The University of Western Ontario

Department of Biochemistry

Graduate Student Handbook

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

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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 (referred to as SGPS from this point on). 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 SGPS. 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 SGPS) and external/internal funding will decide how your compensation rate is set. Please consult with your Faculty Supervisor or the Graduate Administrator if you have any questions on the makeup of your rate. Your compensation rate will be indicated in the initial offer letter and in the Minimum Financial Package Letter after you start your program.

For students who register in the program on or after September 1, 2006, the following policy limiting the length of time a Faculty Supervisor 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 Supervisor 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 Supervisor is not obligated to pay a stipend.

3. For students who enter the PhD program directly, having completed an MSc: After four years (12 terms) from initial date of registration, with an additional half year for exceptional circumstances, a Faculty Supervisor 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 Supervisor is not obligated to pay a stipend.

For students registered before January 1, 2012 your WGRS funding is grandparented to cover 100% of tuition as long as you are within the funding eligibility as noted above and maintain the minimum academic average of 80% or higher. Students with an academic average of 78-79.9% will receive WGRS in the amount of $4500.

For Students registered on or after January 1, 2012, with an admission average over 70% will be eligible for WGRS in the amount of $4500. To retain this funding, a student must maintain an 80% average once they have started taking graduate courses.

**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.

**Health and Wellness**

As part of a successful graduate student experience at Western, we encourage students to make their health and wellness a priority. Western provides several on campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your graduate degree. For example, to support physical activity, all students, as part of their registration, receive membership in Western’s Campus Recreation Centre. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page [http://www.music.uwo.ca/](http://www.music.uwo.ca/), and our own McIntosh Gallery [http://www.mcintoshgallery.ca/](http://www.mcintoshgallery.ca/). Information regarding health-and wellness-related services available to students may be found at [http://www.health.uwo.ca/](http://www.health.uwo.ca/)

Students seeking help regarding mental health concerns are advised to speak to someone they feel comfortable confiding in, such as their faculty supervisor, their program director (graduate chair), or other relevant administrators in their unit. Campus mental health resources may be found at [http://www.health.uwo.ca/mental_health/resources.html](http://www.health.uwo.ca/mental_health/resources.html)
To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: http://www.health.uwo.ca/mental_health/module.html. This module is 30 minutes in length and provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.

**Leave of Absence**

The Vice-Provost, SGPS, may grant a leave of absence for pregnancy/parental, medical or compassionate grounds normally to a maximum of three terms or 12 months, on the recommendation of the Graduate Program.

While on leave, students are expected to be away from normal activities as graduate students (e.g. attending classes, conducting research). However, students and supervisors may negotiate ongoing communication during this period.

The start and finish of the leave may begin or end at any point in the term; normally the leave will coincide with the start and end of terms. Students are advised to consult with their graduate program to make special arrangements especially if taking courses during this period.

The date for degree completion and funding of the degree program will be extended by the duration of the time taken on leave, i.e. one, two or three terms as appropriate.

**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 SGPS, 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:

- 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.
- 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

**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 Provost, SGPS, 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.

See “Qualifying Exam” Section, for Department requirements.

**Part-Time Status in a Full-Time Program**

Part-time registration in full-time programs may be granted in exceptional circumstances and only with the approval of the Graduate Program and the Vice-Provost, SGPS. Examples of such circumstances are: admission to another full-time university program or medical or compassionate circumstances that make it impossible for the student to continue to devote full-time attention to his or her program of study. Supporting documentation must be submitted with the request for part-time status.

Part-time status is not to be used as a means for reducing or avoiding tuition fees. Being beyond the funding eligibility period will not, by itself, constitute grounds for a change from full-time to part-time status. Part-time status may be granted for up to a cumulative total of three terms.

Students registered part-time may take no more than two courses in a term. 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 Requirements**

The following information is from SGPS 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 the Office of the Registrar’s website for exact deadline). Failure to pay fees will result in deregistration. See Withdrawal and Readmission after Withdrawal process.

4. Graduate students must maintain continuous registration in The School of Graduate and Postdoctoral Studies in each successive term from initial registration until the end of the term in which all requirements for the degree are completed.

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.

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.

**Department Requirements**

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

1. Student should form a supervisory committee during their first term of registration.

2. Have yearly supervisory committee meetings. These meetings must be reported to the Graduate Administrator. (Appendix A – sample of report form – form is available on the Biochemistry website)
3. Admission average of 70% or above to be eligible for WGRS support. Students must then maintain a minimum 80% average to retain funding.

