

GRADUATE COMMITTEE FOR LAW

GENERAL RULES FOR THE GRADUATE COMMITTEE FOR LAW

FACULTY OF LAW AND SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS

QUEEN'S UNIVERSITY

9 MARCH 2010

[APPROVED BY LAW FACULTY BOARD 12 MARCH 2010]

REVISED JULY 2022

the SGSPA representatives on the Committee, relating to urgent matters that require attention in circumstances when a proper meeting of the Committee cannot be held. Decisions made on this basis shall be reported to the Committee.

V. NOMINATIONS AND ELECTIONS

The Graduate Committee for Law is responsible for electing or appointing one graduate Law Faculty member from its regular membership to the SGSPA Scholarship Committee (see SGSPA COMMITTEES below) for a term of three years. The Committee may determine how this member is elected/appointed.

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Law Faculty, and in particular the Associate Dean (Law) and the Law Faculty Board's Graduate Studies Committee. Where the Law Faculty is given any task or responsibility under these rules, that task or responsibility will normally be carried out by the Associate Dean (Law), subject to whatever directions or guidelines are or may be imposed by the Dean of Law and/or the Law Faculty Board.

1. The Graduate Committee's Role with regard to Curriculum Review and Recommendation

(a) Program requirements, course offerings and calendar material

The Graduate Committee for Law is responsible for approving all changes in the SGSPA Calendar material and course offerings relating to the graduate program in Law. The forms to be used for adopting new courses, changing course names or descriptions, and program revisions are found in the Appendices to these Rules. Calendar changes ~~are~~ by the Graduate Committee must be submitted to the GSEC for ratification. Changes for an upcoming academic year must be approved no later than the Committee meeting preceding the February meeting of GSEC.

(b) New and modified programs

The processes for approval of new graduate programs, or modifications to an existing graduate program, are outlined in detail in the Queen's University Quality Assurance Processes (QUQAP) document approved by Senate in November 2010, which can be found here:

https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/senateandtrustees/Queen's%20University%20Quality%20Assurance%20Processes_QUQAP_November%202022.pdf

The QUQAP website is: <https://www.queensu.ca/provost/teachingandlearning/qualityassurance/quqaprocesses>

The templates to be used for the QUQAP process can be accessed here:

<https://www.queensu.ca/provost/teachingandlearning/qualityassurance/newprogram>

After submission of full Proposal Briefs for new graduate programs to the Graduate Committee for Business, proposals approved by the Committee for new graduate programs, or for major or minor modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

After submission of full Proposal Briefs for new graduate programs to the Graduate Committee for Law, proposals approved by the Committee for new graduate programs, or for modifications to an existing program, are submitted to GSEC for approval and, as appropriate, to the Faculty Dean and Faculty Board for review.

2. The Role of the Graduate Committee for Law with regard to Student Matters

(a) Advanced standing for prior coursework

i.

time for at least one term and before completing three terms in the Queen's LL.M. program and who have a first class standing and have shown exceptional promise in their research may be considered for promotion to the Ph.D. program in Law without completing the LL.M. degree. Applications for promotion to the doctoral program must be approved by the Graduate Committee for Law according to its established requirements and procedures and then approved by the School of Graduate Studies and Postdoctoral Affairs

(ii) direct entry to the Queen's Ph.D. program in Law students who have obtained unquestionably superior standing in an LL.B., J.D., or equivalent undergraduate law degree may be considered for direct admission to the Ph.D. program in Law. Students admitted in this way must complete a minimum of two semester length or four term length graduate courses as part of their doctoral program.

NOTE: Students admitted to the Queen's Ph.D. program in Law (under (i) or (ii)) may revert to the Queen's LL.M. program in exceptional circumstances and with the approval of the supervisor(s), the Graduate Committee for Law and the School of Graduate Studies and Postdoctoral Affairs

In all cases, all other procedures for application and acceptance also apply. The Faculty may recommend to the Graduate Committee their best students for entry to the Ph.D. program under (i) or (ii).

