1. Pathology
   Molecular Pathology and Transplant Pathology, Neuropathology, Oncology & Environmental Pathology

2. One Health
MSc Program in Pathology and Laboratory Medicine
Acknowledgement of Student Expectations & Responsibilities, and
Criteria for Graduation

I understand that to graduate with a MSc in Pathology and Laboratory Medicine:

I have to:
1. Review the guidelines for research-based students provided to me.
2. Pass the following courses (unless exempted) with a minimum average of 70% in each;
   a. Pathology 9240, Understanding Disease
   b. Pathology Journal Club Seminar Series
   c. Pathology 9687, Effective Proposal Writing
   d. Biostatistics (see section 2.3 for course numbers)
   e. Courses suggested by my supervisor and/or Advisory Committee
3. Attend and participate in departmental activities, including but not limited to;
   a. Dr. Robert Zhong Research Seminars, PhD public lectures, and Grand Rounds
   b. Annual Pathology and Laboratory Medicine Research Day
4. Apply for external scholarships (e.g. Ontario Graduate Scholarship, Canada Graduate Scholarships-Master's Award etc.)

I have to:
1. Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
2. Schedule my Advisory Committee meetings at least once a year and present my research progress report
3. Submit my thesis and pass the thesis examination

I have to:
1. Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
2. Observe all safety regulations established by Western University

Student Name (print)

________________________________________

Student Signature

Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 27.
MSc Program in Pathology and Laboratory Medicine (One Health)
Acknowledgement of Student Expectations & Responsibilities, and
Criteria for Graduation

I understand that to graduate with a MSc in Pathology and Laboratory Medicine (Research field: One Health):

I have to:
1. Review the guidelines for research-based students provided to me.
2. Pass the following courses (unless exempted) with a minimum average of 70% in each;
   a. Pathology 9330, Foundations in One Health
   b. Pathology 9360, One Health in Action
   c. One Health Journal Club Seminar Series
   d. Biostatistics/Research Methods (see section 2.3 for course numbers)
   e. Courses suggested by my supervisor and/or Advisory Committee
3. Attend and participate in departmental activities, including but not limited to;
   a. Dr. Robert Zhong Research Seminars, PhD public lectures, and Grand Rounds
   b. Annual Pathology and Laboratory Medicine Research Day
4. Apply for external scholarships (e.g. Ontario Graduate Scholarship, Canada Graduate Scholarships-Master’s Award etc.)

I have to:
1. Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
2. Schedule my Advisory Committee meetings at least once a year and present my research progress report
3. Submit my thesis and pass an oral defense examination of the thesis

I have to:
1. Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
2. Observe all safety regulations established by Western University

__________________________________________
Student Name (print)

__________________________________________
Student Signature                                      Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 27.
PhD Program in Pathology and Laboratory Medicine
Acknowledgement of Student Expectations & Responsibilities, and Criteria for Graduation

I understand that to graduate with a PhD in Pathology and Laboratory Medicine:

I have to:
1. Review the guidelines for research-based students provided to me.
2. Pass the following courses (unless exempted) with a minimum average of 70% in each;
   a. Pathology 9240, Understanding Disease
   b. Pathology Journal Club Seminar Series
   c. Pathology 9687, Effective Proposal Writing
   d. Biostatistics (see section 2.3 for course numbers)
   e. Courses suggested by my supervisor and/or Advisory Committee
3. Attend and participate in departmental activities, including but not limited to;
   a. Dr. Robert Zhong Research Seminars, PhD public lectures, and Grand Rounds
   b. Annual Pathology and Laboratory Medicine Research Day
4. Apply for external scholarships (e.g. Ontario Graduate Scholarship, Canada Graduate Scholarship – Doctoral Award [CIHR, NSERC] etc.)

I have to:
1. Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
2. Schedule my Advisory Committee meetings at least once a year and present my research progress report
3. Schedule and pass a comprehensive examination
4. Submit my thesis and pass the thesis examination

I have to:
1. Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
2. Observe all safety regulations established by Western University

________________________  __________________________  _________________________
Student Name (print)        Student Signature          Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 27.
PhD Program in Pathology and Laboratory Medicine (One Health)  
Acknowledgement of Student Expectations & Responsibilities, and 
Criteria for Graduation

I understand that to graduate with a PhD in Pathology and Laboratory Medicine (Research field: One Health):

I have to:
1. Review the guidelines for research-based students provided to me.
2. Pass the following courses (unless exempted) with a minimum average of 70% in each;
   a. Pathology 9330, Foundations in One Health
   b. Pathology 9360, One Health in Action
   c. One Health Journal Club Seminar Series
   d. Biostatistics/ Research Methodology (see section 2.3 for course numbers)
   e. Courses suggested by my supervisor and/or Advisory Committee
3. Attend and participate in departmental activities, including but not limited to;
   a. Dr. Robert Zhong Research Seminars, PhD public lectures, and Grand Rounds
   b. Annual Pathology and Laboratory Medicine Research Day
4. Apply for external scholarships (e.g. Ontario Graduate Scholarship, Canada Graduate Scholarships – Doctoral Award [CIHR, NSERC] etc.)

