



**522nd REPORT OF THE ACADEMIC POLICY COMMITTEE TO SENATE
on the APC meeting held on November 23rd, 2023.**

I. TO BE APPROVED BY SENATE

(A) NEW TEACHING PROGRAMS REQUIRING SENATE APPROVAL

Graduate and Postdoctoral Studies

Faculty of Medicine and Health Sciences

M.Sc. in Bioethics (45 cr.) – *appendix A*

M.Sc. in Bioethics; Non-Thesis (48 cr.) – *appendix B*

APC reviewed and approved a proposal to create a new M.Sc. in Bioethics and a new M.Sc. in Bioethics; Non-Thesis. The new programs will meet the needs of students who wish to expand their education and pursue careers in research ethics oversight, health policy, clinical ethics, and other related positions, and gain knowledge and experience in bioethics. As a new degree program, both programs will require *Bureau de Coopération Interuniversitaire* (BCI) and *ministère de l'Enseignement Supérieur* (MES) approval.

Be it resolved that Senate, on the recommendation of APC, approve the proposed M.Sc. in Bioethics (45 cr.), and the proposed M.Sc. in Bioethics; Non-Thesis (48 cr.) as described in appendices A and B, respectively.

(B) ACADEMIC PERFORMANCE ISSUES / POLICIES / GOVERNANCE/AWARDS – none

(C) CREATION OF NEW UNITS / NAME CHANGES / REPORTING CHANGES – none

(D) CHANGES IN DEGREE DESIGNATION – none

(E) INTER-UNIVERSITY PARTNERSHIPS – none

(F) OTHER

II. TO BE PRESENTED TO SENATE FOR DISCUSSION

Office of the Provost and Vice Principal (Academic)

Proposed Revisions to the *Regulation on Conflict of Interest* – *appendix C*

APC discussed the proposed revisions to the *Regulation on Conflict of Interest* (COI Regulation). The COI Regulation was called for revisions as it was last approved through governance in September 2011. The purpose of the revised Regulations is to streamline and optimize the reporting and reviewing process, along with reducing unnecessary steps in the approval process within central administration. The companion document to the COI Regulation, *Recognizing Conflicts*, has also been reviewed and revised to include a wider range of contemporary examples that incite COI within the University.

III. APPROVED BY APC IN THE NAME OF SENATE

(A) DEFINITIONS – *none*

(B) STUDENT EXCHANGE PARTNERSHIPS / CONTRACTS / INTERUNIVERSITY PARTNERSHIPS – *none*

(C) OTHER

APC Subcommittee on Courses and Teaching Programs Revised Guidelines for Proposing Concentrations/Options – *appendix D*

APC reviewed and approved a proposal from the Subcommittee on Courses and Teaching Programs (SCTP) to revise the guidelines for creating concentrations/options. The original Guidelines were approved by SCTP and APC in 2019 and 2020, respectively. The revised Guidelines include allowing academic units to propose concentrations/options of a doctoral/Ph.D. program provided it is a distinct program of study and has a minimum of 12 different credits selected from a list of required and complementary courses.

IV. FOR THE INFORMATION OF SENATE

I. ACADEMIC REVIEWS – *none*

II. APPROVAL OF COURSES AND TEACHING PROGRAMS – *none*

1. Programs

a) APC Approvals (new options/concentrations and major revisions to existing programs)

- i. New Programs - *none*
- ii. Major Revisions of Existing Programs - *none*

b) APC Subcommittee on Courses and Teaching Programs (SCTP) Approvals
(Summary Reports: <http://www.mcgill.ca/sctp/documents/>)

i. Moderate and Minor Program Revisions

Approved by SCTP on October 12th, 2023; reported to APC on November 23rd, 2023

Faculty of Agricultural and Environmental Sciences

- B.Eng. (Bioresource); Major in Bioresource Engineering (113 cr.)
- B.Eng. (Bioresource); Honours in Bioresource Engineering (113 cr.)
- B.Eng.(Bioresource); Major in Bioresource Engineering; Professional Agrology (113 cr.)

Desautels Faculty of Management

- B.Com.; Honours in Investment Management (87 cr.)
- B.Com.; Major in Accounting (72 cr.)
- B.Com.; Major in Business Analytics (72 cr.)
- B.Com.; Major in Economics for Management Students (69 cr.)
- B.Com.; Major in Finance (72 cr.)
- B.Com.; Major in Information Technology Management (72 cr.)
- B.Com.; Major in International Management (84-90 cr.)
- B.Com.; Major in Managing for Sustainability (72 cr.)
- B.Com.; Major in Marketing (72 cr.)

B.Com.; Major in Mathematics and Statistics for Management (72-75 cr.)
B.Com.; Major in Organizational Behaviour and Human Resources (72 cr.)
B.Com.; Major in Retail Management (72 cr.)
B.Com.; Major in Strategic Management (72 cr.)

ii. Program Retirements – *none*

2. Courses

a) New Courses

Reported as having been approved by SCTP on May 11th, 2023: 43

Faculty of Arts: 1

School of Continuing Studies: 19

Faculty of Medicine and Oral Health Sciences: 1

Faculty of Education: 4

Faculty of Engineering: 2

Faculty of Law: 1

Desautels Faculty of Management: 1

Faculty of Medicine and Health Sciences: 7

Faculty of Science: 7

Reported as having been approved by SCTP on September 14th, 2023: 9

Faculty of Agricultural and Environmental Sciences: 1

School of Continuing Studies: 1

Faculty of Engineering: 2

Desautels Faculty of Management: 1

Schulich School of Music: 4

Reported as having been approved by SCTP on October 12th, 2023: 11

Faculty of Agricultural and Environmental Sciences: 1

School of Continuing Studies: 3

Desautels Faculty of Management: 1

Faculty of Medicine and Health Sciences: 6

b) Course Revisions

Reported as having been approved by SCTP on May 11th, 2023: 77

Faculty of Agricultural and Environmental Sciences: 2

Faculty of Arts: 6

School of Continuing Studies: 49

Faculty of Education: 6

Faculty of Engineering: 3

Faculty of Law: 1

Faculty of Medicine and Health Sciences: 6

Faculty of Science: 4

Reported as having been approved by SCTP on September 14th, 2023: 6

Faculty of Agricultural and Environmental Sciences: 1

School of Continuing Studies: 2

Faculty of Engineering: 1

Schulich School of Music: 2

Reported as having been approved by SCTP on October 12th, 2023: 15
Faculty of Agricultural and Environmental Sciences: 5
Faculty of Arts: 2
School of Continuing Studies: 7
Desautels Faculty of Management: 1

c) **Course Retirements**

Reported as having been approved by SCTP on May 11th, 2023: 44
Faculty of Arts: 2
School of Continuing Studies: 36
Faculty of Education: 2
Faculty of Engineering: 4

Reported as having been approved by SCTP on September 14th, 2023: 2
School of Continuing Studies: 2

Reported as having been approved by SCTP on October 12th, 2023: 9
Faculty of Agricultural and Environmental Sciences: 7
Faculty of Arts: 2

III. OTHER – none



<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <input type="text" value="Master of Science (M.Sc)"/>	<p>2.0 Administering Faculty or GPS</p> <input type="text" value="Graduate and Postdoctoral Studies (GPS)"/>
<p>1.1 Major (Subject/Discipline) (30-char. max.)</p> <input type="text" value="Bioethics"/>	<p>Offering Faculty & Department</p> <input type="text" value="FMHS/ School of Population and Global Health"/>
<p>1.2 Concentration (Option) (30 char. max.)</p> <input type="text"/>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2019 or 201909) Term</p> <input type="text" value="202509"/>
<p>1.3 Complete Program Title (info from boxes 1.0+1.1+1.2+5.2)</p> <input type="text" value="M.Sc. in Bioethics"/>	

4.0 Rationale and Admission Requirements for New Program/Concentration

Please see next page for additional information

5.0 Program Information
Indicate an "x" as appropriate

<p>5.1 Program Type</p> <p>Bachelor's Program</p> <p><input checked="" type="checkbox"/> Master's</p> <p>M.Sc.(Applied) Program</p> <p>Dual Degree/Concurrent Program</p> <p>Certificate</p> <p>Diploma</p> <p>Graduate Certificate</p> <p>Graduate Diploma</p> <p>Professional Development Cert</p> <p>Ph.D. Program</p> <p>Doctorate Program (Other than Ph.D.)</p> <p>Self-Funded/Private Program</p> <p>Off-Campus Program</p> <p>Distance Education Program</p> <p>Other (Please specify)</p>	<p>5.2 Category</p> <p>Faculty Program (FP)</p> <p>Major</p> <p>Joint Major</p> <p>Major Concentration (CON)</p> <p>Minor</p> <p>Minor Concentration (CON)</p> <p>Honours (HON)</p> <p>Joint Honours Component (HC)</p> <p>Internship/Co-op</p> <p><input checked="" type="checkbox"/> Thesis (T)</p> <p>Non-Thesis (N)</p> <p>Other</p> <p>Please specify</p> <input type="text"/>	<p>5.3 Level</p> <p>Undergraduate</p> <p>Dentistry/Law/Medicine</p> <p>Continuing Studies (Non-Credit)</p> <p>Collegial</p> <p><input checked="" type="checkbox"/> Masters & Grad Dips & Certs</p> <p>Doctorate</p> <p>Post-Graduate Medicine/Dentistry</p> <p>Graduate Qualifying</p>
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5.4 Requires Centrally-Funded Resources
Yes No

<p>6.0 Total Credits or CEUs (if latter, indicate "CEUs" in box)</p> <input type="text" value="45"/>	<p>7.0 Consultation with Related Units</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Financial Consult <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attach list of consultations.</p>
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ADDITIONAL INFORMATION

Box 4.0 Rationale and Admission Requirements for New Proposal

Since 1992, the Biomedical Ethics Unit (BMEU) has coordinated a Master's Option in Bioethics through several other programs on campus. While the Options have been very successful, the administration of the options has been burdensome and inefficient. It has also had the effect of excluding many interested and promising students from gaining admissions. Harmonizing the Thesis Options into a free-standing MSc in Bioethics would create a cohesive cohort (alongside the non-thesis MSc students) of Master's students pursuing their interests in Bioethics. The formation of the Department of Equity, Ethics and Policy (DEEP), which has absorbed BMEU, enables the School of Population and Global Health to offer a freestanding Bioethics Master's program. Through courses that BMEU was already offering and the development of new courses, the program will train students to conduct research on bioethics topics and critically consider timely and contemporary bioethical issues. The students we anticipate recruiting for the MSc Thesis options are those with an aptitude for research and likely to use the MSc as a stepping-stone to further graduate studies and research careers [as opposed to the non-Thesis MSc students who we expect will be those looking to complement their professional degrees or those interested in entering the workforce after receiving their degrees].

Admissions requirements:

Four members of DEEP will sit on the Admissions Committee. The Committee will consider applications upon receipt of the following documentation:

- Completed application form
- Non-refundable application fee
- Official copies of academic transcripts of post-secondary studies from all previously attended universities. Bioethics is an interdisciplinary arena, therefore we will consider applicants with Bachelor's degrees in any field.
- Curriculum vitae
- Three recent letters of recommendation
- A 1-2 page personal statement of interest
- A 10-15 page writing sample
- CGPA of 3.3 out of 4.0 or GPA of 3.5 out of 4.0 for the last two years of study
- Proof of English proficiency for non-Canadian applicants whose mother tongue is not English and whose undergraduate education was not in English.

