



The University of Western Ontario

Department of Biochemistry

Graduate Student  
Handbook

Biochemistry Web Site: [www.biochem.uwo.ca](http://www.biochem.uwo.ca)  
The School of Graduate and Postdoctoral Studies  
(SGPS) Web Site: <http://grad.uwo.ca/>

November 2009

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## Department Requirements

Department of Biochemistry Web Site: [www.biochem.uwo.ca](http://www.biochem.uwo.ca)

1. Form an advisory committee during their first term of registration. At least 50% of the committee should be from the Biochemistry Program.
2. Have yearly advisory committee meetings. These meetings must be reported to the Graduate Secretary. (Appendix A – sample of report form – form is available on the Biochemistry website <http://www.biochem.uwo.ca/Forms/Forms.html>)
3. Achieve an average of 78%\*/80% or above to be eligible for WGRS/SGS support (\*for students registered before May 2007. Students registered in May 2007 or after must maintain an 80% average).
4. Attend departmental graduate programme seminars/poster sessions which are held during the fall and winter terms.
5. Have written approval from their advisory committee to commence writing their thesis. Written approval must be filed in the student's file.
6. Maintain a level of productivity that will enable completion of the program in the time frame established by The School of Graduate and Postdoctoral Studies.
7. Observe all safety regulations and policies established by the University.

See specific sections (i.e., Qualifying Exam) for more specific requirements.

Enrolment in the Department of Biochemistry Graduate Program implies compliance with a set of rules and criteria that are legislated by the Department and The School of Graduate and Postdoctoral Studies. Specific requirements are listed on the following pages. Continued enrolment also requires a level of productivity that will enable completion of the program in the time frame outlined by the Faculty. While the level of productivity will differ from student to student the minimum expected is 40 hours per week of lab, or lab related, work. Students should also be aware that regulations of stipend support allow two weeks (10 days) of vacation per annum.

### International Students

International students must show original study permits to The School of Graduate and Postdoctoral Studies and the Department Graduate Administrator as soon as they arrive at Western. Students will also have to apply for a Social Insurance Number (SIN). Application for a SIN is made through the London Human Resources Centre of Canada, located at 120 Queens Ave., London. You will need your Study permit/Student authorization and a "Contract of Employment for International Students at the University

of Western Ontario” provided by the Graduate Administrator. The Graduate Administrator should be notified as soon as the SIN is received.

## **Compensation Rates**

The Department of Biochemistry has set compensation rates for graduate student stipends. Compensation rates vary and academic averages (as calculated by the Department and The School of Graduate and Postdoctoral Studies (SGPS)) and external/internal funding will decide how your compensation rate is set. Please consult with your Faculty Advisor or the Graduate Administrator if you have any questions on the makeup of your rate. Your compensation rate should be indicated in the initial offer letter from your Faculty Advisor.

For students who register in the program on or after September 1, 2006, the following policy limiting the length of time a Faculty Advisory is obligated to provide compensation to a graduate student will be in place:

1. After two years (6 terms) from initial date of registration in the MSc program a Faculty Advisor is not obligated to pay a stipend
2. For students who have transferred from the MSc: After five years (15 terms) from initial date of registration, with an additional half year for exceptional circumstances, a Faculty Advisor is not obligated to pay a stipend.
3. For students who enter the PhD program directly, having completed a MSc: After four years (12 terms) from initial date of registration, with an additional half year for exceptional circumstances, a Faculty Advisor is not obligated to pay a stipend.
4. For students who enter the PhD program directly from the BSc: After five years (15 terms) from initial date of registration a Faculty Advisor is not obligated to pay a stipend.

For students who registered in the graduate program before September 2006, compensation rates will be grandfathered as follows:

Students meeting SGPS funding eligibility (not beyond 6 terms (2 years) from date of initial registration in the MSc program; not beyond 15 terms (5 years) from date of initial registration, and having transferred from the MSc; not beyond 12 terms (4 years) from date of initial registration, having entered directly into the PhD) and having an academic standing of 78% or higher compensation rates will vary between \$18,500 - \$26,300 depending on academic averages, internal/external funding and citizenship status.

Students not meeting SGPS funding eligibility requirements or having an academic average of less than 78% will receive the CIHR minimum stipend which is currently \$17,850.

### **Graduate Students with Disabilities**

The University accommodates students with disabilities, subject to not compromising the academic integrity of the course or program. The student informs the Graduate Chair of his/her disability after receiving a written "Offer of Admission". The Student Development Centre's Services for Students with Disabilities office (SSD) assesses the disability and special needs and advises the Graduate Chair on the appropriate remedy. Where the recommended relief entails an extraordinary expense or special equipment, students who are eligible for OSAP may receive support from an Ontario Ministry Bursary Fund that is administered by SSD and the University's Student Financial Services. If there is still need, SSD should contact the program. If the program cannot provide the relief, SSD should contact The School of Graduate and Postdoctoral Studies who will review the case with all interested parties to seek remedy.

