable)

Deleted: The underlying research reported in the thesis is judged to be sound, but the thesis itself is deficient in that some re-casting, revision, addition of illustrative or explanatory matter, or limited additional data analysis is necessary in some portions to bring the thesis to a fully acceptable level. The oral defence is acceptable.

Recommendation 2 is often used in a situation where different members of the committee take on specific responsibilities for ensuring that a particular part of the thesis is revised as required. In these circumstances, the normal practice is for those with such responsibilities not to sign the approval page until the revisions have been made, while other members not so involved may sign immediately after the examination.
For either a unanimous decision to fail the oral defence or a lack of unanimity, within five working days the Neutral Chair must submit a written report to the Dean of Graduate Studies, describing the examination procedures and copy it to the Graduate Coordinator. Within five working days, each examination committee member must provide a confidential written report to the Dean of Graduate Studies explaining the reasons for his/her recommendation and copy it to the Graduate Coordinator and the Supervisor. After consultation with the Supervisor, the Graduate Coordinator then summarizes the essential points in a written report to the student, copied to the Supervisor.

In the case of a failed oral defence, whether by committee or Dean’s decision, the candidate will be given only one further opportunity to present an acceptable defence. The second oral examination will be scheduled and normally heard by the original examination committee not later than six months from the date of the first examination. Any necessary revisions to the thesis must be completed by the candidate and approved by the committee before the second oral examination.

In reporting the results of the second oral examination, the committee will be limited to recommending either pass or fail. A recommendation for "fail" requires that each examiner submit within five working days a confidential written report to the Dean of Graduate Studies, copied to the Graduate Coordinator, and the Supervisor detailing the reasons for his or her assessment. Within five working days, the Neutral Chair must also submit a written report of the examination procedures to the Dean of Graduate Studies, copied to the Graduate Coordinator. If the Dean of Graduate Studies upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies.

9.5 Dean’s Action in Lack of Unanimity
When the Neutral Chair of a thesis oral examination does not report a unanimous recommendation, the Dean of Graduate Studies may consult with the Graduate Coordinator, the Supervisor, and the examiners before making a decision. At her/his discretion, the Dean of Graduate Studies may consult with the student as well. A decision should normally be made within seven business days of receiving the required post-examination reports, and all persons involved informed in writing of the result of the decision.

9.6 Convocation Clearance
The names of the candidates who have successfully completed the final thesis oral examination will not be added to the convocation list until the Faculty of Graduate Studies receives two unbound copies of the thesis and a Departmental Clearance Form. Students will continue to be assessed continuing fees until cleared for convocation.

Academic Regulations - Doctoral Handbook
Revisions (updated August 19, 2008)
- Page 34
  - Deleted: "(Approved by Graduate Council May 21, 2008)", inserted "(Approved by Graduate Council July 21, 2008)"
- Page 40
  - Revised Article 13.0, "Post Thesis Oral Examination Procedures" as follows:

13.0 Post Thesis Oral Examination Procedures

13.1 Provisional Recommendations
At the end of the thesis oral examination, everyone except the Neutral Chair, the members of the examination committee, the Department/Program Head or designate and the Dean of Graduate Studies and/or Dean's representative, is required to withdraw from the room. Before any discussion of the candidate's performance, each examiner must identify, by secret ballot, whether he/she favours recommending a pass or fail on each of the thesis and the oral defence. This procedure provides the committee with a frame of opinion upon which a full discussion of the student's performance may then be based.

13.2 Official Examiners' Discussion
Following a count of the straw vote the Neutral Chair will facilitate a post-examination discussion, in which the Department/Program Head and the Dean of Graduate Studies or their representatives may participate, although they have no vote. At the conclusion of the discussion, each examiner must write his/her final recommendations on the official Report of Doctoral Thesis Examination form. Unanimous decisions are required for both the thesis and the oral defence. If the examiners are unable to achieve unanimity regarding one or both components, there must be no further discussion regarding that component of the examination and the Neutral Chair must immediately inform the Dean of Graduate Studies of "lack of unanimity". The final decision will be at the discretion of the Dean of Graduate Studies.

13.3 Recommendation of Examination Committee
Thesis oral examinations are designed to establish a level of achievement consistent
with the standards of the Faculty of Graduate Studies as outlined in section 4, "Thesis Quality Requirements." The following section (13.4) defines the official Faculty recommendations to the Dean of Graduate Studies respecting outcomes of thesis oral examinations. In each case, the committee recommendations must be reported to the Dean on the official Report of Doctoral Final Examination form within one working day of the completion of the examination. Immediately following the conclusion of the examination, the Neutral Chair must report the outcome to the student.