I have to:
1. Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
2. Schedule my Advisory Committee meetings at least once a year and present my research progress report
3. Schedule and pass a comprehensive examination
4. Submit my thesis and pass the thesis examination

I have to:
1. Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
2. Observe all safety regulations established by Western University

________________________________________________________________________
Student Name (print)

________________________________________________________________________
Student Signature Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 27.
Table of Contents

1 GRADUATE PROGRAM OVERVIEW .................................................................................. 8
  1.1 Fields of study ........................................................................................................ 8
  1.2 Goals at the MSc level ............................................................................................ 9
    1.2.1 Program-level outcomes at the MSc level ......................................................... 10
  1.3 Goals at the PhD level .......................................................................................... 11
    1.3.1 Program-level outcomes at the PhD level ....................................................... 12
  1.4 Part-time program in Pathology and Laboratory Medicine ..................................... 13

2 COURSE REQUIREMENTS ............................................................................................. 15
  2.1 Required courses for all research-based MSc students ............................................ 15
  2.2 Required courses for all research-based PhD students .......................................... 15
  2.3 Other required courses for all MSc & PhD students ............................................... 16
  2.4 Optional/additional courses .................................................................................. 17
  2.5 Collaborative specializations ............................................................................... 18
  2.6 Course descriptions ............................................................................................. 18
  2.7 Exemption from required courses ....................................................................... 21
  2.8 Auditing a graduate course .................................................................................. 21
  2.9 Incomplete courses ............................................................................................. 21
  2.10 Enrolling in courses outside of your program ....................................................... 22

3 PROFESSIONAL AND CAREER DEVELOPMENT ..................................................... 23

4 OTHER EXPECTATIONS AND RESPONSIBILITIES .................................................. 24
  4.1 Failing to meet the expectations and responsibilities .......................................... 25

5 GUIDE TO PROCEDURES FOR GRADUATE STUDENTS ......................................... 26

6 GRADUATE STUDENT STIPEND .............................................................................. 28

7 VACATIONS, TIME OFF, & LEAVE OF ABSENCE ................................................. 29

8 HEALTH AND WELLNESS ....................................................................................... 30

9 ACCESSIBILITY AND ACADEMIC ACCOMMODATION ........................................ 31

10 GUIDELINES FOR TRANSFER FROM MSc TO PhD PROGRAM ............................ 32

11 GUIDELINES FOR PhD COMPREHENSIVE EXAMINATION ................................... 34
  11.1 Summary of deadlines ....................................................................................... 37

12 RESPONSIBILITIES OF GRADUATE SUPERVISOR ................................................ 38
13 CHANGING A SUPERVISOR

14 GUIDELINES FOR ESTABLISHMENT OF ADVISORY COMMITTEE

15 ADVISORY COMMITTEE

15.1 Role of the Advisory Committee

15.2 The first Advisory Committee meeting

15.3 Subsequent/regular Advisory Committee meetings

15.4 Final Advisory Committee meeting

15.5 Lack of sufficient progress

15.6 Other responsibilities of the Advisory Committee

16 GUIDELINES FOR REQUEST TO TRANSFER FROM PhD to MSc

17 GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES

18 WITHDRAWAL AND READMISSION AFTER WITHDRAWAL

19 CODE OF STUDENT CONDUCT

19.1 Scholastic Discipline for graduate students

20 ACADEMIC APPEALS

21 CONFLICT RESOLUTION

22 THESIS GUIDELINES

22.1 Program regulations

22.2 Thesis Examination

23 THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM

23.1 Terms of Reference

24 DEPARTMENTAL AWARDS

24.1 Dutkevich Memorial Foundation Award

24.2 Dr. Cameron Wallace Graduate Student Award in Pathology

24.3 Dr. Frederick Winnett Luney Graduate Scholarship

24.4 Dr. Frederick Winnett Luney Graduate Research Awards

25 FORMS
1 GRADUATE PROGRAM OVERVIEW

1.1 Fields of study

The Department of Pathology and Laboratory Medicine at Western University offers course-based (Master of Clinical Science, MCISc) and research-based (MSc and PhD) graduate programs. Two fields of research (areas of specialization) are available to MSc and PhD students: Pathology and One Health.

Research Field: Pathology
Pathology is the scientific study of disease processes. Pathology applies basic research techniques in biochemistry, cell biology, genetics, immunology, and molecular biology to the study of mechanisms of cell and tissue injury and the pathogenesis of disease.

