

**Human Health and Nutritional Sciences**

**Graduate Student Handbook**

**MSc and PhD Program**

**Ver 02 – August 2021**

**Welcome to graduate studies at the University of Guelph, and in particular to the Department of Human Health and Nutritional Sciences (HHNS)!** The transition from Undergraduate to Graduate studies can be overwhelming as you try to balance course requirements and research with your other time commitments (e.g. working as a teaching assistant). In addition, over the past year we have all experienced additional mental strain as we try to navigate a Covid-19 landscape that is continuously evolving. If nothing else, the past year has hopefully taught us all to be flexible with our expectations and to be cognisant of our mental health, lessons that will continue to be important as you progress through your graduate degree. This document has been compiled in an attempt to provide a focussed resource that will help HHNS graduate students plan and understand all necessary milestones as you work towards your degree completion. However, additional information pertaining to graduate studies is available in the University of Guelph Graduate Calendar and please do not hesitate to ask for guidance from your advisor or the appropriate Graduate Program Personnel (listed below). In addition, there are many resources on campus to help students manage stress/anxiety (some are listed below), even if not related to your graduate studies. The University is invested in your success beyond your formal graduate training, and it is our hope that everyone feels comfortable utilizing these resources to manage their mental health. We all have an open-door policy (obviously virtual during the current environment) and are here to help you succeed as a graduate student.

The University of Guelph, and HHNS, aim to create a more inclusive environment, and we all have a role to play in this endeavour. I encourage everyone to complete the following online modules to consider how they can contribute to actively promoting an inclusive environment.

<https://courselink.uoguelph.ca/d2l/home/637122>



Graduate Program Coordinator

University of Guelph Graduate Calendar

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

On Campus Resources

- Student Health Services

The University has an on-campus clinic which offers many services. Individuals may make appointments or walk-in during specified times. Full information can be found at <https://wellness.uoguelph.ca/health/>

- Health and Performance Centre (HPC)

HPC has been preventing and treating sports and activity-related injuries for the University of Guelph and the surrounding community for more than 20 years. From the recreationally active to elite, competitive athletes, our collaborative team of skilled practitioners provides specialized care to help our clients perform at their best, and successfully achieve a healthy, active lifestyle. Services offered include physiotherapy, nutrition counselling and massage therapy. More information can be found at <https://wellness.uoguelph.ca/hpc/>.

- Student Accessibility Services (SAS)

Accessibility Services helps students who experience disabilities with full and equitable participation in academic life. We strive towards creating a barrier-free environment where all students can achieve their potential. More information can be found at <https://wellness.uoguelph.ca/accessibility>.

## **MENTAL WELLNESS**

<https://wellness.uoguelph.ca/counselling/mental-health-resources>

## **EMERGENCY & 24 HOUR RESOURCES:**

Campus Police, Fire and Ambulance	Emergency Ext. 2000
	Non-Emergency Ext. 52245
Good2Talk	1-866-925-5454
Crisis Text Line	Text UofG to 686868

## **RESOURCES:**

### **Student Wellness:**

Counselling Services	Ext. 53244
Health and Performance Centre	Ext. 53039
Health Clinic	Ext. 52131
Accessibility Services	Ext. 56208
Student Support Network (peer to peer support)	

Monday – Friday, noon – 10 pm

J.T. Powell Bldg.

Monday – Tuesday, 2 pm – 6 pm

Library Rm. 111

and Wednesday – Thursday, 4 pm – 8 pm

Wellness Education Centre

Ext. 53327

Sexual Violence Support and Education Coordinator

Ext. 53020

Stress Management and High Performance Clinic

Ext. 52662

## Contacts

### Directory:

For a complete list of HHNS personnel, please visit:

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

### Graduate Program Personnel:

Name	Position	Contact Information
Graham Holloway	Graduate Program Coordinator	Office: ANNU 332, ext 53688 ghollowa@uoguelph.ca
Alison Duncan	Assistant Graduate Program Coordinator for MSc by Coursework/ Project Program	Office: ANNU 347, ext 53416 824-4120 ext. 53416 amduncan@uoguelph.ca
Andra Williams	Graduate Program Assistant	Office: ANNU 352, ext 56356 amwillia@uoguelph.ca