13.4 Recommendations
Thesis examinations must be judged to be either acceptable or unacceptable with respect to the thesis itself and with respect to the oral defence.

13.4.1 Recommendation for the Thesis

If the unanimous final decision is that the thesis conforms to the requirements for a doctoral thesis (see section 4) then all members of the examination committee shall sign the signature page except the Supervisor, who will sign after reviewing and approving any necessary minor corrections on behalf of the committee.

If the unanimous final decision is that the underlying research reported in the thesis is judged to be sound, but the presentation of or analysis in the research requires attention that one or more members of the examination committee wish to review personally, then those members will not sign the approval page until they have seen and approved the revisions. Other members of the committee should sign immediately after the examination.

If the examining committee unanimously determines that the underlying research is not acceptable, then the examination committee reports a failed thesis to the Dean of Graduate Studies. The candidate will have a second opportunity to present and defend an acceptable thesis.

If the examiners fail to arrive at a unanimous recommendation, the Neutral Chair must adjourn discussion on this component of the examination, and that same day inform the Dean of Graduate Studies of "lack of unanimity." The final decision will be at the discretion of the Dean of Graduate Studies.

For either a unanimous decision to fail the thesis or a lack of unanimity, within five working days, the Neutral Chair must submit a written report to the Dean, describing the examination procedures and copy it to the Graduate Coordinator. Within five working days, each examination committee member must provide a confidential written report to the Dean of Graduate Studies explaining the reasons for his/her recommendation and copy it to the Graduate Coordinator and the Supervisor. After consultation with the Supervisor, the Graduate Coordinator then summarizes the essential points in a written report to the student, copied to the Supervisor.

In the case of a failed thesis, whether by committee or Dean's decision, only one re-submission will be allowed and a new defence will be required. In view of the magnitude of the revisions required, a second oral exam must be held no sooner than
six months and no later than twelve months from the date of the first examination.

In reporting the results of the second examination, the committee will be limited to recommending either pass or fail. A recommendation for "fail" requires that each examiner submit within five working days a confidential written report to the Dean of Graduate Studies, copied to the Graduate Coordinator, and the Supervisor detailing the reasons for his/her assessments. Within five working days, the Neutral Chair must also submit a written report of the examination procedures to the Dean of Graduate Studies, copied to the Graduate Coordinator. If the Dean of Graduate Studies upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies.

13.4.2 Recommendation for the Oral Defence

If the unanimous final decision is that the oral defence is acceptable, the recommendation regarding the oral defence is a pass.

If the examining committee unanimously determines that the oral defence is not acceptable, then the examining committee reports a failed oral defence to the Dean of Graduate Studies. The candidate will be allowed a second, final attempt to present an acceptable oral defence of the thesis.

If the examiners fail to arrive at a unanimous recommendation, the Neutral Chair must adjourn discussion on this component of the examination, and that same day inform the Dean of Graduate Studies of "lack of unanimity." The final decision will be at the discretion of the Dean of Graduate Studies.

For either a unanimous decision to fail the oral defence or a lack of unanimity, within five working days, the Neutral Chair must submit a written report to the Dean of Graduate Studies, describing the examination procedures and copy it to the Graduate Coordinator. Within five working days, each examination committee member must submit a confidential written report to the Dean of Graduate Studies explaining the reasons for his/her recommendation and copy it to the Graduate Coordinator and the Supervisor. After consultation with the Supervisor, the Graduate Coordinator then summarizes the essential points in a written report to the student, copied to the Supervisor.

In the case of a failed oral defence, whether by committee or Dean's decision, the candidate will be given only one further opportunity to present an acceptable defence. The second oral examination will be scheduled and normally heard by the original examination committee not later than six months from the date of the first examination. Any necessary revisions to the thesis must be completed by the candidate and approved by the committee before the second oral examination.

In reporting the results of the second oral examination, the committee will be limited to recommending either pass or fail. A recommendation for "fail" requires that each examiner submit within five working days a confidential written report to the Dean of Graduate Studies, copied to the Graduate Coordinator, and the Supervisor, detailing...
the reasons for his/her assessments. Within five working days, the Neutral Chair must also submit a written report of the examination procedures to the Dean of Graduate Studies, copied to the Graduate Coordinator. If the Dean of Graduate Studies upholds the recommendation to fail, the student will be required to withdraw from the Faculty of Graduate Studies.

13.5 Dean's Action in Lack of Unanimity

When the Neutral Chair of a thesis oral examination does not report a unanimous recommendation, the Dean of Graduate Studies may consult with the Graduate Coordinator, the Supervisor, and the examiners before making a decision. At her/his discretion, the Dean of Graduate Studies may consult with the student as well. A decision should normally be made within seven business days of receiving all the required post-examination reports, and all persons involved informed in writing of the result of the decision.

