

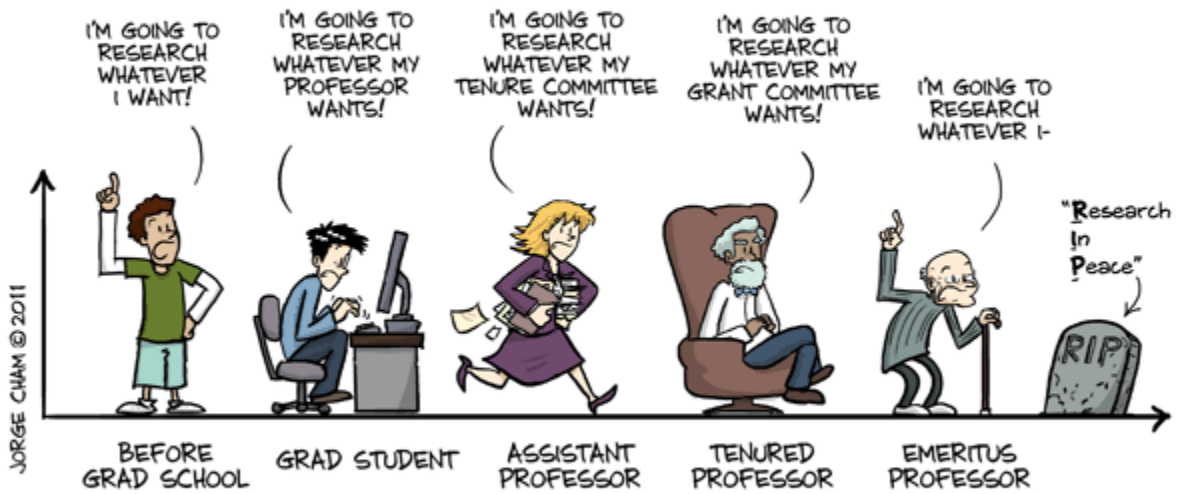
# PHILOSOPHY

## GRAD

### STUDENT

#### HANDBOOK

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# PHILOSOPHY GRAD STUDENT HANDBOOK

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# Philosophy Grad Student Handbook

## 1. Introduction

Graduate Studies can be exciting, confusing and stressful all at the same time. This handbook is designed to reduce the confusion and stress by providing information about the Philosophy Department, people who can help you, resources that are available for your use, and answers to frequently asked questions.

Section 2 “Who Does What?” identifies people and organizations in the Philosophy Department and the University who can help you during your time as a graduate student. Many of these people have specific jobs and responsibilities, and you need to know what they are so that you’ll know who to see when you need help.

Section 3 Frequently Asked Questions is a list of questions about resources, equipment, procedures and other issues you will confront.

The handbook will be updated regularly as information changes, and as new information is added. Suggestions for improvements are welcome. If you have any questions or suggestions, please contact Janet Thackray, Graduate Secretary, at [jthack@uoguelph.ca](mailto:jthack@uoguelph.ca) or 519-824-4120 ext. 56265.

## 2. Who Does What?

Many people in the department and the university will be ready and willing to help you during your time as a graduate student. If you get to know who they are, what their responsibilities are, and how they can help you, then your graduate experience will go a lot smoother.

Don’t forget that you are one of the people responsible for ensuring that your graduate experience at Guelph is productive and enjoyable! This section also identifies your specific responsibilities to yourself and others.

### Department of Philosophy

**Chair** (Mark McCullagh – Room 347, [mmcculla@uoguelph.ca](mailto:mmcculla@uoguelph.ca), extension 53221)

The Chair is the person ultimately responsible for the Department of Philosophy (including its graduate program). Certain forms can only be signed by the Department Chair. The Chair is also the person you will see if you have a problem that other people in the department cannot solve.

**Graduate Coordinator** (Peter Eardley – Room 336, [peardley@uoguelph.ca](mailto:peardley@uoguelph.ca), extension 53211)

The Graduate Coordinator is responsible for administering the Department of Philosophy’s graduate programs. This includes interpreting program regulations, assisting with course selection (to ensure course prerequisites and area requirements are met), arranging oral qualifying exams and defences. He is also available if you have questions about program requirements, concerns about your GTA assignment, issues related to your advisory committee that you can’t resolve yourself, or any other matters that you think are important and want to discuss.

**Graduate Secretary** (Janet Thackray – Room 348, jthack@uoguelph.ca, extension 56265)

The Graduate Secretary takes care of day-to-day administration of the graduate programs. Contact Janet if you need forms, have questions about your graduate funding, want to take a Reading Course, or need advice about general administrative issues. She can also explain any university procedures to you as well as directing you to the appropriate person to contact with regard to a particular problem.

**Administrative Assistant** (Pam Drewlo – Room 350, pdrewlo@uoguelph.ca, extension 54253)

The Department's Administrative Secretary to the Chair is responsible for day-to-day administration in the Department, and works with the Chair to ensure that things are running smoothly. See Pam for anything relating to human resources, payroll, GTA assignments and other financial concerns including graduate student travel funding.

**Department/Undergraduate Secretary** (Nicola Ferguson – Room 348, philsec@uoguelph.ca, extension 53272)

The Department/Undergraduate Secretary handles day-to-day issues not relating to the graduate program, for example, mail, courier shipments, ordering supplies for the department, as well as answering questions concerning undergraduate courses including Directed Reading courses taken by undergraduate students. She also assists with room bookings for the Philosophy Department Seminar Room (MacKinnon, Room 346). She is also responsible for managing the keys within the department.

