

# 2018-2019 Graduate Calendar

The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, Fall Semester 2018 and the Winter Semester 2019.

For your convenience the Graduate Calendar is available in PDF format.

If you wish to link to the Graduate Calendar please refer to the [Linking Guidelines](#).

The University is a full member of:

- Universities of Canada

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Revision Information:

<b>Date</b>	<b>Description</b>
May 1, 2018	Initial Publication
August 10, 2018	Revision 1
December 13, 2018	Revision 2
February 15, 2019	Revision 3
March 1, 2019	Revision 4

The logo for the University of Guelph, featuring the text "UNIVERSITY of GUELPH" in a stylized font.The tagline "CHANGING LIVES IMPROVING LIFE" in a bold, sans-serif font, set against a yellow background.

## **Disclaimer**

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The Office of Graduate Studies has attempted to ensure the accuracy of this on-line Graduate Calendar. However, the publication of information in this document does not bind the university to the provision of courses, programs, schedules of studies, fees, or facilities as listed herein.

## **Limitations**

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The University of Guelph reserves the right to change without notice any information contained in this calendar, including any rule or regulation pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or diplomas in any or all of its programs.

The university will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this calendar and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by the faculty, staff or students of the university or by others, civil unrest or disobedience, Public Health Emergencies, or any other cause of any kind beyond the reasonable control of the university.

The University of Guelph reaffirms section 1 of the Ontario Human Rights Code, 1981, which prohibits discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, handicap, age, marital status or family status.

The university encourages applications from women, aboriginal peoples, visible minorities, persons with disabilities, and members of other under-represented groups.

## **Introduction**

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### **Collection, Use and Disclosure of Personal Information**

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Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90f31_e.htm). This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Advanced Education and Skills Development, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see <https://www.uoguelph.ca/registrar/>

### **Statistics Canada - Notification of Disclosure**

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For further information, please see Statistics Canada's web site at <http://www.statcan.gc.ca> and Section XIV Statistics Canada.

### **Address for University Communication**

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Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

#### **Email Address**

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The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly.

#### **Home Address**

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Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Registrarial Services.

### **Name Changes**

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The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

### **Student Confidentiality and Release of Student Information Policy Excerpt**

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The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Complete policy at <https://www.uoguelph.ca/secretariat/office-services/university-secretariat/university-policies>.



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## IV. Degree Regulations

The academic requirements of the master of arts (MA), master of arts in leadership (MA[Leadership]), master of applied nutrition (MAN), master of applied science (MASC), master of bioinformatics (MBNF), master of biotechnology (MBIOT), master of business administration (MBA), master of engineering (MEng), master of environmental sciences (MES), master of fine arts (MFA), master of food, agricultural and resource economics (MFARE), master of landscape architecture (MLA), master of public health (MPH), master of science (MSc), master of science in planning (MSc[Planning]), master of planning (MPLAN), doctor of philosophy (PhD), doctor of veterinary science (DVSc), and graduate diplomas (GDIP).

### Doctor of Philosophy

#### Admission

There are three means of entry to PhD study:

- An applicant who holds a recognized master's degree obtained with high academic standing may be admitted to PhD studies as a regular or provisional student.
- An applicant who has achieved excellent standing at the honours baccalaureate level and who wishes to proceed to doctoral study may enrol, in the first instance, in a master's degree program. If the student achieves a superior academic record and shows a particular aptitude for research, the Board of Graduate Studies, on the recommendation of the department, may authorize transfer to the PhD program without requiring the student to complete the master's degree. The application for transfer must be made between the end of the second semester and the end of the fourth semester.
- At the applicant's request, some departments may choose to recommend to the Board of Graduate Studies direct admission to the PhD program after completion of an honours baccalaureate with high (first-class) standing and demonstration of research promise. Information on direct admission and procedures to be followed is available from the Office of Graduate Studies.

#### Minimum Duration

At least five semesters of full-time study must be devoted to the doctoral program following completion of a recognized master's degree. At least seven semesters are required for those who are permitted to proceed from the honours baccalaureate without completing the master's degree. For a student registered part-time, the minimum duration period is nine part-time semesters for those with a recognized master's degree, and ten part-time semesters for those who are permitted to proceed from the honours baccalaureate without completing the master's degree.

#### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within twelve semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

#### Advising

The advisory committee will consist of no fewer than three members of the graduate faculty in the selection of whom the graduate student normally participates. It is recommended that one of the committee members be from another department other than that in which the student is registered. The committee chair is normally the advisor of the student's research, and is nominated by the department chair. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

#### Courses

The PhD degree is primarily a research degree; for that reason course work commonly comprises a smaller proportion of the student's total program than is the case at the master's level.

*Prescribed Courses:* Some departments may designate that certain courses be taken as part of the student's background in his or her discipline. Other courses may be designated because of the close relationship to the research topic. It is such substantive courses that should comprise the prescribed courses in which the candidate must obtain an overall weighted average of at least 'B-' standing (see Establishment of Program and Prescribed Studies).

*Additional Courses:* In addition to the prescribed courses, it is not unusual for the student to complete ancillary courses supportive of the discipline and special field. The language requirement of some departments may be for some students most readily met by completing one or more courses in the language concerned (see entry for Departments of French Studies and Languages). They would not be regarded as prescribed. It is highly recommended that students admitted to a doctoral program directly from an honours baccalaureate complete at least 0.5 graduate level course credits.

## Research

In the total program of a doctoral student, it is expected that the major part of the student's time will be devoted to research for their thesis. The research proposal should be formulated at as early a date as possible and presented to the advisory committee for approval. When it is necessary for the research, or some part of it, to be conducted off-campus, the arrangements are subject to the prior approval of the Assistant Vice-President (Graduate Studies).

### Qualifying Examination

As early as possible and in no case later than the final semester of the minimum duration requirement (the 5<sup>th</sup> semester for a full-time student), the student is required to pass an examination to assess his or her knowledge of the subject area and related fields. The examination ordinarily will be in several parts (written and/or oral) and 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 completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the PhD degree. The examining committee, appointed by the chair or director of the academic unit concerned, consists of five members:

- The chair/director of the academic unit (or designate) or the chair of the Graduate Program Committee, who acts as chair of the examination committee *except* when this person is also a member of the advisory committee. In that event, the chair will designate another member of the regular graduate faculty of the unit to chair the examination;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee;
- Two members of the advisory committee;
- Normally, at least one of the qualifying examination committee members must be from outside the department/discipline in which the student is registered. That person may be a member of the advisory committee.

