

REPORT OF THE SENATE COMMITTEE ON ACADEMIC POLICY AND AWARDS

(SCAPA)

Faculty of Science and Schulich School of Medicine & Dentistry: BSc Honors Specialization in Genetics and Biochemistry

Faculty of Social Science: Major in Population Studies

Brescia University College: Re-Introduction of the Sociology Certificate in Community Development

Guidelines for Educational Partnerships

Policy on Hours of Instruction

Faculty of Graduate Studies: Modifications to Existing Programs and Role of SCAPA

Policy on Course Numbering (Final Version)

New Scholarships and Awards

FOR APPROVAL

1. **Faculty of Science and Schulich School of Medicine & Dentistry: BSc Honors Specialization in Genetics and Biochemistry**

Recommended: That effective September 1, 2006, an Honors Specialization in Genetics and Biochemistry module, leading to a Bachelor of Science degree, be introduced by the Faculty of Science and the Schulich School of Medicine and Dentistry.

NEW CALENDAR COPY

HONORS SPECIALIZATION IN GENETICS AND BIOCHEMISTRY

Admission Requirements

Completion of first-year requirements with no failures. Students must have an average of at least 70% in the following 4.0 principal courses, with no mark in these principal courses below 60%:

1.0 course from: Biology 022, 023

1.0 course from: Chemistry 020, 023

1.0 course from: Applied Mathematics 026, Calculus 050a/b, 051a/b, 081a/b, 091a/b, Linear Algebra 040a/b, Mathematics 028a/b, 030, Statistical Sciences 024a/b

1.0 course from: Physics 020, 024, 028a/b and 029a/b, or the former Physics 022 or 025

Module

10.0 courses:

0.5 course: Biochemistry 280a

2.5 courses: Biology 281b, 282b, 286a, 290F/G, 396a/b

0.5 course from: Biology 244a/b, Statistical Sciences 222a/b

1.0 course: Chemistry 213a, 223b

1.5 courses: Biochemistry 380G, 381a, 382b

0.5 course from: Biology 394a, 395a, 397b

0.5 course from: Biology 366b, 392a, 393b

1.5 courses from: Biology 440G, 460b, 461F, 462b, 450F/G, 451F/G, Microbiology and Immunology 467b

1.0 course: Biochemistry 410a, 420b

0.5 course from: Biochemistry 445F/G, 450a, 463G

Note:

1. Biochemistry 381a requires a minimum mark of 65% in Biochemistry 280a, and a minimum average mark of 65% in Chemistry 213a and 223b

2. Biology 396a/b requires a minimum mark of 70% in each of Biology 281b and 290F/G.

Background:

Genetics and Biochemistry are inter-related disciplines that provide fundamental support for a large number of students with interests in the wide range of careers building on applications of molecular biology in basic biological research, as well as the various applied biotechnologies in agricultural, pharmaceutical, forensic and medical sciences. Genetics and Biochemistry theoretically can be combined in an honors program of double Majors. However, such a program requires 12 courses and, therefore, leaves relatively little opportunity for optional courses and no opportunity for a Minor. These two Majors have considerable overlap that creates an academic counselling/adjudication load in sorting out acceptable “compensations.”

This proposed new joint BSc degree module provides what we expect to be a popular and effective blend of the two disciplines into a 10.0 course package that leaves 5.0 courses for options or the addition of a Minor.

2. **Faculty of Social Science: Major in Population Studies**

Recommended: That effective September 1, 2006, a Major in Population Studies be introduced by the Faculty of Social Science.

NEW CALENDAR COPY

MAJOR IN POPULATION STUDIES

Admission Requirements

Completion of first-year requirements, including Sociology 020 or 021E with a mark of at least 60%.

Module

6.0 courses:

2.0 courses: Sociology 231, 232

1.0 course from: Sociology 240E, or 270a and 271b

2.0 courses from the following list (of which at least 1.0 must be in Sociology, and no more than 1.0 in Sociology may be taken at the 300 level): Biology 285b, Economics 124a/b, 125a/b, Environmental Science 300F/G, 350F/G, Geography 220a/b, 280a/b, Sociology 101F/G, 103F/G, 104F/G, 309F/G, 314F/G, 316F/G
1.0 additional course in Sociology at the 100 level or above.

Background:

The Department of Sociology currently offers a Minor and an Honors Specialization in Population Studies. The Major would offer students an alternative that is not as specialized as the Honors Specialization. Several of the courses listed are from other departments because Population Studies is multi-disciplinary. As with all Sociology Majors, this one involves 6.0 courses including Sociology 231 and Sociology 240E or 270a and 271b as required courses. Sociology courses at the 300 level have been included since the Department only has one course in population studies at the 200 level (232E) and since these 300-level courses would be especially appropriate to students taking a Major in Population Studies.

