

University of Windsor
Department of Chemistry and Biochemistry

GRADUATE STUDENT HANDBOOK

**Prepared by the Graduate Studies Committee
2008 – 2009**

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INTRODUCTION

This booklet is a synopsis of the policies and practices of the Faculty of Graduate Studies and Research and of the Department of Chemistry and Biochemistry as they apply to M.Sc.II (normal program) and Ph.D. students. For information regarding the M.Sc.I (probationary program) requirements, please contact the graduate coordinator.

Normally, a new graduate student is admitted as a M.Sc. candidate unless s/he has already obtained an M.Sc. degree from an approved university. The first step is to select courses with the advice of the supervisor. The next step (within the first term) is the selection of the committee that will act as a guide as well as examine the student.

In addition to taking appropriate courses and attending required seminars, the M.Sc. candidate must conduct research under a thesis supervisor's direction and write a thesis. The student's M.Sc. committee will then examine the student on the thesis.

Upon completion of the M.Sc. degree, the student may apply for admission to the Ph.D. program. Please note that students who perform well may apply for admission to the Ph.D. program without completion of the M.Sc. thesis provided they successfully complete a transfer meeting.

A Ph.D. student must pass an oral comprehensive examination within the first twelve months following transfer from M.Sc. program or within eighteen months if admitted directly into the Ph.D. program.

Within the last year of their program the student must present a seminar of their work to the department and her/his Ph.D. committee.

Approximately six months before the expected completion of the Ph.D. dissertation, the student must have a pre-oral meeting with her/his committee to discuss the proposed contents of her/his dissertation and to present an outline of additional research planned. The committee will use this meeting to ensure that the student will be able to complete all the requirements to obtain their degree within the proposed time frame and may also include selection of the external examiner.

The final examination is the dissertation defense conducted by the Ph.D. committee to which an external examiner has been added. This external examiner is from another university and is an expert in the field of the student's research.

Details about the various steps outlined above are given below.

SUPERVISOR

The thesis or dissertation supervisor is the most important individual in the graduate education of a graduate student and has a great influence on the student's professional career after graduate school. The supervisor is an advisor, counselor, research director, and employer to the graduate student. The supervisor must be a regular or cross-appointed member of the departmental graduate faculty and is normally chosen prior to admission, often after the student has consulted with several faculty members in the student's area of interest. Although the student makes the choice, the faculty member must accept the student before the choice is finalized. Under appropriate circumstances a student may have 2 co-supervisors.

COMMITTEES

Master's and Doctoral Committees are appointed by the Chair of the Department in consultation with the

thesis supervisor and are subject to the approval of the Executive Committee of the Faculty of Graduate Studies and Research. In practice, many supervisors discuss the selection of the committee with the student prior to submitting the names to the Chair of the Department on forms available in the departmental office. This must be done within the first term of graduate school.

MASTER'S COMMITTEE: Consists of the thesis supervisor, at least one departmental reader (two are preferred), and one outside department reader.

DOCTORAL COMMITTEE: Consists of the dissertation supervisor, two departmental readers, and one outside department reader. At the dissertation defense an additional external examiner is added to the committee.

The above staffing of the committees is the minimum required by University regulations. In certain circumstances additional committee members may be designated.

The duties of the committees include: conducting the thesis or dissertation examination; conducting the comprehensive examination; attending the pre-oral meeting; and evaluating the 0359-710 research proposal. *Including these meetings, the committee should meet with the student at least once a year to evaluate the student's progress and additional meetings may be required at the committee's discretion.* The presence of the outside department committee member is optional at the meetings and examinations other than the thesis/dissertation defense.

COURSE REQUIREMENTS

The courses taken are determined by the requirements of the subject area, the supervisor's advice and the student's interests. Appropriate courses offered in other Departments may be taken for credit with the consent of the student's supervisor and the Faculty of Graduate Studies and Research, however, at least half of the credits earned must be from the University of Windsor.

MASTER'S DEGREE: Students must complete satisfactorily at least three graduate level courses.