### HHNS Administrative Personnel:

Name	Position	Contact Information
Anne Lovett- Hutchinson	Administrative Assistant	Office: ANNU 342A, ext 56171 alovett@uoguelph.ca
Ann Stride	Accounting Clerk	Office: ANNU 352, ext. 56169 astride@uoguelph.ca
Diana Philbrick	Animal Facility Coordinator	Office: ANNU 353, ext.. 53908 dphilbri@uoguelph.ca
Amy Tucker	Co-Chairs – HHNS Joint Safety Committee	Office: HHNS Annex 142A, ext. 53749 aborland@uoguelph.ca
<b>Phil Millar</b>		Office: ANNU 348A, ext. 54818 pmillar@uoguelph.ca
Amanda Wright	Director, Human Nutraceutical Research Unit	Office: HHNS Annex 283, ext 54697 ajwright@uoguelph.ca

Amy Tucker	Manager, Human Nutraceutical Research Unit	Office: HHNS Annex 142A, ext. 53749 aborland@uoguelph.ca
Premila Sathasivam	HHNS Lead Phlebotomist	Office: OVC 1609, ext 53493 psathasi@uoguelph.ca

## Facilities

Building	Facility	Room Number
ANNU	Main Office	353/352
	Animal Wing	377-397
	Branion Reading Room	
	Dove Room*	338
	Canary Room*	355
HHNS Annex (Food Science)	Human Nutraceutical Research Unit	142-146
	Guelph Family Health Study	2 <sup>nd</sup> Floor
	GFTC Meeting Room*	292
Ontario Veterinary College (OVC)	Human Anatomy Program	1609/1610
John T. Powell (JTP) Building	Health & Performance Centre	2 <sup>nd</sup> Floor
	Biomechanics Lab	2236

\*These rooms can be booked for meetings through the main office staff

### Please Note:

It is your responsibility to make sure that the Graduate Program Assistant receives a copy of **every** form associated with your graduate program.

### New Student Information

#### Planning your degree

There are several milestones that are common to all graduate students at the University of Guelph, and these are highlighted later in this document. However, everyone's strengths, weaknesses and goals are unique and therefore their training program should reflect this diversity. It is encouraged that everyone look at the Graduate Studies website during their first semester for opportunities to individualize their graduate experience. In particular, students in collaboration with their advisory committee members, should investigate broader skill development opportunities at the following links:

<https://graduatestudies.uoguelph.ca/grad-pathways>

If you are a new student to the University of Guelph, you should pick up your ID card at Enrolment Services, University Centre Level 3. If you need information about GTAs, payroll, etc., please see

HHNS Administrative Assistant, Anne Lovett-Hutchinson (alovett@uoguelph.ca) in room 342A of the Animal Science & Nutrition (ANNU) Building. Questions about the graduate program can be directed to the Graduate Program Assistant, Andra Williams (amwillia@uoguelph.ca) in the HHNS Main Office (ANNU Room 352).

Keys for the rooms and laboratories you will use for the duration of your program can be obtained from Ann Stride in the Main Office (ANNU Room 352). Dept. policy requires that you deposit \$25 which will be reimbursed when you return your keys at the end of your program. She will also set up access to the ANNU bldg. through your student id card (swipe access). Note that you must complete the CBS safety training before keys/access can be granted. A copy of your safety certificates should be emailed to Anne Lovett-Hutchinson (alovett@uoguelph.ca).

The Dept. of Human Health and Nutritional Sciences holds a New Graduate Student Orientation during the first week of classes in September. Information regarding the session will be sent out by email.

### **Room and Equipment Bookings**

Classrooms at the University are booked centrally through the Office of Registrarial Services and normally must be booked by a faculty member.

To book a room in the department, please email a member of the main office staff, listing purpose of booking, length of time for booking, etc. There are also projectors and a laptop available for booking.

