



Graduate Program Coordinator's Handbook

February 3, 2012

Overview

The purpose of this handbook is to clarify your role as a Graduate Program Coordinator at the University of Guelph and to organize relevant information in a manner that correlates with your main responsibilities as a Program Coordinator. Many of your responsibilities are defined through Senate policies and procedures as documented in the Graduate Calendar and as referenced in this guide. The Graduate Calendar is the definitive guide to University of Guelph policies, procedures and guidelines and takes precedence over the contents of this handbook. If you have not already read Chapters I, II and III of the Graduate Calendar, you should do so early in your term.

Table of Contents

1. University Administration of Graduate Programs
2. Overview of the Role of Graduate Program Coordinators
3. University Policies and Guidelines
4. Recruitment
5. Admissions
6. Current Students
7. Advisors and Advisory Committees
8. Graduate Faculty Appointments
9. Conflict Resolution
10. Degree Requirements
11. Maximum Registration
12. Financial Support
13. Academic Misconduct
14. Safe Travel Policy
15. Graduate Student Support Services

1. University Administration of Graduate Programs

This section of the handbook outlines the responsibilities of those involved in developing, monitoring and administering graduate programs at the University of Guelph.

Assistant Vice President, Graduate Studies

The Assistant Vice President Graduate Studies oversees the Office of Graduate Studies and all aspects of graduate education in the more than ninety graduate programs offered at the University of Guelph, providing the necessary leadership to enable the University to achieve the highest possible standards in graduate studies. The Assistant Vice President Graduate Studies provides strategic leadership in the development of graduate programs and is responsible for ensuring implementation of the policies and directions determined by the Board of Graduate Studies. In addition, the Assistant Vice President Graduate Studies is responsible for submitting faculty recommendations of degree candidates to Senate who have satisfied the minimum degree requirements; advocating for graduate studies as the Chair of Graduate Services Council; participating in various administrative councils; and promoting graduate student interests. The Assistant Vice President Graduate Studies also represents the University in various external agencies and jurisdictions affecting graduate study.

Associate Dean of the Faculty of Graduate Studies

Reporting to the Assistant Vice President Graduate Studies, the Associate Dean of the Faculty of Graduate Studies plays a role in the promotion of the Faculty of Graduate Studies, contributing to setting appropriate priorities and guiding values; developing and delivering workshops and seminars for graduate faculty, staff and students; and helping to promote a student-centred learning environment. The Associate Dean chairs the Admissions and Progress Committee of the Board of Graduate Studies; provides consultation to students and faculty on student progress; and conducts investigations of graduate student academic misconduct. By building positive relationships with students, faculty and staff across the University, the Associate Dean enhances the learning environment for graduate students and contributes to the visibility and profile of the Office of Graduate Studies.

Office of Graduate Studies

The Office of Graduate Studies partners with academic departments to:

- maintain academic standards and the integrity of graduate programs
- admit high quality students to the University of Guelph, from Canada and internationally
- provide funding to assist graduate education
- assist graduate students with the successful completion of their academic studies

The Office of Graduate Studies, located on the 3rd floor of the University Centre, is the administrative centre for most aspects of graduate students' academic life. The staff within the office provide a number of services and links for admission counseling, financial counseling, external transcript evaluation, problem resolution, e-thesis approval and advice, program issues, Advisory Committee Program/Degree Program forms, external scholarship advice and applications.

Director, Office of Graduate Studies

Reporting to the Assistant Vice President Graduate Studies, the Director, Office of Graduate Studies, is responsible for the operation and administration of the Office of Graduate Studies in co-ordination with the office of the Assistant Vice President Graduate Studies and the Office of Registrarial Services, other academic and administrative units, and other Ontario universities. The Director co-ordinates support with universities sharing joint graduate programs; provides academic administrative support for various graduate committees and subcommittees; and provides analysis, opinion and support for University policy development and changing academic and/or administrative practices in all areas of graduate study, research, graduate enrolment management and funding, including all related internal and external University activities.

Manager, Recruitment and Admissions

Reporting to the Director, Office of Graduate Studies, the Manager, Recruitment and Admissions is responsible for the management of graduate recruitment and admission activities. In this role, the Manager, Recruitment and Admissions is the representative of Graduate Studies for University recruitment-related meetings and events and, in liaison with graduate program offices, develops and implements recruitment strategies and events. The Manager, Recruitment and Admissions is accountable for all aspects of managing, adjudicating and executing graduate admission policies and processes including all transcript evaluation activity between the Office of Graduate Study and graduate program offices.

Secretary to the Assistant Vice President Graduate Studies

The Secretary to the Assistant Vice President Graduate Studies provides secretarial and administrative services to support the function of the Assistant Vice President Graduate Studies and Program Quality Assurance, the Associate Dean of the Faculty of Graduate Studies and the Director of Graduate Studies, and is secretary for various subcommittees of the Board of Graduate Studies. Responsibilities also include support for the Internal Quality Assurance Program (IQAP) processes; facilitating the submission of graduate faculty nominations, new course and course revision submissions and program changes to the subcommittees of the Board of Graduate Studies and the Board of Graduate Studies; and assisting in scheduling for the Assistant Vice President Graduate Studies. The Secretary to the Assistant Vice President Graduate Studies also shares joint coordination of yearly publication of the electronic calendar with Enrolment Services.

Graduate Awards Officer

The Graduate Awards Officer is the University external liaison for all provincial, national and international graduate student scholarship/funding agencies and has overall responsibility for the coordination of “University-wide” internal awards competitions; external awards

competitions and setup of the meeting for various awards committees, through to the shared processing and maintenance of graduate awards records and statistics. Awards information and financial advice and assistance to departments, faculty, and students are provided by the Graduate Awards Officer, ensuring that the awards process is carried out according to terms and conditions and University policy.

Graduate Records Officer

The Graduate Records Officer has primary responsibility for maintenance and upkeep of the student file from the point of admission through to graduation and the closing of the student file. The Graduate Records Officer is the secretary for the Admission and Progress committee and routinely prepares information for the committee and receives appeals. The Graduate Records Officer is responsible for processing plans of study, leaves of absence, withdrawals, transfers of program, transfers in status, tracking maximum registration and reporting through Colleague, Colleague communications for the Office of Graduate Studies, applications for re-admission, various exchange agreements of students (both domestic and international), and recommendations for graduation.

