

**ENCS Guidelines for Granting Teaching Remissions
for Graduate Student Supervision**

Teaching remissions are granted to recognize that the supervision of graduate students is teaching, and are based on the number of graduate students being supervised. Eligible graduate students are MAsc and MCompSci students in their first two years of study and PhD students in their first three years of study. Years are counted from the date of admission into the thesis program. Students must be currently registered on a full-time basis and not be on a leave of absence. The number of course remissions is decided as follows:

Number of Graduate Students	Number of Course Remissions
4, 4.5, 5	0.5
5.5, 6, 6.5	1
7, 7.5, 8	1.5
8.5 or more	2

For example, a professor supervising 6 graduate students who are within the time limits receives one course remission.

Each October, the number of eligible graduate students supervised by each professor is assessed, and course remissions are decided for the following academic year. For example, in October 2012 course remissions for graduate student supervision will be decided under this policy for the 2013/2014 academic year. Masters students who started in January 2011 or later will be counted; PhD students who started in January 2010 or later will be counted. A co-supervised student counts as half a student, except for co-supervision with an adjunct professor, which counts as sole supervision. Each professor will be informed of the number of course remissions given for graduate student supervision for the upcoming academic year in November.

For a professor on a half years' sabbatical leave, half of the year's supervision remissions are given. For a professor on a full sabbatical, no supervision remissions are given. For the year following the sabbatical, the remissions will be the greater of the number from the assessment in October prior to the sabbatical leave, and the assessment in October during the sabbatical leave.

No professor receives more than two course remissions for graduate student supervision. Also, every professor must teach a minimum of one course during each academic year.

CRC and IRC Chairs

CRC and IRC Chairs receive course remissions according to the commitment made in the associated application for external funding. They are not eligible for further course remissions for graduate student supervision.

CURC Chairs

CURC chairs receive one course remission¹ and can receive an additional half or full remission for graduate student supervision as follows:

- an additional half course remission if 7, 7.5, or 8 graduate students are supervised; or
- an additional full course remission if 8.5 or more graduate students are supervised.

CURCs cannot receive more than two course remissions each year. For sabbatical leaves, the rule stated above will be followed. Every professor must teach a minimum of one course during each academic year.

Further Course Remissions for Research

This policy deals with course remissions given to recognize the supervision of graduate students as teaching. The *ENCS Guidelines for Assigning Workload to Faculty Members* allow additional course remissions to recognize an extensive involvement in research other than graduate student supervision.

Revisions

These guidelines are in effect for granting course remissions for graduate student supervision for the 2012/13 academic year. The guidelines may be revised for future years.

Revised June 2012.

¹Office of the Vice-President Research and Graduate Studies, "Concordia University Research Chairs Program Post-Award Administrative Guidelines, Section 2.3 page 6, April 20, 2009.