### **Advisory Committee**

#### **Your Advisor**

Your Advisor is the faculty member with whom you will have the most contact during your program. Your Advisor will guide you through the graduate program, help you to develop and undertake a research project, assist you in developing your thesis, and make sure that you are on track to complete your program successfully. It's very important that you and your Advisor have a common understanding regarding your relationship, so make sure that you have an open and thorough discussion about your mutual expectations at the start of your program, and that you keep the lines of communication open throughout your program.

#### **Your Advisory Committee**

All graduate students must have an Advisory Committee, which is required by the Office of Graduate Studies to be established no later than the mid-point of the second registered semester of your program. For a Master's program, the Advisory Committee must consist of at least two Graduate Faculty members from the Philosophy Department. For a Doctoral program, the Advisory Committee must consist of a minimum of three Graduate Faculty members and one member must be from outside the student's home department. Talk to your Advisor about who the members of your Advisory Committee will be, how they will be selected, and what role they will play. Your committee members can be an excellent source of support as you complete your work. How much interaction you will have with your Advisory Committee members will depend on how much effort you make to involve them, how they want to be involved, and your Advisor's expectations.

## **OTHER MEMBERS OF THE DEPARTMENT**

### **Other Faculty**

Other faculty in the department will be happy to chat with you about your work. Feel free to knock on doors and ask for help, advice and suggestions.

### **Your Cohort**

The people who started the program with you are your cohort, and they can be a tremendous source of support, friendship, and advice. Don't be afraid to lean on them when you need help.

### **Upper-Year Grad students**

The people who went through what you're going through now a year or two ago have a lot of experience to share, and they are usually willing to share their knowledge. You can learn a lot about how things work, and gain valuable insights into challenges you might be facing, by talking to people who have already been there.

## **Philosophy Graduate Students' Association (PGSA)**

### **Purpose and Function of the Association**

- To represent Philosophy graduate students in matters pertinent to their welfare.
- To try to effect cohesion and interaction amongst graduate students in the program.
- To raise money for the PGSA.
- To organize and carry out the elections of student representatives in the Philosophy Department, namely: Department Representative, Joint PhD Exec Committee Representative, Hiring Committee Representative, and Program Committee Representative. Elections usually take place sometime in September. If the elections are done in a meeting, it will most likely serve also as a meeting to introduce new students and to generate ideas for the upcoming year.

The PGSA meets for social events throughout the academic year. I encourage you to participate in these events in order to find an appropriate work-life balance throughout your graduate program.

- Another purpose of the PGSA is to have a vehicle to voice your concerns to. The Graduate Student Association's representative can bring them to the union on your behalf.

## **OTHER PEOPLE AND ORGANIZATIONS IN THE UNIVERSITY**

### **The Office of Graduate Studies (OGS)**

The Office of Graduate Studies (OGS) is the office within the University administration that is responsible for the administration of the graduate programs. You will deal with OGS regarding registration, certain scholarships, thesis submission and graduation. OGS is also responsible for dealing with health insurance for international students. OGS is located on the 3rd floor of the University Centre.

The OGS website contains a lot of helpful information. Please see the link below for information for Current Students:

<https://www.uoguelph.ca/graduatestudies/records>

### **Assistant VP of the Office of Graduate Studies**

The Assistant VP of the Office of Graduate Studies is Anthony Clarke. He can be reached at [a.clarke@exec.uoguelph.ca](mailto:a.clarke@exec.uoguelph.ca). He can help you deal with issues that you simply cannot resolve at the department level.

### **Student Financial Services**

Student Financial Services is available for assistance with financial matters, including paying tuition and fees, graduate settlement, applying for OSAP and other forms of financial assistance. Visit the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/>

To contact them by email, use [accountquestions@registrar.uoguelph.ca](mailto:accountquestions@registrar.uoguelph.ca). If you need to see someone from this office in person, Student Financial Services is located on the 3rd floor of the University Centre.

### **Graduate Students' Association (GSA)**

All graduate students are members of the Graduate Students' Association (GSA). This organization represents your interests to the administration, deals with issues such as the Student Health and Dental plans, and performs the very important function of running the Graduate Lounge. Visit the GSA website for more information:

<http://www.uoguelph.ca/gsa/>

### **CUPE 3913**

If you are a Graduate Teaching Assistant (GTA) or a Graduate Service Assistant (GSA), then CUPE 3913 is your union. Graduate Teaching and Graduate Service Assistants are in Unit 1.

For information concerning your benefits, visit the CUPE 3913 website for further information:

<http://www.cupe3913.on.ca/>

### **Office of the International Student Advisor**

The University's International Student Advisor is Megan Sager. She provides counseling and assistance to international students. The Office's website provides links to useful resources and information for international students. Megan can be reached at [sagerm@uoguelph.ca](mailto:sagerm@uoguelph.ca).

For further information see:

<https://studentlife.uoguelph.ca/oia/about-oia/international-student-advisor>



## **Reference Librarians**

The University of Guelph has an excellent library, and superb reference librarians. Our Department contact in the library is Helen Salmon, [hsalmon@uoguelph.ca](mailto:hsalmon@uoguelph.ca). However, any of the reference librarians can help you figure out where to find things, how to use paper and electronic resources etc. For further information, please visit the library website:

<http://www.lib.uoguelph.ca/>

## **Other**

Numerous other organizations exist on campus to provide assistance to graduate students. Examples include Teaching Support Services, the Learning Commons, Health Services, Student Financial Services, Career Services, and the Centre for International Programs. Links to these organizations and services are collected in the Services page of the University's website.