Service Assistants

Reporting to the Manager Recruitment and Admissions, the Service Assistants are responsible for the effective processing of applicant inquiries and applicants; assisting in the evaluation of files; and follow-up activities associated with admissions. The Colleges of CME, COA, CPES and CSAHS are serviced by one Service Assistant, while the colleges of CBS, OAC and OVC are serviced by the other. Either Service Assistant may answer for the other in one is absent.

The Service Assistants are also responsible for record-keeping of graduate students from acceptance to graduation and beyond and as such are the contact point for the student throughout their degree.

The Service Assistants are accountable for a variety of duties and responsibilities which include in addition to the above: support of the Manager, Recruitment and Admissions and the Records Officer through the evaluation of files and follow up with the required admission procedures; verification of language scores; Colleague data entry and updates to graduate records; receipt and input of advisory committee forms; receipt of examination requests and preparation of examination documents; communication with external agencies when required to obtain and verify information pertinent to the students' records; provision of information and advice on University requirements, policies and procedures; maintenance of accurate hard copy student files; preparation of defence forms; and processing and approval of e-theses to the digital archive.

Associate Deans, Research and Graduate Studies

Reporting to the Dean of each College, the Associate Dean, Research & Graduate Studies (ADRGs) provides leadership in raising the College's research profile, strengthening its research culture, activity and scholarly output, developing research centres as funds allow, managing graduate level funding, and identifying and facilitating areas of graduate growth and improvement throughout the College. The ADRGS provides a key link between the College and the Assistant Vice President Graduate Studies, the Vice President Research, and the graduate Program Coordinators from each of its units.

2. Overview of the Role of Graduate Program Coordinators

The following are intended as broad guidelines for faculty members who are serving as graduate Program Coordinators. Many of the Program Coordinator activities and responsibilities outlined in this section are described in more detail in the later sections of this handbook.

General

Graduate Program Coordinators must be familiar with the rules and regulations pertinent to study at the University of Guelph as printed in the Graduate Calendar, and should be aware of significant changes to said regulations as they are approved by Senate.

It is imperative that Program Coordinators notify OGS of who has signing authority in their absence if they plan to be away for any extended period.

Admissions

With respect to the admission of applicants to the graduate program, the Graduate Program Coordinator is responsible for the following:

- evaluation of application files, including transcripts.
- assisting with course selection for those applicants who have been counselled to complete upgrading.
- assigning upgrading requirements for applicants who may meet University minimum admissions standards but who don't meet departmental standards.
- responsibility, on behalf of the departmental Graduate Studies Committee, for recommending admission of new graduate students; signing all forms pertaining to admission, including "Recommendation for Admission", "Recommendation to Waive English Language Requirements", "Funding Statement" etc.
- when the Office of Graduate Studies (OGS) has rejected an applicant whom the department wishes to admit, the Program Coordinator is responsible on behalf of the departmental Graduate Studies Committee for the submission of any appeal and supporting documents to be presented to the Admissions & Progress (A&P) Committee of the Board of Graduate Studies (BGS).

Records

Once a student has been admitted to a graduate program the Program Coordinator is responsible for the following:

- facilitating the establishment of the student's Advisory Committee and academic program and submission of the "Advisory Committee" form to OGS by the student's second registered semester.
- initiating the Graduate Faculty nominations process.
- monitoring graduate student progress by ensuring that Evaluation Reports are completed and submitted each semester; submission of the Evaluation Report Audit List to OGS each semester. (Many units review these forms at a semesterly meeting of their Graduate Studies Committee.)
- assisting graduate students and faculty with dispute resolution; referring students and faculty to appropriate personnel in more complex and difficult situations.
- referring graduate students to counselling services if necessary; being sensitive to the various needs of troubled students, both domestic and international.
- making recommendations to the Admissions and Progress Committee on behalf of the departmental Graduate Studies Committee in the event of special academic situations which may arise from time to time. These may include requests to transfer programs, recommendations for dealing with course failures, time limit extension requests, extended leave of absence requests, etc.
- scheduling or organizing masters defences, doctoral qualifying examinations and doctoral defences, ensuring that the Office of Graduate Studies receives notification of upcoming qualifying examinations and defences and that final paperwork following the qualifying examination or defence is submitted to the Office of Graduate Studies.
- chairing the graduate program Awards Committee and making recommendations as required by the terms of the award.

Programs

- assessing course changes, deletions, additions and new programs within the five Division Committees (I – Humanities, II – Social Sciences, III – Human and Animal Sciences, IV – Plant Sciences, V – Physical and Engineering Sciences).
- submitting course changes, additions or deletions for their program/unit.
- preparing the appraisal or reports for the internal review of graduate programs.
- submitting calendar changes and updates.

Graduate Secretary

The Graduate Secretary assists the Graduate Program Coordinator in all activities that support the recruitment, admission, progress and program completion of graduate students in the program.

3. University Policies and Guidelines

Graduate Calendar

The Graduate Calendar is the official document of the University that identifies the policies governing the University, its programs, and its students and faculty. The Graduate Calendar may be found at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/>

The Graduate Calendar is a Senate approved document and all changes are approved at meetings of Senate.

Board of Graduate Studies

The Board of Graduate Studies (BGS) considers and reports to Senate on proposals for the establishment of a new program for a graduate degree or diploma, recommends admission standards for appointment to the Faculty of Graduate Studies, makes recommendations on matters of graduate educational policy, recommends University graduate admission requirements, approves candidates for graduate degrees, approves graduate course deletions and additions, and performs other tasks as outlined in the Board of Graduate Studies bylaws. For a description of the role of the Board of Graduate Studies and its bylaws, refer to:

http://www.uoguelph.ca/secretariat/senate/committees_bgs/

<https://uoguelph.civicweb.net/Documents/DocumentDisplay.aspx?ID=4482>

BGS has two standing sub-committees: the Committee on Graduate Programs and Policies and the Admissions and Progress Committee. Both committees meet monthly throughout the year.

Committee on Graduate Programs and Policies

Membership:

- Chair, Board of Graduate Studies or designate (Chair)
- Assistant Vice President Academic
- Up to six other general members, half of whom are also members of the Board of Graduate Studies
- One (non-voting) staff from the Office of Graduate Studies, who shall be the recording Secretary

The committee is free to engage other faculty, administrative staff or graduate students as non-voting participants on a continuing or periodic basis, as it finds appropriate, to assist with fulfillment of its responsibilities.