### Note

The chair serves to administer the examination according to the approved format of the program. The chair does not serve as an additional examiner. In unforeseen circumstances where a committee member is unable to attend, the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

As a qualifying examination, consideration is to be given not only (1) to the student's knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also (2) to the student's ability and promise in research. 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 Vice-President (Graduate Studies) through the chair of the academic unit. The report to the Assistant VP will record the decision as unsatisfactory or satisfactory. The Office of Graduate Studies will register the student in UNIV\*7000 and record the result of the report. If it is 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).

### Thesis

Each candidate shall submit a thesis, written by the candidate, on the research carried out by the candidate on an approved topic. The thesis is expected to be a significant contribution to knowledge in its field and the candidate must indicate in what ways it is a contribution. The thesis must demonstrate mature scholarship and critical judgement on the part of the candidate and it must indicate an ability to express oneself in a satisfactory literary style. Approval of the thesis is taken to imply that it is judged to be sufficiently meritorious to warrant publication in reputable scholarly media in the field.

## External Examiner

For each doctoral thesis an external examiner from outside the university is appointed on behalf of the Assistant Vice-President (Graduate Studies) by the department chair, in consultation with the advisor. The external examiner must not have served as advisor to the student's advisor or have been a trainee of the advisor in the last six years, must not have directly collaborated in joint projects or co-authored publications with the advisor or the student in the last six years, and must not have an existing plan to collaborate with the advisor or the student. In addition, the external examiner must not have been a student or member of the graduate faculty at the University in the last five years. The nomination will be made when the candidate's advisor declares that the thesis is about to be prepared, normally no later than the beginning of the student's last semester. The external examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the chair of the department who will then provide these comments to the candidate and the Advisory Committee. The external examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of the candidate's performance. Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.

## Procedures

The thesis may be submitted at any time of the year, but candidates are advised to allow ample time for revision and examination. A copy of the schedule of deadlines should be obtained from the Office of Graduate Studies by the candidate no later than the beginning of the semester in which the candidate intends to graduate.

It is understood that, as the thesis is being written, the candidate will be in regular communication with the advisory committee. When a draft is completed which the advisory committee recommends for examination, the candidate, with the endorsement of the departmental chair, formally requests an examination. A copy of the final draft is then sent to the external examiner as fair copy of the thesis. Arrangements for the final oral examinations are made. It is understood that as a result of the final oral examination corrections may be necessary to produce a revised final draft of the thesis.

## Final Oral Examination

The final oral examination is devoted chiefly, but not necessarily entirely, to the defence of the doctoral thesis. It is a faculty (as distinct from a departmental) examination, for which the arrangements are made by the department on behalf of the faculty in consultation with the Office of Graduate Studies.

The examination is conducted by a committee consisting of five members:

- A member of the regular graduate faculty who is not a member of the advisory committee appointed to act as chair by the department chair on behalf of the Assistant Vice-President (Graduate Studies);
- The external examiner;
- A member of the regular graduate faculty, who is not a member of the advisory committee, selected by the departmental Graduate Program Committee;
- Two members of the student's advisory committee, selected by the advisory committee.

## Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

The Assistant Vice-President of Graduate Studies, or a designate, may attend a part or all of the examination. The examination is open to the public but members of the audience may question the candidate only upon invitation of the chair of the committee.

The members of the examination committee, including the external examiner, report individually on the final examination and the thesis. The candidate is deemed to have passed if no more than one of the four examiners votes negatively. An abstention is regarded as a negative vote. Concurrently, the members sign the Certificate of Approval, which is submitted with the approved thesis in its final form to the Assistant Vice-President Graduate Studies via the Office of Graduate Studies (see Submission of Thesis) where the decision of satisfactory or unsatisfactory will be recorded. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

## Copies of Thesis

One electronic (.pdf) copy of the certified thesis must be submitted to [the Atrium](#) by the thesis submission deadline date shown in the Academic Schedule in the calendar. Also included in the electronic submission must be a copy of an abstract consisting of no more than 350 words. The Certificate of Approval signed by the external examiner and the members of the examination committee, a copy of the circulation waiver and the copying license must also be submitted to the Office of Graduate Studies. Departments may have a requirement to submit a bound copy of the thesis.

## Publication

The Certificate of Approval indicates that the thesis is suitable for publication. The university requires publication of the thesis in the following manner:

One electronic copy of the thesis is uploaded by the National Library of Canada, and the agreement form signed by the candidate authorizing the National Library to publish the thesis and to make copies available for sale on request. The National Library will upload the thesis exactly as it is and will list the thesis in [Theses Canada](#) as a publication of the National Library.

An abstract of not more than 350 words, prepared by the author and approved by the advisor and submitted as part of the electronic thesis submission, is also uploaded by the National Library.

The National Library's [Theses Non-Exclusive License](#) will be sent to the candidate prior to the final oral examination, to be signed and submitted to the Office of Graduate Studies immediately after the successful completion of the examination.

The candidate, in consultation with the advisor and the department chair, shall have the right to request that circulation and/or copying of the thesis in any form be withheld for up to one year.

Publication in the above manner does not preclude publication of all or part of the thesis in journals or in book form.

## Departmental Regulations

Individual departments may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulations. University regulations, as specified herein, take precedence and may not be overruled by any department regulations.

## Doctor of Veterinary Science

### Admission

- The normal basis for admission to DVSc studies as a regular or a provisional student is a DVM or equivalent degree which would allow the applicant to be eligible for licence to practice veterinary medicine in Ontario. The applicant must have achieved high academic standing as set out in the Admission Requirements. If a student enrolled in the graduate diploma program achieves a superior record and shows a particular aptitude for applied studies, the Board of Graduate Studies, on recommendation of the Interdepartmental DVSc Program Committee may authorize transfer to the DVSc program effective in the following semester. The recommendation must be made no later than the end of the second semester.
- An alternative basis for admission is a DVM or equivalent degree plus either an acceptable graduate diploma or an acceptable MSc degree or PhD degree, with a 'B' average. Students so admitted may be granted credit for two semesters in the DVSc program.

