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Who We Are

Introduction

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The Medical Biophysics graduate program is fully committed to its mandate to ensure that all students meet their graduate education goals in an academically fulfilling and timely manner. In support of this mandate, the purpose of this graduate manual is to introduce new and continuing Medical Biophysics graduate students) to the policies and procedures set by the graduate program and Western's School of Graduate and Postdoctoral Studies.

The policies and procedures described in this manual apply to the master's, doctoral, and PhDMScCI (CAMPEP) students registered in the Medical Biophysics graduate program.

Learning Outcomes for Medical Biophysics Graduates

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Graduates of the program will have learned over the course of their studies to become innovators, communicators, and leaders as follows

Innovator

Independent, creative, critical thinker. Problem-solver who can evaluate and ascertain the validity of a result while discovering new knowledge. Ability to hypothesize, define and answer research questions using divergent, lateral thinking across disciplinary boundaries. Analytical skills based on numerate and literate comprehension. Depth and breadth of understanding that is required for original discoveries, developments and disruptive concepts that focus on gaps in medical, biological and physical health determinants.

Communicator

Freely interacting and communicating across disciplines. Building arguments and defending them based on scientific evidence. Global understanding and sensitivity to disciplinary and cultural contexts for oral and written communication. Literate across physics, mathematics and biomedical domains. Critical reader and listener with deep understanding and comprehension that interpolates between written and oral concepts. High-level, culturally-appropriate communication across disciplines for accelerated translation of innovations to multiple domains including public policy, commercial and clinical use.

Leader

Integrity in pursuit of innovation. Ethical, scientific and professional competency and communication at core of decisions and leadership of teams and processes. Mentorship and civic engagement in local and broader research community. Understands limitations of processes and people with focus on team and individual strengths to generate deliverables, productivity and excellence. Global understanding of obligation to provide expertise and leadership beyond local, domestic and research context.

Medical Biophysics Course Curriculum

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There are two compulsory course requirements in the graduate program. The first is Biophysics 9513: Scientific Communications (full course/two terms) and the second is Biophysics 9700: Biophysics Graduate Seminars (no course weight/two terms).

Biophysics 9513 is usually completed by the end of the 2nd term of initial enrollment as a Medical Biophysics graduate student. All Medical Biophysics graduate students must enroll in Biophysics 9700 annually until they submit their thesis to SGPS for examination.

The Medical Biophysics course catalogue and course offerings for each term are available on this MBP website URL: http://www.schulich.uwo.ca/biophysics/graduate/current_students/course_information.html

Initial academic requirements for admission and academic requirements to maintain registration in the CAMPEP program are described on this Medical Biophysics website URL: http://www.schulich.uwo.ca/biophysics/graduate/future_students/application_information.html

SGPS Graduate Supervision Guidelines

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The SGPS Graduate Supervision Handbook will help you develop the most out of the supervisor-graduate student relationship at Western. It provides in-depth advice on roles and responsibilities, communications, learning styles, time management, and many other issues. A comprehensive description is available on this SGPS website URL:

http://grad.uwo.ca/faculty_staff/viceprovost/supervision.html

In particular, please refer to the *Letter of Understanding between Supervisor and Student* on this URL: http://grad.uwo.ca/doc/viceprovost/supervision/template_letter_understanding.doc All Medical Biophysics supervisors and students are strongly encouraged to write their own letters of understanding using the information on the aforementioned link as a template.