4. Attend departmental graduate programme seminars/poster sessions which are held during the fall and winter terms.

5. Have written approval from their supervisory 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 SGPS.

7. Observe all safety regulations and policies established by the University.

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

Roles and Responsibilities

The Program

1. The program should implement and follow the policies of SGPS.

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 workplace 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. 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 the 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. 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, SGPS, 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, SGPS, and University requirements relating to deadlines, thesis style, and award applications.

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 the student’s 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 an 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
SGPS 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 2 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 2nd week deadline falls on a holiday or weekend.
  The written Proposal is submitted:
  - March 1st 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, 1st and 3rd year students will present their work in poster format; 1st year students at a combined research day with the undergraduate 4483 students (normally in January); 3rd year students at the London Health Research Day (normally held in March).

Starting with the 2012-2013 academic year students in the Accelerated Master’s program will also present seminars near the end of the academic year.

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.

The School of Graduate and Postdoctoral Studies Course Requirements

All courses added or dropped by the student must be approved by the Graduate Chair of the student's program and by the Graduate Chair of the department offering the course (if the course is not from the student's program). Courses may not normally be added and dropped after the specified deadline dates.

Deadline dates for adding or dropping a course will normally be calculated according to the table below. A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date specified for dropping a course without academic penalty shall be recorded as "WDN". A course that has not been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F", failures.

<table>
<thead>
<tr>
<th>Weight of Course</th>
<th>Last Day to Add</th>
<th>Last Day to Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5, 1.0, 1.5 or 2.0</td>
<td>One month from the official beginning of the term in which the course begins</td>
<td>Two months from the beginning of term in which the course begins</td>
</tr>
<tr>
<td>0.25</td>
<td>10 Business days</td>
<td>50% of the way through the course</td>
</tr>
</tbody>
</table>
Auditing a Graduate Course

The student must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form. The student must have the instructor's signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student’s record at the instructor's request.

After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited.

Graduate courses delivered online may not be audited without special permission from the program.

See the Graduate Administrator for the "Graduate Course Audit" form.

Incomplete Courses

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).

With the approval of their program and SGPS, students registered at Western 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. For students in course based programs no more than two half-courses can be taken at another institution.

Program Course Requirements

Effective September 2013 Biochemistry Graduate courses will have a .25 credit weight. Graduate Students will also receive a .25 credit for participation in the Biochemistry Graduate Seminar Series.

Students in the MSc program must complete a total of 1 credit consisting of 0.25 credits for the seminar course + 3 other 0.25 credit courses. Courses should normally be from the 9000 level. These courses will normally be offered by the Biochemistry Department. With the agreement of the student’s supervisor/supervisory committee and the
Graduate Chair, one suitable course from another department may be substituted. Requests for a substituted course should be made in writing (email) to the Graduate Administrator (barb.green@schulich.uwo.ca).

Students in the PhD program must complete a total of 1.5 credits consisting of 0.25 credits for the seminar course + 5 other 0.25 credit courses. Courses should normally be from the 9000 level. If a student has transferred from the MSc program they may include any courses taken while in the MSc.

For students who have previously taken 0.5 credit courses, they will be counted towards their degree.

Students self-register in graduate 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 the term (i.e. Sept. 30; Jan 31 or May 31). See The School of Graduate and Postdoctoral Studies Course Requirements on page 16.

The Graduate Administrator will register students in the Seminar course, and file the Pass/Fail grade when students have permission to write their thesis.

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 must complete a special form (available from the Graduate Administrator) and will not be charged additional fees for the course if it is required for their program. If the course is not required, the University will charge the student additional fees for the course.

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

For an up-to-date list of courses offered by the Biochemistry program please see the website. Please note Graduate courses are normally offered on alternate years.

**Thesis Information**

For the most up-to-date information guide please see the SGPS web site: http://grad.uwo.ca/current_students/thesis/index.html

**Timing**

Thesis exams can be held at any time during the term. Students wishing to avoid paying tuition or who want to receive a refund should ensure they check the SGPS website for: submission timelines and Thesis Defense Only status; The Office of the Register’s website for information on refund schedules. SGPS allows one-two weeks to make corrections. Students must ensure they check final submission deadline dates on the sites noted above.