<http://www.uoguelph.ca/>

## **You and Your Responsibilities**

You can do a lot to ensure that your graduate experience at Guelph is productive and enjoyable. You also have important responsibilities. General responsibilities of all graduate students at Guelph are detailed in the Graduate Calendar, please review them.

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-gsr.shtml>

## **Responsibilities of graduate students in the Department of Philosophy**

- Asking questions if you don't know how something works, or what you are supposed to do.
- Negotiating an agreed-upon program of research with the Advisor. An approved research proposal will consist of an agreed-upon description of your program of research.
- Bringing any proposed deviations from the agreed-upon program of study and research to the attention of your Advisor in a timely fashion, and negotiating an appropriate course of action.
- Meeting regularly with your Advisor and/or the Advisory Committee to discuss your progress, problems etc.
- Actively seeking and applying for funding from pertinent external and internal sources (awards, scholarships) to support your studies.
- Becoming familiar with the rules governing graduate studies in the Department of Philosophy at the University of Guelph, and seeking clarification immediately from the Graduate Secretary, Graduate Coordinator or the Office of Graduate Studies in cases where you don't understand the rules.
- Completing degree requirements in a timely fashion, consistent with the University's policy regarding acceptable program durations.

- Notifying the Graduate Coordinator immediately if a serious interpersonal conflict has occurred between you and your Advisor, or between you and any other member of the University, which you cannot resolve yourself.
- Respecting other graduate students, undergraduate students, faculty and staff including their opinion, beliefs and sexual orientation.

### 3. Frequently Asked Questions

This is an evolving list of answers to questions you might have about how to do things in the Department and the University. If you have a question that isn't answered on this list, one of the people identified in Section 2 will be the right person to ask. If you have any suggestions for frequently asked questions not addressed below, contact Janet Thackray, the Graduate Secretary ([jthack@uoguelph.ca](mailto:jthack@uoguelph.ca)).

#### Applying for a Graduate Teaching Assistantship (GTA)

How do I apply for a Graduate Teaching Assistantship (GTA) position?

All full-time graduate students are eligible to apply for a Graduate Teaching Assistantship (GTA). There is a common website where all departments post their GTA positions that are available each semester. See the link below to the Teaching Assistant Work Assignments website:

[https://www.uoguelph.ca/sessional\\_ta/ta\\_post\\_view](https://www.uoguelph.ca/sessional_ta/ta_post_view)

In the drop-down list, search by the Philosophy Department. GTA positions are assigned based on the agreement between the University of Guelph and CUPE 3913, Unit 1, as well as the Department of Philosophy's hiring process for Graduate Teaching Assistants (GTAs) which can be found in the *Policies* section under the *Departmental* heading on the *Resources* page of the Philosophy Department's website. See the link below:

[https://www.uoguelph.ca/philosophy/resources/department\\_policies/GTA\\_hiring](https://www.uoguelph.ca/philosophy/resources/department_policies/GTA_hiring)

The Administrative Assistant for the Philosophy Department, Pam Drewlo, will email you when the GTA positions have been posted, and the deadline that the postings will be removed from the website. You should contact her at [pdrewlo@uoguelph.ca](mailto:pdrewlo@uoguelph.ca) if you have any questions. Pam will email you the GTA offer once they have been determined. If you accept the GTA position that is offered, she will prepare a Letter of Appointment-Unit 1. You are required to sign the contract and return it to her. Please make sure you have a copy of the contract.

Full GTAs involve 140 hours of work over the semester. Your GTA supervisor will request to meet with you to complete the Assignment of Work Agreement. This form indicates how much time (in hours) is to be spent on the different aspects of your GTA assignment. Please make sure you have a copy of the Work Agreement for your records.

CUPE 3913 provides a form for you to keep track of the hours you spend on your GTA assignment. See the link below to the *Forms* section on the CUPE 3913 website:

<http://www.cupe3913.on.ca/forms/>

### Can I change my GTA assignment?

It may be possible to change your GTA assignment if you have a conflict that prevents you from performing your GTA duties, you should contact Pam Drewlo, the Administrative Assistant, concerning this.

### **Course Registration**

#### How do I register for courses?

For each semester that you will be registered, you must register for:

- UNIV\*7510\*01 (02, 03 etc.) Active Full-time Registration...if you were admitted to a full-time program (Registering for this course serves only to activate your registration. In addition to this basic selection you must be registered in at least one other course)

#### **AND**

- UNIV\*7500\*01 (02, 03 etc.) Research/Writing

**Or** any other course for which an active section exists

Failure to do this will result in the term not appearing on any official transcript.

You can add courses up until the last day of the add period. See the Schedule of Dates from the Graduate Calendar:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>

Every semester you must complete this process unless you are requesting a Leave of Absence.

Check for course availability on WebAdvisor. Follow the links for WebAdvisor for Students and Search for Classes. See the link to the Student Registration Guide below:

<https://www.uoguelph.ca/graduatestudies/regguide>

#### How do I go about registering for a Reading Course?

With the permission of the Graduate Coordinator a student may take up to one, but normally no more than one, of their prescribed courses as a Reading Course (PHIL\*6900). You should approach one of the philosophy professors who is an expert on the research area you wish to study, and see if they are willing to do a Reading Course with you. If they agree, you need to complete a Graduate Course Waiver Request form. You can see the Graduate Secretary who can give you the form and assign the section code. The professor is required to sign in the Instructor Consent section and the Graduate Coordinator is required to sign in the Program Approval section. After you have the signatures, see the Graduate Secretary so she can take a copy for your file. You are required to take your signed form to Enrolment Services located on the third floor of the University Centre in order to register for the course.