### Minimum Duration

At least nine semesters of full-time study must be devoted to the doctoral program. Credit may be allowed for up to two semesters of previous graduate study as indicated above. For a student registered part-time, the minimum duration period is fifteen part-time semesters.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within nine semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

### Advising

#### Advisory Committee

This committee will consist of no fewer than three members of the graduate faculty. The graduate student normally participates in their selection. At least one of the committee members must be in a department outside the one in which the student is registered. The committee chair is normally the advisor of the student's program and is nominated by the department chair. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

#### Interdepartmental DVSc Program Committee

This program committee, appointed by the Board of Graduate Studies, will consist of one member of the graduate faculty in each of the departments involved, and will be chaired by the Dean of the Ontario Veterinary College or a designate. The program committee will review and make recommendations to the Assistant Vice-President (Graduate Studies) upon all applications for admission; it will review the proposed program of study and the semester evaluation reports of each student (see Department Review); and it will determine the membership of each qualifying examination committee. The program committee may specify regulations in addition to those set out here, and will be responsible for publicizing them in each department, where the student is responsible for seeking out this information.

## Courses

The DVSc degree is an advanced applied degree which requires the acquisition of applied skills and in-service training, and the submission of a thesis based on research investigations in an applied area. Depending upon the background of the individual student, the proportion of time devoted to investigational work normally will be no less than one-third of the total.

## Prescribed Studies

The program committee may designate certain courses be taken as part of the student's background in the disciplinary area of specialization. Other courses may be designated because of the relationship to in-service training and applied skills. Such substantive courses comprise the prescribed courses in which the candidate must achieve an overall weighted average of at least 'B-' standing (see Establishment of Program and Prescribed Studies). At least 2.5 credits of prescribed courses must be completed, of which no more than 1.0 credits may be in Special Topics courses. Students who are granted credit for previous graduate study may, with the approval of the DVSc Program Committee and the Assistant Vice-President (Graduate Studies), have the credits from prescribed courses reduced to no fewer than 2.0.

## Additional Courses

In addition to the prescribed courses, the student may complete ancillary courses supportive of the discipline and speciality fields.

## Program of Study

The program of study will involve course work and research work on a problem with applied aspects. The total program, including the research proposal, should be formulated as early as possible, but in no case later than the end of the second semester. Prepared in consultation with the advisory committee, the program is subject to the approval of the program committee and, ultimately, the Assistant Vice-President (Graduate Studies). If it is necessary for any part of the program to be conducted off-campus, the arrangements are subject to the prior approval of the program committee and the Assistant Vice-President (Graduate Studies).

Each semester, the student's advisory committee prepares a written evaluation of the student's performance in course work and of progress in applied skills. The evaluation will be discussed with the student before being sent to the program committee. If the student fails to make satisfactory progress, the program committee may recommend to the Board of Graduate Studies that the student be required to withdraw (see Cancellation of Registration).

## Qualifying Examination

Prior to the end of the sixth semester, the student is required to pass a qualifying examination to assess his or her overall ability in the selected area of specialization. The examination will be in two parts (one written, one oral), and will normally be completed within a two-week period. Upon completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the DVSc degree.

The qualifying examination is an examination by the academic unit in which the student is enrolled and the examination committee is appointed by the departmental Graduate Program Coordinator. The examination is conducted by a committee consisting of five members, as follows:

- The departmental graduate program coordinator of the program committee, who acts as chair of the examination committee;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee, at least one of whom must be a member of the department in which the student is registered;
- Two members of the advisory committee.

## Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg., sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

The qualifying examination will primarily assess the student's knowledge of the area of specialization, the basic sciences supporting this area, and to a lesser extent, the student's area of research. The student's general ability to integrate and apply this knowledge is also assessed. In addition, the examination committee will take into account a written submission from the student's advisory committee evaluating the quality of the student's applied skills and performance to date in the program.

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 Vice-President (Graduate Studies) through the chair of the program committee. 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 unsatisfactory constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decision).

## Thesis

Each candidate shall prepare a thesis on the approved research project. The thesis is expected to be a significant contribution to knowledge in its field and the candidate must indicate in what ways it is a contribution. The thesis must demonstrate mature scholarship and critical judgement on the part of the candidate and it must indicate an ability to communicate in writing in a satisfactory style.

The thesis will be based on the research project carried out in the DVSc program. Like all theses, it will contain a detailed critical review of the pertinent theoretical and empirical literature and place the work in the context of existing knowledge in the field. The hypotheses, research design, results, and discussion of the results will be presented in normal thesis format as approved by the Faculty of Graduate Studies.

## External Examiner

For each doctoral thesis an external examiner from outside the university is appointed on behalf of the Assistant Vice-President (Graduate Studies) by the department chair, in consultation with the advisor. The external examiner must not have served as advisor to the student's advisor or have been a trainee of the advisor in the last six years, must not have directly collaborated in joint projects or co-authored publications with the advisor or the student in the last six years, and must not have an existing plan to collaborate with the advisor or the student. In addition, the external examiner must not have been a student or member of the graduate faculty at the University in the last five years. The nomination will be made when the candidate's advisor declares that the thesis is about to be prepared, normally no later than the beginning of the student's last semester. The external examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the chair of the department who will then provide these comments to the candidate and the Advisory Committee. The external examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of the candidate's performance. Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.

## Procedures

The thesis may be submitted at any time of the year, but candidates are advised to allow ample time for revision and examination. A copy of the schedule of deadlines should be obtained from the Office of Graduate Studies by the candidate no later than the beginning of the semester in which the candidate intends to graduate.

It is understood that, as the thesis is being written, the candidate will be in regular communication with the advisory committee. When a draft is completed which the advisory committee recommends for examination, the candidate, with the endorsement of the departmental chair, formally requests an examination. A copy of the final draft is then sent to the external examiner as fair copy of the thesis. Arrangements for the final oral examinations are made. It is understood that as a result of the final oral examination corrections may be necessary to produce a revised final draft of the thesis.

## Final Oral Examination

The final examination is devoted chiefly, but not necessarily entirely, to the defence of the thesis. It is a faculty (as distinct from a departmental) examination, for which the arrangements are made by the department and the college on behalf of the faculty in consultation with the Office of Graduate Studies.

The examination is conducted by a committee consisting of five members, as follows:

- The departmental Graduate Program Coordinator, who acts as chair of the examination committee;
- The external examiner;
- A member of the regular graduate faculty who is not a member of the advisory committee, selected by the department chair;
- Two members of the student's advisory committee, selected by the advisory committee.

## Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg., sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.