Mandate:

The committee advises the Board on the following matters by providing preliminary scrutiny and/or preliminary drafts of policy proposals for consideration by the Board. In this context, the Graduate Programs and Policy Committee:

- reviews proposals for the addition, deletion or amendment of graduate programs and courses in light of Senate-approved learning objectives, graduate program, standards, information and recommendations from the Division Committees, and any relevant external academic quality standards, activating refinement of proposals as necessary to better achieve these goals before bringing the matter forward for consideration by the Board of Graduate Studies,
- periodically reviews policies concerning appointment to Graduate Faculty, advising the Board of Graduate Studies on the need for amendment as appropriate, and
- reports on its activities at each meeting of the Board of Graduate Studies.

Subcommittees of the Committee on Graduate Programs and Policies

To fulfill the responsibilities of the Board of Graduate Studies, two sub-committees have been established: Graduate Studies Committees and Division Committees.

(1) Graduate Studies Committees

Graduate Studies Committees are sub-committees of the Committee on Graduate Programs and Policies.

Membership

Each academic unit (department, school or interdepartmental group) offering graduate education shall establish, in a manner appropriate to its operations, a Graduate Studies Committee consisting of members of the Faculty of Graduate Studies and including graduate student representation. The student representative(s) shall be elected by the graduate students or named after consultation with the graduate students in that program. Normally, the chair of each graduate studies committee shall be the Coordinator of the relevant graduate program. Provision should be made in such academic units as wish to do so, to have graduate students sit aside for discussions of matters private to particular individuals.

Mandate

The Graduate Studies Committee shall oversee in general the graduate program(s) of the academic unit and more particularly the curriculum and the students and their progress in their individual programs. The Committee is responsible for keeping the affiliated program curriculum under ongoing review, assessing the degree of achievement of its academic goals as required by University and external quality assessment processes, initiating and/or responding to proposals for curricular change, and initiating action, as necessary, according to University academic governance processes.

Informed by relevant Senate policies, each Graduate Studies Committee also oversees the progress of students in the relevant graduate program(s) under its purview. Assistance to the Committee with interpretation of Senate policies is provided by the Assistant Vice President Graduate Studies, who in turn may seek further guidance from the Committee on Admissions and Progress and/or the Board of Graduate Studies.

(2) Division Committees

A Division Committee exists for each of the following: the humanities, the social sciences, the human and animal sciences, the plant sciences, and the physical sciences. The Division Committees allow for interdisciplinary consideration of proposals for addition, deletion or amendment of graduate programs and courses. Normally new program proposals or significant program or course revisions will be reviewed first by the relevant Division Committee(s) for comment prior to consideration of the proposal by the Board of Graduate Studies or its committees.

The number and composition of Division Committees are informed by the interdisciplinary review framework and program groupings in place for the purposes of provincial graduate program quality control processes and the University's own array of graduate programs. The Graduate Program Coordinator of each program is a member of one of the Division Committees and may ask to be appointed to other Divisions relevant to their program.

The current Division Committee structure is provided below. As required by changes to the University's graduate program offerings or provincial program quality review frameworks, the Assistant Vice President Academic will advise the Board of Graduate Studies on the need for amendment to the current structure.

Division 1 – HUMANITIES

Art and Visual Culture, Creative Writing, English, European Studies, French, History - Tri-University Program, Latin American and Caribbean Studies, Philosophy, Literary Studies/Theatre Studies in English, Studio Art, Theatre Studies.

Division 2 – SOCIAL SCIENCES

Business Administration, Capacity Development and Extension, Criminology and Criminal Justice Policy, Economics, Family Relations and Applied Nutrition, Geography, International Development Studies, Landscape Architecture, Marketing and Consumer Studies, Political Science, Psychology, Public Issues Anthropology, Sociology, Rural Planning and Development.

Division 3 – HUMAN AND ANIMAL SCIENCES

Animal and Poultry Science, Biomedical Sciences, Biophysics, Clinical Studies, Environmental Biology, Family Relations and Applied Nutrition, Food Science, Food Safety and Quality Assurance, Human Health and Nutritional Sciences, Integrative Biology, Molecular and Cellular Biology, Neuroscience, Pathobiology, Population Medicine, Psychology, Public Health.

Division 4 – PLANT SCIENCES

School of Environmental Sciences, Integrative Biology, Land Resource Science, Molecular and Cellular Biology, Plant Agriculture.

Division 5 – PHYSICAL SCIENCES

Biophysics, Chemistry, Computing and Information Science, Engineering, Geography, Land Resource Science, Mathematics and Statistics, Physics.

Membership

Division Committees of the Board of Graduate Studies shall consist of the Coordinators of Graduate Studies of departments participating in the Division Committee or their designate.

Mandate

Each Division Committee of the Board of Graduate Studies shall consider proposals for modification of the degree programs for which it is responsible and of courses which are a part of those programs, and report thereon to the Graduate Programs and Policies Committee of the Board of Graduate Studies.

Admissions and Progress Committee

Membership

Ten members are appointed annually by the Chair of the Board of Graduate Studies in consultation with the Assistant Vice President Academic for a one-year renewable term. Ideally all members of the Committee will also be members of the Board and broadly represent different programs across the University. The membership is comprised of:

- The Associate Dean of Graduate Studies (normally Chair)
- 3 graduate students
- 3 faculty members (at least one tenured)
- One representative from the Office of Student Affairs
- Two (non-voting) staff from the Office of Graduate Studies, one of whom is recording secretary
- A Vice-Chair is to be elected by the Committee from among its members.

Mandate

The Committee on Admissions and Progress (A&P Committee) shall:

- keep under review policies regarding admission of applicants and progress of graduate students in their programs of study,
- take action on behalf of the Board with respect to unsatisfactory progress and special requests by graduate students, and
- report to the Board on an annual basis.

The actions of the Admissions and Progress Sub-Committee are informed by Senate

policies regarding admission of applicants and progress of graduate students. Its decisions are subject to appeal to the Committee on Student Petitions.

Admissions and Progress Procedures and Guidelines

Procedures and guidelines for student cases falling under the mandate of the A&P Committee may be found at:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

4. Recruitment

In most programs, graduate recruitment is the responsibility of the Program Coordinator, the Graduate Secretary and members of the graduate faculty working in collaboration with the Manager, Recruitment and Admissions, Office of Graduate Studies.