### **Research Supplies**

Research supplies are order through Ann Stride, Purchasing Clerk (astride@uoguelph.ca, ANNU 352). Orders for supplies should be made on the departmental order form, and submitted with a signature from your advisor as well as coding for payment. The necessary form can be found here:

<https://www.uoguelph.ca/hhns> click on “Department Links”, “Department Forms”

Once items have been received, please sign and date the packing slip and forward to Ann Stride.

### **Safety**

#### **Lab Safety Training**

You must take the following safety courses:

- a) Environmental Health and Safety (EHS) Lab Safety Course, which is offered online.
- b) The three CBS online safety modules.

Please contact the Dept. Administrative Assistant, Anne Lovett-Hutchinson (alovett@uoguelph.ca) to register for these modules. These modules will be completed through Courselink.

**Note:** The CBS WHMIS module can be used in place of the EHS WHMIS training requirement.

You will also be required to attend the Departmental Safety Orientation. This is held every semester and you will receive an email invitation at the beginning of the semester. Additional safety training may be required, please consult your advisor about the requirements for your lab/program.

Proof of completion of the safety training must be provided before keys to the lab will be distributed. The CBS Training Matrix <https://www.uoguelph.ca/cbs/> - Click on "Safety" drop down menus and then select "Training", outlines the mandatory training requirements, depending on your role within the college.

This year you will also need to complete the online training related to Covid-19 infection prevention:

<https://courselink.uoguelph.ca/d2l/home/634507>

### **Animal Safety Training**

If you will utilize vertebrate animals in your research, you must complete the requirements stipulated in the Animal User Training Program. The program includes online modules and hands-on workshops. The online course and at least one hands-on training course are mandatory. Additional species-specific workshops may be required depending on the field of research. The training must be completed prior to commencement of your animal-based work. The online modules are offered at regular intervals throughout the year and registration is accepted online at the Animal Care Services (ACS).

### **Human Research**

If you will utilize human participants in your research, you must complete the TriCouncil training course pertaining to the ethics of human based research as part of your Research Ethics Board (REB) application. The training includes an online module and can be found at the following link:

[https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html)

If you are exposed to/collecting biological tissues (e.g. blood) you will also need to complete the biohazard training through courselink. Please register through environment health and safety (EHS) using the following link:

<https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety-forms>

Students are also required to contact Premila Sathasivam ([psathasi@uoguelph.ca](mailto:psathasi@uoguelph.ca)) before commencing research.

## **Academic Integrity**

### **Academic Integrity Course, UNIV\*7100**

All University of Guelph students registering/entering the first semester of their graduate program or returning to their program following a withdrawal will be enrolled in UNIV 7100\*Academic Integrity for Graduate Students. There is no need to add this course on WebAdvisor, as it will be automatically added. Access to this on-line course will begin on the first day of scheduled classes for the semester. For full details on the Academic Integrity Course:

[https://graduatestudies.uoguelph.ca/current/academics/academic\\_integrity](https://graduatestudies.uoguelph.ca/current/academics/academic_integrity)

### **Office of Graduate & Postdoctoral Studies**

The Office of Graduate Studies is located on the 3<sup>rd</sup> floor of the University Centre. This office provides access to information for graduate students, postdoctoral scholars, faculty and staff across the campus.

All information can be found on their website:

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

### **Forms and Documents:**

A full list of forms and documents can also be found on their webpage:

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

### **Graduate Student Forms Available:**

- Add/Drop Course Waiver Form
- Advisory Committee Appointment Form (due before week 10 of 2<sup>nd</sup> semester)
- Graduate Degree Program Form (due before week 10 of 2<sup>nd</sup> semester)
- Examination Request Form
- Early Completion Rebate Form

### **Course Registration**

For each semester that you will be registered, you **must** choose one of the following:

UNIV\*7510\*01 Active Full-time Registration **or**

UNIV\*7520\*01 Active Part-time Registration

Registering for one of these courses serves only to activate your registration. This registration can be done through WebAdvisor.