DOCTORAL DEGREE: Students must satisfactorily complete at least six graduate level courses, *prior to* the thesis defense. This number includes the three credits needed for the Master's degree for students who have completed a M.Sc. or who have transferred directly from the M.Sc. program. **The course 59-710, the research proposal, is a required course for Ph.D. students and must be completed in the semester prior to defense.**

DEFENSE OF MASTER'S THESIS

Final typed copies of the thesis must be in the hands of each committee member at least two weeks prior to the scheduled date of the examination. The Program Chair or their delegate chairs the examination. The examination is open to the public except for the deliberations of the committee, which are closed to the public and the candidate. The student's appropriate committee conducts this examination after the thesis is completed.

TRANSFER FROM THE M.Sc. TO Ph.D. PROGRAM

A student may transfer directly from the M.Sc. to Ph.D. program without completion of the M.Sc. thesis, provided the student has an overall average of 10.5 or greater in two or more graduate courses taken as a graduate student. This transfer must occur following a meeting with the Master's Committee (participation of the Outside Reader optional, however the inclusion of an additional Internal Reader is strongly suggested) at which approval to transfer is recommended. Such transfers will normally take place between the 12th and 24th months after admission to the M.Sc. II program. The committee members must sign a form indicating their approval for the transfer of the student to the Ph.D. program; this form will be

given to the Graduate Secretary of Chemistry and Biochemistry and forwarded to the Faculty of Graduate Studies and Research.

The Dean of Graduate Studies and Research has requested that these transfers take place between terms and not in the middle of a term, so check the timing of your requests. There is a form for this procedure that can be obtained in the departmental office.

A student who is not going to be recommended for the M.Sc. to Ph.D. transfer should be given this decision as early as possible so that the student will not be delayed in completing her/his research and in writing up the Master's thesis. It is the responsibility of the thesis supervisor and the Master's Committee to identify unsatisfactory students as early as possible in their careers. It is not a kindness to encourage students to pursue a career or field for which they appear unsuited. There is, therefore, no earliest date specified for asking students to withdraw from the M.Sc. program on grounds of poor performance.

Ph.D. EXAMINATIONS

In general, the student is responsible for organizing the following meetings and is expected to consult with the Graduate Secretary for the Department of Chemistry and Biochemistry for help in this task and to obtain any required forms.

COMPREHENSIVE EXAMINATION: Students in the Ph.D. program are required to complete an oral comprehensive examination within the first twelve months following transfer from the M.Sc. program or within eighteen months if admitted directly into the Ph.D. program (already having an M.Sc.). The examination will take the form of a ten to twenty minute presentation of the student's research to date, followed by a question and answer session in which the student's depth of knowledge of the field of research and the underlying chemical and/or biochemical principles will be examined. A committee of three members comprised of the research advisor and two other faculty members from Chemistry and Biochemistry, with additional members optional, will assess the student. As a guide to the student, the committee may provide some directed readings prior to the examination. The student will be expected to understand the subject matter and background of the topics. A grade of pass or fail will be given. In the event of a failing grade, the student may be allowed a second examination within one month, or a specific assignment may be made for subsequent evaluation at the discretion of the examining committee. It may be possible that the student will not be allowed to repeat the examination. In this case the student will be requested to withdraw from the Ph.D. program. A second failure will also result in the requirement of withdrawal from the program.

RESEARCH PROPOSAL (0359-710): Typically in the final year of the Ph.D. program, the student will register for the 0359-710 course. This course focuses on the development and presentation of a research proposal, as well as the cultivation of a wide base of knowledge of the chemical and biochemical literature. Techniques of research proposal composition, with particular reference to subject area, budgetary considerations, and written and oral presentation techniques will be assessed. The student will be required to develop and defend his or her own research proposal in chemistry and/or biochemistry following the format specified for the NSERC Discovery Grant application. The subject of this proposal must not be from the research work undertaken for the Ph.D. thesis. A written proposal will be submitted to the student's advisory committee and the course organizer; this will be followed by an oral presentation and defense of the proposal. The advisory committee will evaluate the originality, the significance, the clarity of the written and oral presentation, and the student's knowledge of the area in the defense. **Please note that the oral presentation and proposal defense must take place during the term of registration and course must be completed a minimum of one term prior to the Ph.D. defense unless special permission is obtained from the course coordinator upon the unanimous written recommendation of the student's Ph.D. committee.** Each student must consult with the current organizer of the course (Prof. C. L. B. Macdonald for 2007-2008) prior to submission of the research proposal and the organizer or a delegate should be present for the defense.

