

# 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

Contact Information:

University of Guelph  
Guelph, Ontario, Canada  
N1G 2W1  
519-824-4120

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UNIVERSITY  
of GUELPH

CHANGING LIVES  
IMPROVING LIFE

## **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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## V. Other Study Options

This section describes other study options that exist for graduate students outside of their own program of study. It includes information on the International Study Option, the University Teaching course, Animal Care Short course and other University courses.

### Animal Care Short Course

All graduate students utilizing animals at the University of Guelph must demonstrate that they are familiar with animal welfare issues and adequately trained in animal care and use. The overall objective is to introduce aspects of laboratory animal science, animal welfare and animal care, not to provide definitive answers. Specific objectives of the course are as follows: (1) to familiarize course participants with existing regulations and guidelines to explain the need for them; (2) to demonstrate the need for understanding animal care and welfare both for protecting the user and the animal from potentially harmful zoonoses and to help improve the quality of research and teaching; and (3) to put into perspective the moral and ethical obligations to the animal so the user can weigh objectively the costs to animals against benefits gained from their use.

Formal recognition on the graduate transcript is accorded to graduate students who successfully complete the UNIV 6600 – Animal Care Short Course. This course is offered by the [Animal Care Services](#) through the [Animal User Training Program](#) of the University of Guelph.

#### Admission

The Animal Care Short Course is mandatory for all graduate students who will utilize vertebrate animals in their research and/or who will be teaching assistants in any course involving vertebrate animals. Students must take this course as early as possible in their program and prior to the commencement of work with live animals. In some circumstances, equivalency may be accepted. Students wishing to apply for equivalency should contact the Assistant Director, Animal Care Services.

#### Format

The course is offered as computer-based online self-study modules covering topics relevant to animal care.

#### Credit

Following completion of a short online quiz for each training module, Animal Care Services will forward a list of the successful participants to the Office of Graduate Studies. The course will be entered on the students' official record, with a grade notation of SAT (satisfactory).

#### UNIV\*6600 Animal Care Short Course S,F,W [0.00]

The course includes on-line training modules covering the following topics: Legislation, Regulation & Guidelines, Ethological Considerations in Animal Management, Ethics in Animal Experimentation, Research Issues, The Three Rs of Humane Animal Experimentation, Occupational Health and Safety when Working with Animals, Euthanasia, Recognition and Alleviation of Pain and Distress in Animals. Graduate students using or caring for live animals or assisting in teaching courses involving live vertebrate animals also must attend the Animal Care Services species-specific Workshops as part of the Animal User Training Program.

*Department(s):* Office of Graduate Studies

#### Registration

Please register online through Animal Care Services training program webpage at <http://www.uoguelph.ca/research/for-researchers/ethics-and-regulatory-compliance/animals/animal-user-training>. Choose option Core online modules. For inquiries about the course, please contact Dr. Anna Bolinder, Animal Care Services (abolinde@uoguelph.ca or x53110).

### Formal International Exchange

Graduate students wishing to participate in a formal international exchange program on the recommendation of their graduate unit must be nominated and formally approved for the exchange by the Centre for International Programs (CIP). For more information, please see the [Centre for International Programs](#) website.

### Canadian Association for Graduate Studies (CAGS) - Canadian Graduate Student Research Mobility Agreement (CGSRMA)

The Canadian Graduate Student Research Mobility Agreement gives graduate students the opportunity to spend time at another Canadian university in order to complete or enhance their research. The intention is to promote graduate mobility within Canada in order to foster the exchange of ideas, specialized training, research collaboration, and interdisciplinarity. More information and a complete listing of participating universities may be obtained on the CAGS website ([Agreements](#)).

### Canadian Association for Graduate Studies (CAGS) - Canadian University Graduate Transfer Agreement

The Canadian Universities Graduate Transfer Agreement (CUGTA) is to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS member university the opportunity to avail themselves of courses offered at another member institution (host) for transfer credit to the program at the program at the University of Guelph. More information and a complete listing of participating universities may be obtained on the CAGS website ([Agreements](#)).

### International Study Option

Formal recognition on the graduate transcript is accorded graduate students who successfully complete a period of study in another country as part of their program at Guelph. The study must be an integral part of the student's approved graduate studies. Credit will not be granted for international study commenced or completed prior to approval of the student's study plan by the Assistant Vice-President (Graduate Studies).

#### Admission

Admission to the international study option may be granted to any registered graduate student on the recommendation of the department. Application forms are available in the Office of Graduate Studies.

#### Minimum and Maximum Durations

The minimum duration of study is six weeks abroad and the maximum duration is one year.

#### Advising

The student's international study is planned and progress kept under review by the department and the student's advisory committee.

#### Activities

Credit for the international study option is dependent on the completion of a study approved by the department. Details may be obtained from the Office of Graduate Studies. A written report on the study is required, a copy of which must be submitted to the Assistant Vice-President (Graduate Studies). Upon approval of the written report in the Office of Graduate Studies, the following course is added to the student's academic record with a grade notation of SAT (satisfactory).