The Assistant Vice-President of Graduate Studies, or a designate, may attend a part or all of the examination. The examination is open to the public and members of the audience may question the candidate only upon invitation of the chair of the committee.

The members of the examination committee, including the external examiner, report individually on the final examination and the thesis. The candidate is deemed to have passed if no more than one of the four examiners votes negatively. An abstention is regarded as a negative vote. Concurrently, the members sign the Certificate of Approval, which is submitted with the approved thesis in its final form to the Office of Graduate Studies (see Submission of Thesis). The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

### Copies of Thesis

One electronic (.pdf) copy of the certified thesis must be submitted to the Atrium by the thesis submission deadline date shown in the Academic Schedule in the calendar. Also included in the electronic submission must be a copy of an abstract consisting of no more than 350 words. The Certificate of Approval signed by the external examiner and the members of the examination committee, a copy of the circulation waiver and the copying license must also be submitted to the Office of Graduate Studies. Departments may have a requirement to submit a bound copy of the thesis.

### Publication

The Certificate of Approval indicates that the thesis is suitable for publication. The university requires publication of the thesis in the following manner:

One electronic copy of the thesis is uploaded by the National Library of Canada, and the agreement form signed by the candidate authorizing the National Library to publish the thesis and to make copies available for sale on request. The National Library will upload the thesis exactly as it is and will list the thesis in Theses Canada as a publication of the National Library.

An abstract of not more than 350 words, prepared by the author and approved by the advisor and submitted as part of the electronic thesis submission, is also uploaded by the National Library.

The National Library's Theses Non-Exclusive License will be sent to the candidate prior to the final oral examination, to be signed and submitted to the Office of Graduate Studies immediately after the successful completion of the examination.

The candidate, in consultation with the advisor and the department chair, shall have the right to request that circulation and/or copying of the thesis in any form be withheld for up to one year.

Publication in the above manner does not preclude publication of all or part of the thesis in journals or in book form.

### Departmental Regulations

Individual departments may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulations. University regulations, as specified herein, take precedence and may not be overruled by any department regulations.

## Master of Arts, Master of Arts (Leadership), Master of Applied Science, Master of Bioinformatics, Master of Biotechnology, Master of Engineering, Master of Environmental Sciences, Master of Food, Agricultural and Resource Economics, Master of Science, Master of Planning, Master of Science (Planning)

### Admission

Admission to a master's degree program as a regular student is granted, on the recommendation of the department concerned, to:

- the holder of an honours baccalaureate or its equivalent, as set out in the Admission Requirements; or
- a student who has satisfied the requirements for transfer from the provisional student category.
- Note: the MA (Leadership) has an additional requirement of five completed years of relevant work experience.

### Minimum Duration

At least two semesters of full-time study must be devoted to the master's program if the student is admitted as a regular student. A student admitted as a provisional student requiring two semesters in that category, must spend at least one additional semester as a regular full-time student. For a student registered part-time, the minimum duration period is four part-time semesters.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

### Advising

The student's program is established and progress kept under review by the academic unit in which the student is enrolled (see Enrolment and Registration). The day-to-day responsibility will rest with the advisor. There will be an advisory committee of at least two graduate faculty members, the chair of which committee is normally the advisor of the student's program. Departments and schools are encouraged to involve graduate faculty from other academic units as members of advisory committees. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### Courses

The MA, MA (Lead), MASc, MBINF, MBIOT, MEng, MES, MFARE, MSc, MPlan and MSc (Plan) degrees of the University of Guelph require the demonstration of a reasonable mastery of a concentrated field of study. This may be attested by the achievement of satisfactory standings in courses, as determined by the department. In most cases a thesis is also required.

### Prescribed Studies

The proportion of weight attached to the research and thesis may vary, even within a department. Accordingly, the number of prescribed courses may correspondingly vary. Where the student's program requires a thesis, the number of course credits will not be fewer than 1.5, and must be made up entirely of graduate level courses. Any courses selected that exceed the 1.5 minimum credits must also be acceptable to the department and the Assistant Vice-President (Graduate Studies) for credit towards the graduate degree. The student must obtain an overall weighted average grade of at least 'B-' in the prescribed course (see Establishment of Program and Prescribed Studies).

### Additional Courses

In addition to the prescribed studies the candidate may take ancillary courses that support the specific discipline. These courses may be at either the undergraduate or the graduate level.

### Degree by Coursework

In some disciplines, the interests of a master's student may be better served through greater concentration on course work than independent research. In such circumstances the prescribed *studies* will consist of coursework that has research components, such as research papers, to develop the student's analytic, interpretive and communication skills. Where the student's program does not require a thesis, the number of course credits will not be fewer than 3.5. In some departments a major essay or research paper takes the place of 0.5 or 1.0 of the total credits required. OCGS by-laws permit a maximum of 1/3 of the credits to be taken from senior undergraduate courses; however individual programs may require a higher proportion of graduate courses.

### Research

In most disciplines, students may pursue their degree through course work and independent research towards the completion of a thesis. In the total program of a degree by thesis, the equivalent of at least one full-time semester must be devoted to thesis research. To avoid undue prolongation of the student's program, the research topic should be identified early and approved by the advisory committee.

### Thesis

For the master's degree by thesis each candidate shall submit a thesis, expressed in satisfactory literary form, based upon research in some topic connected with the candidate's special discipline. The thesis must demonstrate the candidate's capacity for original and independent work, and should include a critical evaluation of work which has previously been done in the candidate's field of research. The thesis should emphasize any new conclusions which may be drawn from the candidate's own research.

For purposes of equivalency calculations, a master's thesis is generally considered to be the equivalent of 2.0 credits.

### Procedures

The thesis may be submitted at any time of the year, but candidates are encouraged to have the final examination well in advance of the deadline date for thesis submission. Candidates should be aware of the deadlines schedule, a copy of which may be obtained in the Office of Graduate Studies. Candidates should discuss their thesis write-up with their advisors early in their final semester.

As the thesis is being written, the candidate is expected to be in regular communication with the advisory committee. The draft thesis is sent to the members of the advisory committee. When a draft is completed which the advisory committee recommends for examination, the final draft is sent to the members of the master's examination committee and the final oral examination is held.

Following the master's examination the candidate, if successful, arranges for the preparation of the thesis in final form, and for its submission to the Assistant VP (see below). The thesis in final form must include any minor corrections or revisions resulting from the examination. Approval of the thesis takes the form of a Certificate of Approval, signed by the examination committee.