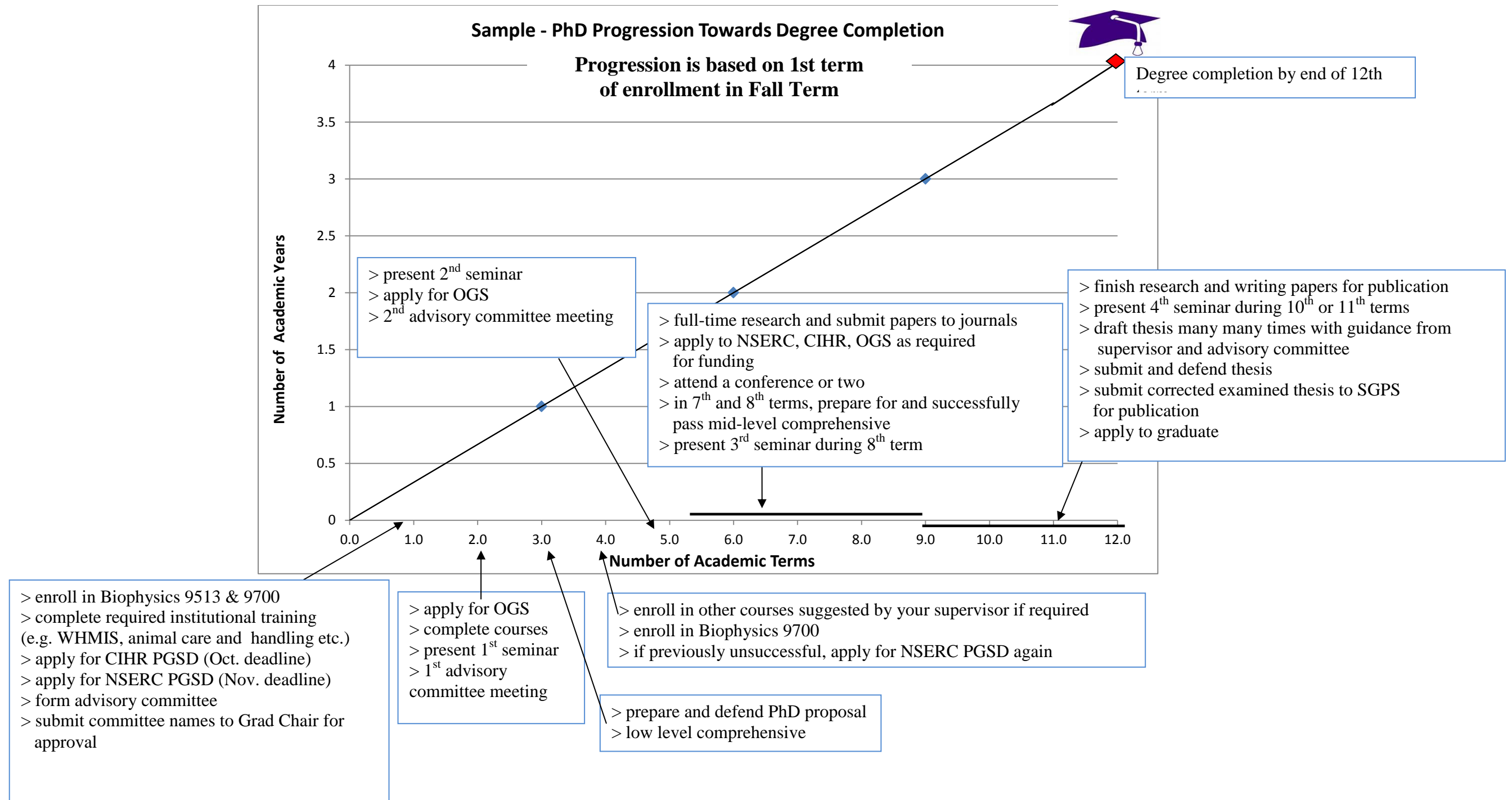
Road Maps To Accomplish Milestones Along the Way Towards Degree Completion

The following three charts and three graphs are to assist students with the many tasks of “staying on track” throughout their graduate studies in order to complete all degree requirements on time.

MSc Road Map For Successful Degree Completion [\(return to Table of Contents\)](#)

Over the course of the two years allowed to complete a MSc degree, students must complete the following milestones within specified time frames.

Milestone	Time Frame
Completion of Biophysics 9513: Scientific Communications (two term compulsory course).	Successful completion by the end of the second term of enrollment.
Apply for external scholarships (e.g. NSERC, CIHR, OGS etc.)	On an on-going basis according to scholarship deadlines set by the graduate program and SGPS.
Compulsory attendance in Biophysics 9700: Biophysics Graduate Seminars	Scheduled (every Thursday at noon) during the Fall and Winter Terms of each academic year.
Present an annual seminar as part of your course work for Biophysics 9700	Speakers' schedule will be posted at the start of each Fall Term.
With the assistance of your supervisor, form your advisory committee	Members of your advisory committee must be confirmed by the end of the first term of enrollment.



Our Expectations of You

Domestic Students - Basic Criteria to Maintain Continuous Graduate Enrollment

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Enrolment in the Department of Medical Biophysics Graduate Program implies compliance with a set of rules and criteria which are legislated by the program and The School of Graduate and Postdoctoral Studies (referred to as SGPS from this point on).

For SGPS policies and regulations, see this URL:

http://www.grad.uwo.ca/current_students/regulations/index.html

Specific Medical Biophysics graduate program requirements are listed in this manual. Continued enrolment also requires a level of productivity that will enable completion of the program in the time frames outlined by 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. Vacation is to be taken during time mutually agreed by supervisor and student. Students must contact supervisor and other appropriate lab personnel when absent due to illness. If there are excessive absences from laboratory and/or attendance in courses, supervisor and/or course co-ordinator may request (at their discretion) a medical letter from the student. See: <http://www.health.uwo.ca/services/students/notes.html>

International Students - Basic Criteria to Maintain Continuous Graduate Enrollment

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International students must show *original* study permits to SGPS and the Medical Biophysics graduate program assistant (GPA) as soon as they arrive at Western. Students must also apply for a Social Insurance Number (SIN) in order to receive their graduate stipend. 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 GPA. For payroll purposes, it is critical that the GPA be notified as soon as the student receives his/her SIN.