3. **Brescia University College: Reintroduction of the Sociology Certificate in Community Development**

Recommended: That the Certificate in Community Development be reintroduced at Brescia University College.

NEW CALENDAR COPY

CERTIFICATE IN COMMUNITY DEVELOPMENT

The Certificate in Community Development is offered through the Department of Sociology at Brescia University College. Students in professional programs may pursue the Certificate concurrently with their degree program. All Community Development courses may count toward the student's undergraduate program. This program is comprised of required courses, including a practicum course, equivalent to 3.0 courses, and 2.0 optional courses to be selected from an approved interdisciplinary list.

Admission Requirements

Completion of Sociology 020 or 021E, with an average of at least 60% in the course. The Certificate program is available only to students who are not eligible to enrol in a Community Development module under New Academic Choices.

Progression Requirements

Students must obtain an average of 70% in the required courses, with no course under 60%.

Required Courses

Sociology 215a/b, 322a/b, 330F/G, 331F/G, 333F/G, 334a/b

Options

2.0 courses from the list of approved courses:

History 205E, 471E, Philosophy 142E, Political Science 230E, 231E, 246E, Psychology 141, 170, 262a/b, 290a/b, Sociology 140, 143, 144a/b, 235, 239, 253F/G, 259, 266a/b, 267a/b, 341F/G, 360F/G, plus "Special Topics" courses with permission of the Chair

Background:

The Certificate in Community Development predates the introduction of the New Academic Choices at Western. It was to be withdrawn in 2007 since students in New Academic Choices are now able to enrol in modules in Community Development in the form of a Major or Minor. However, students in professional programs (e.g., in the Human Ecology Department at Brescia) are unable to combine a module with their professional degree. Therefore, the Certificate in Community Development is being reintroduced in order to allow students in professional programs to study Community Development concurrently with their professional degree program.

Students enrolled in the Certificate in Community Development will be taking the same required courses as those enrolled in the Major in Community Development. Optional courses included in this proposal are offered at Brescia University College. Therefore, the Certificate can be fully supported by already-existing resources at Brescia. There are no new considerations for this proposal.

4. **Guidelines for Educational Partnerships**

Recommended: That Senate approve and recommend to the Board of Governors through the Vice-Chancellor that the Guidelines for Educational Partnerships be approved, and that the Policy on International Student Exchanges [currently MAPP 1.26] be rescinded, effective January 1, 2006.

***The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES***

1.26 GUIDELINES FOR EDUCATIONAL PARTNERSHIPS

Classification: General

Effective Date: 01JAN06

Supersedes: (NEW)

GENERAL

1.00 The University is committed to excellence in its research and academic programs and it recognizes that its strengths can be enhanced by collaborative relationships with domestic or international partners, including governments, academic institutions and other organizations, both public and private. Such collaborative relationships should strengthen and complement the University's priorities and mission.

The purpose of this Policy is to set out the process by which proposed educational partnerships with external institutions will be assessed and approved by the University. In considering a partnership with other academic institutions, the University's responsibility and a paramount consideration is to protect the quality of its programs and reputation, and also to assess and address any academic, legal, safety, and financial risks to the University, its faculty, and its students.

2.00 Types of educational partnership proposals:

2.01 Academic Partnerships

This general category includes joint teaching initiatives, collaborative academic program offerings at the graduate and/or undergraduate level, opportunities for study and/or work experiences for faculty including faculty exchanges, library and documentation exchange, and exchanges of pedagogical material and scientific and laboratory equipment.

2.02 Student Learning Abroad Partnerships

This general category includes student exchange programs, study abroad programs, international internships, research assistantships, and training programs. Also included is the facilitation of admission for a limited number of highly performing international students in a particular discipline at the University or its Affiliated University Colleges for a specified period of time through the support of international educational or government programs. These partnerships may involve participation of students from all partnering institutions or from one partnering institution only.

2.03 Transfers of Academic Credit

Transfer of academic credit to another educational institution for courses taken at the University, and/or transfer of academic credit to the University for courses taken at another educational institution.

3.00 Partnership proposals whose primary purpose is the pursuit of research are reviewed pursuant to the Guidelines for International Research Partnerships [MAPP 7.13]

4.00 Educational Partnerships Advisory Council

The Educational Partnerships Advisory Council (EPAC) has been established to review and assess educational partnership proposals and recommend to the Provost & Vice-President (Academic) those proposals that will be of benefit to the University.