In addition to this basic selection, you must be registered in at least one other course: UNIV\*7500\*01 Research/Writing **or** any real course for which an active section exists. If you do not do this, the term will not appear on your transcript.

Students are advised to plan ahead and speak with their advisor about which courses to take during their graduate program. As a result of the specialized nature of graduate-level courses, many of these courses are only offered in one semester per year. It is the student's responsibility to ensure that they schedule accordingly to meet program course requirements and make the semesters' workload manageable. A full list of Graduate Courses with descriptions can be found on the Departmental website <https://www.uoguelph.ca/hhns>.

For some courses, you will be required to register through WebAdvisor. This can be done by logging in with your Central Login ID and password. Course registration can be found on the Students Menu under Registration. An exception is for courses that require "Instructor's Consent". In these cases, you will need to complete a hard copy of a Graduate Add/Drop/Course Waiver form,

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

obtain the signatures of the course instructor or course coordinator, as well as the Graduate Coordinator (for program approval). You will then need to take it to the Office of Registrarial Services for processing.

### **Program Requirements**

All information regarding program requirements for both the MSc (Thesis or Coursework) and PhD program is available in the University Graduate Calendar

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

### **M.Sc. by Thesis**

Students must complete and defend an acceptable thesis which comprises a scientifically defensible account of the student's research on a particular, well-defined research problem or hypothesis. Such research should begin with the practical expectation that it could be completed and the thesis defended in not more than 6 semesters. Paramount to the notion of acceptability of the thesis is its quality with respect to problem identification, the approach used to address the problem, and the evaluation of the results.

In addition, they must successfully complete courses totaling not fewer than 1.5 graduate credits. The graduate credits of course work will consist of:

a. At least one of:

HHNS\*6040 Research Fronts in Nutritional and Nutraceutical Sciences (0.5)

HHNS\*6500 Cardiovascular and Respiratory Physiology (0.5)

HHNS\*6700 Nutrition, Exercise and Metabolism (0.5)

HHNS\*6800 Research Frontiers in Integrative Biomechanics and Neurophysiology (0.5)

b. At least 1.0 credit of electives as determined with the Advisory Committee before semester 2 begins (see Advisory Committee section below for more information).

M.Sc. by Coursework and Project

Students must complete a minimum of 4.0 graduate credits which include credits for research experience. Each research experience credit culminates in formal scientific presentations (written paper and/or oral presentation and/or scientific poster). A minimum of 0.5 research experience credits is required with as many as 1.5 research experience credits available. Students can complete the minimum program 4.0 credits within a 3-semester or a 4-semester program. In the 4-semester program, a teaching assistantship is guaranteed, and a minimum 1.0 research experience credits is expected during completion of degree requirements. Within either the 3- or 4-semester program, the 4.0 graduate credits must be completed as follows:

HHNS\*6010 Seminar in Human Biology and Nutritional Sciences (0.5)

HHNS\*6320 Advances in Human Biology and Nutritional Sciences Research (0.5)

At least one of:

HHNS\*6910 Basic Research Techniques and Processes (0.5)

HHNS\*6920 Applied Research Techniques and Processes (0.5)

HHNS\*6930 Research Project (0.5)

At least one of:

HHNS\*6040 Research Fronts in Nutritional and Nutraceutical Sciences (0.5)

HHNS\*6500 Cardiovascular and Respiratory Physiology (1.0)

HHNS\*6700 Nutrition, Exercise and Metabolism (0.5)

HHNS\*6800 Research Frontiers in Integrative Biomechanics and Neurophysiology (0.5)

At least 1.0 to 2.0 graduate credits of electives to total the required minimum of 4.0 graduate credit

Ph.D. Program

The major part of a student's time will be devoted to research in fulfillment of the dissertation requirement. Course work would be established through discussion with the student's Advisory Committee.

PhD students will become candidates for the PhD degree upon completion of a qualifying examination, which must be conducted not later than the fifth semester of the PhD program. The exam will be primarily research focused.