Departmental Recruitment Tools

- **Departmental One-pager**
Each department has a one-pager recruitment brochure. This brochure is updated annually (June-August) and is used to promote graduate programs to prospective students by each program as well as through recruitment efforts by the Office of Graduate Studies. Program Coordinators are asked to review the one-pager each year and make and submit any changes required to ensure the program is accurately advertised to prospective students. Edits, printing and the creation of a PDF of department one-pagers is facilitated through the Office of Graduate Studies. Departments are contacted each Spring/Summer to begin the review of their one-pager for the upcoming recruitment cycle.
- **Topic Specific One-pagers**
Prospective students commonly ask about three broad areas of research: Health Sciences, Environmental Sciences and Human Nutrition. As you may be aware, many graduate programs at the University of Guelph encompass research in one of these areas. In order to communicate our programs effectively, OGS created three topic specific one-pagers that outline programs that facilitate research in each respective area. Each year Program Coordinators are asked to review these documents to ensure their program is accurately reflected on each topic specific one-pager (if applicable).

Website Tools

Through the Secure Site (located on the OGS website), Program Coordinators have access to information about how to plan, organize and facilitate their departmental graduate recruitment strategy. By reviewing general recruitment principles and understanding effective recruitment strategies this website offers suggestions about how to incorporate faculty in departmental recruitment efforts; creation of an effective communications strategy; email templates created

to communicate with various cohorts of prospective students; and effective website techniques.

5. Admissions

General Admissions Requirements

The Graduate Calendar provides the definitive requirements for general admissions to the University of Guelph. Current requirements are noted here.

- **Master's Degree**
Applicants are required to have completed a 4-year Honours degree, or equivalent, from a recognized post-secondary institution with a minimum B- average over the last two years of full-time equivalent study.
- **Doctoral Degree**
Applicants are usually required to have completed a Bachelor's and a Master's degree from a recognized post-secondary institution and must have achieved a minimum overall B average in their Master's program. Applicants must demonstrate strong potential for research.
- **Graduate Diploma**
Applicants are required to have completed a four year Honours degree or equivalent from a recognized post-secondary institution with a minimum of a B- average over the last two years of full-time equivalent study.

Additional Admissions Requirements

- Some departments may have additional or higher admission qualifications. The department's website should indicate specific/additional admission requirements.
- Student's whose first language is not English are required to present a passing English Language test. For up to date information about acceptable English Language tests visit: <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/international>.

Note: Departments can choose to waive the English Language requirement with substantiated evidence that the applicant has proven English Language ability. The department must fill out the **English Language Waiver** (secure site), with appropriate signatures and a letter in support of admitting the student. These documents should be forwarded (along with the student's file and recommendation) to the Office of Graduate Studies.

For more information about General Admission Requirements, visit the Graduate Calendar online at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-admit-reg.shtml>

International Assessments

Program Coordinators are commonly asked about equivalency of a degree from a university in a different country. You can use the website noted below as a quick reference to determine whether a degree from a university in a different country is equivalent to a 4-year Honours degree here at the University of Guelph. This link can be shared with prospective students:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?app=credguide>

Your Graduate Secretary has access to a similar site with specific notes about the degree from that country and its equivalency to a degree from the University of Guelph. Please ask your Graduate Secretary to review the OURA website. This link CANNOT be shared with students.

Non-standard Admissions Cases

Detailed information for students who do not meet the minimum University Admissions requirements may be found in the Admissions and Progress Guidelines document:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

Upgrading

- **For Admissions to a Master's program**

Students who have not completed a 4-year Honours degree (or equivalent) or who do not meet the minimum admission average must complete additional courses (commonly referred to as upgrading) in order to be considered for admission to a Master's program at the University of Guelph. See specific guidelines at:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

- **For Admissions to a Doctoral program**

Students interested in pursuing a Doctoral program who do not meet the minimum admissions requirements are also required to upgrade their Master's degree. See specific guidelines at:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

- **FAQ:** Students who have completed a 3- or 4-year degree from India, Pakistan or Bangladesh commonly do not meet the minimum University of Guelph admission requirements. Students from these countries have various upgrading options, depending on their individual situation.

http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/upgrading_forindia_pak_bang

Further Notes on Admissions

- Students interested in upgrading commonly seek advice from the department with regard to the selection of courses. Recommended courses must meet the specifications outlined in the Admissions and Progress document:
<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>
- Students who upgrade are not guaranteed admission to a graduate program at the University of Guelph.
- Students who are required to upgrade their credentials must be admitted as a non-degree student through Undergraduate Admission Services:
<https://admission.uoguelph.ca/Template.aspx?SiteID=fe4b38f8-97ea-4f31-95d3-be13eab8a0b8&PageID=135>

Alternate Admissions

Alternate admission may be applied for applicants who do not meet the normal University admission requirements in one of two ways:

- not enough academic preparation
- academic preparation of insufficient quality.

The Program Coordinator is responsible for organizing the supporting documentation in seeking admission of such applicants. See the Admissions & Progress Guidelines for specific details about admissions via the alternate admissions route:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

Recommending an Applicant for Admission

The University of Guelph has a decentralized admissions process. This means that each department reviews the applicants that have applied to their program and subsequently recommends the applicants they would like to admit to their program to the Office of Graduate Studies. OGS reviews the applicant file and if evaluated correctly and all necessary documents are present, OGS extends the official Offer of Admission to the applicant.

In order for the recommendation to be processed by OGS, the department must conduct a full evaluation of the applicant file, fill out the necessary forms, and forward the document to OGS.

Necessary Documents/Signatures for Recommending an Offer of Admission to OGS

Below is a list of all necessary documents. Note: the Program Coordinator's signature is required on many of these documents.

Recommendation for Admission

- complete all fields
- documents dated and signed by Program Coordinator

Funding Form

- located on the secure website
- essential that document is clear and filled out properly, indicating the level of funding per year (3 semesters/year)
- Program Coordinator must sign the funding form

Transcript Evaluation Form

- complete this form and forward it along with relevant documentation (found on the secure website). Usually evaluated and filled out by the Graduate Secretary.

Transcripts and Original Documents (usually organized by Graduate Secretary)

- must be sent to the Office of Graduate Studies in the original envelopes – send envelopes with transcripts
- reference letters are not required

Application Submission Summary

- downloaded and printed from the secure website (Graduate Secretary)
- if the PDF is found on this site it signifies the applicant has paid the application fee. If the document does not appear, application cannot be processed until application fee paid.