Test of English as a Foreign Language (TOEFL) IBT (Internet-Based Test): 86 overall, no less than 20 in each of the four component scores

[IELTS](#) (International English Language Testing System): a band score of 6.5 or greater (Academic module)

The Admissions Committee's mandate is to decide whether: a) The applicant has the admission requirements to do graduate work, b) The Program is able to provide the scholarly expertise and supervision required for the student's interests. After evaluation, the Committee will decide whether to recommend acceptance of the candidate to the Office of Graduate and Postdoctoral Studies.

Box 7.0 List of Consultations

Experimental Medicine
Family Medicine
Human Genetics
Law
Philosophy
Religious Studies
Epidemiology, Biostatistics, Occupational Health and Public Health

See Appendix for consultations

8.0 Program Description (Maximum 150 words)

The M.Sc. in Bioethics focuses on training in theories, methods, and practices in bioethics. The thesis will identify and address a research question around ethical concerns in the areas of medicine, healthcare, health policy, and the life sciences.

9.0 List of proposed new Program/Concentration

If new concentration (option) of existing program, a program layout (list of all courses) of existing program **must** be attached.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit Weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

Master of Science (M.Sc.) in Bioethics (45 credits)

Required Courses (36 credits)


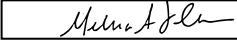
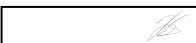
BIOE 623 Healthcare Ethics (3 credits)
BIOE 680 Bioethical Theory (3 credits)
BIOE 690 M.Sc. Thesis Literature Survey (3 credits)
BIOE 691 M.Sc. Thesis Research Proposal (3 credits)
BIOE 698 M.Sc. Thesis Submission (18 credits)
PHIL 643 Seminar: Medical Ethics (3 credits)
PPHS 624 Public Health Ethics and Policy (3 credits)

Complementary Courses (9 credits)

9 credits from the following:

BIOE 681 Bioethics Practicum (3 credits)
BIOE 683 Topics in Biomedical Ethics (3 credits)
BIOE 686 Directed Readings 1 (3 credits)
BIOE 687 Directed Readings 2 (3 credits)
CMPL 642 Law and Health Care (3 credits)
HGEN 660 Genetics and Bioethics (3 credits)
RELG 571 Ethics, Medicine and Religion (3 credits)

Or other courses at the 500 level or higher with permission of the supervisor and the School of Population and Global Health. Students will be advised to take complementary courses that will supply content knowledge relating to the topic of their thesis. A list of potential courses of interest will be supplied by the School of Population and Global Health.

10.0 Approvals			
Routing Sequence	Name	Signature	Meeting Date
Department	Tim Evans		
Curric/Acad Committee	Melissa Vollrath		Oct. 18
Faculty 1	Farhan Bhanji		Oct. 26, 2022
Faculty 2			
Faculty 3			
CGPS		CGPS Meeting	2022-11-14
SCTP	Cindy Smith, SCTP Secretary		April 20, 2023
APC			
Senate			
Submitted by			
Name		To be completed by ES:	
Phone		CIP Code	
Email			
Submission Date			

REMINDERS:

*Box 5.4 – Must be completed; see section 6.5.4 within the New Program Guidelines at:

<https://www.mcgill.ca/sctp/guidelines>.

**All new program proposals must be accompanied by a 2-3 page support document.

M.Sc Bioethics Thesis (45 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

BIOETHICS AT MCGILL

The Thesis program

The School of Population and Global Health proposes to establish a MSc Bioethics Thesis program at McGill which will be offered alongside a non-thesis MSc in Bioethics Thesis degree. The thesis program is designed for students who intend to pursue further studies in Bioethics, or in a discipline adjacent to Bioethics like Philosophy, Law, Sociology etc. Students in the thesis option will receive funding and close supervision in Bioethics research methods.

There is a large unmet demand for training that will prepare students to pursue academic careers in Bioethics. This unmet demand is especially striking in Canada. We propose to establish a MSc Bioethics Thesis program at McGill to meet this demand. Although this has long been the desire of the Biomedical Ethics Unit, this degree program is now possible where it had not been previously. Since joining the School of Population and Global Health (SPGH), the Biomedical Ethics Unit (BMEU) has been incorporated into a new department: the Department of Equity, Ethics, and Policy (DEEP). It thus now has status as a teaching unit to operate and offer an MSc program. Through this program, McGill will establish leadership in Bioethics training in Canada, while remaining apace with leading US academic medical centres. It will also establish training leadership in specific areas like research ethics, public health ethics, and empirical bioethics research—areas for which there is increasing student demand.

One of the key recommendations of the 2019 Cyclical Review of the BMEU was that it “be granted the institutional status and autonomy necessary to develop its own freestanding Master’s level program in Bioethics. Doing so will enable it to set its own admission requirements and bioethics course content and will improve the quality of the experience for students.” Within the report, the reviewers note that “having control over a standalone program will enable the BMEU to appeal to a wider pool of students, especially from social science and humanities disciplines not represented in the current programs that accept students into the specialization in bioethics. It would also allow the BMEU to develop a larger offering of bioethics courses that might be tailored more specifically to the needs of students pursuing a program in bioethics (as opposed to a different program with a ‘specialization’ in bioethics).” The current Graduate Program Director for the Bioethics Options fields dozens of inquiries each fall from students looking for an MSc in Bioethics. Many of these students are currently turned away because of their ineligibility for admission through our collaborating departments.

After successfully coordinating Bioethics Options since 1996, we are well prepared for this transition. The courses we have been teaching for more than 20 years will be updated and streamlined to form a cohesive base of required courses for our students. Complementary courses will continue to be provided by faculty affiliated with DEEP and by the departments that we have been working with for the Bioethics Options. All of the affiliated departments support this shift.

M.Sc Bioethics Thesis (45 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

McGill would be one of four Canadian universities to offer a freestanding Bioethics Master's Program (the other three being Université de Montreal, University of Toronto, and Memorial University). The range of disciplinary expertise represented in the Department of Equity, Ethics and Policy (from epidemiology and economics through to moral philosophy) would make the McGill program stand out from others. Other stand out features include the international profile of many Department members, and the well-developed networks in the Global South that exist within McGill's School of Population and Global Health, and range of expertise would be unmatched by any of these programs. Within Québec, the Université de Montréal, through its École de santé publique, offers a few program options in bioethics. A research Master's [Maîtrise de recherche] is oriented towards research in bioethics, while a professional Master's [Maîtrise professionnelle] introduces students to the field of bioethics. These programs' success, the steady number of students in our Bioethics Options, and the number of student inquiries we receive and cannot currently accommodate indicates a need for greater graduate-level training capacity in Bioethics.

BMEU's merger with the Institute for Health and Social Policy to form DEEP dramatically expands both the depth and breadth of offerings. In addition, the excellence of related programs at McGill, including programs in Epidemiology, Social Studies of Medicine, Neuroscience, as well as relationships with hospitals like the McGill University Hospital Centre and Jewish General Hospital, will offer students an extraordinary opportunity to develop a variety of skill sets, content knowledge, and professional training. For example, students can take electives and receive supervision from professors in other departments, and enrolled in the practicum will have opportunities to observe clinical ethics consultation at one of Quebec's premier tertiary care facilities.

BIOETHICS CURRICULUM

The field of Bioethics is fundamentally interdisciplinary, drawing on theoretical work, primarily in philosophy, along with theory and research in other disciplines including sociology, history, clinical medicine, and health policy. Bioethics scholars use a variety of empirical, legal, and analytic approaches to provide practical guidance on contemporary ethical challenges in the life sciences, health care, health policy, and population health. Traditionally, this incorporates ethical concerns inherent in informed consent for healthcare, medical decision-making, human subjects research, resource allocation, and implementation of new biomedical interventions and technologies. Emergent challenges now being addressed by scholars in academic Bioethics programs include a broad range of ethical dilemmas, such as those posed by global health endeavours, climate change, food and food security, animal welfare, and artificial intelligence. Graduates of Bioethics programs go on to careers in clinical ethics, research oversight, health policy, medicine, law, and academia.

M.Sc Bioethics Thesis (45 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

Given the diversity of intellectual influences and the range of potential careers, effective Bioethics training programs generally have three objectives, each of which will be met within our freestanding program. The first is to offer an overview of foundational theories and practices of bioethics through required core coursework. For instance, one key course, “Bioethical Theory,” will teach basic philosophical principles and theories underlying medical ethics (e.g., Principlism, Virtue Ethics, Feminist Ethics). This course will develop skills with various approaches to ethical analysis from a range of disciplinary traditions.

The second key objective is to develop content and methodological competencies around particular Bioethics problems. This will be achieved through three additional required courses offered by faculty members (i.e., Healthcare Ethics, Research Ethics, and Public Health Ethics). In addition, students will take courses on topics related to their thesis through 3 complementary 3-credit courses.

The third key objective is to develop basic skills in developing analysis or policy through addressing ethical challenges within healthcare, medical, or research settings. This will be achieved through course assignments and a Master’s thesis. The primary objective of the thesis is to develop skills in a) identifying ethical problems in medicine, research and life science policy, b) utilizing at least one methodology used in bioethics, and c) devising analysis or recommendations that are grounded in theory and evidence. Students are expected to complete their coursework in Year 1, and spend Year 2 researching and writing their thesis by working closely with a thesis supervisor.

By the time students graduate with a M.Sc. in Bioethics, they should be conversant in recurring Bioethics controversies. They should also have developed critical thinking capacities in Bioethics, a basic understanding of different research methods used in Bioethics and advanced competency in at least one, as well as deep content knowledge about a particular challenge or problem within Bioethics. Lastly, students should be capable of initiating and completing research aimed at identifying and analyzing problems in Bioethics.

RELATED PROGRAMS AT MCGILL

Currently, Master’s Options in Bioethics are offered through the following Master’s programs: LLM in Law, MA in Philosophy, MA in Religious Studies, MSc in Experimental Medicine, MSc in Family Medicine, and MSc in Human Genetics. The Bioethics training and exposure that the Option students currently receive comes entirely from courses offered through the Biomedical Ethics Unit core or affiliated faculty.

The Master’s Option program currently offered require coordination with six participating academic entities across campus, each with their own admissions process and course and thesis requirements. This program has typically enrolled 6-12 students/year, and draws students from across North America, Europe, and various other regions. However, coordination through six departments has been challenging. BMEU has found it nearly impossible to run a cohesive program; in addition, it turns away numerous applicants who do not “fit” into any of these pre-

M.Sc Bioethics Thesis (45 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

established Master's programs. These include students with backgrounds in the social sciences, social work, humanities, public health, political science, and public policy. In the future, we expect that the majority of the students who might have applied to the Bioethics Options will now decide to apply for the MSc Bioethics instead. In fact, a few of the departments intend to retire the Bioethics Option (namely Experimental Medicine and Family Medicine), while others may choose to keep it open for the few students who choose to apply. The MSc Experimental Medicine, Bioethics Option, is likely to be retired in short order regardless of the status of the new MSc Bioethics. The arrangement with Experimental Medicine was one of expedience and not one of affinity with Bioethics content. The LLM Bioethics Option will continue as it always has: this is a different degree than an MSc and is eligible for those with a Bachelor's of Law.

Aside from the Bioethics Options currently in existence, there are no other closely related programs at McGill. The MSc in Public Health Non-Thesis offers interdisciplinary programming in global health, epidemiology, and health policy. However, it does not offer any program stream in ethics/bioethics. The ethics course currently offered to MScPH students on public health ethics is taught by a DEEP faculty member and will become one of the required courses for the Bioethics M.Sc. students. There are individual courses offered on campus related to bioethics and these will be offered as complementary courses to Bioethics students. However, there are no other Master's programs related to our proposed program.