Educational Partnerships Advisory Council (EPAC)

Terms of Reference:

To establish a framework, procedures, and criteria for the assessment of Educational Partnership proposals, and for the monitoring and periodic review of approved Educational Partnerships.

To assess Educational Partnership proposals and to recommend to the Provost & Vice-President (Academic) for approval only those proposals which satisfy the criteria developed by the Council.

To review Educational Partnerships periodically and make recommendations thereon to the Provost & Vice-President (Academic).

To review Educational Partnerships prior to their expiry date and provide recommendations to the Provost & Vice-President (Academic) regarding continuance of the relationship.

Composition:

An Associate Dean or designate from each Faculty on Main Campus

Ex officio:

Vice-Provost (Academic Programs & Students) [Registrar], who shall be Chair
Vice-President (Research & International Relations)
Director, Centre for New Students
Director, Undergraduate Recruitment & Admissions

Resource:

Legal Counsel
University Secretary (or designate)
Exchange Student Advisor

A Secretary shall be provided by the Office of the Vice-Provost (Academic Programs & Students) [Registrar]. Meetings will be held at least twice annually. As appropriate, some meetings may be conducted electronically.

PROCEDURE

Review and Approval Process

- 5.00 Applicants seeking to establish an educational partnership must submit an Educational Partnership Request to the Office of the Vice-Provost (Academic Programs & Students) [Registrar].
 - 5.01 Internal Applicants
For internal applicants, the Request will include a brief description of the proposal, expected benefits for students and/or faculty, and a letter of support from the relevant Department Chair, School Director, and Dean.
 - 5.02 External Applicants
For external applicants, the Request will include a brief description of the proposal, the expected benefits for students and/or faculty, existing or potential linkages between the applicant's home institution and the University, and evidence of support from the applicant's home institution.
- 6.00 Proposals that clearly do not meet EPAC's established criteria may be rejected by the Vice-Provost.
- 7.00 Subject to 6.00, the Vice-Provost will submit Educational Partnership Requests to EPAC which will forward its recommendation together with relevant documentation to the Provost & Vice-President (Academic). Proposals relating to transfer of academic credit (articulation agreements) that are approved by the Provost & Vice-President (Academic) will be forwarded to the Senate Committee on Academic Policy and Awards for approval and recommendation to Senate. The Provost & Vice-President (Academic)'s decision with respect to all other proposals is final.
- 8.00 Final decisions will be conveyed to the applicant by the Vice-Provost or designate.

Execution of Agreements

- 9.00 Upon approval of a partnership the appropriate office will ensure that an agreement setting out the terms of the partnership is executed by the University. The University will not commence a partnership until both parties have signed the agreement. Agreements will ordinarily follow a standard format approved by the University's Legal Counsel. Any proposed variations from a standard format, or any non-standard agreements, or agreements to be executed in languages other than English, must be

approved by the University's Legal Counsel. Agreements must be signed by the President or a Vice-President, and the Secretary of the University.

Agreements relating solely to transfer of academic credit (articulation agreements) must be signed by the Vice-Provost (Academic Programs & Students) [Registrar] and the Dean of a Faculty, in accordance with Senate approved procedures for the establishment of articulation agreements.

Record Keeping and Reviews of Partnerships

- 10.00 After execution of the agreement by the University and the partnering institution, one original signed copy must be forwarded to the University Secretariat for retention. A record of current educational partnership agreements will be maintained by the University Secretariat.
- 11.00 The Office of the Vice-Provost (Academic Programs & Students) [Registrar] will maintain a current list of approved proposals and will notify the appropriate units upon establishment or termination of an educational partnership.
- 12.00 At the request of any of its members, including the Chair, EPAC will review a partnership at any time if there are concerns about its implementation, and may make recommendations thereon to the Provost & Vice-President (Academic).
- 13.00 Prior to the expiry date of an approved partnership, the Vice-Provost will notify the affected units within the University. EPAC will review the partnership unless the other institution has advised the University that it does not wish it to continue. Proposed renewals will follow the same review and approval process set out above. Any new agreement must comply with the requirements set out in section 9.00 above.

Background:

The University is receiving an increasing number of requests from organizations seeking to form academic partnerships with Western. The sources of these requests range from international high schools seeking preferred status for their students who wish to be admitted to Western's programs, to post-secondary institutions that would like to enter into student and faculty exchange agreements. At present, the University does not have a single policy and procedural framework to manage such requests. The creation of the Educational Partnerships Advisory Council and the *Guidelines for Educational Partnerships* provides interested parties with a process through which proposed partnerships can be initiated and provides criteria to guide the review of such proposals.