English Language Waiver

- can be found on the secure website
- must have supporting document attached if necessary
- requires appropriate signatures (Program Coordinator, Chair, Associate Dean, Research and Graduate Studies).

Final Steps

OGS will evaluate the file.

- if admitted to the program, OGS will process the offer, send official documentation to the student and will forward a photocopy to the department
- if OGS rejects an applicant, the Program Coordinator is responsible, on behalf of the departmental Graduate Studies Committee, for the submission of any appeal and supporting documents to be presented to the Admissions & Progress Committee of the Board of Graduate Studies.

Accepting an Offer of Admission

A student who chooses to accept the offer of admission submits the Admission Response

Form to the Office of Graduate Studies. The student is responsible to meet any admission conditions outlined in the offer.

Deferring an Offer of Admission

A student who has been given an offer admission must seek the approval of the department to which they have been admitted to defer their offer until a later term. A fee equivalent to that of the application fee will apply. Approval of a request to defer is at the discretion of the department. Details may be found at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/deferring>

Other Helpful Links

- **What are Graduate Studies?**
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/about>
- **Online Application**
https://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT_DSP&merchant_rn=810327&action_id=choose
- **Application Checklist**
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?apply>
- **Cost of Living & Tuition**
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/costs>
- **Information for International Students**
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/international>
- **Information for Students with Disabilities**
<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?disabilities>

6. Current Students

Registration

New and returning graduate students can find detailed information about registering for a semester, choosing courses using WebAdvisor and other important information on the Office of Graduate Studies web site.

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?records>

Provisional and Special Students

Provisional students or special students who are in a non-degree program are not permitted to use WebAdvisor to register, although they may still use WebAdvisor for everything else.

Students in either of these situations must complete the [Graduate Student Add/Drop Form](#) and submit, either by mail or in person, to their department for signatures and subsequent submission to Enrolment Services, 3rd floor UC.

Financial Statements

Financial statements are available on WebAdvisor following the course selection period for all preregistered students approximately four to six weeks prior to the beginning of each semester. Payment of the account by the published deadline will complete the registration process. Late payment will result in the assessment of late fees. Failure to make appropriate payment arrangements by the end of the add period for the semester will result in the cancellation of enrolment (de-registration) for that semester. Reactivation of the term may only be approved with full payment or upon approval by Student Financial Services.

Undergraduate Courses

Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the [Graduate Student Add/Drop & Change](#) form and then submit the form to Enrolment Services

Multi-semester Courses

Students registered in multi-semester courses must register in each semester in which they are actively engaged in course requirements, unless otherwise stated in the course description.

Failure to Register

Failure to register or receive prior permission for a leave of absence will be regarded as withdrawal from graduate studies at this university. Students who are expected to register and fail to do so are considered AWOL and will be notified by the Office of Graduate Studies that they need to register or request a leave of absence. The office will also notify the department of all students who are AWOL. If a student's file is closed as a result of unauthorized absence they must apply for readmission; if readmitted they will be required to conform to current regulations.

**Note: Students who are financially de-registered and fail to make arrangements with Student Financial Services to become re-registered are considered AWOL and their file will be closed if they do not resolve their student status.*

Transfer from Full-Time to Part-Time

The [Application for Transfer to Part-time Study](#) form is required for full-time graduate students who wish to transfer to part-time study, either permanently or temporarily. A full-time student may be allowed to transfer to part-time status if demanding circumstances relating to personal health issues, family responsibilities, or employment exist. Documentation of these circumstances must be submitted with the form. An Add/Drop form is also required.

Transfer from Part-Time to Full-Time:

The [Application for Transfer to Full-time Study](#) form is required for part-time graduate students who wish to transfer to full-time study, either permanently or temporarily. An Add/Drop form is also required as well as a funding form for Doctoral students.

**Note: Transfer forms must be signed by the Program Coordinator and the Advisor.*

Applications to transfer to part-time/full-time are time sensitive as the student may be charged a tuition penalty depending on when the application is received (see the following link for the [Refund of Fees](#) schedule). To ensure the student is not penalized financially, the forms should be submitted no later than the fifth class day each semester.

Leave of Absence

Students are expected to register in each consecutive semester of study until graduation. They must be registered in each semester in which they are actively engaged in course work or research, including any semester in which they have any contact with University faculty/staff or use of University facilities in connection with their degree program. Students, using the [Leave of Absence](#) request form and with the approval of their department (Program Coordinator and Advisory) and the Office of Graduate Studies, may be approved for up to three consecutive leave of absences. Further leave(s) of absence may be granted subject to review and recommendation by the department and approval of the Admissions and Progress Committee. If a student finishes their program requirements in the semester immediately following a leave of absence, that student will not be eligible for an [Early Completion Rebate](#), meaning they will be charged for the full semester tuition and fees.

Students requesting a leave of absence once the semester has begun are required to submit a [Withdrawal Notice](#) in addition to the [Leave of Absence](#) application. The withdrawal form is necessary so that the student's registration can be cancelled. Leave of Absence requests are time sensitive if a student is registered because the refund is calculated based on the day the leave of absence and withdrawal notice are received in the Office of Graduate Studies. Please see the following link for the [Refund of Fees](#) schedule.

Incomplete Courses

A student who receives an INC (Incomplete) must complete the course in the next registered semester, at the end of which it is required that the INC be replaced by a grade of INF (Incomplete: Failure). If the student is not registered in the semester in which the course is completed, any submitted grade will not be accepted and the student will receive INF as a final grade. Note that the student does not register for the incomplete course again; when a grade is received, the grade will replace the INC grade originally recorded. Requests to permit the extension of INC courses are sometimes considered for documented medical or compassionate reasons. If the reasons for the request are compelling, the requests are normally granted. (Note: all grades are submitted to Enrolment Services in the Office of Registrarial Services)

Withdrawing

Should a student wish to withdraw from the University, the Office of Graduate Studies must be notified. Students are required to complete the [Withdrawal Notice](#) which is available on the

Office of Graduate Studies website under Forms & Documents. For permanent withdrawal, the student may submit the notice to the Office of Graduate Studies without departmental signatures. In this case, the Office of Graduate Studies will obtain the appropriate signatures. When a student withdraws from the program a refund is calculated based on the day the withdrawal form is received in the Office of Graduate Studies. Please see the following link for the [Refund of Fees](#) schedule.