GROWTH AND DEVELOPMENT

We expect to see an initial cohort of three students per year, in addition to enrolling approximately 10 non-thesis degree students who will comprise the majority of the cohort. There are at least eight faculty members in DEEP prepared and willing to supervise these students. This has been standard for our option and we expect it will continue. In addition, we have always had and will continue to have the support from the department's associate members who are also permitted to supervise students. We currently receive 35-45 applications for the Bioethics Options across the six departments. We expect that most of those will now apply for the MSc (thesis or non-thesis) in Bioethics instead (with the exception of those students applying for an LLM). In addition, we expect to attract new applicants who were not previously eligible (e.g., those with backgrounds in public health, bioethics, social sciences, political science, psychology). As the program becomes established, we hope to hire new faculty to accommodate more students in the future, with a goal of enrolling five to eight MSc Thesis students per year within five years' time.



<p>1.0 Degree Title Please specify the two degrees for concurrent degree programs</p> <input type="text" value="Master of Science (M.Sc)"/>	<p>2.0 Administering Faculty or GPS</p> <input type="text" value="Graduate and Postdoctoral Studies (GPS)"/>
<p>1.1 Major (Subject/Discipline) (30-char. max.)</p> <input type="text" value="Bioethics"/>	<p>Offering Faculty & Department</p> <input type="text" value="FMHS / School of Population and Global Health"/>
<p>1.2 Concentration (Option) (30 char. max.)</p> <input type="text" value="Non-Thesis"/>	<p>3.0 Effective Term of Implementation (Ex. Sept. 2019 or 201909) Term</p> <input type="text" value="202509"/>
<p>1.3 Complete Program Title (info from boxes 1.0+1.1+1.2+5.2)</p> <input type="text" value="M.Sc. in Bioethics; Non-Thesis"/>	

4.0 Rationale and Admission Requirements for New Program/Concentration

5.0 Program Information
Indicate an "x" as appropriate

<p>5.1 Program Type</p> <p>Bachelor's Program</p> <p><input checked="" type="checkbox"/> Master's</p> <p>M.Sc.(Applied) Program</p> <p>Dual Degree/Concurrent Program</p> <p>Certificate</p> <p>Diploma</p> <p>Graduate Certificate</p> <p>Graduate Diploma</p> <p>Professional Development Cert</p> <p>Ph.D. Program</p> <p>Doctorate Program (Other than Ph.D.)</p> <p>Self-Funded/Private Program</p> <p>Off-Campus Program</p> <p>Distance Education Program</p> <p>Other (Please specify)</p>	<p>5.2 Category</p> <p>Faculty Program (FP)</p> <p>Major</p> <p>Joint Major</p> <p>Major Concentration (CON)</p> <p>Minor</p> <p>Minor Concentration (CON)</p> <p>Honours (HON)</p> <p>Joint Honours Component (HC)</p> <p>Internship/Co-op</p> <p>Thesis (T)</p> <p><input checked="" type="checkbox"/> Non-Thesis (N)</p> <p>Other</p> <p>Please specify</p> <input type="text"/>	<p>5.3 Level</p> <p>Undergraduate</p> <p>Dentistry/Law/Medicine</p> <p>Continuing Studies (Non-Credit)</p> <p>Collegial</p> <p><input checked="" type="checkbox"/> Masters & Grad Dips & Certs</p> <p>Doctorate</p> <p>Post-Graduate Medicine/Dentistry</p> <p>Graduate Qualifying</p>
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5.4 Requires Centrally-Funded Resources
Yes No

6.0 Total Credits or CEUs (if latter, indicate "CEUs" in box)

7.0 Consultation with Related Units

Financial Consult Yes No

Attach list of consultations.

ADDITIONAL INFORMATION

Box 4.0 Rationale and Admission Requirements for New Proposal

In conjunction with the MSc in Bioethics thesis option, we are proposing a new non-thesis MSc in Bioethics. The formation of the Department of Equity, Ethics and Policy (DEEP), which has absorbed BMEU, enables the School of Population and Global Health to offer a freestanding Bioethics Master's program. Through courses that BMEU was already offering and the development of new courses, the program will train students to conduct research on bioethics topics and critically consider timely and contemporary bioethical issues. This program will allow for a greater diversity of students, with different profiles and backgrounds to pursue a graduate degree and gain competencies in Bioethics. While the thesis MSc will primarily attract students interested in careers in research and academia, the non-thesis MSc will attract a broad range of students: medical and allied health professionals who wish to gain knowledge and experience in bioethics and those who wish to use the MSc as a terminal degree to pursue careers in research ethics oversight, health policy, clinical ethics and other related positions. It will also attract those who wish to pursue further education in the health professions (e.g., medical school, nursing school). Students will take the same (required and complementary) courses as the Thesis students, thereby creating a larger cohort of Master's students in Bioethics.

Admissions requirements:

Four members of DEEP will sit on the Admissions Committee. The Committee will consider applications upon receipt of the following documentation:

- Completed application form
- Non-refundable application fee
- Official copies of academic transcripts of post-secondary studies from all previously attended universities. Bioethics is an interdisciplinary arena, therefore we will consider applicants with Bachelor's degrees in any field.
- Curriculum vitae
- Two recent letters of recommendation
- A 1-2 page personal statement of interest
- CGPA of 3.0 out of 4.0 or GPA of 3.5 out of 4.0 for the last two years of study
- Proof of English proficiency for non-Canadian applicants whose mother tongue is not English and whose undergraduate education was not in English.

Test of English as a Foreign Language (TOEFL) IBT (Internet-Based Test): 86 overall, no less than 20 in each of the four component scores

[IELTS](#) (International English Language Testing System): a band score of 6.5 or greater (Academic module)

The Admissions Committee's mandate is to decide whether: a) The applicant has the admission requirements to do graduate work, b) The Program is able to provide educational support for the applicant. After evaluation, the Committee will decide whether to recommend acceptance of the candidate to the Office of Graduate and Postdoctoral Studies.

Box 7.0 List of Consultations

Experimental Medicine
Family Medicine
Human Genetics
Law
Philosophy
Religious Studies
Epidemiology, Biostatistics, Occupational Health and Public Health

See Appendix for consultations

8.0 Program Description (Maximum 150 words)

The M.Sc. in Bioethics; Non-Thesis focuses on training in theories, methods, and practices in bioethics, including fundamental aspects and exposure to bioethical concerns. The program includes a project.

9.0 List of proposed new Program/Concentration

If new concentration (option) of existing program, a program layout (list of all courses) of existing program **must** be attached.

Proposed program (list courses as follows: Subj Code/Crse Num, Title, Credit Weight under the headings of: Required Courses, Complementary Courses, Elective Courses)

Master of Science (M.Sc.) in Bioethics; Non-Thesis (48 credits)

Required Courses (30 credits)


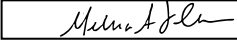
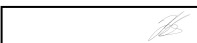
BIOE 623 Healthcare Ethics (3 credits)
BIOE 680 Bioethical Theory (3 credits)
BIOE 695 Project 1 (6 Credits)
BIOE 696 Project 2 (6 credits)
BIOE 697 Project 3 (6 credits)
PHIL 643 Seminar: Medical Ethics (3 credits)
PPHS 624 Public Health Ethics and Policy (3 credits)

Complementary Courses (18 credits)

18 credits from the following:

BIOE 681 Bioethics Practicum (3 credits)
BIOE 683 Topics in Biomedical Ethics (3 credits)
BIOE 686 Directed Readings 1 (3 credits)
BIOE 687 Directed Readings 2 (3 credits)
CMPL 642 Law and Health Care (3 credits)
HGEN 660 Genetics and Bioethics (3 credits)
RELG 571 Ethics, Medicine and Religion (3 credits)

Or other courses at the 500 level or higher with permission of the supervisor and the School of Population and Global Health. Students will be advised to take complementary courses that will supply content knowledge relating to the topic of their project. A list of potential courses of interest will be supplied by the School of Population and Global Health.

10.0 Approvals			
Routing Sequence	Name	Signature	Meeting Date
Department	Tim Evans		
Curric/Acad Committee	Melissa Vollrath		Oct.18
Faculty 1	Farhan Bhanji		Oct 26, 2022
Faculty 2			
Faculty 3			
CGPS		CGPS Meeting	November 14 2022
SCTP	Cindy Smith, SCTP Secretary		April 20, 2023
APC			
Senate			
Submitted by			
Name		To be completed by ES:	
Phone		CIP Code	
Email			
Submission Date			

REMINDERS:

*Box 5.4 – Must be completed; see section 6.5.4 within the New Program Guidelines at:

<https://www.mcgill.ca/sctp/guidelines>.

**All new program proposals must be accompanied by a 2-3 page support document.

M.Sc Bioethics Non-Thesis (48 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

BIOETHICS AT MCGILL-

The Non-Thesis Program

The School of Population and Global Health proposes to establish a MSc Bioethics Non-Thesis program at McGill, which will be offered alongside a MSc in Bioethics Thesis degree. The non-thesis option is intended for students for whom Bioethics is supplementary to their career. This might include physicians or nurses wishing to obtain training and credentials for Bioethics responsibilities in hospitals, or students who intend to subsequently pursue medical or law degrees.

The **non-thesis program** we propose will allow for a greater diversity of students, with different profiles and backgrounds to pursue a graduate degree and gain competencies in Bioethics. While the thesis MSc will primarily attract students interested in careers in research and academia, the non-thesis MSc will attract a broad range of students: medical and allied health professionals who wish to gain knowledge and experience in bioethics, and those who wish to use the MSc as a terminal degree to pursue careers in research ethics oversight, health policy, clinical ethics, and other related positions. It will also attract those who wish to pursue further education in the health professions (e.g., medical school, nursing school) after pursuing an MSc. Students in both programs will take the same (required and complementary) courses, thereby creating a larger cohort of Master's students in Bioethics. Although the creation of these programs has long been the desire of the Biomedical Ethics Unit, this degree program is now possible where it had not been previously. Since joining the School of Population and Global Health (SPGH), the Biomedical Ethics Unit (BMEU) is now incorporated into a new department: the Department of Equity, Ethics, and Policy (DEEP). It thus has status as a teaching unit to operate and offer an MSc program. Through this program, McGill will establish leadership in Bioethics training in Canada, while remaining apace with leading US academic medical centres. It will also establish training leadership in specific areas like research ethics, public health ethics, and empirical bioethics research—areas for which there is increasing student demand.

One of the key recommendations of the 2019 Cyclical Review of the BMEU was that it “be granted the institutional status and autonomy necessary to develop its own freestanding Master's level program in Bioethics. Doing so will enable it to set its own admission requirements and bioethics course content and will improve the quality of the experience for students.” Within the report, the reviewers note that “having control over a standalone program will enable the BMEU to appeal to a wider pool of students, especially from social science and humanities disciplines not represented in the current programs that accept students into the specialization in Bioethics. It would also allow the BMEU to develop a larger offering of bioethics courses that might be tailored more specifically to the needs of students pursuing a program in bioethics (as opposed to a different program with a ‘specialization’ in bioethics).” The current Graduate Program Director for the Bioethics Options fields dozens of inquiries each fall from students looking for an MSc in Bioethics, some of whom may find a non-thesis option more in line with their future goals.