### **The School of Graduate and Postdoctoral Studies Requirements**

The following information is from The School of Graduate and Postdoctoral Studies web site (<http://grad.uwo.ca/>), which will have the most up-to-date information

1. Must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.
2. May be absent from the University while visiting libraries, attending a graduate course at another institute, doing field work and the like. If such periods exceed four weeks in any term formal approval is required from both the program Graduate Chair and the Dean of Graduate Studies.
3. To be registered, graduate students **must pay or make arrangements to pay** all fees by the established deadline each term (see fee bill for exact deadline). Failure to pay fees will result in deregistration. See **Withdrawal and Readmission after Withdrawal** readmission process.
4. Graduate students must maintain continuous registration in The School of Graduate and Postdoctoral Studies, either full-time or part-time, in each successive term from initial registration until the end of the term in which all requirements for the degree are completed. The continuous registration requirement, however, does not apply to non-degree part-time students.
5. All degree programs must be completed within a period not exceeding, in the case of the Master's degree, three calendar years from initial registration and, in the

case of a Doctoral degree, six calendar years from initial registration. For students who transfer from a Master's program to a Doctoral program without completing the Master's program, a maximum of seven calendar years from the initial registration in the Master's program will be given to complete the Doctoral degree. For students admitted part-time to an approved part-time program, the maximum registration period is four years. The student will be withdrawn at the end of his or her maximum registration time limit unless the Dean of Graduate Studies has approved an extension.

6. To be registered as a full-time student according to the Ontario Ministry of Training, Colleges and Universities, a student must meet the following criteria:
  - be pursuing graduate studies as a full-time occupation.
  - be geographically available and visit the campus regularly. It is understood that a graduate student may be absent from the University while visiting libraries, attending a graduate course at another institution, doing field work and the like. If such periods of absence exceed four weeks in any term, the student must obtain written approval from the program Graduate Chair and the Dean of Graduate Studies.
  - must not be employed by the University for more than an average of ten hours per week in any term.
  - be considered a full-time graduate student by the graduate program.
  - must have paid, or made arrangements to pay, full-time tuition fees.
  - must identify himself or herself as a full-time graduate student in a degree program.

### **Transferring from MSc to PhD**

Programs may allow students to transfer their registration from the Master's to the Doctoral degree within the same program, without completion of the Master's degree. The Dean of Graduate Studies will consider such requests on the recommendation of the student's program.

Transfers from the Master's to the Doctoral program must take place before the sixth term of Master's registration, unless the program's OCGS-approved provisions state otherwise. Once the transfer has taken place, the student may not transfer back to the Master's program.

See "Qualifying Exam" Section page 14, for Department requirements.

### **Leave of Absence**

The Dean of Graduate Studies may grant a leave of absence on medical or compassionate grounds, normally to a maximum of three terms, on the recommendation of the Graduate Program. The period of leave is not counted toward

the student's funding period and maximum registration period. During the leave no use can be made of University facilities or resources, including the supervisor and members of the Supervisory Committee. (Note: The student on leave may retain Western e-mail privileges and may apply for a library card with restricted privileges.)

### **Withdrawal and Readmission after Withdrawal**

Withdrawal from a program can occur in two ways. A student can voluntarily withdraw, following formal notification to the program. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees. Once withdrawn from a program (and The School of Graduate and Postdoctoral Studies), the person withdrawn is no longer a student and may not attend classes, receive supervision, or have access to any resources of the University.

Students who have voluntarily withdrawn or who have been withdrawn and wish to complete their program must formally re-apply for admission. Credit for previous work completed must be approved by the program and SGPS.

Students who are withdrawn for non-payment of fees will be considered for admission under the following payment conditions:

- Payment of all fees owing at the time of withdrawal including all penalty fees incurred as a result of the default
- Prepayment of full fees for the term in which admission is sought
- These payments must be money order, cash, direct debit, or certified cheque

Any student who has withdrawn or has been withdrawn may be required to pay fees for the terms in which registration has lapsed if admitted.

### **Part-Time Status In a Full-Time Program**

Part-time registration in full-time programs may be granted in exceptional circumstances and with the approval of both the Graduate Program and the Dean of Graduate Studies. Examples of such circumstances are: admission to another full-time university program; and medical or other circumstances that make it impossible for the student to continue to devote full-time attention to his or her program of study. Note: financial circumstances alone are not grounds for a change from full-time to part-time status. Part-time status will not normally be considered before the student has completed two years in a Master's program and four years in a Doctoral program.

Students registered part-time may take no more than two half courses in a term or two full courses over two terms, not including thesis registration. Undergraduate courses taken as extra courses or as degree requirements are to be included in the totals above.

## **The School of Graduate and Postdoctoral Studies Course Requirements**

All courses taken by the student must be approved by the Graduate Chair of the student's program and by the Graduate Chair of the unit offering the course (if the course is not from the student's program) and recorded within one month from the official beginning of each term. Credit cannot be given for courses in which a student is not properly enrolled or for courses completed during terms for which the student has not registered.

The Graduate Chair must approve requests from students to withdraw from courses. If a course is dropped in the first four weeks of the term in which the course begins no record of the course will appear on the transcript. During the fourth to eighth week of the term in which the course begins a course dropped will result in a WDN (withdrawn) appearing on the transcript. After the first eight weeks of the term in which the course begins, dropped courses will be recorded as F, failures.

Students may Audit graduate courses, with the permission of the Course Co-ordinator. The student must declare an intention to audit a graduate course at the initial registration for the course, i.e., within one month of the official beginning of the term. See the Graduate Administrator for the "Graduate Course Audit" form.

When a student does not complete work for a one-term half course or a two-term full course by the grade submission deadline, a grade of INC appears on the transcript. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure. A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds. The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).

Students registered at UWO may take courses at other Ontario universities under the Ontario Visiting Graduate Student program, without additional tuition. Courses taken under this agreement must be required for the student's degree program and must be taken for credit. They may not comprise more than 20% of the course requirements of any particular program.