PRE-ORAL MEETING: About six months before the expected completion of the Ph.D. dissertation, the

student will present the doctoral committee with an outline of all the research that will be included in the dissertation. This presentation will include the proposed research that must still be completed before the writing of the dissertation can be finished. The committee will advise the student on what they believe the student must finish so that he or she may produce a satisfactory dissertation, whether the proposed time-frame for completion is realistic and may suggest suitable external examiners for the defense. This meeting should be held after the completion of all course and departmental seminar requirements. The pre-oral meeting is typically the final annual meeting.

DEFENSE OF DOCTORAL DISSERTATION: the student's committee conducts this examination after the dissertation is completed. *Before the dissertation is forwarded to the external examiner it must be approved by a majority of the doctoral committee, using the form Approval to Submit a Doctoral Dissertation for External Examination. To commence the process, the student must inform the Graduate Secretary for the Department of Chemistry and Biochemistry of their intent to defend their dissertation **AT LEAST 8 WEEKS PRIOR TO THE PROPOSED DATE OF THE DEFENSE**.* Final typed copies of the dissertation must be provided to all members of the committee and two copies to the Office of Graduate Studies and Research at least five weeks before the expected date of the defense. **PLEASE NOTE: THE OFFICIAL DATE FOR A PH.D. DEFENSE WILL NOT BE SET UNTIL THE ACTUAL SUBMISSION OF THE THESIS AND THAT THE DEFENSE DATE MUST BE AT LEAST 4 WEEKS AFTER SUBMISSION.** This condition may be waived under exceptional circumstances; in such instances, the student must explain the need for such a waiver in writing to the Graduate Committee. The Dean of Graduate Studies and Research or their delegate chairs the examination. The exam should consist of a 20-30 minute presentation by the candidate followed by a question period satisfactory to the committee. The examination is open to the public except for the deliberations of the committee, which are closed to the public and the candidate.

SEMINARS

All M.Sc. and Ph.D. students must attend the regular Department seminars (59-795). *All Ph.D. students also must present at least one 40-50 minute seminar on their research to the department;* by convention this is generally done in the last year of study. In addition, some programs run their own seminars for which they have their own rules about attendance and student presentations.

WRITING THE THESIS OR DISSERTATION

The time for writing the thesis or dissertation is determined by the student and the student's supervisor. The minimum residence time for each degree is set out in the Graduate Calendar. Almost all students require further terms of registration in order to complete their degrees. In practice, M.Sc. students can expect to take a total of approximately two years and Ph.D. students four to five years. The Graduate Calendar lists specific dates for completion of all requirements if a student wishes to obtain her/his degree at a certain convocation date. The booklet "*Procedures to Follow in Preparing a Thesis or Dissertation*", which includes information on the form of presentation, number of copies, etc., for the thesis or dissertation can be obtained from the graduate secretary, the Office of Graduate Studies or online. Any questions regarding the preparation and formatting of a thesis or dissertation should be directed to Nicole Walsh (for Svetlana Georgieva) in Faculty of Graduate Studies office, ext. 2104.

GRADUATION

In order to allow the necessary time for the printing of the diploma and the Convocation program, the candidate's completed work must be approved by the Faculty of Graduate Studies and Research and the thesis or dissertation must be received by the Office of Graduate Studies and Research for transmission to the Leddy Library at least two weeks before Convocation.

SAFETY AND INSTRUMENT USAGE

All students must complete WHMIS training provided by The Office of Occupational Health and Safety. This web-based training is located at <http://www.uwindsor.ca/safety>. Students must successfully complete this training in order to obtain storeroom privileges and be allowed to work in any of the laboratories. Students must follow the safety procedures mandated for the laboratory in which they are working, including the use of protective eyewear and clothing.

Each student must receive training from the appropriate technician or faculty member on any instrument that they wish to use prior to using that instrument. In most situations, the student must also obtain permission from the appropriate technician or faculty member responsible for an instrument before using the machine.

All students must adhere to all rules concerning the use of each instrument. Such rules include: the proper use of sign-up sheets; adherence to the time-slot policies; the proper use of log books; following the correct shut-down procedures; etc. Any student who does not follow the rules for an instrument will lose their privileges on that instrument.