M.Sc Bioethics Non-Thesis (48 credits) Program Proposal
EXECUTIVE SUMMARY For Biomedical Curriculum Committee

After successfully coordinating the Bioethics Options since 1996 through six different departments, we are well prepared for this transition. The courses we have been teaching for more than 20 years will be updated and streamlined to form a cohesive base of required courses for our students. Complementary courses will continue to be provided by faculty affiliated with DEEP and by the departments that we have been working with for the Bioethics Options. All of the affiliated departments support this shift.

McGill would be one of four Canadian universities to offer a freestanding Bioethics Master's Program (the other three being Université de Montréal, University of Toronto, and Memorial University). The range of disciplinary expertise represented in the Department of Equity, Ethics and Policy (from epidemiology and economics through to moral philosophy) would make the McGill program stand out from others. Other stand out features include the international profile of many Department members, and the well-developed networks in the Global South that exist within McGill's School of Population and Global Health, and range of expertise would be unmatched by any of these programs. Within Québec, the Université de Montréal, through its École de santé publique, offers a few program options in bioethics. A research Master's [Maîtrise de recherche] is oriented towards research in bioethics, while a professional Master's [Maîtrise professionnelle] introduces students to the field of bioethics. These programs' success, the steady number of students in our Bioethics Options, and the number of student inquiries we receive and cannot currently accommodate indicates a need for greater graduate-level training capacity in Bioethics.

BMEU's merger with the Institute for Health and Social Policy to form DEEP will dramatically expand both the depth and breadth of offerings. In addition, the excellence of related programs at McGill, including programs in Epidemiology, Social Studies of Medicine, Neuroscience, as well as relationships with hospitals like the McGill University Hospital Centre and Jewish General Hospital, will offer students an extraordinary opportunity to develop a variety of skill sets, content knowledge, and professional training. For example, students can take electives and receive supervision from professors in other departments and enrolled in the practicum will have opportunities to observe clinical ethics consultation at one of Quebec's premier tertiary care facilities.

BIOETHICS CURRICULUM

The field of Bioethics is fundamentally interdisciplinary, drawing on theoretical work, primarily in philosophy, along with theory and research in other disciplines including sociology, history, clinical medicine, and health policy. Bioethics scholars use a variety of empirical, legal, and analytic approaches to provide practical guidance on contemporary ethical challenges in the life sciences, health care, health policy, and population health. Traditionally, this incorporates ethical concerns inherent in informed consent for healthcare, medical decision-making, human subjects research, resource allocation, and implementation of new biomedical interventions and technologies. Emergent challenges now being addressed by scholars in academic Bioethics

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programs include a broad range of ethical dilemmas, such as those posed by global health endeavours, climate change, food and food security, animal welfare, and artificial intelligence. Graduates of Bioethics programs go on to careers in clinical ethics, research oversight, health policy, medicine, law, and academia.

Given the diversity of intellectual influences and the range of potential careers, effective Bioethics training programs generally have three objectives, each of which will be met within our freestanding program. The first is to offer an overview of foundational theories and practices of bioethics through required core coursework. For instance, one key course, “Bioethical Theory,” will teach basic philosophical principles and theories underlying medical ethics (e.g., Principlism, Virtue Ethics, Feminist Ethics). This course will develop skills with various approaches to ethical analysis from a range of disciplinary traditions.

The second key objective is to develop content and methodological competencies around particular Bioethics problems. This will be achieved through three additional required courses offered by faculty members (i.e., Healthcare Ethics, Research Ethics, and Public Health Ethics). In addition, students will take courses on topics related to their capstone project through 6 complementary 3-credit courses.

The third key objective is to provide exposure to bioethics research and methods for students to develop critical thinking skills in bioethics through a Capstone Project. The Capstone Project will help the student to develop skills appropriate for negotiating ethical challenges that might arise in medicine, health care, health policy, and the life sciences. Students are expected to complete their coursework in Years 1 and 2, and spend a portion of Year 2 on their Capstone Project by working closely with a supervisor.

By the time students graduate with a non-Thesis M.Sc. in Bioethics, they should be conversant in recurring Bioethics controversies. They should also have developed critical thinking capacities in Bioethics, and a basic understanding of different research methods used in Bioethics, and in-depth exposure to at least one bioethical issue.

RELATED PROGRAMS AT MCGILL

Currently, Master’s Options in Bioethics are offered through the following Master’s programs: LLM in Law, MA in Philosophy, MA in Religious Studies, MSc in Experimental Medicine, MSc in Family Medicine, and MSc in Human Genetics. The Bioethics training and exposure that the Options students currently receive comes entirely from courses offered through the Biomedical Ethics Unit core or affiliated faculty.

The Master’s Bioethics Options currently offered require coordination with six participating academic entities across campus, each with their own admissions process and course and thesis requirements. This program has typically enrolled 6-12 students/year, and draws students from across North America, Europe, and various other regions. However, coordination through six departments has been challenging. BMEU has found it nearly impossible to run a cohesive

M.Sc Bioethics Non-Thesis (48 credits) Program Proposal
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program; in addition, it turns away numerous applicants who do not “fit” into any of these pre-established Master’s programs. These include students with backgrounds in the social sciences, social work, humanities, public health, political science, and public policy. Our plan is to shift most of the current Bioethics Options applicants to the MSc Bioethics programs. In particular, the MSc Experimental Medicine, Bioethics Option and MSc Family Medicine, Bioethics Option will be discontinued once the new programs are in place. Experimental Medicine, in particular, is eager to see this shift happen as soon as possible. The Bioethics Option in Experimental Medicine was established long ago out of expediency and not from a natural affinity. In fact, whether we have a new MSc program or not, the Bioethics Option in Experimental Medicine will be retired very soon.

A few students may continue to choose to apply for the other Master’s programs (Religious Studies, Philosophy, Genetics) with the Bioethics option attached (perhaps with an acceptance of one in each department/year), but the majority will likely opt instead for the new programming. One exception to this is the LLM Bioethics Option, which will continue and will continue to attract the same students it currently does.

Aside from the Bioethics Options currently in existence, there are no other closely related programs at McGill. The MSc in Public Health Non-Thesis offers interdisciplinary programming in global health, epidemiology, and health policy. However, it does not offer any program stream in ethics/bioethics. The ethics course currently offered to MScPH students on public health ethics is taught by a DEEP faculty member and will become one of the required courses for the Bioethics M.Sc. students. There are individual courses offered on campus related to bioethics and these will be offered as complementary courses to Bioethics students. However, there are no other Master’s programs related to our proposed program.

GROWTH AND DEVELOPMENT

We expect to see an initial cohort of 10 non-thesis students, in addition to enrolling two or three thesis degree students. We currently receive 35-45 applications for the Bioethics Options across the six departments. We expect that most of those will now apply for the MSc (thesis or non-thesis) in Bioethics instead (with the exception of those students applying for an LLM). In addition, we expect to attract new applicants who were not previously eligible (e.g., those with backgrounds in public health, bioethics, social sciences, political science, psychology). As the program becomes established, we hope to hire new faculty to accommodate more students in the future, with a goal of 20 students per cohort.

OFFICE OF THE PROVOST AND VICE PRINCIPAL (ACADEMIC)
James Administration Building
845 Sherbrooke Suite West, Suite 504
Tel: (514) 398-4177

DATE: 23 November 2023

TO: Academic Policy Committee (APC)

cc: Katharine Tiitson, Secretary of APC

FROM: Professor Angela Campbell, Associate Provost (Equity and Academic Policies)

RE: Regulation on the Regulation on Conflict of Interest

FOR: Information and discussion

Purpose:

Provide information and discuss:

- Revisions to the *Regulation on Conflict of Interest* (COI Regulation), that will serve to render the process for COI review more effective and efficient.
- Revisions to the *Recognizing Conflicts* companion document to the COI Regulation to reflect a wider range of COI circumstances that emerge in our university context.

Background:

The COI Regulation was last approved through governance in September 2011. Given the extensive time that has since passed and the need to enhance efficiencies in COI review, a working group composed of stakeholders from VP (Research and Innovation) and Faculties was struck to review the COI Regulation.

Proposed revisions will make the reporting and review processes clearer and more efficient. This will prove beneficial for all staff covered by the COI Regulation, notably all faculty, many of whom annually declare COIs. Revisions will also eliminate unnecessary steps in approval processes within central administration.

The revised COI Regulation moves away from a distinction between “non-financial” (Form A), and “financial” (Form B) COIs to a more logical distinction between “non-research related” (Form A) or “research-related” (Form B) COIs. This is reflected by sections 3.3.3ff of the revised COI Regulation.

The process for approvals according to the new distinction is envisaged as follows:

- For research-related COIs, the staff member submits the COI declaration to their chair/director and then to the VP-RI who decides whether to permit the COI and under which conditions. The Deans and Provost are no longer part of the approval path. This will save a great deal of time, something that is very important for PIs who need COI review/approval before proceeding with various initiatives.
- For non-research related COIs, the usual path of approval will proceed from staff to chair/director, dean, and Provost. These reviews are usually less complex and thus less time- and labour-intensive than research-related declarations.

In addition to these revisions, an important companion document to the COI Regulation, *Recognizing Conflicts*, has been reviewed and revised to reflect a wider range of circumstances that give rise to COI in our university setting.

Prior consultations/approvals:

The COI Regulation was reviewed by a Working Group, from June 2022 to January 2023, whose membership included:

- Prof. Angela Campbell (chair),
- Prof. Josephine Nalbantoglu (GPS),
- Prof. Benoit Boulet (Eng),
- Dr. Lesley Fellows (FMHS),
- Prof. David Stephens (Science),
- Prof. Michael Kokkolaras (Eng),
- Mark Weber (VP-RI),
- Me. Susanne Owen (Legal).

A consensus emerged to maintain the core of the COI Regulation in place, but to streamline the process and procedures.

Consultation on the proposed revisions:

- All Deans (spring 2023), who welcomed the changes.
- MAUT (summer 2023), who also welcomed the changes and only requested minor revisions.
- P7 (Fall 2023), minor revisions requested to Regulation and the document “Recognizing Conflicts” and process improvements outside the scope of the revision of the Regulation itself. Notably we will explore the possibility of having web-based long forms for disclosing COIs as we have for the annual disclosures.

Next steps:

Presentation to Senate for information in December and approval in January, followed by Board approval.

Attachments:

- Appendix A. Side-by-side Regulation
- Appendix B. Recognizing Conflicts (companion document to the Regulation)

REGULATION NAME	REGULATION ON CONFLICT OF INTEREST
Approving Body	Senate Board of Governors
Initial Approval Date	Senate: May 9, 2009 Board of Governors: June 15, 2009
Date of last review	Senate: September 22, 2011 Board of Governors: September 27, 2011
Date of next review	Fall 2028
Executive Sponsor	Provost and Vice-Principal (Academic)

Current version	Revised version
<p>Preamble</p> <p>The University must pursue its mission in a manner that advances its goals, protects the integrity of all it does and maintains the confidence of all members of the University community, its affiliated institutions, granting agencies and its public and private sponsors, in an environment in which there is both increased attention to conflict of interest and an increase in apparent conflict situations.</p> <p>Trust is fundamental to the effective operation of the University. An assumption of personal integrity in every member of the University community underlies University policies and procedures, and those of granting agencies and the regulatory bodies who have oversight of many University based activities. The expectation is that all members of the University will conduct themselves with integrity in accordance with the trust and confidence that is reposed in them.</p> <p>Conflicts of interest may take various forms and may arise in various contexts. In essence a potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community.</p> <p>The purposes of this Regulation are to ensure that:</p> <ul style="list-style-type: none"> • all affairs of the University are conducted in a manner that is free of actual and apparent conflict of interest and maintains the trust of the community in the University and its affiliated institutions; • at all times all members of the University Community act with integrity and adhere to the highest ethical standards; • the integrity of all members is protected in the performance of their University obligations and functions; 	<p>Preamble</p> <p>The University must pursue its mission in a manner that advances its goals, protects the integrity of all it does and maintains the confidence of all members of the University community, its affiliated institutions, granting agencies and its public and private sponsors, in an environment in which there is both increased attention to Conflict of Interest and an increase in apparent <u>parent-potential</u> conflict situations.</p> <p>Trust is fundamental to the effective operation of the University. An assumption of personal integrity in every member of the University community underlies University policies and procedures, and those of granting agencies and the regulatory bodies who have oversight of many University-based activities. The expectation is that all members of the University will conduct themselves with integrity in accordance with the trust and confidence that is reposed in them.</p> <p>Conflicts of Interest may take various forms and may arise in various contexts. In essence, a potential Conflict of Interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community.</p> <p>The purposes of this Regulation are to ensure that:</p> <ul style="list-style-type: none"> • all affairs of the University are conducted in a manner that is free of actual and apparent conflict of interest and maintains the trust of the community in the University and its affiliated institutions; • at all times all members of the University Community act with integrity and adhere to the highest ethical standards; • the integrity of all members is protected in the performance of their University obligations and functions;

- all members can identify actual or apparent conflicts of interest; and
- all actual and apparent conflicts of interest are properly managed in keeping with the law and best practices.