Academic Integrity Module

Must Be Completed By End of First Term of Graduate Enrollment

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All incoming graduate students (domestic and international) are required to complete the SGPS Academic Integrity Module in order to progress beyond the first term of their degree. Module can be accessed on this URL: <https://grad.uwo.ca/student/index.cfm>

The Medical Biophysics Graduate Program Productivity Requirements

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- Graduate Supervisor and student must form a supervisory committee by the end of the student's first term on enrollment.
- Students must have bi-annual supervisory committee meetings. These meetings must be documented on this [form](#). The appropriate signatures and the completed form must be delivered to the GPA. The form then becomes part of the student's graduate file at the program level.

- Students must have an admission average of 78% or above to be eligible for WGRS support. Students must then maintain a minimum 80% average to retain this funding.
- Students must attend departmental graduate programme seminars/poster sessions held during the fall and winter terms.
- Students must maintain a level of productivity that will enable completion of the program in the time frames described on page 5.
- Students must observe and follow all safety regulations and policies established by Western University.

Our Expectations of Ourselves

The Program ([return to Table of Contents](#))

- The program will implement and follow the policies of SGPS.
- The program will provide sufficient information in the letters of offer of admission to new graduate students. This would include, for example, details about means of support (e.g., scholarships, traineeships, supervisor funding, and tuition), amount of funding, length of funding, and any initial program expectations. Information should also be provided regarding supervisor arrangements for the student such as the name of the sole supervisor or the names of the co or joint supervisors.
- The program will 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.
- The program will ensure that each new graduate student has an identified supervisor. The program should also ensure that the supervisory committee is in place at the appropriate point in time.
- The program will ensure that arrangements are made for an alternate supervisor if the regular supervisor either departs or is absent for an extended period.
- The program will provide students with written guidelines of program policies and notification of any changes.
- The program will assess and review each student's academic and research progress, on a bi-annual basis. This review would include such factors as performance on course work and PhD 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.
- The program will identify paths/resources available to students for assistance, and if they wish to raise concerns about their program, supervisor, etc.
- The program encourages open communication and feedback between students and supervisors on all issues, including supervisory practices.

- The program will strive to maintain an atmosphere conducive to scholarly work by graduate students, and help enhance their creativity and productivity.
- 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. The program should further ensure that these mechanisms are congruent with established appeals policies and procedures.
- The program should ensure a safe working environment for students, and inform them of all relevant safety and work regulations.
- The program should ensure that a supervisor takes on only as many graduate students as he/she can properly supervise.
- The program will ensure students are aware of evaluation criteria for all work before work commences.

The Supervisor ([return to Table of Contents](#))

Students are either solely, joint or co-supervised. The definitions for each of the aforementioned are as follows:

Supervisor - where the faculty member has the primary responsibility for overseeing the student.

Joint Supervisor - where two faculty members supervise a student and have the same level of supervisory privileges, thus sharing joint responsibility.

Co-Supervisor - where two faculty members supervise a student, one of whom has supervisory privileges equal to the student's degree and the other faculty member has an approved level to only co-supervise at the master's level

- The supervisor will 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.
- 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.
- The supervisor will 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Supervisors should make satisfactory alternative supervisor arrangements if away for a prolonged period of time.
- Supervisors should inform the program (i.e., Graduate Chair or Department 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 Advisory Committee ([return to Table of Contents](#))

Criteria for Choosing an Advisory Committee

- organize your advisory committee within the first 4 months of initial enrollment in the program
- choose PIs (Principal Investigators) whose expertise provide insight into research project
- usually consists of 2 to 3 PIs in addition to your supervisor(s)
- completed Advisory Committee Forms (post meeting) **MUST** be delivered or scanned/emailed to Graduate Program Assistant
- becomes part of student's file maintained by the Medical Biophysics graduate office
- 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).

- The supervisory committee may assist the supervisor with the monitoring process. This will include bi-annual meetings between the student, supervisor, and supervisory committee to review progress on degree requirements.
- 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.
- 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 Relationship Between Student, Supervisor, and Advisory Committee

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- 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.
- 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.
- 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.
- 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.
- 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.
- The student should give serious consideration and response to comments and advice from the supervisor and committee members.
- 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.