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,
When the thesis is thought to meet recognized scholarly standards for the discipline and degree and is ready for examination, the Faculty supervisor takes the following steps:

**For MSc Students**

1. Submits the Proposed Departmental, University Examiner Form to the Graduate Administrator at least 6 weeks before the exam date. Form can be found on the biochemistry website [http://www.schulich.uwo.ca/biochem/about_us/administrative_forms.html](http://www.schulich.uwo.ca/biochem/about_us/administrative_forms.html).
2. Upon return of the approved Proposed Department, University Examiner Form the supervisor contacts examiners for willingness and date/time availability.
3. Submit a completed “Proposed Master’s Thesis Examination Board” (Appendix B) at least 5 weeks before the exam date.
4. 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 "Master’s Thesis Supervisors Approval" is to be signed by the Supervisor and Student.
5. The MSc thesis should be submitted, for examination at least 4 weeks before the exam date. It is recommended that students submit their thesis electronically. See The School of Graduate and Postdoctoral Studies website, [http://grad.uwo.ca/current_students/thesis/index.html](http://grad.uwo.ca/current_students/thesis/index.html)

**For PhD Students**

1. Faculty supervisor Submits the Proposed Departmental, University Examiner Form to the Graduate Administrator at least 8 weeks before the exam date. Form can be found on the biochemistry website [http://www.schulich.uwo.ca/biochem/about_us/administrative_forms.html](http://www.schulich.uwo.ca/biochem/about_us/administrative_forms.html).
2. Upon return of the approved Proposed Department, University Examiner Form the supervisor contacts examiners for willingness and date/time availability.
3. Submit a completed “Proposed Doctoral Thesis Examination Board” (Appendix D) at least 7 weeks before the exam date to the Graduate Administrator.
4. Submit a "Doctoral Thesis Supervisor Approval" (Appendix E) form at the same time as the proposed exam board, or with the thesis. Please note the "Doctoral Thesis Supervisor Approval" is to be signed by the Supervisor and Student.
5. PhD candidates must submit their thesis electronically see The School of Graduate and Postdoctoral Studies website, [http://grad.uwo.ca/current_students/thesis/index.html](http://grad.uwo.ca/current_students/thesis/index.html)

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. SGPS 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. Examination Board forms and Supervisor Approval forms can be obtained from the Graduate Administrator or on The School of Graduate and Postdoctoral Studies Website [http://grad.uwo.ca/current_students/thesis/forms.html](http://grad.uwo.ca/current_students/thesis/forms.html)
Thesis Defense Only

If you have completed all degree requirements (including thesis submission by the appropriate deadline) but have not defended your thesis prior to the end of the current term, you are eligible to continue your registration into the next term in Thesis Defense Only (TDO) status. This additional term makes the completion of your thesis possible while not requiring you to pay full tuition fees (ancillary fees still apply, and UHIP where applicable). This status may apply for a maximum of one term.

In order to be considered for TDO, Doctoral and Masters students must submit their thesis for examination, by the deadline set by The School of Graduate and Postdoctoral Studies (http://grad.uwo.ca/current_students/thesis/timelines.html). The specific deadline date used by SGPS is “Final Date for Candidate to Submit Thesis for Examination to SGPS”. TDO will be granted to those students who have not been able to secure an examination board and/or examination date that falls before the end of the term.

Students who meet all TDO criteria do not need to apply for a change of status; SGPS will contact these students and their Graduate Program individually.

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 Supervisory 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 Supervisory committee. The student is responsible for setting up the committee meeting.

Evaluation

The report will be evaluated only by the student's Supervisory 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 Supervisory 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) should apply for external awards (CIHR, NSERC, OGS, QEII, etc.). Exact deadlines are not provided here as they change yearly, however an idea of the timing is listed below. Check with the Graduate Administrator to see if the Department has any internal deadlines.

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](http://www.cihr-irsc.gc.ca/e/193.html)).

NSERC PhD 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/QEII online application through the School of Graduate and Postdoctoral Studies (usually has a February 1 deadline). You must be a current student, or have submitted a graduate application to apply for these awards.

The harmonized CIHR/NSERC MSc competition is applied for through a link from the School of Graduate and Postdoctoral Studies. The deadline will usually be in early January.