13.6 Convocation Clearance

The names of the candidates who have successfully completed the final thesis oral examination will not be added to the convocation list until the Faculty of Graduate Studies receives two unbound copies of the thesis and a Departmental Clearance Form. Students will continue to be assessed continuing fees until cleared for convocation.

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**Student Services**

Addition (updated August 27, 2008)

- Page 214
  - Inserted "English for Academic Purposes";

  **English for Academic Purposes**
  
  Interim Director: Dr. Anuradha Sengupta

  The English for Academic Purposes Program enables students who qualify for a degree program to meet the University's English language proficiency requirement.

  The program has also developed specialized seminars for non-native English speaking graduate students, post doctoral scholars and researchers, as well as visiting professors. EAP Graduate seminars help individuals with academic/scholarly writing and several core aspects of academic oral communication and dissertation, thesis and proposal writing. These seminars have been approved by the Faculty of Graduate Studies.

  For more information please contact the EAP Office or see our website.

  Location: Education Block, Room 170
  Telephone: (403) 220-3485
  Fax: (403) 210-8554
  Email: eapg@ucalgary.ca
  Web site: [http://www.education.ucalgary.ca/eap/](http://www.education.ucalgary.ca/eap/)
Academic Staff
Update (updated September 8, 2008)

- Page 255
  - Column 2, paragraph 14
    - Entry for "McWhir, A.R."
    - Inserted "and Head, Dept. of English"

- Page 263
  - Column 1, paragraph 5
    - Entry for "Rudy, S.A."
    - Deleted "and Head, Dept. of English"
The examination committee assigns the thesis to recommendation 1 or 2.

The oral defence is considered unacceptable. Within five working days, each examiner must provide the Dean with a written post-examination report detailing the reasons for his or her assessment. In addition, the chair must submit a written assessment of the conduct of the examination. The committee must recommend to the Dean either that the candidate be allowed a second, final attempt to present an acceptable oral defence of the thesis, or that the candidate be withdrawn from program. The reports, and the chair's assessment, must be copied to the Graduate Coordinator.

If the Dean of Graduate Studies accepts the recommendation of a second oral examination, the examination will be scheduled and heard by the original examination committee not later than six months from the date of the first examination. In reporting the results of the second examination, the committee will be limited to either recommendation 1 or 3. In making a second recommendation 3, the committee is also recommending that the candidate be required to withdraw from the Faculty of Graduate Studies. For a second recommendation 3, written post-examination reports and an assessment of the examination from the chair are required, as above.

Any necessary revisions to the thesis (within the limits described under recommendations 1 and 2 above) must be completed by the candidate and approved by the committee before the second oral examination.

The committee finds that the thesis does not meet the minimum standards of a Master’s thesis in that it requires more revisions than are allowed under recommendation 2, but considers that with further research and/or extensive rewriting it may be brought up to a fully acceptable standard. Within five working days, each examiner must provide the Dean with a written report detailing the reasons for his/her assessment. In addition, the chair must submit a written appraisal of the examination. The reports, and the chair’s assessment, must be copied to the Graduate Coordinator.

In view of the magnitude of the revisions required, a second oral examination must be held. If the Dean accepts this recommendation, a re-take of the examination may be scheduled no sooner than six months, and no later than twelve months, after the first examination. Under special circumstances, the Graduate Coordinator may recommend a new examining committee for approval by the Dean. Only one re-take will be allowed and, in reporting the results of that examination, the committee will be limited to either recommendation 1 or 4B.

The committee finds that the thesis is not acceptable and that no reasonable amount of revision will bring it to a fully acceptable standard. In making this recommendation, the committee is also recommending that the candidate be required to withdraw from the Faculty of Graduate Studies.

Within five working days, each examiner must provide the Dean with a written report detailing the reasons for his/her assessment. In addition, the chair must submit a written appraisal of the examination. The reports, and the chair’s assessment, must be copied to the Graduate Coordinator.

As the thesis was found to be unacceptable, the outcome of the oral defence is not an issue.
Should the examiners fail to achieve unanimity, the chair must adjourn the meeting, record "lack of unanimity", or "hung jury" on the Report of Master’s Thesis Examination form, and immediately bring the matter to the attention of the Dean. Within one working day, each examiner must provide the Dean with a written post-examination report detailing the reasons for the assessment of that examiner. In addition, the chair must submit a written assessment of the examination. The reports, and the chair's assessment, must be copied to the Graduate Coordinator.