**NOTE:** See page 14 for Department's course requirements

## Roles and Responsibilities

### The Program

1. The program should implement and follow the policies of the School of Graduate and Postdoctoral Studies.
2. Programs should provide sufficient information in the letter of offer of admission to new graduate students. This would include, for example, details about means of support (e.g., TA, scholarship, supervisor funding), amount of funding, time of funding, and any initial program expectations. Information should also be provided regarding supervisor arrangements, including the assignment of supervisors, or availability of potential supervisors and their research areas.
3. Programs should provide orientation/information sessions for both new and continuing graduate students. Information conveyed in these sessions might include: overviews of program policies and requirements, areas of expertise of faculty members for research supervision, expected performance and time-lines for completion of degree requirements, intellectual property policies, publication and authorship issues, scholarship and funding information, TA information (and for international students, information about visa requirements and employment regulations), information on policies regarding the proper conduct of research, sexual harassment and race relations, AIDS policies, information about safety and work place regulations, procedures for complaints and appeals, and information on help lines, advisory offices, and counseling services.
4. The program should ensure that each new graduate student has an identified supervisor (or interim supervisor/program consultant) as soon as possible after starting the program. The program should also ensure that the supervisory committee is in place at the appropriate point in time.
5. The program shall ensure that arrangements are made for an alternate supervisor if the regular supervisor either departs or is absent for an extended period.
6. The program should provide students with written guidelines of program policies and notification of any changes.
7. The program should assess and review each student's academic and research progress, at least on an annual basis. This review would include such factors as performance on course work and Ph.D. comprehensive examinations, and thesis progress. The program should provide feedback which may include specific goals and time-lines for completion of various components of degree requirements. Feedback may also take the form of a written contract of expectations. Areas of concern and lack of progress must be clearly identified for the student.
8. The program should identify paths/resources available to students for assistance, and if they wish to raise concerns about their program, supervisor, etc.  
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The program should encourage open communication and feedback between students and supervisors on all issues, including supervisory practices.
9. The program should strive to maintain an atmosphere conducive to scholarly work by graduate students, and help enhance their creativity and productivity.

10. The program should provide mechanisms for monitoring/resolving problems which may arise between graduate students, supervisors, and members of supervisory committee, and do so in a timely fashion. Programs should further ensure that these mechanisms are congruent with established appeals policies and procedures.
11. The program should ensure a safe working environment for students, and inform them of all relevant safety and work regulations.
12. The program should ensure that a supervisor takes on only as many graduate students as he/she can properly supervise.
13. The program should ensure students are aware of evaluation criteria for all work before work commences.

### **The Supervisor**

1. The supervisor should make and maintain a strong commitment to devote the required time and energy needed to successfully engage in graduate student supervision. As part of this commitment, the supervisor should display the highest ethical standards of behavior at all times.
2. Potential supervisors should have sufficient familiarity with the field of research to provide appropriate guidance and supervision, or indicate a willingness to gain that familiarity before agreeing to act as supervisor.
3. The supervisor should discuss with the student, very early on, any expectations and the relevant policies concerning authorship on publications, and issues surrounding ownership of intellectual property (this may include patents/licenses). This may result in written agreements or contracts between the supervisor and student covering these issues.
4. The supervisor should make the student aware, very early on, of program requirements and deadlines, various sources of funding, policies covering the conduct of research, and any relevant safety and/or work place regulations. The nature of any financial support provided by the supervisor should be communicated clearly to the student, in writing, including such details as the amount of financial support, the length of time of such support, and any specific conditions pertaining to this financial support.
5. The supervisor should, very early on, discuss and formulate with the student a plan of study for completion of degree requirements and thesis work, with clear milestones denoting progress. This would include, for example, assisting the student in selecting and planning a suitable and manageable research project, as well as setting a viable time schedule and adhering to it for thesis progress and completion.
6. The supervisor should be available for regular consultation with the student. The supervisor and student should discuss and agree on an appropriate schedule for supervision meetings, and the supervisor should provide constructive and timely feedback to the student. More generally, the supervisor should maintain open communication and feedback with the student on all issues, including supervisory practices.

7. The supervisor should provide regular evaluations and assessments of the student's progress and academic performance. This would include a review with the student and supervisory committee, at least on an annual basis, of progress on thesis research and any other relevant degree requirements. The supervisor should then provide input to the program regarding the student's progress.
8. The supervisor should make reasonable arrangements to ensure that adequate and appropriate research resources are available for the student's thesis project.

July 3, 2008 The supervisor should help ensure that the research environment is safe, healthy, free from harassment, discrimination, and conflict. To this end, the supervisor should be aware of all pertinent regulations and policies covering these issues.

9. The supervisor should provide guidance, instruction, and encouragement regarding the research activities of student. The supervisor should help ensure that the student has access to intellectual resources and research opportunities, and should also encourage the dissemination of research results by publications and conferences.
10. The supervisor should monitor any major discrepancies in advice given to the student by members of the supervisory committee and/or supervisor, and attempt to achieve resolution and consensus on the issue(s) involved.
11. Supervisors should be familiar with all program, School of Graduate and Postdoctoral Studies, and University policies and procedures pertaining to graduate students and supervision, along with information on graduate student financial support.
12. Supervisors should make satisfactory alternative supervisor arrangements if away for a prolonged period of time.
13. Supervisors should inform the program (i.e., graduate chair or chair), in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.