The Educational Partnerships Advisory Council (EPAC) has been established to effect recommendations regarding guidelines for institutional affiliations discussed in Making Choices (September 2001) and the University's Strategic Internationalization Plan (January 2003). These documents refer to the need to:

1. develop partnerships with universities and institutes abroad to pursue research and teaching collaboration and to expand the University's capacity for assistance to institutions and communities in developing areas
2. improve the University's efforts to recruit international students by focusing on areas of strategic importance to Western and develop partnership agreements with both universities and selected high schools of high academic quality in such areas
3. promote and expand opportunities for student participation in study-abroad and exchange programs and encourage enhanced two-way student exchange flows between partnered institutions

4. facilitate grade transfers between institutions, at both the undergraduate and graduate levels
5. establish programs at the undergraduate and graduate levels which require overseas residency for a determined period to enhance “hands-on” international experience
6. develop more informal opportunities for graduate students from abroad to spend limited periods of time at Western as part of their course of study at their home university.

The Council shall provide advice to the Office of the Provost & Vice-President (Academic) on all matters related to international educational partnership projects at Western.

EPAC will be the main contact point for institutions that approach Western with a view to creating an Educational Partnership. It will work in parallel with the International Research Advisory Council, chaired by the Vice-President (Research & International Relations), which has a mandate to develop strategic directions for international research and development activities by liaising with units both on and off campus. Student exchanges, previously governed by MAPP 1.26, “International Student Exchanges,” will fall under this new Policy and therefore the recommendation states that MAPP 1.26 will be rescinded. However, attached as [Appendix 1](#) is a sample of the procedures and criteria currently set out for PACOSE. At SCAPA’s request, it has been included to demonstrate the level of detail that EPAC will require also.

In parallel with this policy, SCUP will be asked for approval of Guidelines for International Research Partnerships (see SCUP Report, Exhibit IV).

5. **Policy on Hours of Instruction**

Recommended: That the hours of instruction for programs at The University of Western Ontario be revised to be the following:

HOURS OF INSTRUCTION (S.88-188, S.90-216, S.04-134)

The hours of instruction at The University of Western Ontario will be:

8:00 a.m. to 11:00 p.m. Monday to Thursday
8:00 a.m. to 6:00 p.m. Friday

As a subcategory of the above, the hours of instruction for first-entry undergraduate programs at The University of Western Ontario will be:

8:30 a.m. to 10:00 p.m. Monday to Thursday
8:30 a.m. to 5:30 p.m. Friday

Notes:

- Classes during the 5:30 p.m. to 7:00 p.m. time period are scheduled only at the request of the department.
- Evening classes at 6:00 p.m. or later begin on the hour.
- Graduate and second-entry professional programs may have classes that deviate from this schedule from time to time based on the needs of the instructor or students.

Background:

The current policy, as approved by Senate, is shown as follows in the Academic Handbook:

HOURS OF INSTRUCTION (S.88-188, S.90-216, S.04-134)

Effective September 1989, the hours of instruction at The University of Western Ontario will be:

- 8:00 a.m. to 6:00 p.m.
- 7:00 p.m. to 11:00 p.m.

Effective September 1, 2005, the hours of instruction for 1st entry undergraduate programs at The University of Western Ontario will be:

- Daytime Classes: 8:30 a.m. to 5:30 p.m. (Monday to Friday)
- Evening Classes: 7:00 p.m. to 10:00 p.m. (Monday to Thursday)

The revision to the policy will allow Departments to have greater flexibility in their scheduling and to reflect current practice. This includes some second-entry programs beginning at 8:00 a.m., some graduate courses running until 10:30 p.m., and some undergraduate programs having tutorials in the 5:30 p.m. to 7:00 p.m. time frame.

6. **Faculty of Graduate Studies: Modifications to Existing Programs and Role of SCAPA**

Recommended: That the Policy on Graduate Studies Programs and Courses be revised as shown below:

Graduate Studies Programs and Courses

A committee of the Faculty of Graduate Studies shall be responsible to the Senate and shall act for the Senate to regulate the admission of graduate students, their courses of study and requirements for graduation, and shall recommend to the Senate those candidates who have fulfilled the requirements for graduation and who have been approved by the Faculty for graduation.