- 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.
- 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.
- Where applicable, the student should comply with all ethical policies and procedures governing human or animal research.
- 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.
- The student should meet the terms and conditions of any financial contractual agreements, such as a TA position.
- The student should inform the program (i.e., Graduate Chair or Department 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.

Your Time in Medical Biophysics at Western

Graduate Stipend Compensation Rates ([return to Table of Contents](#))

The Medical Biophysics Graduate program has set compensation rates for graduate student stipends. Compensation rates vary; academic averages (as calculated by the program and SGPS) and external/internal funding will decide how your compensation rate is set. Please consult with your graduate supervisor or the GPA if you have any questions about your stipend. Your compensation rate will be indicated in your initial offer letter.

Be aware that your compensation rate may vary from year to year. Changes in circumstances such as receipt of scholarships, traineeships, OSAP, and GTAships etc. will increase your annual income. However, other circumstances such as the termination of scholarships, traineeships, OSAP, or GTAships etc, will decrease your annual income. At the start of each academic year, students are encouraged to financially plan ahead in order to provide for their living expenses and tuition costs. If you require assistance with financial planning then you are encouraged to discuss your circumstances in confidence with one of Western's [Student Financial Aid Councillors](#).

Western Graduate Research Scholarships (WGRS) – Partial Tuition Support

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All full-time Medical Biophysics graduate students will receive a WGRS* to assist with the cost of tuition each term. The amount of the WGRS will be listed in your initial letter of offer from the graduate program.

* To qualify for WGRS support, all new graduate students must have a minimum admission average of 78% (as determined by SGPS). To continue to receive WGRS support, all graduate students must maintain a minimum 80% average throughout their graduate studies.

Be advised that part-time graduate students are not eligible for WGRS support.

A MSc student will receive WGRS support for a total of six academic terms (equivalent of two years) of enrollment from his/her initial term of registration.

Degree Status	WGRS Western Graduate Research Scholarship (partial tuition scholarship)	Minimum Stipend Annual & Per Term (Student does not hold a provincial or national scholarships.)	OGS Annual & Per Term	NSERC PGSD CIHR Doctoral Annual & Per Term
<p style="text-align: center;">PhD (reclassification from MSc status)</p> <p>If a student reclassifies from MSc to PhD status by the end of the 5th term of registration, student is allowed a total of 15 academic terms (equivalent of 5 years) from initial term of registration as a MSc student to complete a PhD degree.</p> <p>Tuition support and funding for living expenses is not guaranteed after 5 years.</p>	<p>\$4,500 annually – or – \$1,500.00 per term.</p> <p>WGRS (\$1,500.00) is automatically applied to tuition fees at the start of each term (3 terms in an academic year) through the student’s individual Student Centre.</p> <p>The remainder of the tuition owed for each term (amount of tuition minus WGRS support) must be paid by the student by the due date set by the Registrar’s Office.</p> <p>Student’s supervisor will retroactively cover the remainder of the tuition owed (as described above) in monthly installments as part of the student’s overall stipend.</p>	<p>In addition to WGRS support, students with no provincial or national scholarships are guaranteed a base stipend of \$1,500 per year for living expenses or \$5,000 per term.</p> <p>Summary</p> <p>Starting from initial term of PhD registration – students receive WGRS + additional tuition support from supervisor to cover the full cost of tuition per term + stipend of \$1,500 per year.</p>	<p>OGS is a one year scholarship with a total value of \$15,000.</p> <p>Student receives \$5,000 in OGS support at the start of each term through his/her individual Student Centre for a total of 3 terms.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student’s annual stipend to the minimum guarantee of \$1,500 /yr.</p> <p>Summary</p> <p>For the length of the OGS scholarship – student receives WGRS + OGS + additional support from supervisor to bring minimum stipend to \$1,500 /yr.</p>	<p>NSERC PGSD is a 2 to 3 year scholarship with a total annual value of \$21,000.</p> <p>Student receives \$7,000 in NSERC PGSD support at the start of each term through his/her individual Student Centre for length of scholarship.</p> <hr/> <p>CIHR Doctoral is a 2 to 3 year scholarship with a total annual value of \$30,000 + \$5,000 for travel.</p> <p>Student receives \$10,000 in CIHR doctoral support at the start of each term through his/her individual Student Centre for length of scholarship.</p> <hr/> <p>For the NSERC and CIHR doctoral scholarships, remaining tuition fees (not covered by WGRS) will be deducted from the scholarships at the start of each term. After tuition deductions, if the stipend levels for both scholarships exceed the minimum PhD guaranteed stipend of \$1,500 /yr. No further support will be provided by the supervisor.</p>