### **The Supervisory Committee**

1. In conjunction with the supervisor, the supervisory committee should help the student develop a program of study, and also report on the progress of the student's work. Members of the supervisory committee thus serve to broaden and deepen the range of expertise and experience available for providing advice and for assessment of the student. As such, membership on this committee should be determined by consultation between the supervisor, student, and program (e.g., graduate chair).
2. The supervisory committee may assist the supervisor with the monitoring process. This may include at least an annual meeting between the student, supervisor, and supervisory committee to review progress on degree requirements.

3. Members of the supervisory committee may provide additional guidance and advice on the student's thesis research project, thus complementing the expertise of the supervisor. The supervisory committee members should be available to provide other sources of information to the student, and also provide constructive criticism and discussion of the student's ideas as they develop.
4. Members of the supervisory committee should be reasonably accessible to the student when called upon for discussion of the student's academic progress, consultation on issues related to the thesis research project, and for general guidance. Supervisory committee members should be reasonably available to meet at the request of the student or supervisor.

### **The Student**

1. The student should make and maintain a strong commitment to devote the required time and energy needed to engage successfully in graduate work and research, write a thesis, and contribute fully to the scholarly and intellectual life of the University. The student should show dedicated efforts to gain the background knowledge and skills needed to pursue graduate work successfully, and adhere to the highest standards of ethical behavior to assure academic integrity and professionalism.
2. The student should discuss with the supervisor, very early on, any expectations concerning authorship on publications, and issues surrounding ownership of intellectual property (this may include patents/licenses). This may result in written agreements or contracts between the student and supervisor covering these issues. In this regard, the student should become familiar with relevant policies in these domains.
3. The student should become aware of, very early on, all program requirements and deadlines, information about various sources of funding, and university policies covering the proper conduct of research, race relations, sexual harassment, AIDs, appeals, and any other relevant safety and/or work place policies and regulations.
4. The student should, very early on, discuss and formulate with their supervisor a plan of study for completion of degree requirements and thesis work, with clear milestones denoting progress. This would include, for example, setting a viable time schedule and adhering to it for all graduate work, including thesis progress and completion. Any variations to this schedule, including prolonged absences by the student, should be discussed. More generally, the student should maintain open communication and feedback with the supervisor on all issues, including supervisory practices.
5. The student and supervisor should discuss and agree on an appropriate schedule for supervision meetings. This discussion should also include agreement regarding appropriate time-frames for the submission of student materials to be reviewed by the supervisor, and the supervisor providing feedback. The student should be reasonably available to meet with the supervisor and supervisory committee when requested, and be able to report fully and regularly on thesis progress and results.

6. The student should give serious consideration and response to comments and advice from the supervisor and committee members.
7. The student should maintain registration throughout the program and ensure, that where required, visas and employment authorization documents are kept up to date. The student should be aware of and conform to program, School of Graduate and Postdoctoral Studies, and University requirements relating to deadlines, thesis style, award applications, and otJuly 3, 2008
8. The student should pay due attention to the need to maintain a workplace which is safe, tidy, and healthy. The student should respect the work and equipment of others, and show tolerance and respect for others sharing the same facilities. This would include, for example, cleaning up work space when finished, and complying with all safety and work regulations of the program/university.
9. The student should be thoughtful and reasonably frugal in using resources, and assist in obtaining resources for the research of other group members, when applicable.
10. Where applicable, the student should comply with all ethical policies and procedures governing human or animal research.
11. The student should meet agreed performance standards and deadlines of funding organizations, to the extent possible, when financing has been provided under a contract or grant. This would include adherence to any contractual terms under which the thesis research is conducted.
12. The student should meet the terms and conditions of any financial contractual agreements, such as a TA position.
13. The student should inform the program (i.e., graduate chair or chair), in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.

## Qualifying Exam

The qualifying exam is designed to provide standardized criteria for entrance into the Ph.D. program. The main component of the exam will be a written summary of the project that includes the background, rationale, hypothesis and methods of the project. This format will encourage students to read rigorously the scientific literature in their field(s) and to think creatively and critically about their project. It is expected that this format will improve the quality of our student projects and will ultimately improve the quality of our graduates. The qualifying exam will make efficient use of student time in our graduate program, and will allow students to complete their degree requirements in less time. Finally, the qualifying exam will place the responsibility for writing the exam on the students. Failure to write the exam within the allotted time frame will exclude a student from the Ph.D. program.

### Timing of the Exam

#### Students with a MSc.

Students who enter the Ph.D. program with an MSc must pass the qualifying exam within 3 terms of their initial registration.

#### Students in the MSc program

The School of Graduate and Postdoctoral Studies at the University of Western Ontario requires that students who enter the MSc program must switch to the Ph.D. program by the end of their 5th term. Students who do not switch in this time frame can only enter the Ph.D. program after earning an MSc. Therefore, those students who wish to transfer to the Ph.D. program in the Department of Biochemistry must write the Ph.D. qualifying exam before the end of their fifth term of registration in the MSc program. (Those applying to Medical or Dental programs may make special arrangements - contact the Graduate Chair). The following conditions will apply:

- Students must write the qualifying exam before entry into the Ph.D. program.
- The student should notify the Graduate Chair within **the first 5 weeks of their fifth term** of registration in the MSc program of their intent to write the qualifying exam. The deadline is the preceding working day, if the 5th week deadline falls on a holiday or weekend.  
**The written Proposal is submitted: March 1<sup>st</sup> for May transfer date;  
July 1 for September transfer date;  
November 1 for January transfer date**
- Students in the MSc program may write the qualifying exam at any time prior to the official deadline outlined above.