## Qualifying Examination Information

Graduate Calendar Information –

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

### PhD Qualifying Examination - UofG

As early as possible the student is required to pass an examination to assess their knowledge of the subject area and related fields. The examination ordinarily will be in several parts (written and/or oral) and all sections of the examination should be completed within a two-week period if possible.

The qualifying examination is an examination by the academic unit in which the student is enrolled (as distinct from an examination by the advisory committee). Upon satisfactory completion of the qualifying examination, the student is deemed to have met the departmental standards and becomes a candidate for the PhD degree. The examining committee consists of five members:

- The chair
- Two examiners, normally of the regular or associated graduate faculty who are not members of the advisory committee
- Two examiners who are members of the advisory committee
- Normally, at least one of the above qualifying examination committee examiners must be from outside the department in which the student is registered. That person may be a member of the advisory committee.

As a qualifying examination, consideration is to be given not only to (1) the student's knowledge of the subject matter and ability to integrate the material derived from their studies, but also (2) the student's ability and promise in research (demonstrated through research success before the examination or through a discussion of experimental design/interpretation during the examination). The examining committee, therefore, will receive from the advisory committee a written evaluation of the quality of the student's research performance to date and of the student's potential as a researcher. The examining committee will determine the relative importance to be given to these two major components of the qualifying examination.

The student is deemed to have passed the qualifying examination if not more than one of the examiners votes negatively. An abstention is regarded as a negative vote. The results of the qualifying examination will be reported to the Assistant VP of Graduate Studies through the chair of the academic unit. The report to the Assistant VP will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the student may be given a second attempt at the examination. A student who fails the qualifying examination and who is being given a second opportunity to pass the examination will be required to repeat it no later than six months after the failed attempt. Academic units may impose a shorter time limit. A second failure constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions) –

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

## Qualifying Examination within HHNS

The PhD Qualifying Examination is an opportunity for the department to evaluate:

- The student's level of scholarly knowledge.
- The student's ability to think independently and creatively in the chosen area of research.
- The presence of a solid knowledge of the basic sciences supporting this research area.

The University of Guelph has specified 5 learning outcomes for graduate programmes; Critical and Creative Thinking, Literacy, Global Understanding, Communicating and Professional and Ethical Behaviour. The qualifying examination aims to address each of these learning outcomes, however the examination can be designed to emphasize depth of understanding around the student's central research expertise and knowledge-base, or breadth of understanding in other related areas. HHNS provides flexibility in the examination procedures to ensure students can address/emphasize knowledge gaps in their training as required (outlined below), however all examinations strive to improve the student's critical and creative thinking, literacy and applicability of research within a broader context of population health, while building self-confidence and improving teaching/oral communication in a collegial and professional environment.

During or before the student's 5th semester, the advisory committee will meet to discuss the student's research ability and promise. If they feel satisfied in this matter, they will document this in a letter sent to the Graduate Coordinator formally requesting a qualifying examination be scheduled. This letter also serves to ensure the qualifying examination committee is aware of the student's ability and promise in research, which is to be taken into consideration when deliberating their progress towards PhD candidate status. This letter also provides details surrounding the four topics to be covered during the qualifying examination, proposed examiners and the ideal examination format. The examination must include an oral component, but may also include a prior written component, creating three possible formats:

- 1) Oral examination only (each examiner has a maximum of two 20-minute rounds of questions).
- 2) Oral examination (same as above) preceded by an 8-hour timed written examination consisting of questions provided by each examiner (written within 14 days of oral).
- 3) Oral examination (same as above), preceded by a written component consisting of a student-driven CIHR-style research grant integrating the 4 topics (completed over the 8 weeks before the oral examination).

The written component must be completed no later than 7 days before the oral examination. If a written component is included, performance on the oral and written sections will be evaluated together by the full examination committee.