New graduate programs or major modifications to existing graduate programs at the Graduate Studies level will be recommended to the Senate Committee on Academic Policy and Awards and should be presented to the Senate by the Council of the Faculty of Graduate Studies, but Minor modifications to approved programs are (those not requiring approval by the Ontario Council on Graduate Studies), while under the jurisdiction of the Council of the Faculty of Graduate Studies, will be forwarded to SCAPA and Senate for information.

Background:

At the September 23, 2005, meeting of Senate concerns were raised about the Faculty of Graduate Studies Program Approval Process. The discussion revolved around revisions to the format of the Master of Business Administration program and the fact that modifications to existing programs in the Faculty of Graduate Studies were not scrutinized by SCAPA or Senate. The matter was referred to SCAPA (S.05-154) and discussed at its October 12, 2005, meeting. SCAPA agreed that minor modifications (those not requiring OCGS approval), while under the jurisdiction of the Faculty of Graduate Studies, should come to SCAPA and Senate for information. The current policy is being revised to reflect this decision.

FOR INFORMATION

1. **Policy on Course Numbering (Final Version)**

At the October 21, 2005, meeting of Senate, the Course Numbering policy was approved with some editorial revisions (shown below), to be effective December 2006 for implementation in May 2008. Upon review, the entry on Essay Courses (#2 under Undergraduate Course Offerings) has been removed. The policy on Essay Courses, which refers to the breadth requirements for graduation, will remain unchanged, but will not be integrated into this policy.

COURSE NUMBERING

1. Course Numbers: Courses are labelled with a ten-character field where the first four characters are numeric and the last six characters may be used for an alphabetic suffix.
Course Titles: If the title exceeds 30 characters the course must be given an alternate "short title" of 30 characters or less for use by the Registrar's Office.
Course Descriptions: May not exceed 50 words.
2. Each course will be identified by the department/program offering it. If the course is to be cross-listed and offered by more than one department/program, this should be stated clearly in the original proposal for the course.
3. Courses will be numbered according to the following format:

0001 - 0999*	Pre-University level introductory courses
1000 - 1999	Year 1 courses
2000 - 4999	Senior-level undergraduate courses
5000 - 5999	Professional Degree courses in Dentistry, Education, Law, and Medicine and 5th year of Combined programs.
6000 - 6999	Courses offered by Continuing Studies
7000 - 8999	<i>Not yet designated</i>
9000 - 9999	Graduate Studies courses

* These courses are equivalent to pre-university introductory courses and may be counted for credit in the student's record, unless these courses were taken in a preliminary year.

COURSE SUFFIXES

1. All suffixes are in upper case and indicate the following with regard to course weight and session. The suffixes I and O will not be used to avoid confusion with numbers.
2. Suffixes will be added according to the following format:

No suffix	1.0 course not designated as an essay course
A	0.5 course offered in first term
B	0.5 course offered in second term
A/B	0.5 course offered in first and/or second term
C	January courses in the Faculty of Law (4.0 credit weight)
D	February/March/April (FMA) courses in the Faculty of Law
E	1.0 essay course
F	0.5 essay course offered in first term
G	0.5 essay course offered in second term

F/G	0.5 essay course offered in first and/or second term
H	1.0 accelerated course (8 weeks) in the School of Nursing
J	1.0 accelerated course (6 weeks) in the School of Nursing
K/L/M/N	<i>Not yet designated</i>
P	Graduate Studies courses (see item 3 below)
Q1	0.25 course offered in the first half of first term
Q2	0.25 course offered in the second half of first term
Q3	0.25 course offered in the first half of second term
Q4	0.25 course offered in the second half of second term
R/S/T/U/V	<i>Not yet designated</i>
W	1.0 accelerated course offered in first term
X	1.0 accelerated course offered in second term
Y	0.5 course offered in other than a regular session
Z	0.5 essay course offered in other than a regular session

3. Course Suffixes at the Graduate Level will use the following format:

All graduate course suffixes will have two characters

- a) Each course suffix will begin with a P, followed by
- b) a number indicating the duration of the course
 - 0 = indefinite
 - 1 = 1 term
 - 2 = 2 terms
 - 3 = 3 terms

UNDERGRADUATE COURSE OFFERINGS

1. Course Designations

In most cases:

- a) A full course (1.0 course) will have no suffix or will have an E suffix. A full course has a minimum of 52 contact hours.
- b) A half course (0.5 course) will have an A, B, F, G, Y or Z suffix. Two 0.5 courses are the equivalent of one 1.0 course, whether or not they have been taken in the same subject. A half course has a minimum of 26 contact hours.
- c) A quarter course (0.25 course) will have a Q suffix with a number to indicate the term. A quarter course has a minimum of 13 contact hours.