There are Fellowships (Nellie Farthing Fellowship, Madge & Charles Macklin Fellowship) etc. which 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
Medical Science Bldg.
blgreen@uwo.ca; or
barb.green@schulich.uwo.ca
Telephone: 661-3074, Ext. 86850

Biochemistry
Graduate Co-Chairs Dr. David Edgell
Molecular Biology Building
deddell@uwo.ca

Dr. Hong Ling
Medical Sciences Building
hling4@uwo.ca

The School of Graduate and Postdoctoral Studies Room 4180 Support Services Building
Web site: http://grad.uwo.ca/

Vice-Provost Dr. Linda Miller

Associate Vice-Provost (Biosciences) Dr. Peter Simpson

Biochemistry Program Contact Shelley Koster
skoster@uwo.ca
Telephone: 661-2102, Ext. 83930

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 Dr. Andy Watson
Schulich School of Medicine & Dentistry

Society of Graduate Studies University Community Centre
Room 260
Web site: http://www.uwo.ca/sogs/

Office of the Registrar Room 1120 Western Student Services Building
Web site:
http://www.registrar.uwo.ca/index.html

Campus Recreation Western Student Recreation Centre
Telephone: 661-3090

Computer Services
Computer Store Lower level of the University Community
Centre in Rm. 36B.
Telephone: 661-3520
Fax: 661-3989
Web Site: http://www.uwo.ca/ccstore/

ITS Help Desk
Main Floor Support Services Building (SSB)
Telephone: 661-3800, Ext. 83800
Web Site: http://www.uwo.ca/its/reach/contactus.html

Schulich School of Medicine and Dentistry Information Services (IS)
Help Desk: Ext. 81377
http://www.schulich.uwo.ca/IS/

Student Health Services
Room 11, Lower level, University Community Centre
Telephone: 661-3030, Ext. 83030
Web Site: http://www.shs.uwo.ca/

Office of the Ombudsperson
Room 251 University Community Centre
Monday - Friday: 8:30 am - 4:30 pm
Telephone: 661-3573
Fax: 661-3924
Web Site: http://www.uwo.ca/ombuds/

Student Development Centre
Room 210 University Community Centre
Telephone: 661-3031 or 661-3559
Fax: 661-3949
Web Site: http://www.sdc.uwo.ca/

The International and Exchange Student Centre
Room 2120, Western Student Services Building
Phone: 519-661-2111 ext. 85908
http://www.sdc.uwo.ca/int/index.html?main

International Student Advising
Web Site: http://www.sdc.uwo.ca/int/index.html?main

Parking
Rm. 4150 Support Services Building (SSB)
Telephone: 661-3973
Fax: 850-2330
Web Site: http://www.uwo.ca/parking/index.html
<table>
<thead>
<tr>
<th>Role</th>
<th>Names</th>
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<tbody>
<tr>
<td>Department</td>
<td>Stephanie Dorman</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Tom McMurrough</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Ryan Marinovich</td>
</tr>
<tr>
<td>Area, Safety &amp; Equipment</td>
<td>Rajesh Gupta</td>
</tr>
<tr>
<td>Visiting Speaker</td>
<td>Kevin Leung</td>
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<td>SOGS: 3 official</td>
<td>Lizhen Guo</td>
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<td></td>
<td>Safee Mian</td>
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<td>Susanna George</td>
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<td>Alternates</td>
<td>Sarah Hoffer</td>
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<td></td>
<td>Tehereh Vakili</td>
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<td></td>
<td>Niyati Malkani</td>
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<td>Proctoring</td>
<td>Jason Wolfs</td>
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<td></td>
<td>Karen Dunkerley</td>
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<tr>
<td>Social Committee</td>
<td>Tom McMurrough</td>
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<tr>
<td></td>
<td>Renee Tamming</td>
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<td>Haley McConkey</td>
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<td>Karen Dunkerley</td>
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<tr>
<td>Outreach</td>
<td>Adam Rabalski</td>
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<tr>
<td>Graduate Endowment Fund</td>
<td>Sali Farhan</td>
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<tr>
<td>Menten Memorial Lecture</td>
<td>Stephanie Zukowski</td>
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<td>Committee</td>
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<td>Schulich School of Medicine</td>
<td>Mike Ellis</td>
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<td>Dentistry</td>
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Appendix A – not for official use
Graduate Student Advisory Committee Report
Department of Biochemistry

Return form to Barb Green, Graduate Administrator, Dept. of Biochemistry

Date of Meeting: ____________________________  Evaluation due within one week of meeting

Name of Student: ____________________________  Program:  M.Sc.  ☐  Ph.D.  ☐

Date of Initial Registration in Program:  Expected Date of Completion:

_________________________  ____________________________

Title of Research Topic: ______________________________________________________

Was a written summary/proposal by the student given to the committee?  ☐ Yes  ☐ No, why not.