### Master's Examination

The final oral examination, devoted chiefly to the defence of the thesis, is a departmental examination identified as the master's examination. The master's examination committee normally consists of four members appointed by the department chair, as follows:

- A member of the regular graduate faculty or retired faculty with Associated Graduate Faculty status of the department, who is not a member of the advisory committee, to act as chair of the master's examination committee and to make arrangements therefor;
- A member of the candidate's advisory committee (normally, the advisor);
- A member of the graduate faculty who may be a member of the advisory committee;
- A fourth member appointed from among graduate faculty from another department, from the department or from the advisory committee, according to departmental and/or examination requirements.

If possible, a member of another department should be included on the committee.

#### Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg., sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

The examination is open to the public; members of the audience may question the candidate only upon invitation of the chair of the committee.

The examination is passed and the thesis approved if there is no more than one negative vote. An abstention is regarded as a negative vote. The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

### Copies of Thesis

One electronic (.pdf) copy of the certified thesis must be submitted to [the Atrium](#) by the thesis submission deadline date shown in the Academic Schedule in the calendar. Also included in the electronic submission must be a brief abstract consisting of no more than 150 words. The Certificate of Approval signed by the examination committee, a copy of the circulation waiver, and the copying license must also be submitted to the Office of Graduate Studies. Departments may have a requirement to submit a bound copy of the thesis.

### Publication

The university requires publication of the thesis in the following manner:

One electronic copy of the thesis is uploaded by the National Library of Canada, and the agreement form signed by the candidate authorizing the National Library to publish the thesis and to make copies available for sale on request. The National Library will upload the thesis exactly as it is and will list the thesis in [Theses Canada](#) as a publication of the National Library.

An abstract of not more than 150 words, prepared by the author and approved by the advisor, and submitted as part of the electronic thesis submission, is also uploaded by the National Library.

The National Library's [Theses Non-Exclusive License](#) will be sent to the candidate prior to the master's examination, to be signed and submitted to the Office of Graduate Studies immediately after the successful completion of the examination.

The candidate, in consultation with the advisor and the department chair, shall have the right to request that circulation and/or copying of the thesis in any form be withheld for up to one year.

### Department Regulations

Individual departments may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulation. University regulations, as specified herein, take precedence, and may not be overruled by any department regulation.

## Master of Applied Nutrition

### Admission

Admission to the Master of Applied Nutrition (MAN) program as a regular student is granted, on the recommendation of the Department of Family Relations and Applied Nutrition, to:

- the holder of an honours baccalaureate degree from a dietetic program accredited by Dietitians of Canada, or with equivalent academic content as judged by the Applied Human Nutrition faculty, with academic standing as set out in Admission Requirements, or
- a student who has satisfied the requirements for transfer from the provisional student category.

### Minimum Duration

At least three semesters of full-time study must be devoted to the master's program if the student is admitted as a regular student.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within three semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

### Advising

The student's program is established and progress is kept under review by the Department of Family Relations and Applied Nutrition. The day-to-day responsibility will rest with the MAN Program Coordinator. There will be a MAN Advisory Committee of at least three graduate Applied Human Nutrition faculty, the chair of which is the MAN Program Coordinator. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### Courses

The MAN degree of the University of Guelph requires the demonstration of a reasonable mastery of a concentrated field of study. This may be attested by the achievement of satisfactory standings in a number of courses, as determined by the department. A thesis is not required.

### Prescribed Studies

The courses selected must be acceptable to the school and to the Assistant Vice-President (Graduate Studies) for graduate credit. The candidate must obtain an overall weighted average grade of at least 'B-' in order to qualify for the degree.

A total of seven courses (6.5 credits) are required for the completion of this program, made up of three regular courses, three practicum courses and a major project.

### Additional Courses

In addition to the prescribed studies, the student may take ancillary courses supportive of the special discipline. These courses may be at either the undergraduate or the graduate level.

### Professional Competence

Throughout the MAN program, students will document completion of the Dietitians of Canada Entry-Level Competencies. Graduates who have completed all required competencies successfully, as assessed by the MAN Advisory Committee, can apply to write the examination and qualify as a member of the College of Dietitians of Ontario (CDO), or other provincial dietetics regulatory body.

### Departmental Regulations

The department may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulation. University regulations, as specified herein, take precedence and may not be overruled by any department regulation.

## Master of Business Administration (Food and Agribusiness Management), (Hospitality and Tourism Management) or (Sustainable Commerce)

### Admission

Admission as a regular student is granted, on recommendation of the department concerned, to:

- the holder of an honours baccalaureate or its equivalent (from a recognized university or college) with an average standing of at least a 'B' in the last four semesters or the last two undergraduate years. At least two years of managerial experience is also required. Or,
- a student who has satisfied the requirements for transfer from provisional student category.

Applicants are required to submit results of the Graduate Management Admission Test (GMAT) in addition to the normal documentation required for evaluation.

## Delivery Method

The MBA Program is offered electronically over a two year period to accommodate working professionals. For the electronic program, participants are linked from home or their workplace with a network of learners and professors. Tuition and related costs for the electronic program are managed by the College of Business and Economics Executive Program office; contact that office for details.

## Minimum Duration

At least three semesters of full-time study must be devoted to the master's program if the student is admitted as a regular student.

## Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

## Advising

The student's program is established and progress kept under review by the department concerned (see Enrolment and Registration). The day-to-day responsibility will rest with an advisory committee, consisting of at least two graduate faculty members, one of whom may be from outside the department. The student's advisor is chair of the advisory committee. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

## Courses

The MBA degree of the University of Guelph requires the demonstration of a reasonable mastery of a concentrated field of study. This is attested by achieving satisfactory standings in a number of courses.

## Prescribed Studies

Students in the course-work option complete nine core courses, three field courses, plus two additional electives (7.0 credits). Students in the major paper option complete nine core courses, three field courses, plus a major paper (7.0 credits). The courses selected must be acceptable to the school and the Assistant Vice-President (Graduate Studies) for graduate credit. These substantive courses comprise the candidate's prescribed studies, in which the student must obtain an overall average grade of at least 'B-' (see Establishment of Program and Prescribed Studies).

## Additional Courses

In addition to these prescribed studies the candidate may take ancillary courses supportive of the special discipline. These courses may be at either the undergraduate or the graduate level.

## Department Regulations

Individual departments may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulation. University regulations, as specified herein, take precedence and may not be overruled by any department regulation.