Other designations have also been approved, as follows:

- d) C and D courses are offered by the Faculty of Law
- e) H and J courses are offered by the Faculty of Health Sciences in the Compressed Time Frame Nursing program
- f) W and X courses are accelerated full courses (often language courses) which are offered in one term only. They may not be designated as essay courses and normally will not be scheduled during high demand hours, i.e., Monday to Friday from 10:30 a.m. to 3:30 p.m.

2. ~~Essay Courses~~

- a) ~~All essay courses must be completed at The University of Western Ontario.~~
- b) ~~Transfer students granted the maximum advanced standing (10.0 courses) will be required to complete only 1.0 senior essay course at The University of Western Ontario.~~

~~2. 3.~~ Course Inactivation

- a) If a course is not offered for a period of five years, following consultation with the relevant Faculty, School or College, the Office of the Registrar will inform DAP (the Deans: Academic Programs virtual committee) that the course will be withdrawn from course offerings and removed from the calendar and master timetable.
- b) If a Special Topics course has been offered with the same topic for a period of three years, the Faculty, School or College must introduce the course as a regular course offering and include the former course as an antirequisite for the years it was offered as a Special Topics offering, e.g., "Geography 1106A/B, if taken in 2001-02, 2002-03, 2003-04."

2. **New Scholarships and Awards**

SCAPA has approved on behalf of the Senate the following Terms of Reference for new scholarships and awards, for recommendation to the Board of Governors through the Vice-Chancellor:

Drs. Madge and Charles Macklin Fellowship (Faculty of Graduate Studies)

Awarded to a full-time Doctoral student registered in one of the following graduate programs: Anatomy and Cell Biology, Biochemistry, Epidemiology and Biostatistics, Medical Biophysics, Microbiology and Immunology, Neuroscience, Pathology, Pharmacology and Toxicology, and Physiology. Selection will be based on excellence in teaching and research work. Academic achievement will be considered, but a candidate's record of teaching and research is of primary importance. Candidates must apply to their Graduate Program Office by March 30. Candidates must have at least one year remaining for the completion of their degree to be eligible to apply. Candidates must apply with a CV accompanied by a letter of support from their supervisor. The Chair of each relevant graduate program will nominate one candidate. A committee consisting of the chairs of the above mentioned graduate programs and chaired by the Assistant Dean, Research (Graduate and Postdoctoral Studies, and Internationalization) will consider the nominees and select the recipient. At least one member of the selection committee will hold membership in the Faculty of Graduate Studies. Although candidates are welcome to apply for the Nellie Farthing Fellowship in addition to this fellowship, candidates cannot receive both fellowships in any given year. This fellowship was established by a bequest from Margaret Macklin Frewin (BA'48, Journalism) through Foundation Western.

Value: 1 at \$6,750
Effective: May 2005

Lynn Allen Memorial Award in Nursing (Faculty of Health Sciences, Nursing)

Awarded to a full-time student who is entering Year 4 of the Bachelor of Science in Nursing (BScN) program, based on academic achievement (minimum 70% average), financial need and a demonstrated commitment to Nursing. Preference will be given to a student who began his or her Nursing program at Fanshawe College. Applications can be obtained online through the Office of the Registrar's Web site and must be submitted, along with an essay describing the candidate's commitment to Nursing, by October 31. The Faculty of Health Sciences' School of Nursing will select the recipient once the Office of the Registrar has determined financial need. This award was made possible by donations from the family and friends of Lynn Allen through Foundation Western.

Value: 1 at \$500
Effective: May 2005

Essay Award for UWO Medical Undergraduates (Schulich School of Medicine & Dentistry, Medicine)

Awarded to a student in any year of the Doctor of Medicine (MD) program who submits the best essay describing an experience managing a patient at any stage in the lifespan with a developmental disability. This includes management of physical health, mental health or both, either in the hospital system or in the community, including family medicine. The essay should be 1,500 to 2,000 words in length. Entries beyond 2,000 words will not be considered. Essays must be double-spaced, with the total word count at the top right hand corner of the first page, and must be submitted to the Coordinator of the Developmental Disabilities Division by May 31. The Developmental Disabilities Division in the Schulich School of Medicine & Dentistry will select the winning essay, which will be published in the UWO Clinical Bulletin of the Developmental Disabilities Division.