Program Transfers

Any changes to a student's program require an [Application for Transfer to Another Program](#) to be submitted. Other documentation may be required which is outlined in the Admissions and Progress Guidelines, Item 7, Transfer Application Procedures at:

<http://www.uoguelph.ca/registrar/graduatestudies/files/a&p.pdf>

Applications to transfer to another program must be signed by the Program Coordinator of each program.

7. Advisors and Advisory Committees

The role of Departments, Advisors, Advisory Committees and the responsibilities of students are clearly presented in the Graduate Calendar in the *Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures* which may be located at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/pdf/files/calendar.pdf>

For purposes of consolidating relevant material in this guide, portions of the Graduate Calendar are provided here.

Departmental Responsibilities

The development and maintenance of a high-quality graduate program is of key importance to every department in the Faculty of Graduate Studies. It is, therefore, in each Department's best interest to encourage and support effective graduate advising.

The responsibilities of the Department may be assigned by the Chair in whole or in part to the Program Coordinator and shared by the Graduate Studies Committee. If such a designation of responsibilities occurs, that division of responsibilities should be clearly outlined and publicly available. In the case where the Program Coordinator is the faculty advisor, the responsibilities of the Program Coordinator with respect to departmental advising duties will be carried out by the Chair or his/her designate. Where the Chair, is the faculty advisor, his/her Departmental Responsibilities with respect to advising will be carried out by the Program Coordinator or his/her designate. The Department should:

1. Assist the Advisor and student in determining appropriate deadline dates and regulations associated with review, examination and submission of the thesis or research project as specified in the Graduate Calendar and/or the Office of Graduate Studies and the Department or School.

2. Make available to faculty and students information about current courses, areas of expertise of faculty members, and pertinent information not already outlined in the Graduate Calendar. This information may be available through the Department website, graduate handbook or occasional flyers.
3. Set up procedures that match students and advisors, with the matching to be completed as quickly as possible, not later than within six months of initial registration.
4. Approve the advisory committee/graduate degree program form no later than the end of the student's second registered semester.
5. Establish procedures by which the Program Coordinator and, if appropriate, the Graduate Studies Committee can monitor progress of graduate students through reports by the Advisor, student, and appropriate others, and to communicate this progress to all involved parties.
6. Investigate situations where an Advisory Committee has not met for two or more consecutive semesters. In addition, investigate perceived irregularities in student/Advisor/Advisory Committee relationships.
7. If a student has received an "Unsatisfactory" evaluation report for two consecutive semesters then the Departmental Program Coordinator will meet with the student, the Advisor and the Advisory Committee to consider the lack of progress and any possible remedial measures.
8. Maintain a list of scheduled faculty leaves and, where warranted, assist in making satisfactory arrangements for the advising of the student when the Advisor is on leave or on extended absence from the campus. Depending on the length of absence, it may be necessary to make arrangements for an interim Advisor.
9. Encourage the interaction of graduate students with other students and faculty, and the development of a professional identity through research seminars, posting of conferences, and other means.
10. Inform the Office of Graduate Studies should there be unresolved concerns about either the Advisor's effectiveness or the student's performance.
11. Allow students to change Advisors if their research interests shift or develop in a new direction and if the change reasonably can be accommodated by the Department.
12. In the event that an Advisor or Advisory Committee member withdraws because of a conflict of interest, work with all parties to mitigate any negative consequences of the withdrawal.

Responsibilities of the Advisor

A Faculty Advisor's primary task is to guide and inspire his or her students to reach their scholarly potential. The Advisor should promote conditions conducive to a student's research and intellectual growth, providing appropriate guidance on the progress of the research and the standards expected. Good supervisory practice includes the following:

1. Facilitating the student's intellectual growth and contribution to a field of knowledge.

2. Guiding the student, with the assistance of the Advisory Committee, in the development of a program of study.
3. Assisting in the development and execution of a research program or project.
4. Being reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems. What constitutes "reasonable accessibility" may vary according to discipline, stage of research, etc. However, an Advisor must be in contact with the student frequently enough to be able to make an informed judgement on the student's progress on a semesterly basis.
5. Thoroughly examining written material submitted by the student and making constructive suggestions for improvement. Informing the student of the approximate time it will take for submitted written material to be returned with comments. Normally, comments should be returned to the student within two weeks, although circumstances such as absences from campus or unusually heavy workload may require that the Advisor take longer than two weeks to review the student's work. Timing of submission and review should be negotiated between student and Advisor.
6. Advising the student as to the acceptability of the draft thesis or research project prior to submission to the Advisory Committee. If the Advisor believes the thesis or research project is not ready for submission or will not be ready within a particular time, the Advisor should so indicate with written reasons to the student. In cooperation with the Chair or Departmental Program Coordinator, helping to organize qualifying and final examinations.
7. Assisting the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in the Graduate Calendar and/or by the Office of Graduate Studies and/or the Department or School.
8. Giving ample notice of extended absences from campus such as research leaves, and making satisfactory arrangements for the advising of the student when the Advisor is on leave or on extended absence from the campus. Where a faculty member knows that he/she will be on leave for part of a student's program prior to the start of the program, the student should be informed of this at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim Advisor.
9. Making reasonable arrangements, within the norms appropriate to the discipline and the limits of the material and human resources of the University, so that the research resources necessary for execution of the student's thesis or major paper research are available.
10. Advising the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms. Alerting the student to any personal risks that may be encountered in the course of the research and providing training, guidance and adequate equipment appropriate for those risks.
11. Chairing the Advisory Committee. Responsibilities will include:

- holding regular Advisory Committee meetings with the student, normally no less than once per semester
- submitting evaluation reports every semester, in consultation with the Advisory Committee, to the Departmental Graduate Studies Committee
- formulating a plan of action with the student and the Advisory Committee to address any problems that have been identified as a result of a semester progress review, and
- when a semester progress rating of "Some Concerns" or "Unsatisfactory Progress" has been assigned, providing written notification, including the signatures of all Advisory Committee members and the student, to the Office of Graduate Studies.

Note: A "Satisfactory" evaluation represents normal progress on course work and research. A "Some Concerns" report is compatible with an expectation for successful completion of the program, but indicates some specific concerns regarding the student's current performance and/or progress on course work or research or both. An "Unsatisfactory" report is a clear indication of concern about the student's ability to complete the program. Such concern may be based on poor performance in course work or research or both. Unsatisfactory progress could include failure to meet agreed research milestones, including the timely preparation of a research proposal, including the signatures of all Advisory Committee members, to the Faculty of Graduate Studies.