## Master of Fine Art (Studio Art)

### Admission

Admission as a regular student may be granted, on recommendation of the School of Fine Art and Music, to:

- the holder of a BFA degree (honours equivalent), or an honours BA or its equivalent in fine or visual arts, as set out in the Admission Requirements; or
- in exceptional cases, the holder of a degree in another field who has completed a minimum of six one-semester courses in fine or visual art; or
- a student who has satisfied the requirements for transfer from provisional student category.

Each applicant must also submit a portfolio or other appropriate documentation of artwork.

### Minimum Duration

At least four semesters of full-time study must be devoted to the master's program if the student is admitted as a regular student.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

## Advising

The student's program is established and progress kept under review by the school (see Enrolment and Registration). The day-to-day responsibility will rest with an advisor. There will be an advisory committee of at least three graduate faculty members. The chair of the committee is normally the student's advisor. The school is encouraged to involve graduate faculty from other academic units as members of advisory committees. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

## Courses

The MFA degree at the University of Guelph requires the attainment of a professional level of studio practice and a detailed knowledge of the selected field of specialization.

## Prescribed Studies

A total of twelve graduate courses (10.0 credits) are required for the completion of this program. In addition to individually oriented studio courses, students are required to complete four MFA seminars, two teaching practicum courses, and two graduate art history, theory or criticism courses. These substantive courses comprise the candidate's prescribed studies, in which the student must obtain an overall weighted average grade of at least 'B-' (see Establishment of Program and Prescribed Studies).

## Additional Courses

In addition to the prescribed studies, the student may take ancillary courses supportive of the special discipline. These courses may be at either the undergraduate or the graduate level.

## Exhibition/Paper

Each degree candidate will complete a thesis. The MFA thesis consists of an exhibition, a brief supporting paper and an oral examination. Each degree candidate must present an exhibition, performance, or showing of the studio work, as well as a brief critical paper of approximately 4,000-5,000 words that articulates the aesthetic, historical and technical issues pertinent to the artwork. The submitted studio work must demonstrate a professional level of competence and a significant aesthetic investigation, as approved by the candidate's master's examination committee.

## External Examiner:

To advise on the exhibition/paper and to attend the master's examination, an external examiner from outside the university may be appointed by the school director, in consultation with the advisor and the Graduate Program Coordinator. The external examiner will submit a written appraisal of the exhibition/paper to the school director. The external examiner is expected to attend the master's examination and to assist in evaluating all aspects of the candidate's performance

## Procedures

The exhibition/paper may be completed at any time of the year, but candidates must bear in mind the desirability of having the final examination as much in advance of the deadline date as possible. Candidates should be aware of the deadlines posted in the Schedule of Dates in the graduate calendar. Candidates should discuss their thesis write-up with their advisors early in the final semester.

Following the master's examination, the candidate, if successful, will submit the paper and the photographic record of the exhibition to the school where they will be retained permanently.

## Master's Examination

At the time of the exhibition, the MFA candidate will be expected to successfully complete a final oral examination devoted chiefly to the MFA exhibition with reference to the supporting critical paper. This is a school examination identified as the master's examination. The master's examination committee normally consists of four members appointed by the school director, as follows:

- A member of the regular graduate faculty of the school or retired faculty with Associated Graduate Faculty status, who is not a member of the advisory committee, to act as chair of the master's examination committee and to make arrangements therefor;
- A member of the candidate's advisory committee (normally, the advisor);
- A member of the graduate faculty who may be a member of the advisory committee;
- A fourth member appointed from among graduate faculty from another department, from the school or from the advisory committee, according to school and/or examination requirements. The fourth member may be an external examiner.

If possible, a member of another department should be included on the committee.

## Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg., sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

The school director is responsible for notifying the Assistant Vice-President (Graduate Studies) of the composition of the committee, and for reporting to the Assistant Vice-President (Graduate Studies) the outcome of the examination.

The examination committee is expected to review the exhibition and the critical paper. The student is examined orally on the contents of the exhibition and the paper. Viewing the exhibition may take place over several days; the oral examination should take place following the viewing and must involve all members of the examination committee, including the external examiner (if applicable), as well as the candidate. Both of these components constitute the master's examination. The examination is open to the public; members of the audience may question the candidate only upon invitation of the chair of the examination committee.

The examination is passed and the exhibition/paper approved if there is no more than one negative vote. An abstention is regarded as a negative vote. The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given the opportunity of a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

### Copies of the Paper

A photographic record of the exhibition and a copy of the critical paper is retained in the school.

### School Regulations

In addition to meeting the university MFA regulations regarding the thesis format, the candidate must submit appropriate visual documentation of the MFA exhibition as well as the supporting critical paper to the director of the school for inclusion in the school archives.

The school may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the school concerning any such regulation. University regulations, as specified herein, take precedence and may not be overruled by any school regulation.

## Master of Fine Art (Creative Writing)

### Admission

Admission as a regular student may be granted, on recommendation of the School of English and Theatre Studies, to:

- the holder of a baccalaureate degree, in an honours program or the equivalent, from a recognized degree-granting institution. There are no requirements as to the discipline in which the degree was earned. Successful applicants will be expected to have achieved an average standing of at least a 'B-' in their last four semesters of study;
- a limited number of students may be admitted to the Creative Writing MFA program without having satisfied the degree requirement and/or academic standing requirements set out above if they are assessed as qualified to undertake graduate studies in creative writing on the basis of other experience and/or practice
- a student who has satisfied the requirements for transfer from the provisional student category.

On-line applications, required documents and instructions can be found in the Application for Admission section of the calendar. Please also see the Admissions Portfolio.

Creative Writing applicants who believe that their experiential learning may compensate for academic standing which does not meet the university minimum requirements are directed to contact the program (jainm@uoguelph.ca) regarding availability of alternative admissions criteria.

Admission, whether as a regular, a provisional, or a special student is, in all cases, based upon the recommendation of the department concerned and is subject to the approval of the Assistant Vice-President (Graduate Studies) on behalf of the Board of Graduate Studies. For more information, please see Admission Requirements.

### Minimum Duration

Students must complete at least two semesters of full-time study in the Creative Writing MFA program.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters Program Duration.