SCHOLARSHIPS

SCHOLARSHIP BULLETIN BOARD: Notices for the deadlines of major scholarships are generally distributed to all graduate students and to all faculty with appropriate advanced warning. These notices and descriptions of additional awards are posted on the Scholarships Bulletin Board located opposite of the Chemistry Department office room 273-1.

LIST OF EXTERNAL SCHOLARSHIPS: The following list contains a brief description of some of the scholarships for which graduate students may apply. The numbers quoted are those believed to be valid at the time of this printing and are subject to change without notice.

NSERC CANADA GRADUATE SCHOLARSHIPS (CGS): These are intended to support exceptionally highly qualified scientists in the pursuit of science and engineering.

APPROXIMATE VALUE: \$17,500 (Master's, 1 year) / \$35,000 (Ph.D., 3 years) per year
AVAILABLE TO: M.Sc. students in the first year of study and Ph.D. Students
NUMBERS OF AWARDS NATIONWIDE: 594(M), 216(D) (2007)
RESTRICTIONS: Canadian Citizens or Permanent Residents; with at least an A- average
APPROXIMATE DEADLINE: Late September (departmental)

NSERC POSTGRADUATE SCHOLARSHIPS (PGS): These are intended to support highly qualified scientists in the pursuit of science and engineering.

APPROXIMATE VALUE: \$17,300 (Master's, 1 year) / \$21,000 (Ph.D., 3 years) per year
AVAILABLE TO: M.Sc. students in the first year of study and Ph.D. Students
NUMBERS OF AWARDS NATIONWIDE: 604(M), 734(D) (2007)
RESTRICTIONS: Canadian Citizens or Permanent Residents; with at least an A- average
APPROXIMATE DEADLINE: Late September (departmental)

ONTARIO GRADUATE SCHOLARSHIPS (OGS) AND ONTARIO GRADUATE SCHOLARSHIPS IN SCIENCE AND TECHNOLOGY (OGSST): OGS and OGSST Scholarships are awarded to encourage excellence in graduate studies, the OGS is a provincial award whereas the OGSST is an internal award supported, in part, by the province of Ontario.

APPROXIMATE VALUE: \$15,000/12 months + partial tuition scholarship

AVAILABLE TO: M.Sc. and Ph.D. Students
NUMBER OF AWARDS PROVINCE-WIDE: 2,000
RESTRICTIONS: Canadian Citizens, Permanent Residents or Visa students (open competition only) with at least B+ Average (in practice, chances are slim unless you have an A- average).
APPROXIMATE DEADLINE: Mid October (departmental)

LIST OF INTERNAL SCHOLARSHIPS AND AWARDS: The following is a list of some of the internal scholarships which are available to graduate students.

GRADUATE ASSISTANTSHIP (GA): This is given to all chemistry and biochemistry students

APPROXIMATE VALUE: \$8,728/Fall and Winter terms) (M.Sc.); \$9,724/Fall and Winter terms (Ph.D.) (2006-07 figures)
AVAILABLE TO: M.Sc. and Ph.D. Students
RESTRICTIONS: Canadian Citizens, Permanent Residents or Visa Students
To do GA duties assigned by the department

RESEARCH ASSISTANTSHIP (RA): This is given to most chemistry and biochemistry students

APPROXIMATE VALUE: up to \$11,272/year (M.Sc.); \$10,276/year (Ph.D.)
AVAILABLE TO: M.Sc. and Ph.D. Students
RESTRICTIONS: Canadian Citizens, Permanent Residents or Visa Students
To do research assigned by the supervisor

UNIVERSITY-WIDE GENERAL AND COMPETITIVE SCHOLARSHIPS

The scholarships require no internal application forms. As a result, it is strongly suggested that students submit accurate, updated cv's to the Graduate Secretary **at the beginning of each term.**

PRESIDENT'S EXCELLENCE SCHOLARSHIP (PES), C.P. CROWLEY SCHOLARSHIP (CPC): The Faculty of Graduate Studies and Research awards competitive scholarships in recognition of exceptional performance or potential in graduate studies.