12. Complying with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes unavailable, the Advisor will work with the Department and Faculty of Graduate Studies to ensure support for the student.
13. Acknowledging, in accordance with University policies, the contributions of the student in presentations and in published material, for instance through joint authorship.
14. Immediately disclosing to the Department Chair any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisor and student or when there are irreconcilable interpersonal conflicts, and in such cases it is expected that the faculty member will withdraw from the role of Advisor. Conflicts of interest may also arise when the Advisor or student have a financial interest in the outcome of a research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Department Chair.

Responsibilities of Advisory Committees

Members of an Advisory Committee can do much to enhance the academic experience of a student, allowing the student to take advantage of a range of expertise in the discipline. The specific responsibilities of an effective Advisory Committee are as follows:

1. Encourage the student's intellectual growth to become a competent contributor to a

field of knowledge. In this context, the Advisory Committee must provide constructive criticism and provocative discussion of the student's ideas as the program develops. The Committee should ensure that the student is exposed to a wider range of expertise and ideas than can be provided by the Advisor alone, including directing the student as appropriate to consult with experts outside the Committee.

2. Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems.
3. Attend regular meetings of the Advisory Committee with the student, normally no less than once per semester.
4. Develop, with the student's involvement, and formally approve a list of courses that would constitute the program of study, no later than the end of the second semester. (This program of study is not considered final until also approved by the Department and the Faculty of Graduate Studies. Such approval will not normally be withheld if the proposed program meets the published program requirements.)
5. In consultation with the Advisor, confirm and approve progress reports in those cases where there are concerns or when the progress being made is unsatisfactory. ("Some Concerns" and "Unsatisfactory" progress reports will also be forwarded to the Department and the Faculty of Graduate Studies.)
6. Formulate a plan of action with the student to address any problems that have been identified as a result of a semester progress review of "Some Concerns" or "Unsatisfactory".
7. Inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week turnaround, for instance because of absence from campus or an unusually heavy workload, provide the student and the Advisor with an estimate of the time required.
8. Thoroughly review and comment on drafts of written material. Inform the student as to whether or not a research project is complete or a thesis ready for submission to the final examination committee. If additional work is required, provide feedback to guide the student in satisfactory completion of the work.
9. Immediately disclose to the Advisor and the Department Chair any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisory Committee member and the student or when there are irreconcilable interpersonal conflicts, and in such cases it is expected that the faculty member will withdraw from the Advisory Committee. Conflicts of interest may also arise when the Advisory Committee member or student have a financial interest in the outcome of the research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Department Chair and the Advisor.

Student Responsibilities

As noted above, responsibilities of graduate students are identified in the *Policy on Responsibilities of Advisors, Advisory Committees and Graduate Students and Graduate Student-Advisor Mediation Procedures* which may be located at:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/pdf/files/calendar.pdf>

8. Graduate Faculty Appointments

Guidelines for appointing graduate faculty appointments may be found at:

http://www.uoguelph.ca/registrar/graduatestudies/files/nomination_graduate_faculty.pdf

Members of regular graduate faculty are appointed from among the faculty members of the University, on the recommendation of the department chair/director of a school (or his/her designate) to the Board of Graduate Studies. Faculty members in departments without graduate programs may be appointed as graduate faculty in another department. Faculty who hold Adjunct Faculty appointments and are involved in graduate teaching or advising must also be approved as Graduate Faculty.

Graduate Faculty Categories

There are three categories of Graduate Faculty:

- 1. Regular Graduate Faculty:** Regular Graduate Faculty are tenured and tenure stream faculty at the University of Guelph. (Contractually-limited appointments are not included in this category -- see Special Graduate Faculty.) In most cases, Regular Graduate Faculty are expected to hold a PhD or the most senior degree in their particular area of expertise with an appropriate level of scholarship. Exceptions to this guideline must be accompanied by justification to the Board of Graduate Studies outlining the nature and extent of the experience or other training that equips the nominee for membership of Regular Graduate Faculty. Individuals nominated to Regular Graduate Faculty may be involved with all aspects of graduate education including advising students and examining students and teaching graduate courses. Departments, programs, and schools are expected to provide support in the form of mentoring for newly appointed faculty to the University, especially individuals who do not possess previous experience advising students. It is strongly advised that programs require newly appointed faculty to serve as co-advisors linked with a more experienced faculty member in the early part of their career. It is expected that the performance of Regular Graduate Faculty will be assessed as an integral part of the Promotion and Tenure process.
- 2. Associated Graduate Faculty:** Associated Graduate Faculty are appointed to serve as co-advisors and may participate in all other aspects of graduate education, but they may not serve as sole advisors. Associated Graduate Faculty status is not for members of the tenure stream of faculty at the University of Guelph, but rather for individuals who are a Professor Emeritus/Emerita, University Professor Emeritus, or hold a senior academic degree in their particular area of expertise and have appropriate research experience. They should have experience working on graduate student advisory committees. Appointments are for a four-year term, renewable upon application and a satisfactory performance review conducted by the host program, department, or school.

- 3. Special Graduate Faculty:** Special Graduate Faculty are appointed for specific tasks in support of graduate programs, such as teaching graduate courses and serving on advisory and/or examination committees, but they may not serve as advisor or co-advisor. The roles and responsibilities of the nominee must be defined at the time of nomination, and each revision of the roles and responsibilities must be submitted for approval by the Board. Although senior academic qualification and experience is desirable for Special Graduate Faculty, this is not essential. The term will be consistent with the nature of the appointment.

9. Conflict Resolution

Graduate Program Coordinators play a central role in mediating many of the conflicts that may arise during the course of students completing their graduate degrees. Mediation procedures for the resolution of disputes related to graduate students and advisors are found in Chapter III, General Information, in the Graduate Calendar:

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

Note that disputes involving faculty behaviour are not the responsibility of the Program Coordinator. Such cases should be brought to the attention of the Chair/Director and will be dealt with according to faculty policies.