## Auditing a course

### How do I register to audit a course?

Students who want to audit a course cannot register through WebAdvisor. They must complete a Graduate Add/Drop – Course Waiver Request form with the course title, course code and section number, as well as the semester. The instructor must agree to have you in the class. The student must obtain the instructor's signature on the "Instructor Consent" line on the form. The form also requires the Graduate Coordinator's signature on the designated location on the form. Once the signatures are obtained, the student takes the signed form to Enrolment Services to have the course added to their schedule. See the link below to the *Graduate Records Forms on WebAdvisor* on the *Forms and Documents* page on the Graduate Studies page:

<https://www.uoguelph.ca/graduatestudies/forms>

## Taking graduate courses at another institution

### Can I take a graduate course from another university?

Normally, students may not complete any of their prescribed course requirements, those to be taken after entry into the PhD, outside of the University of Guelph. If a graduate course is not offered by the department, and it is necessary for your thesis preparation and is offered at McMaster or Wilfrid Laurier, please contact the Graduate Coordinator.

## Graduate Settlement

### How do I select my graduate settlement?

Registration for each semester consists of payment in full, or completion of the "Graduate Settlement" in WebAdvisor, **and** registering for courses by the deadline date. The Graduate Settlement can be used only if you are settling your account with one of the following options:

1. Payroll deduction, with departmental approval (if you have accepted a GTA position)
2. Departmental trust funds, with departmental approval
3. Awards (scholarships) {such as OGS, SSHRC, DGS (Dean's Graduate Scholarship)}
4. Sponsorship (third party invoicing)

The Graduate Settlement deadline is the same as the academic registration deadline date. See the Dates and Deadlines page on the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/deadlines>

**PLEASE NOTE:** You must register first before you can complete your Graduate Settlement

International students- Contact the Graduate Secretary if you are uncertain of your internal scholarship and amount.

**REMINDER:** If you have accepted a GTA position, you can select "payroll deduction" as your Graduate Settlement to pay your tuition. With this selection, an amount will be deducted from each bi-weekly pay throughout the semester to pay your tuition.

## Graduate Tuition and Fees

### How do I pay my tuition?

Tuition and fees are calculated based on your academic program, course load, cohort year and citizenship. These fees (tuition & fees, meal plan and residence fees – if living in residence) are due by the [deadline date](#) posted. Student accounts may be viewed through [WebAdvisor](#). The University does not issue printed bills or statements. Please see the Student Financial Services website below for accepted methods of payment:

<https://www.uoguelph.ca/registrar/studentfinance/fees/payments>

Also, please see the link below to Frequently Asked Questions from the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/fees/faq>

### When do I get paid?

The university is on a bi-weekly pay schedule. You can view your pay via the *Pay and Pension link* through the Human Resources page. You will be asked to input your user name and password in order to access your pay information. This is the same information you use in Courselink. See the link below:

<https://www.uoguelph.ca/hr/admins/links>

If you have any questions concerning your pay, please contact Pam Drewlo, our Administrative Assistant.

## Reduced tuition fees

### Can I get reduced tuition fees if I don't live close to campus?

Full-time students who no longer live close to the campus (at least 200 km away), and who therefore do not make use of university facilities on a regular basis, may apply for "Full-time Distant" status. This exempts you from paying the ancillary student fees (except the GSA fees, the Medical insurance premium, the Dental Plan premium, and, in the case of international students, the UHIP fee if applicable). You must complete the Application for Full-Time Distant Fee Status form. See the *Graduate Records Forms on WebAdvisor* section on the *Forms & Documents* page on the Graduate Studies website below:

<https://www.uoguelph.ca/graduatestudies/forms>

Your Advisor and the Graduate Coordinator must sign the form. Submit the form to the Graduate Secretary who will take a copy for your file, then deliver it to the Office of Graduate Studies.

### If I have a financial need, do I have any options to request additional funds?

If you have a financial need, there may be some assistance for you. See the link below to the Graduate In-Course Bursaries information from the Student Financial Services website:

[https://www.uoguelph.ca/registrar/studentfinance/bursaries/incourse\\_gr](https://www.uoguelph.ca/registrar/studentfinance/bursaries/incourse_gr)

International students- Please read the information under the "International Graduate Students" heading.

NOTE: The Central Student Association (CSA) offers a Food Bank for graduate and undergraduate students. See the link below for hours of operation:

<http://www.csaonline.ca/foodbank/>

### **Other Financial Opportunities for Graduate Students**

Graduate students are permitted to apply for all GTAs in other departments. See the job listings website available through CUPE:

[https://www.uoguelph.ca/sessional\\_ta/ta\\_post\\_view](https://www.uoguelph.ca/sessional_ta/ta_post_view)

Writing Services hires graduate students each semester to work as Graduate Student Writing Advisors, working one on one with students in all disciplines in writing tutoring. These are advertised under the Library-Writing Services heading on the CUPE website.

The University provides Work Study opportunities. See the link below to this information located on the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/ws/index>

If you are willing to accept an additional GTA offer, please notify Pam Drewlo, the Administrative Assistant, regarding this.