#### UNIV\*6500 International Study Option U [0.00]

A period of study in another country as part of a graduate program at the University of Guelph. Details may be obtained from the Office of Graduate and Postdoctoral Studies.

*Department(s):* Office of Graduate Studies

### Cotutelle

#### Cotutelle Agreements at the University of Guelph

A cotutelle agreement entails a customized program of doctoral study developed jointly by two institutions for an individual student in which the requirements of each university's doctoral programs are upheld such that the student is awarded two degree documents. The objective of a cotutelle is to enrich the experience of doctoral students through research collaborations and exposure to a different culture.

Below are the principles that enable cotutelle agreements to be established at the University of Guelph.

1. The Office of Graduate and Postdoctoral Studies (OGPS) may enter into cotutelle agreements with international universities, on behalf of individual PhD students registered in an existing PhD program at the University of Guelph, in accordance with the provisions of this framework. OGPS is responsible for ensuring that individual cotutelle agreements conform to the University of Guelph's internal doctoral degree requirements. Each cotutelle agreement must be approved by the Assistant Vice-President, Graduate Studies.
2. Cotutelle agreements are binding on the respective institutions on a reciprocal basis. Agreements must establish the manner in which the degrees are recognized in their respective countries.
3. PhD students carry out their research in both countries, under the direction of co-advisors who commit to act collaboratively and to their fullest capacity. The co-advisors must sign the agreement.
4. PhD students carry out their studies in alternating periods at the institutions involved, in a manner established in the agreement.
5. Details regarding the preparation for, and completion of, qualifying examination(s) are established in the agreement.
6. The language in which the thesis is to be written is established in the agreement. Where this language is not English, a substantive summary of the thesis in English must be included when the thesis is submitted for examination.

7. Composition of the thesis examination committee and naming of the committee's chair is established in the agreement. Where appropriate, examination committees are formed on a balanced basis, with equal membership from each of the institutions involved as well as a member (or members) external to both institutions. The membership of an examination committee shall not exceed eight persons.
8. The thesis is examined at a single thesis defense. Cost sharing responsibilities related to the defense are established in the agreement.
9. After a successful thesis defense, each institution awards the candidate a doctoral degree in accordance with its own regulations for conferral of degrees. The official record of the degree(s) shall indicate the candidate's specialization or discipline, the title of the thesis, and mention of the cotutelle.
10. The manner in which PhD students are to be registered and how they are to pay tuition fees is established in the agreement. The agreement also sets out the manner in which other applicable fees, including health insurance, are paid in each country.
11. Issues with respect to official deposits, listing, and distribution of theses, the management of joint research results from laboratories or research teams involved, as well as the publication and the derived uses of such results, are governed by specific rules and legislation in force in each of the respective universities and as established in the agreement.

## Letter of Permission

Graduate students who wish to study at another institution outside of Ontario and have credits transferred to the University of Guelph must receive permission in advance by completing the Letter of Permission request form. Students are required to maintain their University of Guelph registration while taking a course on Letter of Permission. Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable. For more information, please see the Office of Graduate Studies website.

## Ontario Visiting Graduate Students

The Ontario Visiting Graduate Student (OVGS) program allows a graduate student of an Ontario university (Home University) to take graduate courses at another Ontario University (Host University) while remaining enrolled at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties. The student enrolls and pays fees to his/her Home University and is classed as an "Ontario Visiting Graduate Student" at the Host University where he/she pays no fees. For more information, please see the Office of Graduate Studies website.

## University Teaching: Theory and Practice

Formal recognition on the graduate transcript is accorded to graduate students who successfully complete the course University Teaching: Theory and Practice. This program provides an opportunity to examine teaching and learning issues and to develop teaching skills appropriate to higher education. During the program, participants address the following topics: life as an academic, the characteristics of effective university teaching, students' learning styles, teaching options in class/laboratory/seminar settings, planning a class/course/curriculum, and helping students become effective problem-solvers.

### Admission

All registered graduate students are eligible for admission. Priority may be given to students nearing the end of their degree programs if restricted enrolment is necessary. Interested students should contact Teaching Support Services, which administers the program.

### Format

The program normally consists of twelve three-hour sessions weekly during the Fall semester. Students wishing credit for the program register in the Fall for the course below. Students who do not wish to complete the course must formally drop the course by the 5th class day.

#### UNIV\*6800 University Teaching: Theory and Practice F [0.50]

Participants will critically examine aspects of teaching in higher education and develop teaching skills such as lecturing, demonstrating, leading discussions, and problem solving. Satisfactory (SAT) or unsatisfactory (UNS) will be used to evaluate the student's performance in this course.

*Department(s):* Office of Graduate Studies

### Credit

A grade of SAT is based on completion of the following:

1. Teaching Philosophy Statements and Reflective Report
2. Reflective Learning Journal and Reflective Report
3. 2nd Semester Session Planning/Implementation and Report
4. Self-Directed Assignment