The exam is designed to assess whether the student will be able to complete the work and to write and defend a good quality Ph.D. thesis. The student's performance will be assessed on the following criteria:

- The understanding of basic principles, including (but not limited to) principles behind methodology and background to the biological system.
- The feasibility of the project and the approach chosen by the student. Accommodations will be made for the relative speed of various types of research.
- The clarity of communication during the oral presentation and the questioning.
- The adequacy of the introduction and the literature review.

## Department Graduate Student Seminars

Commencing in the Fall of 2004, all students, including first year students, will give a seminar or poster presentation.

Starting with the 2005-2006 academic year, 1<sup>st</sup> and 3<sup>rd</sup> year students will present their work in poster format at the Margaret Moffat Research Day (normally held in March).

All other students will give ½ hr seminars organized in either the normal Tuesday afternoon time slot or in 2-3 mini retreats. At least one mini retreat will be held at a location other than UWO.

The Department will schedule the seminars, therefore timing conflicts may occur. As in the past students who are scheduled for a seminar during a time they will be absent (at meetings etc.) should contact their student peers to change dates. Once you have made these arrangements you must inform the Graduate Administrator of the change.

## Course Information

Students in the MSc program must complete two half courses normally from the graduate 9000 level. These courses will normally be offered by the Biochemistry Department. With the agreement of the advisor/advisory committee and graduate studies committee, one suitable course from another department may be substituted. Requests for a substitute course should be made in writing to the Graduate Administrator (email or letter).

Students in the PhD program must complete 3 half courses (at least 2 at the 9000 level), and may include the two half courses taken in the M.Sc. programme.

The Graduate Administrator registers students in courses and there are deadlines to be met. Students must be registered in Graduate courses (course numbers starting with "9") before the end of the first month of registration (i.e. Sept. 30; Jan 31 or May 31).

Graduate Students required to take a senior undergraduate level course (course numbers start with "4") must register during the normal undergraduate add/drop period (roughly Sept. 15 and Jan. 18 - **see Graduate Administrator for exact dates**).

Students required to take these courses must complete a special form (available from the Graduate Administrator) and will not be charged additional fees for the course. Students wishing to Audit a graduate course must declare their intent at the initial registration for the course, i.e. within one month of the official beginning of the term and they must have approval from the Course Co-ordinator. The Graduate Administrator will provide the "Graduate Course Audit" form.

Students wishing to take "Extra" courses, not needed for their degree will be charged the per course rate, in addition to their tuition.

The following is a list of graduate courses available in the Department. Please note Graduate courses are normally offered on alternate years. Please check with the Graduate Administrator for the most up-to-date information.

|               |   |
|---------------|---|
| 9500a/b       | Current Topics in Epigenetics                     |
| Co-ordinator  | TBA   |
| 9501a/b       | Scientific Communication                          |
| Co-ordinator  | Dr. C. Brandl                                     |
| 9511a/b       | Molecular Biology I - The Mouse Model in Research |
| Co-ordinator: | Dr. R. Rozmahel                                   |
| 9512 a/b      | Current Topics in Molecular Biology II            |
| Co-ordinator  | Dr. H. Haniford                                   |
| 9514a         | Lipids in Transport and Cell Signalling           |
| Co-ordinator: | Dr. D. Litchfield                                 |
| 9516a/b       | Cell Biology and Signal Transduction              |
| Co-ordinator: | Dr. F. Dick                                       |
| 9517a/b       | Molecular Biology – Chromosome Dynamics           |
| Co-ordinator: | Dr. M. Davey                                      |
| 9523 a/b      | Advance Methods in Biochemistry                   |
| Co-ordinator: | Dr. G. Lajoie                                     |
| 9524 a/b      | Topics in Membrane Proteins                       |
| Co-ordinator: | Dr. B. Shilton                                    |
| 9525a/b       | Advanced Protein NMR                              |
| Co-ordinator: | Dr. J. Choy                                       |

9534 a/b      Biochemistry of Disease  
Co-ordinator   TBA

9535 a/b      Cancer Biology, Signal Transduction & Epigenetics  
Co-ordinator   Dr. S. Meakin

9545a/b      Macromolecular Informatics  
Co-ordinator:   Dr. G. Gloor

Students in any of the other programs (i.e. Development Biology or Strategic Training Programs) will be required to have additional courses, as outlined in those program requirements.

### **Thesis Information**

For the most up-to-date information guide please see The School of Graduate and Postdoctoral Studies web site

[http://grad.uwo.ca/current\\_students/thesis\\_regulation\\_guide.htm](http://grad.uwo.ca/current_students/thesis_regulation_guide.htm)

### **Timing**

Please note, as of January 2005, there will no longer be a month's grace period for completing a degree. Therefore **if you do not want to pay tuition** thesis requirements will have to be completed by the end of each term (i.e. April 30; Aug. 31; Dec. 31 (note deadline will be mid Dec. due to Christmas closing). The School of Graduate and Postdoctoral Studies allows one week to make corrections, therefore the last date for an exam is approximately (April 23; Aug. 24; Dec. 15) (Check the SGPS website or with the Graduate Administrator for exact dates)

If completing by the end of a term is not a priority tuition can be prorated by the fees office (see registrar's web site,