Value: 1 at \$500
Effective: May 2005

Student Leader Award in Economics (Faculty of Social Science, Economics)

Awarded to a full-time undergraduate student in the fourth year of an Honors Bachelor degree, who is enrolled in an Honors Specialization in Economics or a double Major that includes Economics. The recipient will be selected based on academic achievement, leadership and contributions to the Department of Economics, and extracurricular activities. Applications are available from the Department of Economics and must be submitted by March 1. A committee in the Department of Economics will select the recipient. This award was established through Foundation Western.

Value: Plaque valued up to \$60
Effective: May 2005

The Athletic Club Mustangs Football Award (Any Undergraduate Program)

Awarded to a full-time undergraduate student in Year 2 or higher of any degree program who achieves a minimum average of 70% and demonstrates athletic leadership skills as a member of the Western Mustangs Football team. The Faculty of Health Sciences will select the recipient. Candidates who are varsity athletes must be in compliance with current OUA and CIS regulations. This award was established by Mr. David Wu.

Value: 1 at \$500
Effective: May 2006

Dr. Glenn Walker Qualifying Program Award (Schulich School of Medicine & Dentistry, Dentistry)

Awarded to a graduating student in their final year of the Dentistry Qualifying Program who has demonstrated a high level of academic achievement (minimum 70%), leadership, and interpersonal and clinical skills. The recipient will be selected by the Chair of the Dentistry Qualifying program.

Value: The School of Dentistry will inscribe the recipient's name on a plaque at the School's expense.
Effective: May 2005

Capannelli Law Professional Corporation Scholarship (Faculty of Law)

Awarded to an undergraduate student in Year 2 or Year 3 in the Faculty of Law based on academic achievement (minimum B+ average) and financial need. Preference will be given to students who have made a significant contribution to the life of the Law School. Applications can be accessed through the Office of the Registrar's Web site and must be submitted, along with a maximum 250-word essay describing the candidate's contribution to the Law School, by October 31. The Office of the Registrar will determine

financial need and the Faculty of Law will select the recipient. This scholarship is made possible by Capannelli Law Corporation.

Value: 1 at \$1,500
Effective: 2005-2006 to 2007-2008

McKenzie Lake Lawyers LLP Award for Mature Students (Faculty of Law)

Awarded to a full-time undergraduate student in Law who is a mature student and who demonstrates financial need and academic achievement (B+ average). Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Faculty of Law will select the recipient once the Office of the Registrar has determined financial need. This award is made possible by a gift from McKenzie Lake Lawyers LLP.

Value: 1 at \$1,500
Effective: 2005-2006 to 2009-2010

McKenzie Lake Lawyers LLP Award (Faculty of Law)

Awarded to a full-time undergraduate student in Year 2 or Year 3 Law who demonstrates financial need and academic achievement (B+ average). Applications can be accessed online through the Office of the Registrar's Web site and must be submitted by October 31. The Faculty of Law will select the recipient once the Office of the Registrar has determined financial need. This award is made possible by a gift from McKenzie Lake Lawyers LLP.

Value: 1 at \$1,500
Effective: 2005-2006 to 2009-2010

S A M P L E

Procedures & Criteria to Establish an Exchange Agreement with The University of Western Ontario

1. The initial intent to explore the possibility of an exchange is expressed by the faculty member to the relevant UWO departmental representative (e.g., chair of the department, and graduate chair if the proposed exchange involves graduate students). The faculty member may already have a relationship with the proposed partner institution, and will have attended, taught at, and/or visited it. In these initial discussions the viability and departmental support, in principle, for the proposed exchange program should be assessed.
2. After the faculty member has received departmental support, the relevant Faculty Dean(s), should be approached to obtain their written support, in principle, to pursue the proposed exchange at a Faculty level. If the proposed exchange program involves graduate students, the Dean of the Faculty of Graduate Studies would also be contacted by the relevant graduate program chair to obtain their written support.
3. After the written supports for pursuing an exchange agreement have been obtained, the Dean, or designate, is to refer the faculty member to Rachel Harder, Student Exchange Advisor (Centre for New Students, Room 65, SLB, x85196). The Student Exchange Advisor would provide a copy of the **Procedures & Criteria to Establish an Exchange Agreement** and the **Documentation Required for an Exchange**.
4. The Student Exchange Advisor provides the faculty member with guidelines about the **Documentation Required** (see the list included below) to facilitate the establishment of the exchange agreement. The faculty member would gather the required information and prepare a proposal (one to two pages). This would be in the form of a **Letter of Intent (LOI)**. The proposal will include a brief description of parties involved with contact information and the expected benefits of the exchange. It would include a Letter of Support from the Dean from Faculties involved at both institutes. [This could be a note by email.] Also the LOI should show the exchange directly links to priorities articulated in Western's Strategic Plan for Internationalization.
5. The Letter of Intent, along with supporting documentation, then is provided to the Student Exchange Advisor, who is to ensure that it is complete. If so, the proposed exchange program will be put on the agenda for the next PACOSE meeting - Provost's Advisory Committee on Student Exchanges. The faculty member and other identified departmental representative (e.g., chair or graduate chair) will be notified of the date, time and location of the PACOSE meeting.