PROCEDURE: A written request documenting the case is submitted to the Chair of the Committee, normally by the student's supervisor or proposed supervisor. If the case is evidently straightforward, the request may be approved by the Chair and then submitted for approval and action to the SGSPA (not GSEC), with a report back to the Committee. In other cases, the request will be placed on the agenda for decision by Committee at its next meeting.

3. Addressing unsatisfactory student performance and procedures relating to withdrawal on academic grounds (see SGSPA Calendar, General Regulations, Withdrawal on Academic Grounds)

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Associate Dean (Law), shall meet with the student to discuss his/her academic situation, the possible recommendation of withdrawal, and the grounds for the recommendation. The student

(a) Failure of a Course

may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or a supervisory committee or other Graduate Program academic committee, the student's overall academic performance in coursework is not acceptable. In such cases, the Associate Dean (Law) shall recommend to the Committee the student be required to withdraw from the program, and the Committee shall decide whether to accept this recommendation or not. The student shall be given fair notice in writing of the recommendation and the grounds upon which it is made. The student may attend the meeting at which the Committee considers the recommendation, alone or with a representative or advisor if he or she wishes and has the right to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours to the Associate Dean (Law), who reserves the right to reschedule the discussion of the matter to another meeting of the Committee if notice is not given. If the student does not wish to attend the meeting, the student can submit a written response to the recommendation, for circulation to the Committee and for discussion by the Committee at the meeting. If the student does not respond to an invitation to attend the meeting, or does not make a written submission, the process will continue without the student's input.

(b) Supervisor(s);

(c) At least two other faculty members, one of whom may be:

- i. from a faculty other than Law; or,
- ii. in exceptional circumstances, external to Queen's.

2. The exceptional circumstances that would warrant an examiner external to Queen's are those when there are no faculty members within the Law Faculty or within another faculty at Queen's with sufficient expertise to examine the thesis. In such cases, a suitable member from another nearby institution may be recommended for the approval of the Dean of the School of Graduate Studies and Postdoctoral Affairs
3. The Chair of the LL.M. Thesis Examination Committee is not a voting member of the Committee.
4. In cases where ALL members of the LL.M. Thesis Examination Committee are internal to the Law Faculty, approval of the Associate Dean (Law) where the Associate Dean (Law) is the student's supervisor, approval of another Law Faculty member of the Graduate Committee for Law, shall be required.

IX. Convening and Membership of Thesis Examination Committee
Doctoral students:

Membership and Convening of Thesis Examination Committee for Doctoral students shall follow the General Regulations of the School of Graduate Studies and Postdoctoral Affairs

SGSPACOMMITTEES

The Graduate Studies Executive Council (GSEC)

The Graduate Studies Executive Council (GSEC) comprises the following:

- x Associate Vice Principal and Dean of SGSPA (Chair)
- x Associate Deans, SGSPA
- x Associate Deans of Graduate Studies of the Faculties /Schools
- x Chairs of the Faculty Graduate Councils
- x Society of Graduate and Professional Students (SGPS) President or delegate
- x SGPS Senate Representative

GSEC performs the following functions:

- x Ensure that the Faculty Graduate Councils/Committees establish and follow appropriate procedures to carry out their responsibilities associated with graduate programs within the Faculty/School;
- x Reviews and revises departmental and faculty /school regulations pertaining to graduate studies in their areas, in matters related but not limited to: admissions standards for graduate studies, graduate degree requirements, progress through the graduate degree, completion of degree requirements, appeals of graduate students;
- x As appropriate refers new programs to Faculty Graduate Councils/Committees for consideration and discussion;
- x Reviews program proposals from Faculty Graduate Councils/Committees for recommendation to University Senate;
- x As needed, appoints sub-committees to deal with issues related to graduate studies;
- x Advises the Dean or Associate Deans on matters affecting graduate studies;
- x Considers matters referred to it by the Dean or Faculty Graduate Councils/Committee;
- x Considers matters referred to it by the Standing Committees of GSEC;
- x Considers matters referred to it by Senate and/or Committees of Senate;
- x Reviews and approves decisions, as required, made at Faculty Graduate Councils/Committees
- x Calls and organizes a Forum of all members of the School of Graduate Studies and Postdoctoral Affairs at least 3 times per academic session. The Dean of the School will serve as Moderator of this Forum.

