



## FACULTY OF MEDICINE & DENTISTRY

### UA-Shantou Steering Committee (Graduate Programs)

**Original Approval Date: June 17, 2010**

**Approved by: Dean's Executive Committee**

<b>Office of Accountability:</b>	<b>Dean of Faculty of Medicine &amp; Dentistry</b>
<b>Office of Administrative Responsibility:</b>	<b>Vice Dean Research</b>
<b>Approver:</b>	<b>Dean's Executive Committee</b>
<b>Scope:</b>	<b>Terms of Reference</b>

#### **1. Purpose**

The UA-Shantou Steering Committee (Graduate Programs) has the overall responsibility of advising the Vice-Dean, Research as well as the Dean of their respective faculties on important strategic, operational and recruitment matters related to graduate programs funded by Li Ka Shing (LKS) Sino-Canadian Exchange Program. These include (1) the Medical Sciences Graduate Program-Shantou, (2) a 4-year fellowship program funding the doctoral studies at UAlberta for graduates of the 7 year Masters of Medicine program of Shantou University Medical College (SUMC), as well as (3) short term visits by SUMC faculty members with PhDs.

#### **2. Responsibilities:**

1. Pre-approving collaborative projects under the MSGP-Shantou program
2. Pre-selection of trainees for admission to programs administered by the LKS Sino-Canadian Exchange Program.
3. The setting of admission requirements to MSGP-Shantou.
4. Approving extensions to the funding of trainees of the LKS Sino-Canadian Exchange Program.
5. Evaluate and approve potential changes to the LKS Sino-Canadian Exchange Program.

#### **3. Composition:**

The UA-Shantou Steering Committee (Graduate Programs), referred herein as "the Committee", comprises at a minimum a Chair as well as three members from both the UA-FoMD and SUMC selected by their respective Deans (or his/her delegate). The committee will also include the Vice-Deans, Research (or his/her delegate), and/or Deans (or his/her delegate) of SUMC and FoMD. The Chair is a UA member of the FoMD and will be appointed by the Dean, FoMD.

### **Voting Members from UAlberta**

- i) Chair, UA-Shantou Steering Committee
- ii) the three selected members of the UA-Shantou Steering Committee (Graduate Programs)

### **Voting Members from SUMC**

- i) the three selected members of the UA-Shantou Steering Committee (Graduate Programs)

### **Non-voting Members from UAlberta**

- i) Vice-Dean Research (or his/her delegate)
- ii) Dean (or his/her delegate)

### **Non-voting Members from SUMC**

- i) Vice-Dean Research (or his/her delegate)
- ii) Dean (or his/her delegate)

## **4. Procedures**

**4.1** The Chair and committee members are appointed for a three-year term that may be renewed. Committee members are appointed by the Dean (or his/her delegate).

**4.2** Consultation can take place either through electronic exchange (email) or through meetings arranged by the secretary of the committee.

## **5. Meetings:**

**5.1** The committee should meet at least once per year. Additional meetings will be scheduled when needed.

**5.2** Quorum will consist of 5 voting members, with a minimum of 2 members from each institution. The Chair will only vote in the event of a tie.

**5.3** Minutes of the Committee with actions will be kept and distributed to members of the committee.

## **6. Membership**

### **Position**

Chair (voting)

3 representative each from SUMC and FoMD (voting)

Vice-Dean, Research (or his/her delegate) (non-voting)

Dean (or his/her delegate) (non-voting)

Approved By:

**Dean's Executive Council** – April 28, 2014