

TERMS OF REFERENCE

MSc/PhD ADMISSIONS COMMITTEE

A. Purpose	<p>The purpose of the MSc/PhD Admissions Committee is:</p> <ul style="list-style-type: none"> • To oversee and conduct the annual admissions process • ensure the integrity of the admissions process for the SPPH MSc¹ and PhD programs • To ensure that students who are offered admission are highly likely to succeed in their chosen program • To distribute awards and funding to reward academic excellence and research potential
B. Reporting	<p>The MSc/PhD Admissions Committee reports to the SPPH Student Admissions and Progression Committee.</p>
C. Mandate and Duties	<p>1. The MSc/PhD Admissions Committee has the following duties:</p> <ul style="list-style-type: none"> • to establish admissions criteria for MSc and PhD programs • to review applications for admission to the MSc and PhD programs with respect to admissions criteria • to recommend to Graduate Studies the set of students who should be offered admission to the MSc and PhD programs based primarily on admissions criteria but including administrative considerations² • to recommend to Graduate Studies the set of students to receive awards and funding
D. Membership	<p>Membership of the MSc/PhD Admissions Committee shall include volunteer SPPH Faculty plus appropriate staff. Representation from all divisions will be sought.</p>
E. Leadership	<p>The Chair of the Committee shall be nominated by the committee, for a renewable three year term.</p>
F. Operations	<p>1. The Committee will meet at least once annually to review applications.</p>

¹ Excluding MSc(OEH) degree program

² Consideration might include: 1) alignment of applicant interests with those of SPPH; 2) faculty interests in, and ability to, supervise students; 3) program capacity to accept new students.

	<ol style="list-style-type: none">2. Meetings to review applications will not normally be longer than four hours duration, unless otherwise agreed by the members.3. Committee members must be present (in person or by phone) to participate in the review process.4. The committee also meets at the call of the chair (usually a preview meeting the Fall, and a review meeting in the Spring, usually 1 hour or less). <p>A majority of voting members (50% plus one) will constitute a quorum for the Committee.</p>
G. Evaluation	<p>A full review of the Terms of Reference, deliberations and effectiveness of the MSc/PhD Admissions Committee will be conducted on an annual basis by the Committee, with findings reported to the Student Admissions and Progression Committee.</p>
H. Recording	<ol style="list-style-type: none">1. Minutes will be recorded by the Education Manager of the PhD Program.2. Approved minutes will serve as the official record of the Committee's deliberations.
I. Document Control	<p>Date approved by Student Admission and Progression Committee:</p> <p>Date approved by Full Faculty Committee: November 20, 2015</p>