The examination committee members must supply the student with an initial bibliographic listing which will form the basis for questioning. While the student may participate in formulating the reading list for the examination, it is not the sole responsibility of the student to do so; each examiner must provide an initial reading list at the outset of the examination process. Usually this encompasses 15-20 papers, consisting of primary research articles, review articles and/or book chapters, however if a 'grant style' qualifying examination format is chosen to strengthen/emphasise critical and creative thinking, only select review articles (~4) will be provided to help guide the students independent learning process as, in this 'grant style' the student is responsible for finding/reading primary research articles on his/her own in the grant preparation process. For all qualifying examination formats, the reading list will be provided to the student not later than 8 weeks before the first portion of the examination (oral or written). Students will therefore have a minimum of 8 weeks of uninterrupted study time to prepare for the qualifying examination, however additional time can be allocated if a student and/or thesis committee believe it necessary to succeed (to a maximum of 12 weeks). There is an expectation that laboratory work is not conducted during this period to provide sufficient time for the student to read and understand the material, reflect and address knowledge gaps, and ultimately integrate the various topics.

#### Thesis Requirements

Submission and defence of an acceptable dissertation complete the requirements for a PhD. An acceptable dissertation comprises a report of the candidate's research on a particular and well-defined research problem or hypothesis. It should represent a significant contribution to knowledge in that field. Emphasis is placed on the quality of work judged by the expression of mature scholarship and critical judgment in the dissertation. Dissertation approval implies that it could be published in reputable, refereed journals in its field.

#### Advisory Committee

An Advisory Committee consisting of at least two (MSc) or three (PhD) faculty members needs to be established before the **halfway mark of your second semester**. As these members will be helping to guide you throughout your graduate program, you should see your advisor to discuss who would be appropriate to serve on your Committee.

You will receive a copy of the Advisory Committee/Degree Program form <https://graduatestudies.uoguelph.ca/current/forms> must be filled out, signed by you and your advisor and returned to the Graduate Program Assistant before course selection begins in your second semester. **Your registration for semester three will be blocked if you fail to submit the Advisory Committee/Degree Program form before course selection starts.**

Please note that part-time students are also required to submit the Advisory Committee form during their second registered semester (class level 0.6).

Once this Committee has been formed, you must have at least one meeting per year. You must have the members of your Advisory Committee sign a Graduate Student Progress Report every semester. This must be submitted electronically through GryphForms (you will receive email

notification when it is time to process this form). These forms are important to document your training progress, milestones achieved and concerns you may have. These semesterly reports provide an ideal opportunity for critical self-reflection, identifying individual strengths and areas for improvement. Additionally, these reports help ensure clear communication and expectations with your advisor are documented.

All members of the Advisory Committee who are not regular graduate faculty at the University of Guelph must hold **Special Graduate Faculty or Associated Graduate Faculty status**. They must be nominated by your Advisor and approved by the Departmental Graduate Studies Committee and the University Board of Graduate Studies. This nomination must also be accompanied by a CV to the Graduate Program Assistant. The Graduate Faculty Nomination Form can be found here

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

### **Program Duration**

Master's students in the College of Biological Science are expected to complete their studies within six semesters, and PhD students within twelve semesters. MSc students transferring to the doctoral program without completing the MSc program are granted 15 semesters to total to complete their program.

Students who do not complete their program within the prescribed completion period are required to submit a Plant of Study –

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

for completion by the maximum program duration.

### **Maximum Registration Information:**

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

### **Thesis Information**

Thesis Format

### **Preparing your thesis and Thesis Submission Information:**

<https://www.uoguelph.ca/graduatestudies/current/completion>

### **Forms:**

**Examination Request Form** - <https://graduatestudies.uoguelph.ca/current/forms>

## Examinations

### **Master's Examination Information:**

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/masters\\_sc\\_hed](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/masters_sc_hed)

**It is the responsibility of the advisor to begin making arrangements for the masters thesis defence at least six weeks prior to the anticipated date of the defence**