#### **Do I have any benefits as a graduate student?**

Graduate Students are members of CUPE 3913, Unit 1, and thus have benefits with this group. See the link to the CUPE 3913 website below (select the *Benefits* tab):

<http://www.cupe3913.on.ca/>

### **Office space, equipment and facilities**

#### **Will I have an office to work in?**

PhD students are assigned a shared office with other PhD students. See Nicola Ferguson, our Department Secretary, for keys. The university requires a \$10 deposit for every key that is given to a student. The deposit is returned when you return the key.

MA students are not assigned an office; however, they may use one of two offices in order to hold their office hours. These are allocated on a first-come first-served basis. The Graduate Secretary, Janet Thackray, will email you asking for the days and times of your office hours and will assign one of the offices based on availability.

#### **Do I have access to a computer?**

All PhD offices and the shared MA offices have a computer with internet for your use. They are not connected to a printer. Contact the Graduate Secretary for the login and password information. You are discouraged from saving your documents on these computers since they are shared by other students. It is best to save your documents to a memory/USB stick.

### How do I connect to the university's Wi-Fi?

The University of Guelph's wireless network is available in various locations around campus and allows users to seamlessly check their email, surf the web and access the network without plugging in cables. See the link below to information from the Computing and Communications Services (CCS) website:

<https://www.uoguelph.ca/ccs/internet-phones/wireless>

CCS provides an IT help desk in McLaughlin Library if you need assistance with this. They are located in the centre of the first floor.

### Do I have access to a photocopier?

If you have accepted a GTA position, you will be assigned a photocopier code by the Administrative Assistant in order to use the photocopier. It is expected to be used for class-related photocopying and not for personal use. There are photocopiers in the library for personal use.

### Do I have access to a printer?

None of the computers in the TA or PhD offices are connected to a printer.

**NOTE:** The College of Arts provides a computer lab with a few desk tops and a printer for use by graduate students in the College. It is located in MacKinnon in the basement, Room 050. You must supply your own paper for printing. See the Graduate Secretary if you want to borrow the key. You can ask for your own copy of the key for a \$10 deposit which will be returned when you return the key.

### Do we have a lunch room?

Yes. The department faculty, staff and graduate students share the Philosophy lounge located in MacKinnon on the 3<sup>rd</sup> floor, Room 345. There is a couch, a number of chairs and tables, as well as a bar fridge. You are welcome to use the kitchen (located across from the elevators) which has a sink, fridge and microwave. There is also a water cooler for your use. The kitchen is open between 8:30 a.m. and 4:30 p.m. Monday to Friday. Please make sure you clean up after yourself.

### Can I receive mail in the department?

All graduate students have a mail slot in the Photocopier/Mailroom located in MacKinnon, Room 343. The mail room is unlocked at 8:30 a.m. and locked at 4:30 p.m. from Monday to Friday.

## **Teaching and Training Opportunities**

### Will I have an opportunity to teach a course?

PhD students are given the opportunity to teach an undergraduate course as part of their program. Usually this is in the third year of their program. Also, PhD students have the opportunity to apply for all Sessional positions that are posted through CUPE. See the link below to the CUPE website for further information:

[https://www.uoguelph.ca/sessional\\_ta/session\\_post\\_view](https://www.uoguelph.ca/sessional_ta/session_post_view)

MA students may have the opportunity to teach if their GTA position is leading a tutorial/seminar group.

Are there any workshops I can take to help me in leading a tutorial/seminar group?

The library offers many free graduate workshops. The Graduate Student Learning Initiative (GSLI) is a collaborative endeavour that brings together key campus services that support academic and professional skill development for graduate students as learners, instructors, researchers and professionals. I encourage you to register for some of these workshops during your time as a graduate student. See the link below to the GSLI website:

<http://www.gsli.uoguelph.ca/>

## **Religious Accommodation**

How do I request religious accommodation?

Students may request accommodation in order to observe a religious holy day. See the link below to the procedures for making this request:

<https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-accomrelig.shtml>

## **Leave of Absence**

How do I apply for a Leave of Absence?

A student may, under certain circumstances, apply for a Leave of Absence. Some acceptable situations are for a medical reason, a family emergency or for financial reasons. Leave requests must be approved by both your department and the Office of Graduate Studies. You should discuss your leave with your advisor prior to completing an application. Complete the Leave of Absence & Withdrawal Application from the *Graduate Records Forms on WebAdvisor* section under the *Forms and Documents* page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

Submit your completed form to the Graduate Secretary. She can assist you in obtaining the required department signatures.

While on a Leave of Absence you may not function as a graduate student. This includes all research/writing activity and completion of any incomplete courses. You may not make use of university resources, either personnel or physical in connection with your graduate program. You cannot work as a GTA. You are expected to check your university email account regularly for important notices.

## **Advisory Committee**

How do I set up my Advisory Committee?

You should select your Advisor based on your (and their) area of research interest. You can locate the professors' research area on the *People* section of the Philosophy Department's website:

<https://www.uoguelph.ca/philosophy/people>



Your advisor is the faculty member with whom you will have the most contact during your program. Your advisor will guide you through your graduate program, help you to develop and undertake a research topic, and make sure that you are on track to complete your program successfully. It is very important that you and your advisor have a common understanding regarding your relationship, so make sure that you have an open and thorough discussion about your mutual expectations at the start of your program, and that you keep the lines of communication open throughout your program. Your advisor can assist you in selecting your other committee member(s). How much interaction you have with your advisory committee member(s) will depend on how much effort you make to involve them, how much they want to be involved, and your advisor's expectations. Your committee members can be an excellent source of support as you complete your work.

In your first semester you should make every effort to talk to the professors whose research interest is similar to your own. If you have any problems determining who would be a good match with you, please talk to the Graduate Coordinator, Peter Eardley.