The Regulation also recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted.

This Regulation applies to all members of the University community. It is part of a broader commitment by the institution to cultivate and reinforce a culture that will enable its members to identify and resolve conflicts of interest with the support and guidance of the administration and their units. To this end, opportunities to discuss and mentor members of the community on addressing conflict of interest will be enhanced.

Definitions

1. For the purposes of this Regulation:

1.1 “Agency” includes a funding agency, granting council, foundation, organization or other entity, public or private, supporting in whole or in part, research and scholarly activities

- 1.2 “Conflict of Interest” means any situation in which:
- (i) a Member or a Related Party has a personal interest, whether direct or indirect, of which the Member is, or should be, aware, and that in the opinion of a reasonably informed and well advised Person is sufficient to put into question either the independence, impartiality, and objectiveness that the Member is obliged to exercise in the performance of his or her duties or the ability of the Member to act in the best interests of the University (actual Conflict of Interest); or
 - (ii) a Member or a Related Party appears, in the opinion of a reasonably informed and well advised Person, to have a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the Member is obliged to exercise in the performance of his or her duties or the ability of the Member to act in the best interests of the University (apparent Conflict of Interest);

- all members can identify actual or potential conflicts of interest; and
- all actual and apparent-potential conflicts of interest are properly managed in keeping with the law and best practices.

The ~~Regulation also recognizes that the~~ existence of a potential or actual conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which ~~the a~~ conflict has or might have arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, ~~even if disclosed in a timely manner,~~ will be ~~permitted~~permissible ~~even if disclosed in a timely matter.~~

This Regulation applies to all members of the University community. It is part of a broader commitment by the ~~institution~~ University to cultivate and reinforce a culture that will enable its members to identify and resolve conflicts of interest with the support and guidance of the administration and their units. To this end, opportunities to discuss and ~~mentor-guide~~ members of the community on addressing conflict of interest will be enhanced.

Section 1. Definitions

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- 1.2 “**Conflict of Interest (COI)**” means any situation in which:
- (i) a Member or a Related Party has a personal interest, whether direct or indirect, of which the Member is, or should be, aware, and that in the opinion of a reasonably informed and ~~well advised~~impartial Person is sufficient to put into question either the independence, impartiality, and objectiveness that the Member is obliged to exercise in the performance of ~~his or her~~their duties or the ability of the Member to act in the best interests of the University (actual Conflict of Interest); or
 - (ii) a Member or a Related Party appears, in the opinion of a reasonably informed and ~~well advised~~impartial Person, to have a personal interest, whether direct or indirect, that is sufficient to put into question the independence, impartiality, and objectiveness that the Member is obliged to exercise in the performance of ~~his or her~~their duties or the ability of the Member to act in the best interests of the University (~~apparent-potential~~ Conflict of Interest);

1.3 “**Days**” mean working days, which excludes weekends, statutory holidays, and other days during which the University is closed.

<p>1.3 “Financial Interest” means any interest, or the opportunity to acquire any interest, in any business or Person or anything else of value including remuneration (such as salary, consulting fees, retainers, honoraria, bonuses, gifts, speaker’s fees, advisory board remuneration, finders or recruitment fees), equity interests (such as stocks, stock options or other ownership interests), and intellectual property rights (such as patents, copyrights, royalties or other payments from such rights);</p> <p>1.4 “Legal Person” includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.</p> <p>1.5 “Member,” subject to section 8, means any member of the McGill University community:</p> <ul style="list-style-type: none"> (i) who is an employee of the University; (ii) who holds office under the University Charter or Statutes or who serves on any body or committee of the University; (iii) who holds office on the board of an institution affiliated with McGill University or who serves on a committee established by such board; or (iv) who is an appointee (including a volunteer) of the University. <p>1.6 “New Member” means an individual who becomes a Member after the coming into effect of this Regulation;</p> <p>1.7 “Person” includes, where the context requires, both natural and Legal Persons.</p> <p>1.8 “Related Party” includes:</p> <ul style="list-style-type: none"> (i) a Member’s immediate family; (ii) a Person living in the Member’s household; (iii) a Person with whom a Member has, or had, a close or intimate personal relationship; (iv) a Person with whom the Member shares, directly or indirectly, a financial or other interest; or (v) a Person to whom the Member owes a financial or moral obligation. <p>1.9 “Reporting Officer” means:</p> <ul style="list-style-type: none"> (i) for the Principal, the Chair of the Board of Governors; (ii) for the Provost, Deputy-Provost or a vice-principal, the Principal; (iii) for an assistant or associate provost, the Provost; (iv) for an assistant or associate vice-principal, that vice-principal to whom the Member reports; (v) for the Director or Dean of Libraries, the Provost; (vi) for a dean, the Provost; (vii) for the Secretary-General, the Principal; 	<p>1.4 “Financial Interest” means any interest, or the opportunity to acquire any interest, in any business or Person or anything else of value including remuneration (such as salary, consulting fees, retainers, honoraria, bonuses, gifts, speaker’s fees, advisory board remuneration, finders or recruitment fees), equity interests (such as stocks, stock options or other ownership interests), and intellectual property rights (such as patents, copyrights, royalties or other payments from such rights).;</p> <p>1.5 “Legal Person” includes corporations, partnerships, associations, foundations, organizations, government agencies, and any other entity or body.</p> <p>1.6 “Member,” subject to section 8, means any member of the McGill University community:</p> <ul style="list-style-type: none"> i. who is an employee of the University; ii. who holds office under the University Charter of Statutes or who serves on any body or committee of the University; iii. who holds office on the board of an institution affiliated with McGill University or who serves on a committee established by such board; or iv. who is an appointee (including a volunteer) of the University. <p>1.7 “New member” means an individual who becomes a Member after the coming into effect of this Regulation<u>this Regulation is adopted.</u>;</p> <p>1.8 “Person” includes, where the context requires, both natural and Legal Persons.</p> <p>1.9 “Related party” includes:</p> <ul style="list-style-type: none"> i. a Member’s immediate family; ii. a Person living in the Member’s household; iii. a Person with whom a Member has, or had, a close or intimate personal relationship; <u>or</u> iv. a Person with whom the Member shares <u>or owes</u>, directly or indirectly, a financial or other interest; or a Person to whom the Member owes a financial or moral obligation. <p>1.10 “Reporting Officer” means:</p> <ul style="list-style-type: none"> i. for the Principal, the Chair of the Board of Governors; ii. for the Provost <u>and Vice-Principal (Academic)</u>, Deputy-Provost or a vice-principal, the Principal; iii. for an assistant or associate provost, the Provost <u>and Vice-Principal (Academic)</u>; iv. for an assistant or associate vice-principal, that vice-principal to whom the Member reports; v. for the Director or Dean of Libraries, the Provost <u>and Vice-Principal (Academic)</u>; vi. for a dean, the Provost <u>and Vice-Principal (Academic)</u>; vii. for the Secretary-General, the Principal;
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- (viii) for an assistant or associate dean, the dean;
- (ix) for the chair of a department or director of a centre, institute or school, the dean;
- (x) for the director of an administrative unit, the Provost, Deputy-Provost or vice-principal responsible for that unit;
- (xi) for a Member of the academic staff of a faculty having departments, centres, institutes or schools, the chair of the department or the director of the centre, institute or school to which the member has been appointed in his or her official letter of appointment;
- (xii) for a Member of the academic staff of a faculty without departments, centres, institutes or schools, the dean of the faculty to which the member has been appointed in his or her official letter of appointment;
- (xiii) for a Member of the librarian staff, the Director or Dean of Libraries;
- (xiv) for a postdoctoral fellow, the supervisor of the postdoctoral fellow;
- (xv) for a graduate student, the student's supervisor;
- (xvi) for any other Member, the holder of the office to whom the Member reports or who has supervisory responsibility over the Member;
- (xvii) for a Member of a committee other than a committee of the Board of Governors, the chair of the committee;
- (xviii) for the chair of a committee other than a committee of the Board of Governors, the individual or the chair of the body to which the committee reports;
- (xix) in the event that a Reporting Officer is also implicated in the Conflict of Interest situation, the first Reporting Officer's Superior not so implicated.

1.10 "Reporting Officer's Superior" means the individual to whom the Reporting Officer would personally report a Conflict of Interest.

2. General Duties of Members

2.1 A Member shall:

- (i) act responsibly, ethically and fairly with care, diligence, and loyalty and be accountable for his or her actions and decisions in the workplace;
- (ii) arrange their affairs in a manner that will bear public scrutiny;
- (iii) disclose Conflicts of Interest as soon as he or she is aware of them and address or manage them in the best interests of the University community;
- (iv) not act, after ceasing to be a Member, in such a manner as to take improper advantage of his or her prior association with the University.

- viii. for an assistant, ~~or associate-dean, or vice-dean,~~ the dean;
- ix. for the chair of a department or director of a centre, institute or school, the dean;
- x. for the director of an administrative unit, the Provost and Vice-Principal (Academic), Deputy-Provost or vice-principal responsible for that unit;
- xi. for a Member of the academic staff of a ~~F~~faculty having departments, centres, institutes or schools, the chair of the department or the director of the centre, institute or school to which the member has been appointed in ~~his or her~~their official letter of appointment;
- xii. for a Member of the academic staff of a faculty without departments, centres, institutes or schools, the dean of the faculty to which the member has been appointed in ~~his or her~~their official letter of appointment;
- xiii. for a Member of the librarian staff, the Director or Dean of Libraries;
- xiv. for a postdoctoral fellow, the supervisor of the postdoctoral fellow;
- xv. for a graduate student, the student's supervisor;
- xvi. for any other Member, the holder of the office to whom the Member reports or who has supervisory responsibility over the Member;
- xvii. for a Member of a committee other than a committee of the Board of Governors, the chair of the committee;
- xviii. for the chair of a committee other than a committee of the Board of Governors, the individual or the chair of the body to which the committee reports;
- xix. in the event that a Reporting Officer is also implicated in the Conflict of Interest situation, the first Reporting Officer's Superior not so implicated.

1.11 "Reporting Officer's Superior" means the individual to whom the Reporting Officer would personally report a Conflict of Interest.