### Advising

The student's program is established and progress kept under review by the school (see Enrolment and Registration). The day-to-day responsibility will rest with an advisor, under the direction of the program's director. The thesis advisor will work with the student to shape and revise the manuscript, offering substantive editorial suggestions to writing upon which the student has already done significant work. It is the advisor who will decide when the thesis meets the requirement of acceptable to proceed to examination. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### Courses

The MFA degree in Creative Writing at the University of Guelph requires the attainment of a professional level of writing practice and a detailed knowledge of the selected genre of specialization. In all cases a creative thesis is also required.

### Prescribed Studies

Students will take one workshop and one plenary course in the first (Fall) semester of study; one workshop in the second (Winter) semester; the individual study course in the third (Summer) semester; and one workshop and a second plenary course in the fourth (Fall) semester. The remaining two semesters of the two-year (full-time) program will be devoted to the thesis. With permission from the Assistant Vice-President (Graduate Studies) and the program director, MFA students may choose to take one or two courses at the University of Guelph - e.g., MA courses in the School of English and Theatre Studies. Throughout the course of study, the student must obtain an overall weighted average grade of at least 'B-' (see Establishment of Program and Prescribed Studies).

### Creative Thesis/Manuscript and Oral Examination/Defence

Each degree candidate will complete a creative thesis. The MFA in Creative Writing thesis consists of a book-length manuscript of poems, a novel, a collection of short stories, a full-length play or screenplay, or a work of creative non-fiction and, as well, an oral examination. The submitted manuscript must demonstrate a professional level of merit, as approved by the candidate's master's examination committee.

### Procedures

Candidates should be aware of the deadlines schedule, a copy of which may be obtained in the Office of Graduate Studies. Please note, the Creative Writing MFA program has also implemented internal expectations/deadlines that must be adhered to by the candidate; these internal expectations/deadlines are distributed by the program director.

Following the master's examination, the candidate, if successful, will submit the creative thesis to the Office of Graduate Studies; it be retained permanently by the university.

### Master's Examination

The Creative Writing MFA examination committee normally consists of three members appointed by the department Chair:

- A member of the regular graduate faculty of the school or retired faculty with Associated Graduate Faculty status who is not a member of the advisory committee, and who acts as chair of the master's examination committee and makes arrangements for the oral examination (normally, the SETS director or SETS Graduate Program Coordinator);
- a member of the candidate's advisory committee (normally, the advisor);
- a member of the graduate faculty who may be a member of the advisory committee (normally, the second reader).

### Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg., sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

At the time of the defence, the Creative Writing MFA candidate will be expected successfully to complete a final oral examination devoted chiefly to the creative thesis: the candidate should display a sophisticated critical awareness of his or her own creative practice.

The examination is open to the public; members of the audience may question the candidate only upon invitation of the chair (program director) of the committee.

The program director is responsible for notifying the Assistant Vice-President (Graduate Studies) of the composition of the committee, and for reporting to the Assistant Vice-President (Graduate Studies) the outcome of the examination.

The examination is passed and the creative thesis approved if there is no more than one negative vote. An abstention is regarded as a negative vote. The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given the opportunity of a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

### Copies of the Creative Thesis

One electronic (.pdf) copy of the certified creative thesis must be submitted to [the Atrium](#) by the thesis submission deadline date shown in the Academic Schedule in the calendar. Also included in the electronic submission must be a brief abstract consisting of no more than 150 words. The Certificate of Approval signed by the examination committee, a copy of the circulation waiver, and the copying license must also be submitted to the Office of Graduate Studies. Departments may have a requirement to submit a bound copy of the thesis.

### School Regulations

The school may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the school concerning any such regulation. University regulations, as specified herein, take precedence and may not be overruled by any school regulation.

## Master of Landscape Architecture

### Admission

Admission as a regular student is granted, on the recommendation of the Landscape Architecture program, to:

- the holder of a BLA degree, or of an honours baccalaureate or its equivalent, as set out in the Admission Requirements, or
- a student who has satisfied the requirements for transfer from provisional student category.

### Minimum Duration

At least four semesters of full-time study must normally be devoted to the master's program if the student holds a BLA and is admitted as a regular student. Holders of other degrees may require two additional semesters. For a student registered part-time, the minimum duration is based on the equivalence of seven part-time semesters if the student holds a BLA. Holders of other degrees may require four additional part-time semesters.

### Completion

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters see. Candidates must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period.

### Advising

The student's program is established, and progress kept under review, through the Landscape Architecture program (see Enrolment and Registration). The day-to-day responsibility will rest in an advisory committee of at least two members, one of whom may be from outside the school. The student's research advisor is chair of the advisory committee. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### Courses

The MLA degree of the University of Guelph requires the demonstration of a general mastery of the field of landscape architecture.

### Prescribed Studies

The courses selected must be acceptable to the school and to the Assistant Vice-President (Graduate Studies) for graduate credit. The candidate must obtain an overall weighted average grade of at least 'B-' in order to qualify for the degree.

The number of courses prescribed will depend upon the student's background.

- For the holder of a BLA with several subsequent years of significant professional experience (as defined by the school), the prescribed studies will consist of at least five graduate courses (2.25 credits), plus a thesis;
- For the holder of a BLA without several subsequent years of significant professional experience (as defined by the school), the prescribed studies will consist of at least seven graduate courses (3.25 credits), plus a thesis;
- for the holder of degrees other than the BLA, the prescribed studies will consist of at least fourteen graduate courses (6.25 credits), plus a thesis, unless permission is granted to waive courses.

### Additional Courses

In addition to the prescribed studies, a student may take courses outside the discipline. These courses may be at either the undergraduate or the graduate level.

## Research

Students may expect to devote at least the equivalent of two full-time semesters to their research. To avoid undue prolongation of their program, students are expected to have their thesis proposal prepared and approved at least two full semesters in advance of their anticipated degree completion date.

## Thesis

For the Master of Landscape Architecture degree students are encouraged to undertake scholarship of discovery, integration, application, and/or communication. This work typically includes identification of clear goals, adequate preparation, selection and application of appropriate methods, identification and discussion of results, effective written and graphic communication, and reflective critique.

For the Master of Landscape Architecture degree each candidate shall submit a thesis, communicated in an appropriate form, based upon scholarship on a topic related to landscape architecture. The thesis must demonstrate the candidate's capacity for original and independent work, and should include a critical evaluation of work that has previously been done in the candidate's area of investigation. The thesis should emphasize any new conclusions resulting from the candidate's scholarly investigation. Special emphasis should be placed on the communication of how the results inform design.