MA students are required to have two graduate faculty members from the Philosophy Department on their Advisory committee; one as your advisor, the other as your second reader.

PhD students are required to have two graduate faculty members from the Philosophy Department, one of which will be your advisor, the other your second reader; and one graduate faculty member from outside the department, on their advisory committee. This member can be from another department at the University of Guelph or from another university.

It is the student's responsibility to keep in regular contact with their advisor. The advisory committee should meet at least once a semester to discuss your progress; however more regular contact will be required when working on the major research component of the program.

The Office of Graduate Studies requires you to complete the Advisory Committee Appointment form no later than the middle of your second registered semester. Once you have determined the members of your advisory committee, you must complete the form with their name and department. Your Advisor, the Graduate Coordinator and yourself, must sign the form. Once your form is completed, please submit it to the Graduate Secretary. You can locate the form on the *Forms and Documents* page on the Graduate Studies website, under the *Graduate Records Forms & Documents* heading:

<https://www.uoguelph.ca/graduatestudies/forms>

#### Note for PhD students

The committee member that is from outside the Philosophy Department must be approved by the Programs Committee for the Office of Graduate Studies. Therefore it is imperative that this member is decided in a timely fashion. You will be restricted from registering for the following semester until the Advisory Committee Appointment form has been completed with this information and submitted to the Office of Graduate Studies.

#### **Graduate Degree Program form**

Once your Advisory Committee members have been determined, the Office of Graduate Studies requires that the student, in consultation with their Advisory Committee members, complete the Graduate Degree Program form. See the link below to the *Graduate Records Forms & Documents* heading on the *Forms and Documents* page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

The completed, signed form must be filed in the department no later than the end of the student's second registered semester. This signed form represents a contract between the student and the university program and specifies the courses and other requirements for your program; if changes are required to the original contract, a revised form should be completed.

Can I change my Advisory Committee members?

It is possible to change the members on your committee; however, these changes (additions or deletions) must be approved by the Graduate Coordinator and the Office of Graduate Studies. You are required to submit a revised Advisory Committee Appointment form to the Office of Graduate Studies if any members on your committee change. The Graduate Secretary can give you the form.

## **Program Requirements**

### **Competency Requirement**

Will I have to fulfill a competency requirement for my program?

It is possible that you may be required to demonstrate a competence in one or more skills in order to fulfill your program. Examples of such skills include a language other than English, facility with some branch of formal logic, or experience with a certain body of non-philosophical content or methodology. Your Advisory Committee members will determine if this is required. The committee will also specify, in consultation with the Graduate Coordinator, how the competency will be fulfilled.

### **Progress in your program**

How do I know how I am doing in my program?

Your advisor is required by the Office of Graduate Studies to complete a Graduate Student Evaluation Report at the end of every semester you are registered in. He/she must select your progress as Satisfactory, Some Concerns or Unsatisfactory. The report should contain what aspects of your program you accomplished that semester. For example, courses taken, papers presented at conferences, research in progress, or chapters written for your thesis. There is a section on the report for the student to add any comments.

You can refer to your Program Regulations for information on what constitutes Satisfactory or Unsatisfactory progress. See the link to the program regulations below:

#### **MA program regulations**

<https://www.uoguelph.ca/philosophy/sites/uoguelph.ca.philosophy/files/MA%20Regulations%20Document%20%28July%202010%29.pdf>

#### **PhD program regulations**

<https://www.uoguelph.ca/philosophy/sites/uoguelph.ca.philosophy/files/PhD%20Regulations%20Document%20%28January%202009,%20adjusted%20June%202010%29.pdf>

The Office of Graduate Studies requires that you sign your report, or if emailed to you, to confirm receipt of your report using your uoguelph email account.

## **Transfers**

### How do I transfer credits from another university?

If you started a graduate program at another university, and did not finish that program, you may apply to transfer some of the course credits received at the other university to the University of Guelph (and then have them count towards your program requirements). Strict conditions apply for this request. The Application for Transfer Credits form outlines the conditions. See the link below to the *Graduate Records Forms on WebAdvisor* section on the *Forms & Documents* page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

After you complete the form, it requires the signatures of your Advisor and the Graduate Coordinator. Submit the completed form to the Graduate Secretary who will take a copy for your file, then deliver it to the Office of Graduate Studies.

## **Transferring to another program**

### Can I transfer to another graduate program?

All students are registered in a specific graduate program (e.g. MA.PHIL, PhD.PHIL). With permission from the Department and the Office of Graduate Studies, students may transfer between programs. Students applying to transfer from one program to another must meet all of the new program requirements. You must complete the Transfer Application (Study Option or Program Transfers) form. A transfer fee is required at the time of application. See the *Graduate Records Forms on WebAdvisor* section on the *Forms & Documents* page on the Graduate Studies website below:

<https://www.uoguelph.ca/graduatestudies/forms>

## **Transferring from full-time to part-time**

### How do I transfer from full-time to part-time?

With permission from the department and the Office of Graduate Studies, students may request to transfer from full-time to part-time status or from part-time to full-time. In order to do so complete the form called, Full-Time/Part-Time Transfer Application under the *Graduate Records Forms on WebAdvisor* heading under the *Forms and Documents* page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

Your advisor and the Graduate Coordinator must sign your application. Documentation may be required to accompany your application. Please note that if you change to part-time status, your department funding commitment will change.