Degree Status	WGRS Western Graduate Research Scholarship (partial tuition scholarship)	Minimum Stipend Annual & Per Term (Student does not hold a provincial or national scholarships.)	OGS Annual & Per Term	NSERC PGSD CIHR Doctoral Annual & Per Term
<p>PhD (direct entry into program from an honours bachelor degree)</p> <p>A student who enters the program directly from an honours bachelor degree is allowed 15 academic terms (equivalent of 5 years) to complete a PhD degree.</p> <p>Tuition support and funding for living expenses is not guaranteed after 5 years.</p>	<p>\$4,500 annually – or – \$1,500.00 per term.</p> <p>WGRS (\$1,500.00) is automatically applied to tuition fees at the start of each term (3 terms in an academic year) through the student’s individual Student Centre.</p> <p>The remainder of the tuition owed for each term (amount of tuition minus WGRS support) must be paid by the student by the due date set by the Registrar’s Office.</p> <p>Student’s supervisor will retroactively cover the remainder of the tuition owed (as described above) in monthly installments as part of the student’s overall stipend.</p>	<p>In addition to WGRS support, students with no provincial or national scholarships are guaranteed a stipend of \$16,400 per year for living expenses or \$5,466 per term.</p> <p>Summary</p> <p>For 15 academic terms (5 years) – students receive WGRS + additional tuition support from supervisor to cover the full cost of tuition per term + stipend of \$16,400 per year.</p>	<p>OGS is a one year scholarship with a total value of \$15,000.</p> <p>Student receives \$5,000 in OGS support at the start of each term for a total of 3 terms through his/her individual Student Centre.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student’s annual stipend to the minimum guarantee of \$16,400 /yr.</p> <p>Summary</p> <p>For the length of the OGS scholarship – student receives WGRS + OGS + additional support from supervisor to bring minimum stipend to \$16,400 /yr.</p>	<p>PLSE NOTE: all first year PhD students with NO previous MSc degrees MUST apply for NSERC or CIHR CGSM and accept the CGSM for their 2nd year of graduate studies.</p> <p>NSERC PGSD is a 2 to 3 year scholarship with a total annual value of \$21,000.</p> <p>Student receives \$7,000 in NSERC PGSD support at the start of each term through his/her individual Student Centre for length of scholarship.</p> <hr/> <p>CIHR Doctoral is a 2 to 3 year scholarship with a total annual value of \$30,000 + \$5,000 for travel.</p> <p>Student receives \$10,000 in CIHR doctoral support at the start of each term through his/her individual Student Centre for length of scholarship.</p> <hr/> <p>For the NSERC and CIHR doctoral scholarships, remaining tuition fees (not covered by WGRS) will be deducted from the scholarships at the start of each term.</p> <p>After tuition deductions, if the stipend levels for both scholarships exceed the minimum PhD guaranteed stipend of \$116,400/yr. then no further support will be provided by the supervisor.</p>

**Your Guide to Medical Biophysics Graduate Stipends for CAMPEP Students
(accurate as of September 1st, 2017)**

****Current Fall Term 2017 CAMPEP tuition fees are: \$5,588.20 per term or \$16,764.60 annually.****

CAMPEP QAship: CAMPEP students receive a QAship (worth \$3,000 per year) on a rotating basis.

When a student receives a QAship, it replaces a portion of the supervisor's additional tuition support for the length (1 term) of the QAship