<http://www3.registrar.uwo.ca/FinancialServices/index.cfm#tuition>

When the thesis is thought to meet recognized scholarly standards for the discipline and degree and is ready for examination, the Faculty Advisor arranges a Thesis Examination by setting a date, obtaining provisional consent from the potential Examiners and submitting a completed "Proposed Master's Thesis Examination Board" (Appendix B) or "Proposed Doctoral Thesis Examination Board" (Appendix D) to the Graduate Administrator (deadlines for MSc and PhD listed below)

For MSc Students the "Proposed Master's Thesis Examination Board" form should be submitted to the Graduate Administrator (by the Faculty Advisor) **at least 6 weeks** before the exam date. As well the MSc candidate must submit a "Master's Thesis Supervisors Approval" (Appendix C) form at the same time as the proposed exam

board, or with the thesis. Please note the a “Master’s Thesis Supervisors Approval” is to be signed by the Advisory and Student. Four copies of the thesis must be submitted to the Graduate Administrator **at least 3 weeks** before the exam.

For PhD students the “Proposed Doctoral Thesis Examination Board” should be submitted to the Graduate Administrator (by the Faculty Advisor) **at least 8 weeks** before the exam. As well the PhD candidate must submit a “Doctoral Thesis Supervisor Approval” (Appendix E) form at the same time as the proposed exam board or around the same time the thesis is submitted to The School of Graduate and Postdoctoral Studies. The a “Doctoral Thesis Supervisor Approval” is to be signed by the Advisory and the Student. The thesis must be submitted to The School of Graduate and Postdoctoral Studies **at least 6 weeks** before the exam.

The Department does not have a specific recommended reference style. We suggest you use the style of a journal you submit to on a regular basis. The School of Graduate and Postdoctoral Studies does have other specific requirements such as the spine title being less than 60 characters, including spaces. A spine title must be included if your full title is more than 60 characters including spaces. Documents for binding an examined, corrected thesis may be picked up from the Graduate Administrator after an exam has been held.

Examination Board forms and Supervisor Approval forms can be found on The School of Graduate and Postdoctoral Studies Website  
[http://grad.uwo.ca/current\\_students/thesis\\_regulation\\_guide.htm](http://grad.uwo.ca/current_students/thesis_regulation_guide.htm)

## **First Year Report**

All Master’s students are responsible for composing a 3 to 4 page report, not to exceed 8,000 characters that would:

1. Introduce the Masters thesis project emphasizing the key hypothesis to be tested.
2. Describe relevant background literature. This should constitute one-third to one-half of the report (about 1.5 pages).
3. Describe and evaluate procedures being used in the studies.
4. Where possible present any relevant results.
5. Research direction.

### **Timing**

The First Year Meeting should be held, at the latest, within one month of completing the third term. To provide the advisory committee sufficient time to review the report, the student should submit the report to committee members at least one week before the scheduled meeting of the advisory committee. The student is responsible for setting up the committee meeting.

## **Evaluation**

The report will be evaluated only by the student's advisory committee. No formal grade will be assigned to the report. The student will be expected to answer questions relevant to the report. A short summary of the strengths and weaknesses of the proposal should be provided to the student by each committee member. These summaries and a copy of the report will be kept in the student's file. If the advisory committee believes the report to be unacceptable the student should be clearly informed that significant improvement would be necessary for the qualifying exam and the principal supervisor should guide the student in upgrading the report to an acceptable level.

## **Relationship to the Qualifying Exam**

This written report is not meant to replace the qualifying exam but to aid the student in his/her preparation. The scope of the report is significantly less than the qualifying exam but after appropriate updating and revising, much of the report could be included as part of the qualifying exam.

## **Miscellaneous Items**

### **Awards**

Each year students (who are eligible) may apply for external awards (CIHR, NSERC, OGS, OGSST, etc). Exact deadlines are not provided here as they change yearly, however an idea of the timing is listed below. The Department **will have** internal deadlines for NSERC, OGS, CIHR MSc and OGSST applications.

CIHR deadlines and the application process for PhD awards can be found on their web site (<http://www.cihr-irsc.gc.ca/e/193.html>). The Department will set a modest deadline as the Department Chair must sign all applications. The deadline will normally be 2-3 days before the CIHR deadline.

NSERC applications are submitted through the Department, and then The School of Graduate and Postdoctoral Studies. The School of Graduate and Postdoctoral Studies forwards information to the Departments. Normally this award is applied for in the early Fall (late Sept. or early Oct.).

OGS, like NSERC is submitted through the Department. The deadline is usually at the same time as NSERC.

The CIHR MSc competition is applied through the Department. The deadline will usually be in early January.

OGSST is applied for through the Department. This is done in the Spring (normally March or April). You must be registered as a Graduate Student to apply for this award.

There are Fellowships (Nellie Farthing Fellowship, Madge & Charles Macklin Fellowship) which PhD students may apply for. The Department will send out notices for these awards. Application deadlines are subject to change but will usually be in April of each year.