10. Degree Requirements

Requirements for each degree granted by the University are found in Chapter IV, Degree Requirements, in the Graduate Calendar:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/degreq/index.shtml>

Each program must adhere to the Graduate Calendar description of the qualifying examination and thesis and must request the appropriate forms from the Office of Graduate Studies prior to each qualifying examination and thesis examination. These forms will be signed by all required parties, including the Program Coordinator. If the Program Coordinator believes there may be a conflict of interest with respect to proposed examiners, his/her signature may be withheld. Matters of this type should be resolved through the Dispute Resolution process, beginning with discussion between the Program Coordinator and the Chair/Director.

11. Maximum Registration

Graduate students are expected to complete their program within the prescribed completion period, as indicated in the offer of admission. Details on maximum registration may be found in Chapter II, General Regulations, in the Graduate Calendar:

<http://www.uoguelph.ca/registrar/calendars/graduate/current/pdf/files/calendar.pdf>

Students who have not completed their studies within the prescribed period will be required to submit to the Admissions and Progress Committee an approved plan of study indicating the work required to complete the degree and the anticipated completion date of the degree. In the event that a student does not complete the program by the maximum duration period, he/she will be required to withdraw from the program for failure to complete. Should the student wish to appeal the withdrawal from the graduate program and continue beyond the maximum duration period, he/she is required to submit an appeal for a time extension to the Admissions and Progress Committee.

12. Financial Support

Funding on Admission

The Graduate Coordinator has signatory responsibility on the funding form for each admitted graduate student. Funding is contingent upon the student maintaining satisfactory progress. Funding may be made up of a variety of sources, however if the source of income is employment as a GTA, GSA or Sessional Lecturer, the number of GTAs or GSAs per semester or academic year must be specifically addressed ([Canadian Union of Public Employees - CUPE Local 3913 Units 1 & 2](#) agreements). The semester or year in which an appointment as a Sessional Lecturer takes place must also be addressed on the funding form. Details are indicated on the Graduate Student Guaranteed Income/Funding Form.

All PhD students are guaranteed a minimum stipend of \$17,500 in accordance with the Guaranteed Minimum Stipend document found at:

<http://www.uoguelph.ca/registrar/graduatestudies/files/minstipend.pdf>.

Scholarships

All graduate scholarships are listed by college in the Graduate Calendar. External Scholarships and University Wide Internal Scholarships are administered through the Office of Graduate Studies, while all other graduate scholarships are administered through Student Financial Services. The Graduate Scholarship Officer in the Office of Graduate Studies is the contact for any questions regarding graduate scholarships.

Departments/programs are responsible for vetting the applications for Tri-Council, Ontario Graduate Scholarships and various other external scholarships, prior to submission to the Office of Graduate Studies.

Financial Difficulty

The Office of Graduate Studies and Student Financial Services provide a number of resources to assist students with financial difficulty. Students in financial difficulty are required to use specific forms found at:

<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?forms>

- **Financial Assistance Form** – This form found on the Graduate Studies forms web page is intended to lead the student to all possible sources of financial assistance. The Graduate Coordinator or Chair are signatories.
- **Need Assistance** - These bursaries are provided to students who require financial aid. The amount awarded varies but is usually small. A financial review is usually required with application for a bursary.
 - **Domestic Need Assistance:** This form is intended for the domestic student with financial need. The bursary is provided at the beginning of and during the winter semester, however, counselors are available in Student Financial Services on a year round basis should a student have dire need. The student is directed to Student Financial Services to submit the form by January 10th of each year. The link to the form can be found on the Graduate Studies forms webpage.
 - **International Need Assistance:** This form is intended for the international student with financial need. Bursaries are awarded throughout all three semesters. The student is directed to the International Student Advisor to submit the form which may be found on the Student Financial Services webpage at: <http://www.uoguelph.ca/registrar/studentfinance/files/GR-Intl-NAF-fw.pdf>
- **GSA/University Compassionate Bursary** – Students in unexpected emergency/compassionate situations should submit this form to the Office of Graduate Studies. This bursary of up to \$1000.00 typically assists those students who may experience costs such as the death of an immediate family member or injury for which there is no coverage

OSAP/Financial Counsellors in Student Financial Services are available by appointment for any students who require financial counselling.

13. Academic Misconduct

Responsibility for documenting and reporting academic misconduct cases lies with the course instructor or research supervisor and the Director/Chair of the department or school. The Director/chair may choose to delegate to the Program Coordinator the responsibility for reviewing and reporting allegations to the College Dean (or Associate Dean). All allegations are investigated jointly by the Associate Dean of Graduate Studies and the College Dean (or designated Associate Dean). Details on academic misconduct may be found at:

http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e1563.shtml

14. Safe Travel Policy

The University's Safe Travel Policy applies to any activity undertaken outside of Canada by the University's students in connection with their academic work or any other activity

officially organized under the auspices of the University (“University Activities”). These University Activities include but are not limited to:

- Field trips
- Credit Courses
- Research projects
- Exchange programs
- Semesters abroad
- Letters of Permission
- Practica
- Internships
- Co-op placements
- Scholarly Conferences
- Organized sport competitions or other extracurricular activities

Activities organized by student associations (i.e. GSA, CSA) or student clubs are not addressed by this policy.

Refer to the Centre for International Programs website for details on this policy and other information relevant to travel outside Canada.

<http://www.uoguelph.ca/cip/page.cfm?id=460>

For information on financial support for graduate student travel, refer to travel awards listed on the forms section of the Graduate Studies web pages and travel awards offered by each college.

15. Graduate Student Support Services

There are many groups that provide academic and personal well-being support services for graduate students. Among them are:

- Academic Integrity Tutorial
<http://www.academicintegrity.uoguelph.ca/>
- Canadian Union of Public Employees Local 3913: Union representing Teaching Assistants and Sessional Instructors
<http://www.uoguelph.ca/hr/staff-relations/employee-groups-agreements>
- Centre for Open Learning and Educational Support
<http://www.open.uoguelph.ca/>
- Graduate Students’ Association
<http://www.uoguelph.ca/gsa/>

- Graduate Student Learning Initiative
<http://gsli.uoguelph.ca/>
- Learning Commons
<http://www.learningcommons.uoguelph.ca/>
- Office of Research
<http://www.uoguelph.ca/research/services-divisions>
- REG
http://www.uoguelph.ca/studentaffairs/reg/index.cfm?unit_id=6

Program Coordinators should be aware of the University's REG system and the wide array of graduate programming available for graduate students and bring this system to the attention of all Graduate Faculty.

- Student Affairs Services
<http://www.uoguelph.ca/studentaffairs/home/services.shtml>