APPROXIMATE VALUE: Canadian tuition plus \$5,000 for three terms (CPC); Canadian tuition plus \$3,000 for three terms (PES).
AVAILABLE TO: M.Sc. and Ph.D. Students
NUMBER OF AWARDS UNIVERSITY-WIDE: approximately 40 total
RESTRICTIONS: Canadian Citizens, Permanent Residents or Visa Students (awardees have typically displayed excellent research performance and have nearly perfect GPA's)
DEADLINES: February 1 and April 1

DOCTORAL TUITION SCHOLARSHIP (DTS) AND DTS-INTERNATIONAL: The Faculty of Graduate Studies and Research awards scholarships to reduce the tuition fees for Canadian and visa Ph.D. students.

APPROXIMATE VALUE: The current value of tuition for a Canadian citizen for 3 years (it is renewable for up to 1 year after that period)
AVAILABLE TO: Ph.D. Students at the time of admission
NUMBER OF AWARDS UNIVERSITY-WIDE: As many as necessary
RESTRICTIONS: Students must have a First-Class GPA (A- or better) upon admission and must maintain a GPA of 11.0 during the tenure of the award
APPROXIMATE DEADLINE: N/A

MASTER'S TUITION SCHOLARSHIP (MTS) AND INTERNATIONAL GRADUATE STUDENT SCHOLARSHIP (IGSS): The Faculty of Graduate Studies and Research awards scholarships to reduce the tuition fees for Canadian and visa M.Sc. students.

APPROXIMATE VALUE: The current value of tuition for a Canadian citizen for 1 year (it is renewable for up to 1 year after that period)

AVAILABLE TO: M.Sc. Students at the time of admission

NUMBER OF AWARDS UNIVERSITY-WIDE: As many as necessary

RESTRICTIONS: Students must have a First-Class GPA (A- or better) upon admission and must maintain a GPA of 11.0 during the tenure of the award

APPROXIMATE DEADLINE: N/A

IN-PRGRAM SCHOLARSHIP (IPS): The Faculty of Graduate Studies and Research awards competitive scholarships to reduce the tuition fees for visa students.

This scholarship program is being revised at the moment; we will provide all current students with any relevant information when we receive it.

U OF W FACULTY OF GRADUATE STUDIES AND RESEARCH CONFERENCE TRAVEL FUND: The Faculty of Graduate Studies and Research awards travel grants to help defray the costs for a graduate student to make a presentation at a conference.

APPROXIMATE VALUE: Up to \$500.

AVAILABLE TO: M.Sc. (1 award) and Ph.D. Students (3 awards)

NUMBER OF AWARDS UNIVERSITY-WIDE: As many as necessary

RESTRICTIONS: The student must be presenting at the conference

APPROXIMATE DEADLINES: N/A

I.D. BERKS MEMORIAL SCHOLARSHIP: The Ian David Berks Memorial Scholarship was created by the Berks family to assist the funding of graduate work.

APPROXIMATE VALUE: \$1000 for one year

AVAILABLE TO: M.Sc. and Ph.D. Students

RESTRICTIONS: Mature, married Canadian student with family or other responsibilities.

APPROXIMATE DEADLINE: May 15

WILLIAM A. REDMOND SCHOLARSHIP: This bursary is awarded annually in memory of Dr. W.A. Redmond to a graduate student in the Department on the basis of scholastic ability who does not hold a major National or Ontario scholarship.

APPROXIMATE VALUE: \$1000 for one year

See Program Chair for additional information.

A number of other foundations offer awards for graduate students throughout the academic year. For details, contact the Graduate Studies Office or the Graduate Secretary.

CUPE LOCAL 4580 INFORMATION

As a graduate student at the University of Windsor, you are guaranteed support in the form of assistantships as outlined in your collective agreement. As a graduate assistant you are represented to the University by CUPE Local 4580 and have rights as well as responsibilities, outlined in this agreement. It is necessary that you familiarize yourself with the terms of this agreement. This agreement can be found on CUPE website at www.4580.cupe.ca. In addition, one can find executive, steward and committee representation lists, bylaws, upcoming events, summaries of current issues, meeting notices and agendas, links to other University locals and policies relevant to Graduate and Teaching Assistants. If you believe that you require assistance or information from your Union representatives with regard to your duties as an assistant, would like to get involved, or are curious about what your union does, please contact them at cupe4580@uwindsor.ca.

CHEMISTRY CLUB

The “Chem” Club is a graduate student operated group that organizes various departmental social activities, raising funds by a variety of innovative measures. Among the activities sponsored by the Chem Club are a Christmas party, summer picnic, golf tournament, and weekly coffee and doughnuts.