## Contact Information

Biochemistry  
Graduate Administrator

Barb Green  
Rm. 342 Medical Science Bldg.  
blgreen@uwo.ca; or  
barb.green@schulich.uwo.ca  
Telephone: 661-3074, Ext. 86850  
Fax: 661-3175

Biochemistry  
Graduate Chair

Dr. David Haniford  
Room C204A Molecular Biology Building  
haniford@uwo.ca  
Telephone: 661-4013  
Fax: 661-3175

The School of Graduate and  
Postdoctoral Studies

Room 200 Natural Sciences Building  
Web site: <http://grad.uwo.ca/>

Vice-Provost

Dr. Linda Miller

Associate Vice-Provost (Biosciences)

Dr. S. Sims

Biochemistry Program Contact

Teri Hern  
thern2@uwo.ca  
Telephone: 661-2102, Ext. 84901

Thesis Co-ordinator

Krystyna Locke  
klocke2@uwo.ca  
Telephone: 661-2102, Ext. 83914

Awards Co-ordinator

Paula Menzies  
pmenzies@uwo.ca  
Telephone: 661-2102, Ext. 84615

Assistant Dean, Graduate Studies  
Schulich School School of Medicine  
& Dentistry

Dr. C. Ellis

Society of Graduate Studies

University Community Centre  
Room 260  
Telephone: 661-3394, Ext. 83394  
Fax: 661-3374  
Monday-Thursday, 9 am - 4 pm  
Friday, 9 am - 12 noon  
Web site: <http://www.uwo.ca/sogs/>

|   |  |
|---|--|
| Office of the Registrar   | Room 1120 Western Student Services Building<br>Mondays, Tuesdays, Thursdays, Fridays - 9am<br>to 4pm<br>Wednesdays - 10am to 5 pm<br>Web site: <a href="http://www.registrar.uwo.ca/index.cfm">http://www.registrar.uwo.ca/index.cfm</a> |
| Campus Recreation   | Western Student Recreation Centre<br>Telephone: 661-3090<br>Web Site:<br><a href="http://campusrec.uwo.ca/contact/index.htm">http://campusrec.uwo.ca/contact/index.htm</a>   |
| Computer Services<br>Computer Store                                       | Lower level of the University Community<br>Centre in Rm. 36B.<br>Telephone: 661-3520<br>Fax: 661-3989<br>Web Site: <a href="http://www.uwo.ca/ccstore/">http://www.uwo.ca/ccstore/</a>   |
| ITS Help Desk   | Main Floor Support Services Building (SSB)<br>Telephone: 661-3800, Ext. 83800<br>Web Site: <a href="http://www.uwo.ca/its/reach/contactus.html">http://www.uwo.ca/its/reach/contactus.html</a>   |
| Schulich School of Medicine<br>And Dentistry Information<br>Services (IS) | Help Desk: Ext. 81377<br><a href="http://www.schulich.uwo.ca/IS/">http://www.schulich.uwo.ca/IS/</a>   |
| Student Health Services   | Room 11, Lower level, University Community<br>Centre<br>Telephone: 661-3030, Ext. 83030<br>Web Site: <a href="http://www.shs.uwo.ca/">http://www.shs.uwo.ca/</a>   |
| International Student Advising  | Room 210, University Community Centre<br>Telephone: 661-3031 or 661-3559<br>Fax: 661-3949<br>Web Site: <a href="http://www.sdc.uwo.ca/int/">http://www.sdc.uwo.ca/int/</a>   |
| Office of the Ombudsperson  | Room 251 University Community Centre<br>Monday - Friday: 8:30 am - 4:30 pm<br>Telephone: 661-3573<br>Fax: 661-3924<br>Web Site: <a href="http://www.uwo.ca/ombuds/">http://www.uwo.ca/ombuds/</a>  |
| Student Development Centre  | Room 210 University Community Centre<br>Telephone: 661-3031 or 661-3559<br>Fax: 661-3949<br>Web Site: <a href="http://www.sdc.uwo.ca/">http://www.sdc.uwo.ca/</a>  |

Services for Students With  
Disabilities

Room 210 University Community Centre  
Telephone: 661-2147  
Fax: 850-2584  
Web Site: <http://www.sdc.uwo.ca/ssd/>

Parking

Rm. 4150 Support Services Building (SSB)  
Monday-Friday, 8:30 am - 4:30 pm  
Telephone: 661-3973  
Fax: 850-2330  
Web Site: <http://www.uwo.ca/parking/index.html>

## 2008-2009 Departmental Graduate Student Representatives

|  |  |
|--|--|
| Department:                                  | Lance DaSilva  |
| Graduate Studies:                            | Crystal Whitfield                                    |
| Undergraduate:                               |  |
| Area, Safety & Equipment:                    | Atoosa Rezvanpour                                    |
| Nominating:                                  | Jacob Turowec  |
| Visiting Speaker:                            | Halema Khan  |
| SOGS:  | Kathryn Garside<br>Ben Kleinstiver<br>Stephanie Kvas |
| Proctoring:                                  | Ben Kleinstiver<br>Stephanie Kvas                    |
| Social Committee:                            |  |
| Outreach:                                    | Kathryn Garside                                      |
| Graduate Endowment Fund                      | Stephen Hoke   |
| Menten Memorial Lecture<br>Committee         | Stephen Hoke   |
| Schulich School of Medicine<br>And Dentistry | Amer Youssef   |



**APPENDIX A**

-2-

General Evaluation/Comments:

**SAMPLE**

Signatures **(to be done upon completion of reverse):**

Upon signing this, I acknowledge reading this completed form.

\_\_\_\_\_  
Student

Advisory Committee \_\_\_\_\_  
Members

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
\_\_\_\_\_

Date of signing: \_\_\_\_\_

**NOTE:** This form will be completed by the student's advisory committee as a group, or, individual forms will be completed by each committee member upon request (of the latter) by at least **one** committee member.

