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:

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Disclaimer

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

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.
Collection, Use and Disclosure of Personal Information

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/DLB_Laws/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

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

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

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

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

Name Changes

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

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 5th 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, 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, 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, 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, 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, to the satisfaction of the examiners.

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.
Courses
The D.V.Sc 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 D.V.Sc 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 specialty 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 no 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 D.V.Sc 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, e.g., 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 D.V.Sc 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, e.g., 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 holder of an honours baccalaureate or its equivalent, as set out in the Admission
requirements, is eligible for admission as a provisional student. A student admitted as a pro-
visional student must present evidence of holding an equivalent degree or have satisfac-
ted the requirements for transfer from the provisional student category. The student is
admitted as a regular student. A student admitted as a provisional student may then
submit a request to 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
research towards the completion of a thesis. The thesis must demonstrate the candidate's
capacity for original and significant research.

The student must obtain an overall weighted average grade of at least 'B-' in the prescribed
courses. The student's program is established and progress kept under review by the academic unit
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
requirement to submit a bound copy of the thesis.

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.

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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 Licence 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.
Fourth member appointed from among graduate faculty from another department, a student who has satisfied the requirements for transfer from provisional student, A member of the graduate faculty who may be a member of the advisory committee; Within a briefer time period. That announced departmental policy may require completion of the degree requirements within a briefer time period. Candidate must understand, however, that announced departmental policy may require completion of the degree requirements within a briefer time period. 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. 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 a number of courses. Each applicant must also submit a portfolio or other appropriate documentation of artwork. nomination of departmental policy may require completion of the degree requirements within a briefer time period. 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 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 advisor early in the final semester. 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 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 advisor early in the final semester. 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 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 advisor early in the final semester. 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 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 advisor early in the final semester. 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 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 advisor early in the final semester.
IV. Degree Regulations, Master of Fine Art (Creative Writing)

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, e.g., 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.

Completion
Normally, a thesis must be formally submitted (see Submission of Thesis) or the program otherwise completed, within six semesters Program Duration.
IV. Degree Regulations, Master of Landscape Architecture

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.

Copies of Thesis

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.

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.

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.

The examination is opened to the public; members of the audience may question the candidate on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.
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.