GRADUATE STUDENTS’ SOCIETY (GSS)

The GSS is a student-elected faction that deals with issues that pertain to graduate life in general at the University of Windsor. The office, and secretary Laurie Barnes, is located on the second floor of the Grad House on Sunset Avenue. Information relating to health coverage, some form of which is mandatory, or ISIC (International student ID cards) may be obtained from Ms. Barnes.

Of particular note is that health coverage, mediated by Green Shield, is available two times a year: September and February. If you have other health coverage, you may opt-out, however this may ONLY be performed the first 3 weeks of September or February. During this time, students who wish to opt-in their spouses or children may also do so for an additional fee. If you commence your studies in January, you may also contact Ms. Barnes, and she will arrange for health coverage if required. Students who do this will have to return in February to obtain coverage for the remainder of the semester and the summer months. Health coverage includes prescriptions, dental care and eyeglasses – though all with certain limitations. Ms. Barnes may be contacted for detailed information at sgpsea@uwindsor.ca.

NEW STUDENTS

New students should contact the graduate secretary in room #273-1 for instructions on obtaining: Social Insurance Number (SIN), Employee Number, Student Card, Library Card, Email Address, Keys and Door Card.

TIME LINE FOR MASTER'S DEGREE

Work on a Master's degree must be completed within three consecutive calendar years after the student's first registration.

At the beginning of EACH term students should:

- Register for courses.
- Sign Graduate Assistantship (GA) and payroll deferment forms.
- Check bulletin board outside graduate office for announcements regarding scholarship applications.

Fall Semesters:

- Complete and or review committee sheet
- Apply for NSERC, OGS, OGSST scholarships
- Apply for conference travel awards.
- Submit an updated CV to the graduate secretary

Winter Semesters:

- Complete Student Annual Report form and submit to graduate secretary prior to May 31.
- Apply for conference travel awards.

After first year:

- Arrange annual committee meeting
- Arrange direct transfer meeting (If transferring to a Ph.D.)

Final Semester:

- Not later than one month after registration the student is required to sign a Copyright License
- See graduate secretary regarding thesis defense.
- Apply to graduate

TIME LINE FOR PH.D. DEGREE

A student admitted to a Ph.D. program requiring full-time attendance for three years must complete all requirements for the Ph.D. within seven consecutive years.

A student admitted with one year's advanced standing (e.g., holders of Master's degrees) must complete all requirements within six consecutive years.

At the beginning of EACH term students should:

- Register for courses.
- Sign Graduate Assistantship (GA) forms and payroll deferment forms.
- Check bulletin board outside graduate office for announcements regarding scholarship applications.

Fall Semesters:

- Complete and review committee sheet
Committee consists of: Research advisor, two other faculty members from the program, and one from another program at the University of Windsor. For the defense, an external examiner is also required.
- Apply for NSERC, OGS, OGSST scholarships
- Apply for conference travel award.
- Submit an updated CV to the graduate secretary

Winter Semesters:

- Complete Student Annual Report form and submit to graduate secretary prior to May 31.
- Apply for conference travel award.

After first year:

- Arrange annual committee meeting.

Comprehensive Examination:

- Must be taken within the first twelve months following transfer from the M.Sc. Program.
- Must be taken within the first eighteen months if admitted directly into the Ph.D. Program.

Final Year:

- Complete Research Proposal (0359-710)
- Departmental Seminar
- Pre-Oral Meeting (around six months before the expected completion of the degree)

Defense:

- During the last semester, contact the graduate secretary for instructions in preparing for defense.
- Submit name of external examiner.
- Review committee sheet.
- Apply to graduate.