### MSc Thesis Defence Timeline:

- 6 weeks prior to anticipated date of the final examination:
  - o The advisory committee agrees on a timetable for completion of the thesis and defence
  - o thesis should be given to advisory committee for final draft review (advisory committee will typically have 2 weeks to review)
- 4 weeks prior to anticipated date of the final examination:
  - o Thesis is returned to student for edits and student obtains signatures of advisory committee on Examination Request Form  
<https://graduatestudies.uoguelph.ca/current/forms>
- 3 weeks prior to anticipated defence date:
  - o Examination Request Form is given to Graduate Program Assistant for processing to ensure preferred defence date can be accommodated. PDF of thesis is emailed to Graduate Program Assistant.
  - o Suggested composition of the MSc examination committee – <https://www.uoguelph.ca/registrar/calendars/graduate/current/pdf/files/index.shtml> is forwarded, by the advisor, to the Graduate Coordinator. Graduate Coordinator approves composition of examination committee and assigns faculty member to serve as Chair of MSc examination committee.
  - o Defence is scheduled (i.e. room booked, confirmation of availability of examination committee members) by Graduate Program Assistant. Thesis is sent out to examination committee members. Note: some examination committee members may request a hard copy of the thesis (Graduate Program Assistant will inform student that hard copy or copies needs to be provided)

### **Following the MSc Thesis Defence:**

- The Recommendation for Graduation, Certificate of Approval (Master's Thesis) and Report of Master's Examination Committee are completed by the department Chair and returned to the Office of Graduate and Postdoctoral Studies
- If the candidate is successful, he or she will submit to the Atrium, as soon as possible after the defence, one PDF copy of the thesis in the final form. At the same time, the student will go through the Submission Checklist -

[https://www.uoguelph.ca/graduatestudies/current/completion/submission\\_checklist](https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist)  
(which contains links to important documents that must be completed by the student)  
and submit to the Office of Graduate and Postdoctoral Studies.

### **Guidelines for Oral Examination of M.Sc. thesis**

**Role of the Chair** - The chair of the examination committee is the official representative of the Assistant Vice- President (Graduate Studies). The chair serves to administer the examination according to the approved format of the program. The chair does not serve as an additional examiner. It is the responsibility of the Chair to ensure that the oral examination is conducted in a professional manner.

**Role of the Examiners** - The examiners have the responsibility to review the thesis as outlined in the University Guidelines for thesis evaluation. If an examiner feels that there is a major problem with the thesis, the examiner should inform the candidate in writing with a confidential copy only to the **advisor** and **Graduate Coordinator**. If the candidate and the examiner cannot resolve the problem before the oral examination, the Graduate Coordinator will act as facilitator. If there is no agreement, the examination can go forward at the student's request, or postponed on the advice of the Graduate Coordinator.

### **Examination Procedure**

M.Sc. Examination: 2.5 hours

Introduction by the Chair - 5 minutes

Presentation of research findings/scholarly work by candidate - 25 minutes (maximum)

Public Question Period - Audience -10 minutes

Break - 5 minutes (members of the public are free to leave)

Examination Period (questions only from examiners) - 1 hour and 40 minutes

Deliberation (in camera) - 15 minutes

### **Ordering of Questions by the Examination Committee:**

There will be two rounds of questions by the Committee. The questioning by the Committee will be in the following order, and suggested time allotted to examination committee members are noted in brackets.

- 1) Member of the Graduate Faculty (not on A. Committee- Round 1: 20 min, Round 2: 10 min)
- 2) Member of the Advisory Committee (Round 1: 15 min, Round 2: 10 min)
- 3) Advisor or second member of the Advisory Committee (Round 1: 15 min, Round 2: 10 min)



## PhD Final Oral Examination Information:

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/doctoral\\_schhed](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/doctoral_schhed)

**It is the responsibility of the advisor to begin making arrangements for the doctoral thesis defence at least eight weeks prior to the anticipated date of the defence**