## **Conference travel expenses**

### Is there travel funding if I am accepted to present at a conference?

Yes. The College of Arts has a Graduate Travel, Research, and Creation Fund that you can apply to for funds in order “to conduct travel, research, or creative activities directly related to the completion of their degrees.” See the link below to the information and procedures on the College of Arts website:

<http://www.uoguelph.ca/arts/grad-resources>

After you have applied to the College of Arts Graduate Travel, Research, and Creation Fund, you may apply to the Philosophy department where funding may be possible. Contact the Administrative Assistant, Pam Drewlo, for more information.

Also, there are Graduate Travel Grants available to graduate students on a competitive basis. See the link below to Travel Awards information from the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/aid/travelgrants>

You must meet the eligibility criteria.

## **Graduate Awards and Scholarships**

### How do I apply for graduate awards and scholarships?

As stated in your offer of admission letter, your funding commitment is contingent on your applying for graduate awards, in particular, the Ontario Graduate Scholarship (OGS) and the Social Sciences and Humanities Research Council (SSHRC) award. The Office of Graduate Studies offer information sessions early in the Fall semester with the award deadlines, eligibility requirements and application procedures.

There are other awards and scholarships you may be able to apply for depending on your research area. See the link below to the Graduate Award Search website:

<https://www.uoguelph.ca/registrar/studentfinance/apps/gawards?app=gawards>

## **For PhD students**

### **Oral Qualifying Examination**

#### When must I complete my Oral Qualifying Examination?

The Graduate Calendar states: “As early as possible and in no case later than the final semester of the minimum duration requirement (which is five semesters for full-time students with an MA or seven semesters for full-time students who entered the PhD directly from a BA). The student is required to pass an examination to assess his or her knowledge of the subject area and related fields.”

According to the Philosophy Department’s PhD Program Regulations, “As a qualifying examination, consideration is to be given not only 1) to the student’s knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also 2) to the student’s ability and promise in research.” It is also the qualifying examination committee’s task to determine whether the proposed thesis addresses a

question that is manageable and worth undertaking. The examination committee determines the relative importance to be given to the written thesis proposal and the student's oral discussion, defence and amplification of that proposal. Upon completing it satisfactorily, the student is deemed to have met the department standards and becomes a candidate for the PhD degree.

#### How do I set up my Oral Qualifying Examination?

Your Advisor should notify the Graduate Coordinator that you are ready for your Oral Qualifying Examination. The Graduate Coordinator will set up the Examination Committee and determine a date for all members to attend. Normally this is set up at the end of the 5<sup>th</sup> semester. The basis for the OQE is a written thesis proposal. This proposal should be between 3,000 – 5,000 words in length, not including the bibliography. It should include the following elements: a statement of the philosophical importance of the research and the student's anticipated contribution to the subject, a description of the location of the student's project with respect to alternative positions in the current literature, a clear statement of the problem that the thesis proposes to treat and the proposed strategy for addressing it (where possible, students should sketch the argument of the thesis), a working table of contents with a sketch of what each chapter contributes to the overall argument of the thesis, and a modest annotated bibliography of a core sample of the literature that the student has already read (10 to 15 pieces, typically including some books), plus a broader bibliography, not annotated, of works the student has identified as important to read as the project progresses.

#### What happens if I don't pass the OQE?

A student who fails their OQE on their first attempt may repeat the exam. They must re-attempt the exam within one semester of failing the OQE, or six weeks after the termination of the minimum duration period, whichever is sooner. A second failure constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw from the program.

### **Graduation**

#### How do I apply to graduate?

You can apply to graduate through WebAdvisor before the deadline. In WebAdvisor, look for "My Application for Graduation." After the deadline, you must complete a hard copy of the application. You will be charged a \$60 late fee after the deadline. You must submit an application for graduation regardless of your intent to attend or not attend the ceremony. See below to the link for more Graduation information:

<https://www.uoguelph.ca/graduatestudies/records/graduation>

**Note:** If you expect to complete your program in the following semester, I suggest you apply to graduate since the deadline can be quite early in the semester. This will avoid being charged the late fee. If, by chance, you do not complete your program as scheduled, your graduation application will be deferred until the following convocation ceremony.

## **For MA students completing their program by coursework and the Guided Research Project**

How do I apply to graduate since I have completed my coursework and my Guided Research Project?

You can apply to graduate through WebAdvisor before the deadline. In WebAdvisor, look for “My Application for Graduation.” After the deadline, you must complete a hard copy of the application. You will be charged a \$60 late fee after the deadline. You must submit an application for graduation regardless of your intent to attend or not attend the ceremony.

### **Thesis Defence**

How do I set up my Thesis defence?

The process differs between the Master’s and Doctoral degrees.

#### Master’s degree (thesis option)

The procedure is described in the “Thesis Schedules and Procedures for the Master’s Degree” located in the Graduate Calendar. See the link below:

<https://www.uoguelph.ca/graduatestudies/thesis/thesis-schedule-masters>

It is the responsibility of the Advisor to begin making arrangements for the Master’s thesis defence at least eight (8) weeks prior to the anticipated date of the defence. Your Advisor should contact the Graduate Coordinator to inform him or her that you are ready to defend your thesis. This is also called the Final Oral Examination (FOE). The Graduate Coordinator will assemble the Examination Committee and determine a date for the defence based on the committee members’ availability. The Office of Graduate Studies requires that the Examination Request form be completed. Each Advisory Committee member must complete the Summary of Advice to Student, check that they “recommend that the examination proceed,” and sign and date the form. Once this has been completed, the Graduate Coordinator signs and dates the section that reads, “I have reviewed the comments on the reverse of this page and: I recommend that this examination proceed.” The student must then sign and date the section that reads, “I acknowledge receipt of this advice from the Graduate Coordinator/Chair, and I elect ... to proceed to defence on the above date.” After this has been completed, the Graduate Secretary will contact the Examination Committee members and the student for their availability for the defence date.