2 Section 2. General Duties of Members

2.1 A Member shall:

- i. act responsibly, ethically and fairly with care, diligence, and loyalty and be accountable for ~~his or her~~their actions and decisions in ~~the workplace~~performing their duties at or on behalf of the University;
- ii. arrange their affairs in a manner that will bear public scrutiny;
- iii. disclose Conflicts of Interest as soon as ~~he or she~~they are aware of them and address or manage them in the best interests of the University community;
- iv. submit an updated Conflict of Interest declaration annually for all ongoing COIs;

v. not act, after ceasing to be a Member, in such a manner as to take improper advantage of ~~his or her~~their prior association with the University.

2.2 In addition to the requirements of Section 2.1, the following Members shall submit an annual declaration related to Conflict of Interest on a form approved by the Provost and Vice-Principal (Academic) by March 31st:

- i. academic staff governed by the Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff;
- ii. academic staff governed by the Regulations Relating to the Employment of Librarian Staff; and
- iii. salaried academic staff who are governed by the Regulations Relating to the Employment of Contract Academic Staff.

3. Addressing Conflict of Interest

3.1 A Member, immediately upon becoming aware of a Conflict of Interest, shall make written disclosure of the facts material to the Conflict of Interest on a form approved by the Provost to:

- (i) his or her Reporting Officer in accordance with these provisions; and
- (ii) in the case of a Conflict of Interest situation arising in the context of research involving human subjects, to the Research Ethics Board in accordance with the University policies governing the ethical conduct of human subject research as exist from time to time.

3.1.1 The facts material to the Conflict of Interest may include as appropriate to the situation:

- (i) the Persons or group of Persons likely to benefit from the Conflict of Interest;
- (ii) any Persons or group of Persons whose interests may be adversely affected by the Conflict of Interest;
- (iii) the nature and value of any advantage or benefit, monetary or other, direct or indirect, that may be derived by the Member or a Related Party from the Conflict of Interest situation;
- (iv) any existing Financial Interest the Member or a Related Party may have in any Person involved in the Conflict of Interest situation;
- (v) the relationship the Member or a Related Party has with the Person which is the source of the Conflict of Interest situation including whether the Member or Related Party is an officer or director of, or consultant to, or serves on an advisory or other board external to the University or its affiliated institutions;
- (vi) the benefit, if any, that will be derived by the University from the situation; and
- (vii) other relevant information that may be requested by the Reporting Officer or, where appropriate, a Research Ethics Board.

3 Section 3. Addressing Conflict of Interest

3.1 A Member, immediately upon becoming aware of a Conflict of Interest, shall make written disclosure of the facts material to the Conflict of Interest on a form approved by the Provost and Vice-Principal (Academic) to:

- i. ~~his or her~~their Reporting Officer in accordance with these provisions; and
- ii. in the case of a Conflict of Interest ~~situation~~ arising in the context of research involving human subjects, to the Research Ethics Board in accordance with the University policies governing the ethical conduct of human subject research as exist from time to time.

3.1.1 The facts material to the Conflict of Interest may include as appropriate to the situation:

- i. the Persons or group of Persons likely to benefit from the Conflict of Interest;
- ii. any Persons or group of Persons whose interests may be adversely affected by the Conflict of Interest;
- iii. the nature and value of any advantage or benefit, monetary or other, direct or indirect, that may be derived by the Member or a Related Party from the Conflict of Interest ~~situation~~;
- iv. any existing Financial Interest the Member or a Related Party may have in any Person involved in the Conflict of Interest ~~situation~~;
- v. the relationship the Member or a Related Party has with the Person which is the source of the Conflict of Interest ~~situation~~ including whether the Member or Related Party is an officer or director of, or consultant to, or serves on an advisory or other board external to the University or its affiliated institutions;
- vi. the benefit, if any, that will be derived by the University from the situation; and
- vii. other relevant information that may be requested by the Reporting Officer, any authority charged with reviewing a Conflict of Interest pursuant to Section 3.3.3 or, where appropriate, a Research Ethics Board.

3.1.2 In addition to the requirements of sections 3.1 and 3.1.1, a disclosure of a Conflict of Interest by a Member pertaining to matters in his or her capacity as a Member of a University committee or board shall be recorded in the minutes of the body in question and the Member shall withdraw from the committee's or board's deliberations and abstain from voting on any resolutions pertaining to the matter in which the Member has a Conflict of Interest. A Member may also be required to resign his or her membership on the committee or board.

3.2 If a Member is uncertain as to whether he or she is, or will be, in a Conflict of Interest with regard to some matter, such Member shall consult his or her Reporting Officer or, where appropriate, a Research Ethics Board, to clarify the issue.

3.3 Subject to section 3.5, the Reporting Officer, after reviewing the Member's disclosure, may determine:

- (i) there is no Conflict of Interest;
- (ii) there is a Conflict of Interest but it is permissible if appropriately addressed; or
- (iii) there is a Conflict of Interest and it is not permissible.

3.3.1 When making a determination under section 3.3(ii) and (iii) the Reporting Officer shall meet with the Member and be guided by whether, if the Conflict of Interest is permitted:

- (i) the interests of the University can be adequately protected;
- (ii) the interests of other Persons affected by the Conflict of Interest can be adequately protected;
- (iii) the Conflict of Interest can be effectively addressed;
- (iv) the proposed Conflict of Interest may compromise the Member's judgment in fulfilling his or her obligations and duties to the University;
- (v) a reasonably informed and well advised Person would view the Conflict of Interest as appropriate.

3.1.2 In addition to the requirements of sections 3.1 and 3.1.1, a Member who has a Conflict of Interest that arises in the context of membership in a University committee or other decision-making body or committee shall disclose the Conflict of Interest to the Chair of the committee or other decision-making body concerned. The disclosure shall be recorded in the minutes of the decision-making body or committee. The Chair of the committee or other decision-making body shall determine whether the conflict can be managed through a conflict mitigation plan or whether the Member must withdraw from all or some of the activities of the decision-making body or committee concerned, including abstaining from deliberating and voting on the matter that has given rise to the Conflict of Interest. ~~a disclosure of a Conflict of Interest by a Member pertaining to matters in his or her capacity as a Member of a University committee or board shall be recorded in the minutes of the body in question and the Member shall withdraw from the committee's or board's deliberations and abstain from voting on any resolutions pertaining to the matter in which the Member has a Conflict of Interest. A Member may also be required to resign his or her membership on the committee or board.~~

3.1.2.1 Where, in a situation like that described in section 3.1.2, the Member in question is the Chair of the decision-making body or committee concerned, the Member's Reporting Officer shall determine the appropriate course to follow, consulting with appropriate University officers (e.g., Secretary-General, General Counsel) as appropriate.

3.2 If a Member is uncertain as to whether ~~he or she is~~they are, or will be, in a Conflict of Interest ~~with regard to some matter~~, such Member shall consult ~~his or her~~their Reporting Officer or, where appropriate, a Research Ethics Board, to clarify the issue.

3.3 Subject to section 3.5, the Reporting Officer, after reviewing the Member's disclosure, may ~~determine~~decide:

- i. there is no Conflict of Interest;
- ii. there is a Conflict of Interest but it is permissible if appropriately addressed; or
- iii. there is a Conflict of Interest and it is not permissible.

3.3.1 When making a ~~determination~~decision under section 3.3~~(ii) and (iii)~~ the Reporting Officer shall meet with the Member and be guided by whether, if the Conflict of Interest is permitted:

- i. the interests of the University can be adequately protected;
- ii. the interests of other Persons affected by the Conflict of Interest can be adequately protected;
- iii. the Conflict of Interest can be effectively addressed;
- iv. the proposed Conflict of Interest may compromise the Member's judgment in fulfilling ~~his or her~~their obligations and duties to the University;
- v. a reasonably informed and ~~well advised~~impartial Person would view the Conflict of Interest as ~~appropri-~~ate~~permissible~~.

3.3.2 The decision of the Reporting Officer shall be in writing and include:

- (i) his or her determination as to the existence of a Conflict of Interest together with supporting reasons;
- (ii) whether the Member is permitted to engage in the Conflict of Interest;
- (iii) the period for which permission is effective;
- (iv) the conditions, if any, under which permission is granted, which conditions shall as a minimum require:
 - (a) disclosure of the Conflict of Interest to any and all other Persons who would be affected by it; and
 - (b) that the Member promptly report any change in circumstances that may change the nature or scope of the Conflict of Interest or affect its management; and
- (v) where appropriate, the mechanism to be used to monitor the Conflict of Interest.

3.3.3 The Reporting Officer shall forward a copy of his or her determination to the Member, the Reporting Officer's Superior and, in research related matters, to the Office of the Vice-Principal (Research and International Relations) within ten (10) working days of receipt of the Member's disclosure or within ten (10) working days of receipt of the additional information requested pursuant to section 3.1.1(vii).

~~3.3.2 A Reporting Officer must make a decision under section 3.3 within 15 Days of receipt of the Member's disclosure. The decision will be recorded in writing and include: The decision of the Reporting Officer shall be in writing and include:~~

- ~~i. his or her~~their determination as to the existence of a Conflict of Interest together with supporting reasons;
- ~~ii. whether the Member is permitted to engage in the Conflict of Interest;~~
- ~~iii. the period for which permission is effective;~~
- ~~iv. the conditions, if any, under which permission is granted, which conditions shall as a minimum require:~~
 - ~~a) disclosure of the Conflict of Interest to any and all other Persons who would be affected by it; and~~
 - ~~b) that the Member promptly report any change in circumstances that may change the nature or scope of the Conflict of Interest or affect its management; and~~
- ~~v. where appropriate, the mechanism-measures to be used-taken to monitor and/or manage the Conflict of Interest.~~

~~3.3.3 Upon making their decision, Reporting Officer shall forward a copy of their decision to the Member and:~~

- ~~i. for research-related matters (including but not limited to situations involving research grants, spinoffs, partnered research or research contracts) to the Office of the Vice-Principal (Research and Innovation) who will have 15 Days to review the matter and record a decision before subsequently submitting the decision to the Member with a copy to their Reporting Officer's Superior and the Office of the Provost & Vice-Principal (Academic) so that this can be retained in the Member's file with the Academic Personnel Office;~~
- ~~ii. for non-research related matters, to the Reporting Officer's Superior who will have 15 Days to review the matter and record a determination before subsequently referring the matter to the Provost & Vice-Principal (Academic), who will have a further 10 Days to review and make a determination on the matter. The Provost & Vice-Principal (Academic) shall then submit the decision to the Member, retaining with a copy for the Member's file within the Academic Personnel Office.~~

~~The Reporting Officer shall forward a copy of his or her determination to the Member, the Reporting Officer's Superior and, in research related matters, to the Office of the Vice-Principal (Research and International Relations) within ten (10) working days of receipt of the Member's disclosure or within ten (10) working days of receipt of the additional information requested pursuant to section 3.1.1(vii).~~

3.4.1 If a Member is of the opinion that permission to engage in the Conflict of Interest has been unreasonably withheld by the Reporting Officer he or she may, within fifteen (15) working days of receipt of the Reporting Officer's determination, request a review of the Reporting Officer's determination by the Reporting Officer's Superior.

3.4.2 If the Reporting Officer's Superior is of the opinion that permission has unreasonably been granted or withheld, after consulting with the Member and the Reporting Officer, he or she may revoke or vary the Reporting Officer's determination in writing with accompanying reasons.

3.4.3 The Reporting Officer's Superior shall forward a copy of his or her determination to the Member, the Reporting Officer and, in research related matters, to the Office of the Vice-Principal (Research and International Relations) within fifteen (15) working days of receipt of the Reporting Officer's determination or a Member's request for a review of that determination, as appropriate.