(Please attach a copy of summary/proposal)

PROGRESS TOWARDS DEGREE – please elaborate

Familiarity with Subject of Research:
☐ SATISFACTORY  ☐ NOT SATISFACTORY

Progress in Research:
☐ SATISFACTORY  ☐ NOT SATISFACTORY

Course Work:

Does student intend to go onto a Ph.D.?  ☐ Yes  ☐ No  ☐ N/A

Is the student maintaining a reasonable timetable for completion of (present) degree?

Please feel free to use additional sheets if necessary

-PLEASE TURN OVER-

-2-
General Evaluation/Comments (can include foreseeable problem areas)

If applicable, has permission to start writing thesis: ☐ Yes ☐ No

Signatures (to be done upon completion of page 1):

Upon signing this, I acknowledge reading this completed form.

Advisory Committee

Student

Members

Supervisor

Co/Joint 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. If a box is checked NOT SATISFACTORY, the committee must provide constructive comments to help resolve the issue. NOT SATISFACTORY can result from (but not limited to) poor attendance, lack of effort from the student, or failure to review relevant literature. If a box is checked NOT SATISFACTORY, a follow-up committee meeting should be organized within 3 months to address any concerns. If there are two consecutive NOT SATISFACTORY reports in any category, the student's participation in the graduate program will be reviewed in consultation with the student's supervisor, advisory committee, and grad chair.

Revised: 03/2012
Candidate Information:

Graduate Program: 
Full Name: 
Student No.: Email: 
Thesis Title: 

Thesis Information:

Thesis Supervisor: Email: Extension 
Co/Joint/Alternate: Email: Extension 
Thesis Format: Monograph Integrated Article 

Proposed Date, Time and Room

Public Lecture Date Time Room 
Thesis Examination: Date Time Room 

Chair of Examination Email 

Examiners

Program Examiner #1: Email Extension 
Program Examiner #2: Email Extension 

University Examiner: Email Extension 

University Examiners Home 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. Please refer to Arm's Length regulation at: http://grad.uwo.ca/current_students/regulations/8.html.

Signature of Graduate Chair Print Name Date
APPENDIX C – not for official use

Master’s Thesis Supervisor Approval

Once completed, this form must accompany the Thesis as described in the Thesis Regulation Guide 8.5.3

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:  

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  

Open Defense Request:

The thesis defense will be closed to the Thesis Examination Board only unless the student and graduate program, by mutual agreement, request that the defense be open to the university community (Faculty, academic colleagues, and students).

Is an open defense requested?  
☐ Yes ☐ No  

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
## Candidate Information

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Full Name</th>
<th>Student Number</th>
<th>Thesis Title</th>
<th>Email Address</th>
</tr>
</thead>
</table>

| SGPS Use Only | Non-thesis degree requirements complete | Initials: Thesis Examination Board/Dates are approved. Date Initials Thesis Submission Date |

## Thesis Information

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<thead>
<tr>
<th>Thesis Supervisor</th>
<th>Email</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Co/Joint/Alternate Supervisors</td>
<td>Email</td>
<td>Extension</td>
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## Thesis Format

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<th>Integrated Article</th>
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</table>

## Proposed Date, Time and Room

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<tr>
<th>Public Lecture Date</th>
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<th>Room</th>
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</thead>
<tbody>
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<td>Thesis Examination Date</td>
<td>Time</td>
<td>Room</td>
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## Examiners

<table>
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<tr>
<th>Program Examiner #1</th>
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<th>Extension</th>
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<tbody>
<tr>
<td>Program Examiner #2</td>
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<tr>
<td>University Examiner</td>
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<td>Extension</td>
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</table>

<table>
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<tr>
<th>University Examiner Home Department</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>External Examiner</td>
<td>How will the External Examiner participate in the thesis exam?</td>
</tr>
<tr>
<td>External Examiner’s Full Address</td>
<td>In attendance Web conference Teleconference Not in attendance Questions to be Provided</td>
</tr>
</tbody>
</table>

If travel cost exceeds $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.

Please refer to Arm’s Length regulation at: [Http://grad.uwo.ca/current_students/regulations/8.html](Http://grad.uwo.ca/current_students/regulations/8.html)

<table>
<thead>
<tr>
<th>Signature of Graduate Chair</th>
<th>Name</th>
<th>Date</th>
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</table>
Once completed, this form must accompany the Thesis as described in the Thesis Regulation Guide 8.4.3 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

**Open Defense Request:**
The thesis defense will be closed to the Thesis Examination Board only unless the student and graduate program, by mutual agreement, request that the defense be open to the university community (Faculty, academic colleagues and students).

Is an open defense requested?     Yes       No

**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