Degree Status	WGRS Western Graduate Research Scholarship (partial tuition scholarship)	Minimum Stipend Annual & Per Term (Student does not hold a provincial or national scholarships.)	OGS Annual & Per Term	NSERC CGSM CIHR CGSM Annual & Per Term
<p>CAMPEP Direct Entry PhD (no previous MSc degree)</p> <p>Student is allowed 15 academic terms (equivalent of 5 years) to complete a CAMPEP PhD degree.</p> <p>Tuition support and funding for living expenses is not guaranteed after 5 years.</p>	<p>\$7,800 annually – or – \$2,600.00 per term.</p> <p>WGRS (\$2,600) is automatically applied to CAMPEP tuition fees at the start of each term (3 terms in an academic year) through the student's individual Student Centre.</p> <p>The remainder of the tuition owed for each term (amount of CAMPEP tuition minus WGRS support) must be paid by the student by the due date set by the Registrar's Office.</p> <p>Student's supervisor may retroactively cover the remainder of the CAMPEP tuition owed in monthly installments as part of the student's overall stipend each term.</p>	<p>In addition to WGRS support, CAMPEP students with no provincial or national scholarships are guaranteed a base stipend of \$16,400 per year for living expenses or \$5,466.00 per term.</p> <p>Summary</p> <p>For 15 academic terms (5 years) – students receive WGRS + additional tuition* support from supervisor + stipend of \$16,400 per year. * additional tuition support from supervisor will be replaced by QAship when applicable.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>OGS is a one year scholarship with a total value of \$15,000.</p> <p>Student receives \$5,000 in OGS support at the start of each term for a total of 3 terms through his/her individual Student Centre.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student's annual stipend to the minimum guarantee of \$116,400 /yr.</p> <p>Summary</p> <p>For the length of the OGS scholarship – student receives WGRS + OGS + additional support from supervisor to bring minimum stipend to \$16,400 /yr.</p> <p>Supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>PLSE NOTE: All 1st year direct entry CAMPEP PhD students must apply for a NSERC CGSM scholarship. Application for a NSERC PGSD scholarship is not available until student is in 2nd year of graduate enrollment.</p> <p>NSERC CGSM is a one year scholarship with a total value of \$17,500.</p> <p>Student receives \$5,833 in CGSM support at the start of each term for a total of 3 terms.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student's annual stipend to the minimum guarantee of \$15,200/yr.</p> <p>Summary</p> <p>For the length of the CGSM scholarship – student receives WGRS + CGSM + additional support from supervisor to bring minimum stipend to \$16,400 /yr.</p> <p>Supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p> <p>See next page for info about NSERC PGSD and CIHR Doctoral</p>

Degree Status	WGRS Western Graduate Research Scholarship (partial tuition scholarship)	Minimum Stipend Annual & Per Term (Student does not hold a provincial or national scholarship)	OGS Annual & Per Term	NSERC PGSD CIHR Doctoral Annual & Per Term
<p>CAMPEP PhD (post reclassification from MSc status)</p> <p>If a student reclassifies from MSc to CAMPEP PhD status by the end of the 5th term of graduate registration, student is allowed a total of 15 academic terms of graduate enrollment (equivalent of 5 years) to complete a CAMPEP PhD degree counting from the start of enrollment as a MSc student</p> <p>Tuition support and funding for living expenses is not guaranteed after 5 years.</p>	<p>\$7,800 annually – or – \$2,600.00 per term.</p> <p>WGRS (\$2,600) is automatically applied to CAMPEP tuition fees at the start of each term (3 terms in an academic year) through the student’s individual Student Centre.</p> <p>CAMPEP QAship: CAMPEP students receive a QAship (worth \$3,000 per year) on a rotating basis. When a student receives a QAship, it replaces a portion of the supervisor’s additional tuition support for the length of the QAship.</p> <p>The remainder of the tuition owed for each term (amount of CAMPEP tuition minus WGRS support) must be paid by the student by the due date set by the Registrar’s Office.</p> <p>Student’s supervisor may retroactively cover the remainder of the CAMPEP tuition owed* (as described above) in monthly installments as part of the student’s overall stipend each term.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>In addition to WGRS support, students with no provincial or national scholarships are guaranteed a base stipend of \$16,400 per year for living expenses or \$5,466 per term.</p> <p>Summary</p> <p>For 10 academic terms (post reclassification) – students receive WGRS + additional CAMPEP tuition support from supervisor* or QAship + stipend of \$16,400 per year.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>OGS is a one year scholarship with a total value of \$15,000.</p> <p>Student receives \$5,000 in OGS support at the start of each term for a total of 3 terms through his/her individual Student Centre.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student’s annual stipend to the minimum guarantee of \$16,400 /yr.</p> <p>Summary</p> <p>For the length of the OGS scholarship – student receives WGRS + OGS + additional support from supervisor* to bring minimum stipend to \$16,400 /yr.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>NSERC PGSD is a 2 to 3 year scholarship with a total annual value of \$21,000.</p> <p>Student receives \$7,000 in NSERC PGSD support at the start of each term for length of scholarship through his/her individual Student Centre.</p> <hr/> <p>CIHR Doctoral is a 2 to 3 year scholarship with a total annual value of \$30,000 + \$5,000 for travel.</p> <p>Student receives \$10,000 in CIHR doctoral support at the start of each term for length of scholarship through his/her individual Student Centre.</p> <hr/> <p>For the NSERC and CIHR doctoral scholarships, remaining tuition fees (not covered by WGRS) will be deducted from the scholarships at the start of each term. After tuition deductions, should the stipend levels for both scholarships exceed the minimum PhD guaranteed stipend of \$16,400 yr then no further support will be provided by the supervisor.</p> <p>Supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>