Decisions made by GSEC are either recommended, or provided as information, to Senate and Senate sub-committees as required by SGSPA university regulations, and to the Faculty Graduate Councils.

The SGSPA Fellowship Committee

Graduate Committees must elect or appoint one graduate faculty member from the faculty/school, to serve on the SGSPA Fellowship Committee. They are elected for a three-year term. It is up to the Graduate Committee to determine how the member to the Fellowship Committee is elected/appointed.

The SGSPA Fellowship Committee is responsible for the following:

- x Adjudication of applications and competitions for University fellowships, scholarships and awards, and for external fellowship competitions as required
- x Reporting its decisions to GSEC
- x Making recommendations to GSEC regarding financial assistance for graduate students
- x Subject to the authority of the Senate, approving and determining the terms and condition of awards of all fellowships, scholarships, prizes and other awards established in the School, and amend the conditions of award of any fellowships, scholarships, or other awards established in the School, due regard being given to the wishes of the donor
- x Submitting annually to GSEC for approval a schedule governing the awarding of fellowships during the following year

Members include:

- x The AVP and Dean and Associate Deans of the SGSPA
- x Representatives from each of the Faculty Graduate Councils
- x Representatives from each non-departmentalized Faculty Graduate Committee

Two graduate students, who are members of the SGSPA, to be named by the Society of Graduate and Professional Students, shall be Associate members; except for meetings devoted to the awarding of fellowships, which they may not attend, the student Associate members shall have full membership privileges.

The Fellowship Committee elects its own Chair annually. A senior officer of the SGSPA as Secretary to the Committee. The Secretary does not have a vote on the Committee.

The SGSPA Academic Appeal Board

The fairness or consequences of academic assessments, decisions or regulations may be appealed. Course marks or examination committee decisions cannot be overturned but alternative actions (including the possibility of further examinations) may be mandated. Appeal procedures are published in the Calendar of the School.

The SGSPA Academic Appeal Board (AAB) decision is final with the only exception being the right of further appeal to the University Student Appeal Board when the appeal is based on

APPENDIX 1

GRADUATE COURSE ADDITION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

PART A: PLEASE COMPLETE THE FOLLOWING SECTION:

Insert the proposed Calendar

programs that may offer courses with similar content in order to make this assessment. If none, omit.

PART B: Comment on the following, as they apply to the new graduate course. If they do not apply, indicate "not applicable N/A".

6. Application: Explain how this course will fit into the degree program requirements. Is this course intended as a requirement or an elective? If this course is to be included in an existing degree program, please submit a Program Revisions as well.
- 7.

APPENDIX 2

GRADUATE COURSE REVISION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission

COURSE CODE/NUMBER:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

PART A: For EACH course revision, COMPLETE THE FOLLOWING SECTION and sections 1 through 4:

Insert the EXISTING Calendar description in the box below, and delete the example provided.

EXAMPLE

(1a)	(2)	(1b)
ECON-853*	3.0	Applied Econometrics

NOTE: Normally, ANY change to the current course NUMBER and/or course WEIGHT, are to be treated as course additions and/or deletions, not revisions.

Revisions made to any of the information noted above must be submitted to the Faculty of Law Graduate Committee for approval. Detail your proposed changes under the following headings and provide a rationale for the changes.

1. Title change (1b): Provide the new title along with the reason for this change (eg. title does not reflect content, etc.).

APPENDIX 4

GRADUATE DEGREE PROGRAM REVISION
FACULTY OF LAW GRADUATE COMMITTEE
SCHOOL OF GRADUATE STUDIES AND POSTDOCTORAL AFFAIRS
Curriculum Submission

DEGREE PROGRAM:

Submission Contact Name:

Phone #:

Email:

Date:

Signature of Associate Dean (Graduate Studies and Research): _____

Program revision documentation should be submitted for approval whenever i10.4 (val)9 (m)-5 (-1.1)T
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