### Procedures

The thesis may be submitted at any time of the year, but candidates are encouraged to have the final examination well in advance of the deadline date for thesis submission. Candidates should be aware of the deadlines schedule, a copy of which may be obtained in the Office of Graduate Studies. Candidates should discuss their thesis write-up with their advisors early in their final semester.

As the thesis is being written, the candidate is expected to be in regular communication with the advisory committee. The draft thesis is sent to the members of the advisory committee. When a draft is completed which the advisory committee recommends for examination, the final draft is sent to the members of the master's examination committee and the final oral examination is held.

Following the master's examination the candidate, if successful, arranges for the preparation of the thesis in final form, and for its submission to the Assistant VP (see below). The thesis in final form must include any minor corrections or revisions resulting from the examination. Approval of the thesis takes the form of a Certificate of Approval, signed by the examination committee.

### Master's Examination

The final oral examination, devoted chiefly to the defence of the thesis, is a departmental examination identified as the master's examination. The master's examination committee normally consists of four members appointed by the department chair or Graduate Program Coordinator, as follows:

- A member of the regular graduate faculty of the department or retired faculty with Associated Graduate Faculty status, who is not a member of the advisory committee, to act as chair of the master's examination committee and to make arrangements therefor;
- A member of the candidate's advisory committee (normally, the advisor);
- A member of the graduate faculty who may be a member of the advisory committee;
- A fourth member from among graduate faculty from another department, from the department or from the advisory committee, according to departmental and/or examination requirements.

If possible, a member of another department should be included on the committee.

### Note

The chair serves to administer and ensure the proper conduct of the examination. The Chair is expected to exercise full control over the proceedings and does not participate directly in questioning the candidate during the examination. In unforeseen circumstances where an examiner is unable to attend due to, eg, sudden illness, accident, etc., the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

The examination is open to the public; members of the audience may question the candidate only upon invitation of the chair of the committee.

The examination is passed and the thesis approved if there is no more than one negative vote. An abstention is regarded as a negative vote. The report to the Assistant Vice-President (Graduate Studies) will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the candidate may be given a second attempt. A second unsatisfactory result constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw (see Unsatisfactory Progress and Appeals of Decisions).

### Copies of Thesis

One electronic (.pdf) copy of the certified thesis must be submitted to [the Atrium](#) by the thesis submission deadline date shown in the Academic Schedule in the calendar. Also included in the electronic submission must be a brief abstract consisting of no more than 150 words. The Certificate of Approval signed by the examination committee, a copy of the circulation waiver, and the copying license must also be submitted to the Office of Graduate Studies. Departments may have a requirement to submit a bound copy of the thesis.

### **Publication**

The university requires publication of the thesis in the following manner:

One electronic copy of the thesis is uploaded by the National Library of Canada, and the agreement form signed by the candidate authorizing the National Library to publish the thesis and to make copies available for sale on request. The National Library will upload the thesis exactly as it is and will list the thesis in [Thesis Canada](#) as a publication of the National Library.

An abstract of not more than 150 words, prepared by the author and approved by the advisor, and submitted as part of the electronic thesis submission, is also uploaded by the National Library.

The National Library's [Theses Non-Exclusive License](#) will be sent to the candidate prior to the master's examination, to be signed and submitted to the Office of Graduate Studies immediately after the successful completion of the examination.

The candidate, in consultation with the advisor and the department chair, shall have the right to request that circulation and/or copying of the thesis in any form be withheld for up to one year.

### **Program Regulations**

The Master of Landscape Architecture program has specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning these regulations. University regulations, as specified herein, take precedence, and may not be overruled by any department regulation.

## **Master of Public Health**

### **Admission**

Admission as a regular student is granted, on the recommendations of the department concerned to:

- The holder of an honours baccalaureate or its equivalent from a program in Biomedical Sciences, Biological Sciences, Occupational and Public Health or alternatively a Doctor of Veterinary Medicine, RN or MD professional degree, with academic standing as set out in the Admission Requirements.
- A student who has satisfied the requirements for transfer from the provisional student category

### **Minimum Duration**

At least four semesters of full-time study must be devoted to the master's program if the student is admitted as a regular student. For a student registered part-time, the minimum duration period is seven part-time semesters.

### **Completion**

Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within five semesters see.

### **Advising**

The student's program is established and progress kept under review by the Department of Population Medicine. The day-to-day responsibility will rest with the Graduate Program Coordinator, Department of Population Medicine. There will be an advisory committee of at least two graduate faculty members, the chair of which will be the Graduate Program Coordinator, Department of Population Medicine. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### **Courses**

The MPH degree of the University of Guelph requires the demonstration of a reasonable mastery of a concentrated field of study. This may be attested by the achievement of satisfactory standings in a number of courses, as determined by the department. A thesis is not required.

### **Prescribed Studies**

The courses selected must be acceptable to the school and to the Assistant Vice-President (Graduate Studies) for graduate credit. The candidate must obtain an overall weighted average grade of at least 'B-' in order to qualify for the degree.

A total of twelve courses (6 credits) and a Practicum (1.0 credit) are required for the completion of this program.

### **Additional Courses**

In addition to the prescribed studies the candidate may take ancillary courses supportive of the special discipline. These courses may be at either the undergraduate or the graduate level.

## **Department Regulations**

Individual departments may have specified regulations in addition to those described in this calendar. The student is responsible for consulting the department concerning any such regulation. University regulations, as specified herein, take precedence, and may not be overruled by any department regulation.

## **Graduate Diplomas**

### **Admission**

Admission to a postgraduate diploma program as a regular student may be granted on recommendation of the department as set out in the Admission Requirements, with at least a 'B-' in the work of the final two years.

### **Minimum Duration**

The typical duration is one to four semesters (dependant on the program) of full-time study must be devoted to the diploma program. For a student registered part-time, the minimum duration period is seven part-time semesters.

### **Advising**

The student's program is planned and the student's progress is kept under review by the department. The advisory committee must be established and the Advisory Committee Appointment form submitted to the Office of Graduate Studies not later than the mid-point of the student's second registered semester.

### **Courses**

The postgraduate diploma program requires the completion of regular graduate courses together and may require special professional or applied courses and project. The curriculum for the graduate diploma is laid down by the department. In order to qualify for graduation, the student must obtain an overall weighted average grade of at least 'B-' in the required courses (see Prescribed Studies). Details may be obtained from the chair of the department. A thesis is not required.