### PhD Thesis / Defence Timeline:

- 8 weeks prior to anticipated date of the final examination:
  - Provide the names of the three potential external examiners to the Graduate Coordinator (note: students should not contact these individuals) to be forwarded to the Graduate Office for approval
  - Thesis should be given to advisory committee for final draft review (advisory committee will typically have 2 weeks to review)
- 6 weeks prior to the anticipated date of the final examination:
  - External examiner is solidified by the Graduate Coordinator
  - The advisory committee returns the thesis to student with all necessary edits outlined
  - The student obtains signatures of advisory committee on Examination Request Form - <https://graduatestudies.uoguelph.ca/current/forms>
- 5 weeks prior to the anticipated date of the final examination:
  - After the student has incorporated all necessary changes to the thesis, the signed Examination Request Form and a final copy of the thesis (PDF format) is provided to the Graduate Program Assistant. Note: 5 weeks is required for processing to ensure the preferred defence date can be accommodated.
  - Suggested composition of the PhD examination committee - <https://www.uoguelph.ca/registrar/calendars/graduate/current/pdf/files/index.shtml>
  - is forwarded, by advisor, to the Graduate Coordinator. Graduate Coordinator approves composition of examination committee and assigns faculty member to serve as Chair of the PhD examination committee.
  - Defence is scheduled.
- 4 weeks prior to the anticipated date of the final examination:
  - The final draft thesis is sent to the external examiner and the other members of the examination committee by the Graduate Program Assistant.

### **Following the PhD Defence:**

- The Recommendation for Graduation, Certificate of Approval (Doctoral Thesis), Report of Doctoral Examination Committee are completed by the department Chair and returned to the Office of Graduate and Postdoctoral Studies, along with the signed External Examiner's Report.
- If the candidate is successful, he or she will submit to the Atrium, as soon as possible after the defence, one PDF copy of the thesis in the final form. At the same time, the student will go through the Submission Checklist - [https://www.uoguelph.ca/graduatestudies/current/completion/submission\\_checklist](https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist) (which contains links to important documents that must be completed by the student) and submit to the Office of Graduate and Postdoctoral Studies.

### **MSc to PhD Transfer Information**

Procedures & Guidelines for Student Cases: (at bottom of webpage)

<https://graduatestudies.uoguelph.ca/facstaff/councils-committees>

### **Financial**

#### Stipends

Information about stipends in the College of Biological Sciences:

<https://www.uoguelph.ca/cbs/student-stipend-information>

Each semester, students must check WebAdvisor for their fees. Fees may be paid by "payroll deduction", if applicable. To complete this on WebAdvisor under Financial, click on Settlement. The Administrative Assistant receives an e-mail to confirm the amount of your GRA stipend.

#### Awards

There are many scholarship opportunities available and it is worth looking into them. Most of these awards have early deadlines and are awarded the following semester upon applying for them, thus it is important to pay attention to deadlines and frequently check your Gryph Mail regarding schedule of dates.

More information regarding internal and external scholarship opportunities can be found on the Departmental website - <https://www.uoguelph.ca/hhns/> or on the Student Financial Services website.

#### Graduate Teaching Assistantships

The minimum stipend for MSc Thesis and PhD students in HHNS includes one full unit (140 hours) of a Graduate Teaching Assistantship (GTA) per year as indicated in your offer of admission. You will be required to submit an application for a GTA position to allow the department to determine

your suitability for particular courses. There are many students applying for GTAs each semester and, therefore, it may not be possible to assign you your first choice. You are strongly encouraged to rank several courses on your application.

The majority of the GTA units offered are available in the Fall and Winter semesters. There are very few available in the summer. Please keep this in mind when applying for positions. You will receive an email each semester about the available positions and application deadline.

Please Note: Students are eligible to apply for GTA positions in other departments.

## Resources for Graduate Students

### **Teaching Development Program**

Designed to enhance the instructional and professional development skills of teaching assistants and grad students with an interest in university teaching, this series provides opportunities for participants to acquire pedagogical knowledge and practical skills essential to teaching in higher education. Visit Open Learning and Education Support - <http://opened.uoguelph.ca/> for more information.

### **Graduate Student Learning Initiative**

The Graduate Student Learning Initiative (GSLI) - <http://gsl.i.uoguelph.ca/> offers a range of workshops specifically for graduate students. We encourage students to review free workshops and short non-credit courses.