Research Field: One Health
One Health is an integrated effort across multiple disciplines working locally, nationally and globally to attain optimal health for humans, animals and the environment. One Health recognizes that the health of humans, animals, and the environment are inextricably linked as ‘one’.

These guidelines apply to all graduate students in the research-based MSc and PhD programs (Pathology and One Health), in both full-time and part-time streams.

Students entering our graduate program will have completed a four-year undergraduate science program, graduate program in Medical/Public Health, or a professional degree in dentistry, medicine or other health profession. There are no set degree or course prerequisites for our graduate program, although students are encouraged to have taken courses in biological and medical sciences (for example, anatomy, physiology, biochemistry, immunology, molecular biology).

Students admitted into the MSc or PhD program are assigned to a thesis supervisor. The supervisor, together with the student, sets up a thesis Advisory Committee and determines a research project for the student. Students should meet regularly with their Advisory Committee to assess progress; a minimum of one meeting per year is a requirement for all graduate students in the research-based program. The Graduate Education Committee (GEC; see structure of GEC in Section 23) meets on a regular basis to oversee the program, and to monitor the progress of all students. Training of students in research methods and techniques, necessary for their research work, takes place in the supervisor’s laboratory or research facility. The supervisor and the Advisory Committee monitor student’s progress in mastering the required research skills. Students will also submit and defend their thesis to graduate. Upon graduation from the program, students should demonstrate specific skills as enumerated in Sections 1.2 and 1.3.
All students in our program take an introductory course in Pathology (Pathology 9240) or One Health (One Health 9330 and 9360) to gain a basic understanding of their selected field of study, a research methodology/biostatistics course to understand research design and statistical analysis of data, and a weekly Journal Club Seminar Series course. Students in the Pathology field also take a scientific writing course (Pathology 9687).

Successful completion of a comprehensive examination is a requirement for students in the PhD program, and students transferring from the MSc program to the PhD program. Students who are enrolled in dual degree programs (for example, MD/MSc and MD/PhD) and registered in the Department of Pathology and Laboratory Medicine for MSc or PhD training, must meet the requirements outlined for MSc and PhD by Pathology and Laboratory Medicine, including a comprehensive examination in the latter.

In addition to taking courses and carrying out individual research projects, graduate students are expected to participate in departmental seminars, workshops, and other departmental/academic events.

1.2 Goals at the MSc level

In our MSc program, students are introduced to the research process and obtain elementary research skills. Students learn how to pose a relevant scientific question; determine the most appropriate methodology to answer that question; master that methodology and use it to answer the question posed. By the time of graduation, students should have demonstrated a general knowledge of the discipline of Pathology /One Heath and a more detailed knowledge of a specific area of current research forming the basis of their thesis.

Students should have excellent written communication skills and should have demonstrated these in the production of a thesis proposal and progress reports throughout their two-year program, and the successful production and defense of a written thesis. Additionally, students should present their research projects in the form of abstracts at local, national or international meetings, and aim for at least one publication in a refereed journal. Although, obtaining a MSc in our Department is not dependent on obtaining publications, students are encouraged to obtain authorship on a publication. Students should also have excellent verbal communication skills and have demonstrated these in presentations to the supervisor and the Advisory Committee, in the journal club seminar series course, and in successfully defending a thesis.

It is essential that students have some familiarity with computers and their use in word-processing; data collection and statistical analyses; searching the medical literature; communications and preparing material for presentations.
1.2.1 Program-level outcomes at the MSc level

Program-level outcomes are statements that describe what students will be able to know (knowledge), do (skills), and feel (attitude) by the end of our MSc and PhD programs.

Program-level outcomes for MSc in Pathology
A successful graduate of The University of Western Ontario’s MSc program in Pathology will:

1. develop broad core knowledge in pathology, from molecules to cells to systems, including molecular, cellular, anatomical, biochemical, physiological, and pathological aspects of injury and disease.

2. be familiar with and describe the underpinnings of research methodologies, the ethics of research, and the principles of research design.

3. be familiar with research equipment and tools in the general biomedical research field, and demonstrate proficiency using research equipment applicable to their individual research fields.

4. be able to design and perform hypothesis-driven research that applies concepts in biomedical sciences.

5. be able to work effectively and collegially, in collaborations or teams as well as independently, in the execution of research projects and associated analysis of scientific data.

6. develop analytical and critical thinking skills and be able to critically read and analyze scientific literature on a broad range of subject areas associated with field of pathology.

7. be able to prepare logical and organized written reports, and oral and poster presentations that effectively communicate a research study in their field to a broad range of audiences.

8. have gained experience in presenting in scientific meetings, requiring intellectual discourse on cutting-edge issues in the multidisciplinary field of pathology.

9. be an advocate for pathology, both within the scientific and lay communities.

10. be cognizant of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.