Revised: 7/97

**APPENDIX B**

*Proposed Master's Thesis Examination Board*

Revised May 13, 2004

Candidate's Program:  
Candidate's Name:  
Thesis Title:

Candidate's Student #:  
Candidate's E-mail:

**SAMPLE**

**Thesis Information:**

Thesis Supervisor:  
Last Name, First Extension E-mail:  
Last Name, First Extension E-mail:

Thesis Format:  Monograph (formerly Traditional)  Integrated Article (formerly Manuscript)

**Proposed Date, Time, and Room for:**

Thesis Examination: Date: Time: Room:

**Thesis Examination Board:**

Chair  
Last Name, First and E-mail Extension Campus Bldg

Program Examiner #1:  
Last Name, First and E-mail Extension Campus Bldg

Program Examiner #2:  
Last Name, First and E-mail Extension Campus Bldg

University Examiner:  
Last Name, First and E-mail Extension Campus Bldg  
University Examiner's Graduate Program:

I am not aware of any potential conflict of interest that the proposed Examiners have with the Candidate and/or Supervisor. In addition, I have obtained provisional consent from all Examiners.

Signature of Graduate Chair (Print Name) \_\_\_\_\_  
Date \_\_\_\_\_

SGPS use only

Non-thesis degree requirements completed? Fully Registered PC Initials"  
Thesis Examination Board/Dates are approved: Name: Date:

**APPENDIX C**

*Master's Thesis Supervisor Approval*

Once completed, this form must accompany the Thesis as described in the Thesis Regulation Guide 5.3

*The Candidate Submits the Thesis for Examination.*

Candidate's Program: Candidate's Student #:

Candidate's Name: (Last Name, First)

Candidate's E-mail:

Thesis Examination requires a confidentiality agreement be obtained?  Yes  N/A

If **yes** I have enclosed copies of the confidentiality agreement signed by the Examiners?  
 Yes

Candidate's Signature:

**SAMPLE**

***Supervisor(s) Approval:***

In my judgment the thesis and the candidate meet recognized scholarly standards for the degree and is therefore ready to proceed to Examination. If not please provide written reasons below (use the back of the form if necessary).

Signature of Supervisor(s) Date

***Graduate Chair's Instructions:***

If the Supervisor(s) has judged the thesis not ready for examination, I have provided the candidate with a copy of the written reasons for withholding approval.

\_\_\_\_\_  
Signature of the Graduate Chair (Print Name)

\_\_\_\_\_  
Date

**APPENDIX D**

*Proposed Doctoral Thesis Examination Board*

Candidate's Program:  
Candidate's Name: (Last Name, First)

Candidate's Student #:  
Candidate's E-mail:

Thesis Title:

*Thesis Information:*

Thesis Supervisor: Last Name, First and E-mail Extension Campus Bldg  
Alternate/Co/Joint: Last Name, First and E-mail Extension Campus Bldg

Thesis Format:  Monograph (formerly Traditional)  Integrated Article (formerly Manuscript)

*Proposed Date, Time, and Room for:*

Public Lecture: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_  
Thesis Examination: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: SGPS will book

*Examiners:*

Program Examiner #1: Last Name, First and E-mail Extension Campus Bldg  
Program Examiner #2: Last Name, First and E-mail Extension Campus Bldg  
University Examiner: Last Name, First and E-mail Extension Campus Bldg  
University Examiner's Graduate Program:  
External Examiner: Last Name, First and E-mail Phone Number  
External Examiner's Full Address:

**SAMPLE**

*External Examiner's Participation:*

How will the External Examiner participate in the thesis examination?  
 In attendance (preferred)  Teleconferencing  Not in Attendance  
If in attendance, and travel cost may exceed \$500 the 10-digit speed code to be charged is:

I am not aware of any potential conflict of interest that the proposed Examiners have with the Candidate and/or Supervisor. In addition, I have obtained provisional consent from all Examiners.

Signature of Graduate Chair (Print Name) \_\_\_\_\_  
Date \_\_\_\_\_

SGPS use only

Non-thesis degree requirements completed? Fully Registered PC Intitials"  
Thesis Examination Board/Dates are approved: Name: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX E**

*Doctoral Thesis Supervisor Approval*

Once completed, this form must accompany the Thesis as described in the Thesis Regulation Guide 4.3 *The Candidate Submits the Thesis for Examination*.

Candidate's Program:

Candidate's Student #:

Candidate's Name: (Last Name, First)

Candidate's E-mail:

Thesis Examination requires a confidentiality agreement be obtained?  Yes  N/A

If **yes** I have enclosed copies of the confidentiality agreement signed by the Examiners?  Yes

Candidate's Signature:

***Supervisor(s) Approval:***

In my judgment the thesis and the candidate meet recognized scholarly standards for the degree and is therefore ready to proceed to Examination. If not please provide written reasons below (use the back of the form if necessary).

Signature of Supervisor(s)

Date

**SAMPLE**

***Graduate Chair's Instructions:***

To ensure prompt delivery the thesis will be sent by courier to the External Examiner please provide an account to be charged (use 10 digit PS speed code): \_\_\_\_\_

If the Supervisor(s) has judged the thesis not ready for examination, I have provided the candidate with a copy of the written reasons for withholding approval.

\_\_\_\_\_  
Signature of Graduate Chair (Print Name)

\_\_\_\_\_  
Date