3.5 Notwithstanding sections 3.3 through 3.4.3, where a Research Ethics Board has been charged with a Conflict of Interest situation the matter shall be dealt with in accordance with the provisions of University policies governing the ethical conduct of human subject research as exist from time to time.

3.3.3.1 Any University authority responsible for reviewing a Conflict of Interest disclosure may request additional information from the Member who made the disclosure. The time delays set out in section 3.3.3 are paused when such a request is made and resume when the additional information that can be provided has been delivered.

3.4 If a Member is of the opinion that permission to engage in the Conflict of Interest has been unreasonably withheld by a University authority responsible, pursuant to this Regulation, for reviewing a Conflict of Interest disclosure, the Member may, within 15 Days of receipt of the decision, request a review of the matter by the Reporting Officer of the authority whose decision the Member contests.

~~If a Member is of the opinion that permission to engage in the Conflict of Interest has been unreasonably withheld by the Reporting Officer he or she may, within fifteen (15) working days of receipt of the Reporting Officer's determination, request a review of the Reporting Officer's determination by the Reporting Officer's Superior.~~

3.4.1 Upon receiving a review of a request to review a decision pursuant to section 3.4, the Reporting Officer of the authority who made the decision the Member contests will carry out a review by considering information deemed relevant and must consult with the staff member and with authority who made the decision concerned before making a determination.

~~If the Reporting Officer's Superior is of the opinion that permission has unreasonably been granted or withheld, after consulting with the Member and the Reporting Officer, he or she may revoke or vary the Reporting Officer's determination in writing with accompanying reasons.~~

3.4.2 Further to the review described at section 3.4.1, the Reporting Officer of the authority who made the decision the staff member contests will make a determination that may uphold, reverse or modify the contested decision. This shall be communicated in writing, with accompanying reasons, to the staff member, the Reporting Officer, the Provost and Vice Principal (Academic), and, in the case of a research-related Conflict of Interest, to the Vice-Principal (Research & Innovation).

~~The Reporting Officer's Superior shall forward a copy of his or her determination to the Member, the Reporting Officer and, in research related matters, to the Office of the Vice-Principal (Research and International Relations) within fifteen (15) working days of receipt of the Reporting Officer's determination or a Member's request for a review of that determination, as appropriate~~

3.5 Notwithstanding sections 3.3 through 3.4.3~~2~~, where a Research Ethics Board has been charged with a Conflict of Interest situation the matter shall be dealt with in accordance with the provisions of University policies governing the ethical conduct of human subject research as exist from time to time.

In addition to any filing requirements contained in University policies governing the ethical conduct of human subject research, a copy of the decision of the Research Ethics Board and, where appropriate, of the decision of the Research Ethics Appeals Committee shall be filed with the relevant chair and dean and the Office of the Vice-Principal (Research and International Relations).

4. Confidentiality of Information

4.1 Except as required by law, any confidential information disclosed by a Member pursuant to this Regulation shall be available only to those Persons who have a legitimate need to know, and to any Agency where disclosure is required to ensure compliance with the rules of that Agency.

5. Responsibility of Reporting Officers

5.1 It is the responsibility of a Reporting Officer:
(i) to ensure that those who report to them are aware of the provisions of this Regulation;
(ii) to implement this Regulation by promptly initiating remedial or disciplinary action as appropriate on becoming aware of an undisclosed Conflict of Interest affecting a Member.

6. Responsibility of New Members

6.1 A New Member shall disclose all Conflicts of Interest to his or her Reporting Officer as required by this Regulation within sixty (60) days following his or her becoming a Member.

7. Cessation of Membership

7.1 A Member, upon ceasing to be a Member:
(i) shall respect the confidentiality of all information received in the performance of his or her duties, as well as the confidentiality of the deliberations of any University board or committee or body on which the Member has served in any capacity;
(ii) shall not make use of any University information that is not generally available to the public, in order to derive there from a benefit or advantage for the Member, a Related Party or his or her employer.

8. Board of Governors

8.1 This Regulation does not apply to Members serving on the Board of Governors or its committees of the Board of Governors in so far as they are engaged in the official business of the Board of Governors. Such Members shall comply with the

In addition to any filing requirements contained in University policies governing the ethical conduct of human subject research, a copy of the decision of the Research Ethics Board and, where appropriate, of the decision of the Research Ethics Appeals Committee shall be filed with the relevant chair and dean and the Office of the Vice-Principal (Research and ~~International Relations~~Innovation).

Section 4. Confidentiality of Information

4.1 Except as required by law, any confidential information disclosed by a Member pursuant to this Regulation shall be available only to those Persons who have a legitimate need to know, and to any Agency where disclosure is required to ensure compliance with the rules of that Agency.

Section 5. Responsibility of Reporting Officers

5.1 It is the responsibility of a Reporting Officer:
i. to ensure that those who report to them are aware of the provisions of this Regulation;
ii. to implement this Regulation by promptly initiating remedial or disciplinary action as appropriate on becoming aware of an undisclosed Conflict of Interest affecting a Member.

Section 6. Responsibility of New Members

6.1 A New Member shall disclose all Conflicts of Interest to ~~his or her~~their Reporting Officer as required by this Regulation within ~~sixty (60) days~~thirty (30) Days following ~~his or her~~their becoming a Member.

Section 7. Cessation of Membership

7.1 A Member, upon ceasing to be a Member:
i. shall respect the confidentiality of all information received in the performance of ~~his or her~~their duties, as well as the confidentiality of the deliberations of any University board or committee or body on which the Member has served in any capacity;
ii. shall not make use of any University information that is not generally available to the public, in order to derive there from a benefit or advantage for the Member, a Related Party or ~~his or her~~their employer.

Section 8. Board of Governors

8.1 This Regulation does not apply to Members serving on the Board of Governors or its committees of the Board of Governors in so far as they are engaged in the official business of the Board of Governors. Such Members shall comply with the

Code of Ethics and Conduct for Members of the Board of Governors of McGill University and Trustees of the Royal Institution for the Advancement of Learning.

9. Failure to Comply with Regulation

9.1 The failure of a Member who knows, or who should reasonably know, that he or she is in a Conflict of Interest, to comply with the provisions of this Regulation may constitute a disciplinary offence under the regulations, policies, code or collective agreement to which the Member is subject.

10. Review of Regulation

10.1 The operation of this Regulation shall be reviewed at the end of its third year of operation by a working group comprised of:

- (i) one representative designated from within each of the following sectors: academic staff, support staff, administrative staff, trades and services staff, teaching assistants, undergraduate students, and graduate students and post-doctoral fellows; and
- (ii) one representative from each of: the Office of the Provost; the Office of the Vice-Principal (Research and International Relations); and the Office of the Vice-Principal (Administration and Finance).

Code of Ethics and Conduct for Members of the Board of Governors of McGill University and Trustees of the Royal Institution for the Advancement of Learning.

Section 9. Failure to Comply with Regulation

9.1 The failure of a Member who knows, or who should reasonably know, that ~~he or she is~~they are in a Conflict of Interest, to comply with the provisions of this Regulation may constitute a disciplinary offence under the regulations, policies, code or collective agreement to which the Member is subject.

Section 10. Review of Regulation

10.1 The operation of this Regulation shall be reviewed at the end of its ~~third-fifth~~ year of operation following its last amendment by a working group comprised of:

- i. one representative designated from within each of the following sectors: academic staff, ~~support staff~~, administrative staff, trades and services staff, teaching assistants, ~~undergraduate students, and~~ graduate students and post-doctoral fellows appointed in consultation with employee associations (notably the McGill Association of University Teachers), and unions and student associations; and
- ii. one representative from each of: the Office of the Provost and Vice-Principal (Academic); the Office of the Vice-Principal (Research and ~~International Relations~~Innovation); and the Office of the Vice-Principal (Administration and Finance).

RECOGNIZING CONFLICT OF INTEREST

This document provides a series of brief scenarios that illustrate situations in which an ~~apparent or actual~~actual or potential conflict of interest may reasonably be seen to be present, and which require, at the very least, prompt disclosure to, and discussion with, the individual's reporting officer (as established in the *Regulation on Conflict of Interest*). Note that certain conflicts of interests can constitute other forms of misconduct (e.g., fraud); and it may not be sufficient to disclose the conflict in such cases. Engaging in these forms of misconduct could lead to discipline up to and including termination. The scenarios are drawn from situations that have occurred at McGill, from examples provided on the websites of other institutions of higher education, and from the literature on conflict of interest.

Please note that the list of scenarios does not purport to be exhaustive – from time-to-time other scenarios may be added to this document. The University conflict of interest regulations that these examples illustrate are ~~specifically~~ drafted in broad terms as it is never possible to enumerate all possible conflicts. Moreover, while the scenarios have been grouped for simplicity, some scenarios could be assigned to more than one category of conflict – however, they are not repeated under each heading which may be applicable.

Please also keep in mind when reviewing these illustrations that the mere existence of an ~~apparent or real~~actual or potential conflict situation does not necessarily connote misconduct. Conflicts of interest exist independently of the affected party's motives and intentions. Most conflicts of interest can be ~~approved~~permitted when paired with a good mitigation plan. Therefore, appropriate consideration should be given to the following points:

- was there proper disclosure to the appropriate persons;
- was ~~consent~~permission given by the proper authority;
- is the conflict being properly managed; and
- is the conflict one which should as a matter of principle never be permitted?

It is only when all relevant information has been gathered that a decision can be made as to the acceptability of the situation and the appropriate measures to mitigate the risks. It is important to keep in mind that conflicts of interest ~~have to~~must be disclosed, and, where relevant, mitigation measures put in place, in order to protect the interests of all parties involved: ~~the investigator(s), the participants, the students, McGill University, and the scientific validity of the research.~~

In reviewing the scenarios, please keep in mind that the *Regulation on Conflict of Interest* applies to Members of the University community defined by s. 1.6 of the *Regulation*; and as defined by s. 1.9, the term "Related party" includes:

- i. a Member's immediate family;
- ii. a Person living in the Member's household;
- iii. a Person with whom a Member has, or had, a close or intimate personal relationship; or
- iv. a Person with whom the Member shares or owes, directly or indirectly, a financial or other interest.

EXAMPLES OF CONFLICTS OF INTEREST

A. IN RELATION TO STUDENTS

A.1 A Member is involved in a teaching, supervisory or evaluative role with respect to a related party. For example, where:

- a teaching assistant forms a ~~close personal relationship~~friendship with a student in the group assigned to them;
- a faculty member or member of teaching staff begins an intimate relationship with a student and the situation is not covered by the Code of Conduct set by s. 8 of Policy against Sexual Violence;
- an instructor becomes their nephew's Ph.D. thesis supervisor or a member of their supervisory committee;
- a Ph.D supervisor launches a start-up with the student they supervise.

A.2 A member participates in an admission or any other University decision concerning a related party. For example, where:

- an administrator serving on a scholarships and awards committee participates in a discussion or decision concerning their daughter's application for a scholarship;
- an instructor, who also has external business interests, participates in the admission decision of their business partner's child.

A.3 A member takes part in any proceedings at any level that affect the academic standing of a related party. For example, where:

- an instructor re-reads an examination paper of their partner's child; or
- an academic administrator writes a letter of reference for their sister's child.

A.4 An instructor assigns course materials to students in circumstances in which he/she or a related party will benefit from the assignment. For example, where

- an instructor assigns students in their course a textbook he/she has written and for which he/she will receive royalties; or
- an instructor assigns students course materials prepared by a related party and for which the latter will receive royalties.