Degree Status	WGRS Western Graduate Research Scholarship (partial tuition scholarship)	Minimum Stipend Annual & Per Term (Student does not hold a provincial or national scholarship)	OGS Annual & Per Term	NSERC PGSD CIHR Doctoral Annual & Per Term
<p>CAMPEP PhD (with previous MSc)</p> <p>Student is allowed 12 academic terms (equivalent of 4 years) to complete a CAMPEP PhD degree.</p> <p>Tuition support and funding for living expenses is not guaranteed after 4 years.</p>	<p>\$7,800 annually – or – \$2,600.00 per term.</p> <p>WGRS (\$2,600) is automatically applied to CAMPEP tuition fees at the start of each term (3 terms in an academic year) through the student’s individual Student Centre.</p> <p>The remainder of the tuition owed for each term (amount of CAMPEP tuition minus WGRS support) must be paid by the student by the due date set by the Registrar’s Office.</p> <p>Student’s supervisor may retroactively cover the remainder of the CAMPEP tuition owed* (as described above) in monthly installments as part of the student’s overall stipend each term.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>In addition to WGRS support, students with no provincial or national scholarships are guaranteed a base stipend of \$16,400 per year for living expenses or \$5,466 per term.</p> <p>Summary</p> <p>For 12 academic terms – students receive WGRS + additional CAMPEP tuition support from supervisor* + stipend of \$16,400 per year.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>OGS is a one year scholarship with a total value of \$15,000.</p> <p>Student receives \$5,000 in OGS support at the start of each term for a total of 3 terms through his/her individual Student Centre.</p> <p>After remaining tuition fees (not covered by WGRS) are deducted from the scholarship, supervisor will provide sufficient funds to bring student’s annual stipend to the minimum guarantee of \$16,400 /yr.</p> <p>Summary</p> <p>For the length of the OGS scholarship – student receives WGRS + OGS + additional support from supervisor* to bring minimum stipend to \$16,400 /yr.</p> <p>* supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>	<p>NSERC PGSD is a 2 to 3 year scholarship with a total annual value of \$21,000.</p> <p>Student receives \$7,000 in NSERC PGSD support at the start of each term for length of scholarship through his/her individual Student Centre.</p> <hr/> <p>CIHR Doctoral is a 2 to 3 year scholarship with a total annual value of \$30,000 + \$5,000 for travel.</p> <p>Student receives \$10,000 in CIHR doctoral support at the start of each term for length of scholarship through his/her individual Student Centre.</p> <hr/> <p>For the NSERC and CIHR doctoral scholarships, remaining tuition fees (not covered by WGRS) will be deducted from the scholarships at the start of each term. After tuition deductions, should the stipend levels for both scholarships exceed the minimum PhD guaranteed stipend of \$16,400 /yr then no further support will be provided by the supervisor.</p> <p>Supervisor coverage of CAMPEP fees should be discussed between student and supervisor prior to the start of each new term.</p>

Year X Status – Financial Support Implications ([return to Table of Contents](#))

All Medical Biophysics graduate students are expected to complete their degree requirements (including thesis defense and publication) within the time frames as described in the WGRS Support section. A student becomes *Year X*, when s/he exceeds those time frames. At that point, graduate supervisors are not obliged to provide a stipend for living expenses or additional tuition support. However, in exceptional circumstances, graduate supervisors will consider a stipend to assist with living expenses and tuition costs for one term of Year X.

Graduate Students with Disabilities ([return to Table of Contents](#))

Western 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 ([return to Table of Contents](#))

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. Information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>

Students seeking help regarding mental health concerns are advised to speak to someone with whom they feel comfortable confiding 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

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.

Part-Time Status in a Full-Time Program ([return to Table of Contents](#))

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.

Leave of Absence (LOA) ([return to Table of Contents](#))

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 Medical Biophysics Graduate Chair.

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

The LOA must coincide with the start and end of a particular term or set of terms. Students are advised to consult with the Graduate Chair and/or GPA to discuss the calendar details in arranging a LOA as well as other special arrangements such as dealing with course enrollment during this period.

A student on a LOA will not receive any monetary compensation as a graduate student from the graduate program or university.

The date for degree completion and WGRS support will be extended by the duration of the time taken during the LOA.

Medical Accommodation ([return to Table of Contents](#))

Western University requires documentation from the medical community for students who require academic accommodation due to medical illness. Students are required to have their physician or health care provider fill out the Student Medical Certificate. At Student Health Services the fee for having this form filled out is \$20. Students seeking academic accommodation should request a Western [Student Medical Certificate](#) to be filled out at the initial visit with the physician. Medical certificates will only be considered for students seriously affected by illness, who can not reasonably be expected to meet his/her academic responsibilities. If the requested accommodation is related to a death in the family, please discuss with your graduate supervisor and the Graduate Chair.