#### Doctoral degree

The procedure is described in the “Thesis Schedules and Procedures for the Doctoral Degree.” See the link below:

<https://www.uoguelph.ca/graduatestudies/thesis/thesis-schedule-doctoral>

It is the responsibility of the Advisor to begin making arrangements for the Doctoral thesis defence at least eight (8) weeks prior to the anticipated date of the defence. Your Advisor should contact the Graduate Coordinator to inform him or her that you are ready to defend your thesis. This is also called the Final Oral Examination (FOE). Your Advisor should provide the Graduate Coordinator with the name of an External Examiner. The External Examiner is to read your thesis, prepare a report, and be a member on the Examination Committee at your defence. It is the Graduate Coordinator’s responsibility to contact the External Examiner and ask them if they

are willing to fulfill this role and be a member of your Examination Committee. The Graduate Coordinator will assemble the Examination Committee and determine a date for the defence based on the committee members' availability. The Office of Graduate Studies requires that the Examination Request form be completed. The Graduate Secretary will provide this form. Each Advisory Committee member must complete the Summary of Advice to Student, check that they "recommend that the examination proceed," and sign and date the form. Once this has been completed, the Graduate Coordinator signs and dates the section that reads, "I have reviewed the comments on the reverse of this page and... I recommend that this examination proceed." The student must then sign and date the section that reads, "I acknowledge receipt of this advice from the Graduate Coordinator/Chair, and I elect ... to proceed to defence on the above date." The Graduate Secretary will send a copy of the thesis to the External Examiner. After this has been completed, the Graduate Secretary will contact the Examination Committee members and the student for their availability for the defence date.

## **Submitting your e-thesis**

### How do I submit my e-thesis?

After you have successfully defended your thesis, you are required to submit your e-thesis. As of 2011, the University of Guelph requires the electronic submission of all theses (ETDs). Your thesis must conform to the thesis standards established by the University of Guelph, the Library, and Archives Canada. See the link to the Submission Checklist from the Office of Graduate Studies website below:

<https://www.uoguelph.ca/graduatestudies/thesis/submit-checklist>

Item # 4 provides information regarding the electronic format.

If you encounter any problems, please see the bottom of the page for Electronic submission support, PDF formatting support or all other related questions.

The Graduate Secretary will deliver the signed Certificate of Approval and the Report of Examination Committee to the Office of Graduate Studies after the required signatures have been obtained.

## **Tuition rebate**

### If I defend my thesis early in the semester, can I get a rebate on the fees that I paid?

The Graduate Calendar states, "In certain circumstances, those students who complete the requirements for their degree program early in a given semester may apply for a partial rebate of tuition fees paid for that semester. The rebate is pro-rated according to the date of final completion. See the link to the Guelph Graduate Refund schedule on the Student Financial Services website below:

[https://www.uoguelph.ca/registrar/studentfinance/fees/refunds\\_guelph\\_gr](https://www.uoguelph.ca/registrar/studentfinance/fees/refunds_guelph_gr)

For more information regarding this option, contact the Office of Graduate Studies. In order to qualify for the rebate, the student must have been registered in the immediate preceding semester. If you took a Leave of Absence in the semester preceding your defence, you are ineligible for a refund. You are required to complete the Early Completion Rebate Application. See the *Graduate Records Forms & Documents* section on the *Forms & Documents* page on the Graduate Studies website below:

<https://www.uoguelph.ca/graduatestudies/forms>

## **Administrative Procedures**

### **Address Change**

How do I notify the university that my address has changed?

Address changes can be made in writing through the mail, scanned and emailed to [ups@registrar.uoguelph.ca](mailto:ups@registrar.uoguelph.ca), or by fax to Enrolment Services. The fax number is 519-766-0143. You can download and complete the Change of Address form from the link below:

[https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/change\\_address.pdf](https://www.uoguelph.ca/registrar/sites/undergraduate/files/docs/change_address.pdf)

### **Requesting an official transcript**

How do I request an official transcript?

In order to request an official transcript you are required to complete a Transcript Request form and submit it to Enrolment Services in the Office of Registrarial Services. See the link below to the procedure:

<https://www.uoguelph.ca/registrar/undergraduate/transcripts>

### **Graduate transcripts to be submitted for award/scholarship applications**

If you are requesting a University of Guelph graduate transcript to be included with an award or scholarship application, you will not be charged a transcript fee. Please note- A rush fee could be charged if you leave it too close to the application deadline.

### **Academic Consideration**

How do I request academic consideration?

In all matters relating to program regulations, courses and grades, graduate students are entitled to petition for academic consideration. See the link below to the Graduate Calendar for information concerning the grounds and procedure for requesting academic consideration:

[https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\\_d0e1493.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1493.shtml)

### **Withdrawing from your program**

How do I withdraw from my graduate program?

In the unfortunate event that you decide to withdraw from your graduate program, you must do so formally. You are required to complete the Leave of Absence and Withdrawal Application. See the link below to the *Graduate Records Forms on WebAdvisor* section on the *Forms & Documents* page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

The form requires the signatures of your advisor and the Graduate Coordinator. Please take note of the instructions concerning refunds of tuition and other fees as well as the return of all outstanding loans from the library. Also, see the instructions regarding re-admission.