**CALENDAR OF THE ACADEMIC YEAR
Fall 2008**

September 1	Labour Day (statutory holiday)
September 4	All classes begin. Day and evening
September 17	Last day for late registration and change of course for Fall term day and evening Last day for full tuition refund.
September 30	Last day for reversal of incidental fees for course withdrawal.
October 1	Last day for the oral defense of dissertations, thesis and major papers for Fall Convocation.
October 8	Last day to deposit dissertations, thesis and major papers for Fall Convocation. Last day for completion of all requirements for graduate degrees under Phase 1 (100% tuition refund).
October 13	Thanksgiving Day (statutory holiday) (no classes).
October 14 – 17	Counselling/Advising/Reading Days. No classes.
October 25	Fall Convocation
October 31	Last day for completion of all requirements for graduate degrees under Phase 11 (50% tuition refund).
November 7	Last day to withdraw voluntarily from courses. After this date students remain registered in courses and receive final grades as appropriate. Last day for partial tuition refund.
November 14	University Day: Open House. No classes/lectures
December 5	Last day classes, day and evening.
December 8	Fall term examinations begin.
December 15	Winter term fees are due and payable.
December 24 - 31	University offices closed for December Holiday Recess.

**CALENDAR OF THE ACADEMIC YEAR
Winter 2009**

January 2	University offices reopen
January 5	All classes begin day and evening
January 16	Last day of registration and change of course for Winter term courses, day and evening. Last day for full tuition refund.
January 23	Last day for completion of all requirements for graduate degrees under Phase 1 (100% tuition refund).
January 30	Last day for reversal of incidental fees for course withdrawal.
February 13	Last day for completion of all requirements for graduate degrees under Phase 11 (50% tuition refund).
February 16	Family Day Holiday – University Closed
February 17 - 20	Study week.
February 20	University offices closed.
March 1	Last day to file application for Spring graduation.
March 13	Last day to withdraw voluntarily from courses. After this date students remain registered in courses and receive final grades as appropriate. Last day for partial refund.
April 3	Last day of classes, day and evening.
April 6 – 9 and 13 – 18	Winter term final examinations.
April 10	Good Friday (statutory holiday) (no classes)
April 12	Easter Sunday
April 13	Deadline for recommending an external examiner for a Ph.D. oral defense on the last day for Spring Convocation.

**CALENDAR OF THE ACADEMIC YEAR
Summer 2009**

April 30	Intersession, 12-week session, Summer Session and Summer Co-op fees are due and payable.
May 11	Intersession, 12-week session and Summer Co-op terms begin.
May 15	Last day for late registration and change of course for Intersession. Last day for full tuition refund for Intersession courses.
May 18	Victoria Day (statutory holiday) (no classes)
May 22	Last day for registration and change of course, 12-week session and Summer Co-op. Last day for full tuition refund for 12-week session and Summer Co-op courses. Last day for reversal of incidental fees for 6-week intersession courses.
May 25	Last day for oral defense of dissertations, thesis and major papers for Spring Convocation
June 1	Last day to deposit dissertations, thesis and major papers for Spring Convocation Last day for completion of all requirements for graduate degrees under Phase 1 (100% tuition refund).
June 5	Last day to withdraw voluntarily from Intersession courses. After this date students remain registered in courses and receive final grades as appropriate. Last day for partial tuition refund for Intersession courses. Last day for reversal of incidental fees for 12-week and Summer Co-op courses.
June 17, 18, 19	Spring Convocation
June 22	Intersession classes end.
June 22 - 26	Mid-term break for 12-week session and Summer Co-op.
June 25 – 27	Intersession examinations
June 26	Last day for completion of all requirements for graduate degrees under Phase 11 (50% tuition refund).
July 1	Observance of Canada Day. University offices closed.
July 6	Summer Session classes begin.
July 10	Last day for Summer Session late registration and change of course. Last day for full tuition refund for Summer Session courses.
July 17	Last day to withdraw voluntarily from 12-week session and Summer Co-op term courses. Last day to receive partial refund for 12-week session and Summer Co-op term courses. Last date for reversal of incidentals for 6-week Summer courses.
July 31	Last day to withdraw voluntarily from Summer Session courses. After this date

Calendar of Academic Year
Summer 2009 cont'd

	students remain registered in courses and receive final grades as appropriate. Last day for partial tuition refund for Summer Session courses.
August 1	Last day to file application for Fall graduation.
August 3	Civic Holiday (statutory holiday) (no classes)
August 12	Deadline for recommending an external examiner for an oral defense on the last day for Fall Convocation.
August 14	Last day of classes for Summer Session, 12-week session, and Summer Co-op term. Fall fees are due and payable.
August 17	Last day of classes for Summer School.
August 18-26	12-week Session examinations begin.
August 20-26	Summer School examinations