Withdrawal and Readmission after Withdrawal ([return to Table of Contents](#))

Withdrawal from a program can occur in two ways. A student may 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 officially withdrawn from the program, 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 voluntarily withdraw from the program will receive this notation “voluntarily withdrawal from the program” on their transcripts. Students who are involuntarily withdrawn from the program will receive this notation “required to withdraw” on their transcripts.

Students who have voluntarily withdrawn or who have been required to withdraw 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 and made payable to the Western University via the Registrar's Office.

Reclassification from MSc to PhD Status [\(return to Table of Contents\)](#)

The Medical Biophysics graduate program allows students to reclassify their registration from master's to doctoral without completion of the master's degree.

Transfers from the master's to the doctoral program must take place **before** the start of the sixth term of registration as a master's student.

The program requires all potential doctoral candidates to prepare and defend a doctoral thesis proposal. The student's supervisor, advisory committee, and a member of the Graduate Executive act as the examining panel for the proposal defense.

To effectively prepare for this milestone, please refer to the [program procedures](#).

SGPS Requirements for Continuous Graduate Enrollment [\(return to Table of Contents\)](#)

The following information is from the SGPS web site http://www.grad.uwo.ca/current_students/regulations/4.html, which will have the most up-to-date information:

- Students must maintain a cumulative average of at least 70% calculated each term over all courses taken for credit, with no grade less than 60%.
- Students 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 then formal approval is required from both the program Graduate Chair and the Vice-Provost of SGPS.***
- 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 deadlines:

http://www.registrar.uwo.ca/student_finances/fees_refunds/fee_schedules.html

- Failure to pay fees will result in deregistration.
- Graduate students must maintain continuous registration in SGPS in each successive term from initial registration until the end of the term in which all requirements for the degree are completed.

To be registered as a full-time student according to the mandate of 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 Vice-Provost, SGPS.
- 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.

SGPS Overview For Thesis Submission, Defense, and Publication

[\(return to Table of Contents\)](#)

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

Critical Supplementary Thesis Defense Notes For Medical Biophysics MSc Students

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At the program level, please refer to this Medical Biophysics website URL for the organization of the Board of Examiners, thesis submission, oral defense and submission of corrected/examined thesis for publication: http://www.schulich.uwo.ca/biophysics/graduate/current_students/thesis_defence/msc.html

Critical Supplementary Thesis Defense Notes For Medical Biophysics PhD Students

[\(return to Table of Contents\)](#)

At the program level, please refer to this Medical Biophysics website URL for the organization of the Board of Examiners, thesis submission, oral defense and submission of corrected/examined thesis for publication http://www.schulich.uwo.ca/biophysics/graduate/current_students/thesis_defence/PhD.html

Thesis Defense Only (TDO) Status [\(return to Table of Contents\)](#)

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 SGPS (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 whose supervisors have not been able to secure an examination board and/or examination 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 the graduate program individually.

Convocation [\(return to Table of Contents\)](#)

Students receive official notification via e-mail from SGPS when their theses have been accepted for publication within the Scholarship@Western Thesis Repository. At this point, students have completed all degree requirements in order to graduate at the next convocation.

In order to graduate, students must apply to graduate via their Student Center at <https://student.uwo.ca> (Main menu > Self-service > Graduation > Apply for Graduation). This process enables them to confirm the degrees they are receiving and how their names will appear on their diplomas.

Visit the convocation website for more details: <http://www.convocation.uwo.ca>.

Appendices

Medical Biophysics Graduate Program Guidelines and Forms

[\(return to Table of Contents\)](#)

- [Advisory Committee Terms of Reference](#) (PDF, 101.6KB)
- [Advisory Committee Meeting Report Form](#) (PDF fillable, 92.5KB)
(to be completed after every meeting and submitted to Graduate Office - MSB 407)
- [MSc Low-Level Comprehensive Exam Guidelines](#) (PDF, 50.9KB)
- [PhD Proposal Defense Guidelines](#) (PDF, 100 KB)
(for MSc students reclassifying to PhD status and PhD students with a previous MSc degree)
- [PhD Proposal Defense Report Form](#) (PDF fillable, 100KB)
(for PhD students with previous MSc)
- [MSc to PhD Reclassification Report Form](#) (PDF fillable, 100 KB)
(for MSc students with previous BSc reclassifying to PhD status)
- [PhD Mid-Level Comprehensive Exam Guidelines](#) (PDF, 129.4KB)
- [PhD Mid-Level Comprehensive Exam Report Form](#) (PDF fillable, 126 KB)
(to be completed by Chair of Comprehensive Examination and submitted to Graduate Office – MSB 407)

All SGPS and Medical Biophysics graduate program specific forms are available [HERE](#).