~~**A.5** A member receives/seeks remuneration from a student for~~

- ~~• writing a letter of recommendation for the student;~~
- ~~• reviewing the student's term paper; or~~
- ~~• fast-tracking the review of the student's thesis manuscript.~~

A.6 A member enters into any contractual relationship (other than in a position explicitly sanctioned by the University such as research assistant or teaching assistant) with a student with whom the member has a teaching, supervisory or evaluative relationship. For example, where

- a researcher employs their Ph.D. student in their or a related party's private off-campus laboratory; or
- an instructor rents their house/apartment to a Ph.D. student who he/she is supervising.

A.7 A member and their spouse serve as the co-supervisors for a student's thesis.

A.8 A thesis supervisor delays the completion/publication of a student's thesis to allow the supervisor or a related party to be the first to publish the data/findings developed primarily by the student.

A.9 An instructor imposes as a mandatory course requirement that students registered in the course participate as research subjects in the instructor's research.

A.10 A thesis supervisor appears to gives priority to their or a related party's research or other activities to the detriment of their students' theses.

A.11 A graduate supervisor involves their students and/or trainees in their consulting activities.

B. IN RELATION TO RESEARCH

B.1 A researcher uses their, or a related party's, outside business interests to provide services to be charged to the researcher's research grants.

B.2 A researcher has an arrangement with a third party who has an interest in the outcome of the research wherein advantages (including the payment of money, royalties, or grants, or the transfer of shares or options in the sponsor) are promised, formally or informally, to the researcher or a related party.

B.3 A researcher diverts ~~any~~ research resources available to them through the University (e.g., space, equipment, materials) for their personal use, including in the context of consulting activities, or that of a related party.

B.4 A researcher enters into any commitments relating to proprietary research (i.e., which generates intellectual property) that are likely to interfere or ~~overlap~~ ~~be confused~~ with the researcher's duties to the University.

B.5 A researcher receives, directly or indirectly, any payment, gift or other advantage or benefit from a third party in respect of the member's research activities.

B.6 A member uses for their personal benefit, or that of a related party, research conducted at the University.

B.7 A researcher recruits any member of the University community over whom the researcher or a related party has authority, to be a participant in medical testing or in clinical trials involving human subjects.

B.8 A member influences any research activities at the University so as to advance their personal interests or those of a related party.

B.9 A researcher enters into a private licensing agreement with a related party for the development of intellectual property generated as a result of University research without following McGill's Policy on Inventions and Software.

B.10 A researcher engages in research activities at McGill or an affiliated institution related to an invention for which they received a transfer of rights from McGill without a properly approved research agreement in place.

B.11 A researcher, for their benefit or that of a related party, unreasonably delays publication of, or prematurely announces, research results.

B.12 A researcher accepts research funding on terms that could be seen to compromise their ability to conduct the research freely or to publish promptly the results, whether positive or negative.

B.13 A member has a research relationship through McGill with an entity as well as another relationship with the same entity, such as:

- private consulting
- equity or financial interest
- intellectual property interest
- potential to receive revenue from the entity, including through a license signed by McGill

~~A researcher engages in private consulting activities as a private consultant or via a company they control (as defined in the Regulations on Consulting and Similar Activities by Academic Staff) for a third party with whom the University has a research contract or grant in which the researcher is a PI or co-PI and under which the member is a part of the research team.~~

B.14 A researcher accepts to peer review a research proposal or funding application of

- another with whom the member or a related party is in direct competition; or
- a related party.

B.15 A researcher fails to disclose in a research publication that the research contained therein was funded by parties who have an interest in its outcome and where such relationship may raise questions about the researcher's objectivity or impartiality.

B.16 A researcher, or a related party, has a financial interest in the outcome of a clinical trial in which the researcher is participating.

B.17 A researcher does consulting work with an outside entity that might be perceived as compromising their objectivity on their research or other academic duties at the University.

B.18 A researcher carries out research with or within an entity (public, private, or non-governmental) whose interests conflict with McGill's best interests or academic mission.

C. IN RELATION TO HUMAN RESOURCES

C.1 A member employs a related party in a position funded, directly or indirectly, by the University or the member's research grant or contract.

C.2 A member is responsible for, or participates in, the appointment, employment, evaluation, advancement, or supervision of a related party.

C.3 A member is on the search committee for a position at McGill for which a former student or the student of a close collaborator is applying.

C.3-4 A member makes or contributes to a decision on the appointment, advancement or evaluation of the performance and other activities of another who is directly competing with a member or a related party. For example, where:

- a dean appoints a related party as chair of a department;
- a principal investigator employs a related party as a research associate; or
- an instructor employs a related party as their teaching assistant.

C.4-5 A member occupies a position in which a related party directly or indirectly reports to him/her.

C.5-6 A member, already on staff at the University, actively lobbies for and promotes the "spousal employment" of their spouse.

D. IN RELATION TO THE INSTITUTION

D.1 A member serves on a board of directors, advisory board, ~~or the like,~~ of an outside organization which does, or is proposing to do, business with the University.

D.2 A member participates as a member of a board or committee of the University (or of an institution affiliated with the University) on a matter in which the member or a related party has an individual interest in the outcome of the deliberations of that board or committee.

D.3 A member accepts employment with, or undertakes any activities on or off campus for, a third party at times during which the member would normally be expected to be engaged in their duties to the University.

D.4 A member engages in a course of studies, or any other program or activity, that calls for attendance at or participation in lectures or other events at times during which the member would normally be expected to be engaged in their duties to the University.

D.5 A member uses University facilities, equipment, personnel or services for non-university activities or for the personal benefit of the member or a related party.

D.6 A member uses attributions or references to the name of the University, or of any member of the University, or of any affiliated institutions, associations or organizations (including the insignia of the University or of any unit or affiliated institution, association or organization), to promote the non-university activities of the member or a related party.

D.7 A member uses their official University position for publicity, endorsement or advertising purposes for a related party.

D.8 A member promotes or advertises their or a related party's products or services to the University or at a University event.

D.9 A member uses information that is not available to the general public and acquired as a result of their University position, for purposes unrelated to that position.

D.10 A member privately commercializes intellectual property they developed in the performance of their University duties without following McGill's Policy on Inventions and Software.

D.11 A member receives, directly or indirectly, any payment, gift or other advantage or benefit (except of a nominal value or as part of social entertainment considered in keeping with good professional ethics and which do not obligate the member) from a third party for the performance by the member of their University functions or duties.

~~**D.12** A member enters into any commitment with a third party that is likely to interfere or be confused with their duties to the University.~~

~~**D.13** A member competes with the University in any activity or matter.~~

D.14 A member associates in any manner with a third party (including through its name, publicity or operations) which falsely implies that the third party is associated with or benefits from a relationship with the University.

E. IN RELATION TO FINANCIAL MATTERS

~~**E.1** A member participates in the purchase or sale by the University of any goods or services that they or a related party owns, or any services that they or a related party provides. from or to him, her, them or a related party.~~

E.2 A member influences the decisions of a third party engaged in business with the University for the benefit of any party besides the University.

E.4 A member makes personal purchases, or purchases for a related party, through:

- the University purchasing department; or
- their Procurement card.

E.5 A member diverts any University resources or funds for personal use or the use of a related party.

E.6 A member approves the expense claims or expenditures of a related party.

E.7 A member accepts to teach or perform other duties for remuneration at another institution while on sabbatical or other paid leave from the University.

~~E.8 A member accepts payment from any third party for the performance activities that fall within their duties at the University.~~

E.9 A member sells property acquired, in whole or in part, through research funds, to the University for personal profit.

E.10 A member donates property acquired, in whole or in part through research funds (or the proceeds received on the sale of such property), to the University for a charitable tax receipt.

E.11 A member solicits or accepts gifts that might be reasonably perceived to influence their duties at the University.



McGill

D23-24 Appendix D
MEMORANDUM

OFFICE OF THE ASSOCIATE PROVOST (TEACHING AND ACADEMIC PLANNING)

James Administration Building

Room 642

Tel: (514) 398-2291

TO: Christopher P. Manfredi, Provost and Vice-Principal (Academic), APC Chair

FROM: Christopher Buddle, Associate Provost (Teaching and Academic Planning), SCTP Chair *Chris Buddle*

DATE: November 16, 2023

SUBJECT: REVISED GUIDELINES FOR PROPOSING CONCENTRATIONS/OPTIONS – FOR APPROVAL

The APC Subcommittee on Courses and Teaching Programs (SCTP) recommends to the Academic Policy Committee (APC) the approval of revisions to McGill's Guidelines for Proposing Concentrations/Options effective Winter 2024 [referred to as the Guidelines in the following text]. The original Guidelines were approved by SCTP and APC in 2019 and 2020, respectively.

At the meetings of October 12, 2023 and November 9, 2023, SCTP reviewed the Guidelines created and approved by SCTP in 2019, specifically point 5 that currently states: "No concentration/option may be proposed for doctoral/Ph.D. programs, as the dissertation may focus on a related sub-topic/subject of the discipline/program." This review is in response to feedback from some Deans who suggested that SCTP reconsider allowing academic units to propose concentrations/options of Ph.D./doctoral programs because a concentration/option of a Ph.D./doctoral program would provide breadth and depth of a subtopic of the subject of the program. SCTP was informed that students want to be able to take a concentration/option at this level in order to focus on a slightly different topic of the subject of their program. It is important for a program to provide theoretical background of a sub-area within a program through courses.

The first element that SCTP wants to ensure is that a concentration/option of a doctoral/Ph.D. program has a distinct focus of study, while the second element is that the program have a minimum number of different credit requirements than the existing program. The goal is to make these guidelines as concise as possible and make the principles clear. SCTP will ensure that program requirements align with the University's set parameters.

Therefore, as approved by SCTP at the November 9, 2023 meeting, SCTP recommends to APC the following revised point 5 of the Guidelines:

5. A concentration/option may be proposed for a doctoral/Ph.D. program provided it is a distinct program of study, and has a minimum of 12 different credits selected from a list of required and complementary courses.

Point 6 will be updated to indicate that the revised Guidelines will be effective for the Winter 2024 term.

The existing Guidelines are attached.

/cs

Attachment

Existing McGill Guidelines for Proposing Concentrations/Options

1. A concentration/option of an existing program is a sub-topic program that relates to the subject/discipline of the program. A concentration/option must include a minimum of 12 credits of courses that focus on the sub-topic of the concentration/option. This condition applies to undergraduate and master's programs.
2. The 12 credits for the concentration/option may be comprised of both required and complementary courses listed as part of the existing program provided that the following two conditions are met:
 - (a) The concentration/option may not be comprised *exclusively* of courses that are **required** for the existing program.
 - (b) The complementary courses included in the concentration/option are drawn from a list that is large enough to ensure that the concentration/option represents a course of study that is genuinely distinct from the existing program.
3. A concentration/option must have the same overall credit weight as the existing program, except in exceptional circumstances—accreditation purposes, for instance. A proposed concentration/option that has a higher program credit weight than the existing program must be justified and explained fully in the proposal's rationale.
4. A self-funded/private [deregulated] concentration/option of an existing public [regulated] program may not be offered and vice versa.
5. No concentration/option may be proposed for doctoral/Ph.D. programs, as the dissertation may focus on a related sub-topic/subject of the discipline/program.
6. The guidelines will only apply to new options/concentrations proposed after April 16th, 2020.

SCTP Approved: October 24, 2019
APC Approved: February 13, 2020
Senate Received: February 19, 2020