6. The proposal is then presented to PACOSE. The committee reviews the information and has the opportunity to ask questions of the faculty member, departmental representative, and the Student Exchange Advisor. PACOSE is mandated to accept or reject the proposal based on whether it meets the **Criteria for Approval** (see these outlined below). In some cases, PACOSE may request that more information be submitted to the Committee before it can make its decision.
7. If the proposed agreement is accepted by PACOSE, the Student Exchange Advisor will work with the faculty member, the University Secretariat, and the proposed partner institution to prepare the exchange agreement by using the template for a Western Agreement.
8. After the relevant Deans at Western confirm their approval by signing the new agreements they then are forwarded to the Provost and Secretary of the Board of Governors for official signatures and stamping. Two original copies are then sent by the Student Exchange Advisor to the partner institute for official signatures. A duly signed copy is to be retained by the institute completing the official signatures and the other duly signed is sent to the partner institute.
Note: All new agreements must follow the template for a Western Agreement.
9. All existing or expired agreements scheduled for renewal will be reviewed based on the same criteria.
10. The Provost and Secretary of the Board of Governors will sign only those exchange agreements that follow the above guidelines. Exchange agreements without their signatures are considered null and void. Individual faculty members, Chairs and/or Deans are not authorized to execute exchange agreements on behalf of the University.

Criteria for the Approval or Renewal of Exchange Programs

i) Academic

- a) Partner institution must offer adequate academic programs and facilities - and be seen as institutes of similar caliber
- b) Courses or research programs available to students at each institution must be appropriate for the degrees involved; i.e. will be accepted for credit at their home institution

ii) Language

- c) Courses or research programs at the partner institution are taught in a language suitable for a sufficient number of Western students to participate, or language classes are provided prior to the beginning of the exchange by the partner institution for Western students
- d) Students from the partner institution must have adequate English skills to successfully live and study at Western

iii) **Financial**

- e) Fees and cost of living should be manageable for students

iv) **Principle of Reciprocity – Promotions**

Sufficient promotion of the exchange must occur by both institutes. Key persons must be undertaking the important task of promotions. This awareness raising must generate enough student interest at both institutions to reasonably ensure a balanced exchange.

v) **Health and Safety**

Issues of health and safety must be assessed on a regular basis for incoming and outgoing students. There must be adequate health care facilities available at or near the host institution. National affairs ought to be in a state that would support rather than diminish an environment suitable for learning and traveling.

vi) **Facilities – Site Characteristics**

There must be adequate and appropriate facilities for students at both institutions: classrooms, labs, library, health services, security, and housing. See **Documentation Required** listing for details.

vii) **Other criteria as may be deemed essential by the PACOSE group**

Documentation Required to Approve or Renew an Exchange

1. Written letters of support from the appropriate Deans at both the partner institution and Western
2. Name and contact information for the incoming and outgoing exchange coordinator at the partner institution. Briefly describe supports offered to incoming students: a welcoming, assistance at the airport, an orientation, advising, etc.
3. Current Course Catalogue or Academic Calendar from the partner institution
 - a. Dates of semesters or terms
 - b. Information on the partner institutions grading scheme
 - c. Application form (provide form) and deadline dates
 - d. Applicant student transcript – deadline
 - e. Provide details about application process
 - f. Course selection and course guarantee process (provide form)
4. Copy of the partner institutions International Student Guide
 - a. What would be the anticipated costs:
Registration fee, books, sports, local transport, etc

- b. Medical report/vaccinations – deadline & other details
 - c. Health insurance
 - d. Accommodation application – deadline & deposit required
5. Student housing/accommodation brochures and information
- a. Single room with meals? Yes No
 - b. Shared room with meals? Yes No
 - c. Is meal plan compulsory? Yes No
 - d. Self-catering apartments? Yes No
 - e. Is accommodation guaranteed? Yes No
 - f. Help to find off campus housing? Yes No
 - g. Cost of housing options
8. Location of nearest medical facilities with English-speaking doctors (preferably shown on a campus map)
9. Brief details on location, facilities and size of the university, proximity to airports, and comments about communities in the area