Program-level outcomes for MSc Pathology (One Health)
A successful graduate of The University of Western Ontario’s MSc program in Pathology (One Health) will:
1. develop broad core knowledge in human and animal health, from molecules to cells to systems, including molecular, cellular, anatomical, biochemical, physiological, and pathological aspects of injury and disease and how environmental health can affect these systems.

2. be familiar with and describe the underpinnings of research methodologies, the ethics of research, and the principles of research design.

3. be able to design and perform hypothesis-driven research that applies concepts in One Health.

4. develop analytical and critical thinking skills and be able to critically read and analyze scientific literature regarding the broad range of subject areas associated with field of pathology and One Health.

5. be familiar with appropriate research methods in the biomedical and health research field, and demonstrate proficiency using research methods applicable to their individual research fields.

6. apply a system perspective to the understanding and analysis of health, disease, and both physical and social determinants of health.

7. be able to work effectively and collegially in collaborations or teams as well as independently in the execution of research projects and associated analysis of scientific data.

8. be able to prepare logical and organized written reports, and oral and poster presentations that effectively communicate a research study in their field to a broad range of audiences.

9. have gained experience in presenting in scientific meetings requiring intellectual discourse on cutting-edge issues in the multidisciplinary field of pathology.

10. be an advocate for One Health, both within the scientific and lay communities.

11. be cognizant of the complexity of knowledge and the complex interactions that take place at the human/animal/environment interface and of the potential contributions of other interpretations, methods, and disciplines.

1.3 Goals at the PhD level
Doctoral students are expected, beyond mastering basic research skills, to have demonstrated a greater degree of independence and originality in their thesis work. A PhD in our Department is defined as an independent body of research, performed by the student and assessed by the PhD thesis advisory and examination committees. By the time of graduation, doctoral students should have demonstrated a general knowledge of the discipline of Pathology or One Health and a more in-depth knowledge of a specific area of research forming the basis of their thesis. An introduction to basic teaching skills is recommended, and opportunities for teaching assistantships in Pathology courses and extra-departmental courses and laboratories are available to eligible students. Several modules, training material, and short courses are available to students interested in developing their teaching skills through the School of Graduate and Postdoctoral Studies and the University’s Centre for Teaching and Learning.

At the completion of the PhD program, students should be well on their way to becoming an independent investigator. Students should be able to pose a relevant scientific question, determine the best methodology to answer that question, and apply that methodology to answer the question. In many cases, students may "invent" the methodology to be used or improve upon existing techniques.

At the PhD level, students should also have had the opportunity to write and submit applications for scholarships and, at the discretion of the supervisor, external research support. Further skills in written and verbal communication should be demonstrated in reports submitted to the supervisor and the Advisory Committee throughout their research program; a successfully defended comprehensive examination and thesis; abstracts and journal articles submitted to refereed scientific journal; and presentations at local, national and/or international meetings.

1.3.1 Program-level outcomes at the PhD level

Program-level outcomes for PhD Pathology
In addition to program-level outcomes listed for MSc Pathology, students in the PhD program will:

11. master the subject matter, concepts and techniques of their chosen research topic at internationally-recognized levels and standards.

12. undertake independent and/or collaborative research, apply state-of-the-art techniques to conduct scientific investigations, resulting in a substantial and publishable contribution to new knowledge.

13. produce works that critique current forms of knowledge and understanding.
14. demonstrate the ability to independently and broadly explore the scientific literature and develop novel hypotheses based upon the existing knowledge base.

15. reach an expert level of achievement in writing, research activities, problem-solving and communication

16. develop an appreciation of the limitations of one’s own work and discipline, of the complexity of knowledge, and of the potential contributions of other interpretations, methods, and disciplines.

Program-level outcomes for PhD Pathology (One Health)
In addition to program-level outcomes listed for MSc Pathology (One Health), students in the PhD program will:

12. master the subject matter, concepts and techniques of their chosen research topic at internationally-recognized levels and standards.

13. undertake independent and/or collaborative research, apply state-of-the-art techniques to conduct scientific investigations, resulting in a substantial and publishable contribution to new knowledge.

14. produce works that critique current forms of knowledge and understanding.

15. demonstrate the ability to independently and broadly explore the scientific literature and develop novel hypotheses based upon the existing knowledge base.

16. reach an expert level of achievement in writing, research activities, problem-solving and communication

17. develop an appreciation of the limitations of one’s own work and discipline, the complexity of knowledge, the need for collaboration across disciplines and consideration of complex adaptive systems and the potential contributions of other interpretations, methods, and disciplines.

1.4 Part-time program in Pathology and Laboratory Medicine

The Department of Pathology and Laboratory Medicine offers part-time MSc and PhD programs. These part-time programs are designed to provide a solid research foundation for clinical residents/fellows and other medical/health professionals to facilitate their career as scientists. The requirements, expectations, and goals for students in these part-time programs are the same as for full-time students, including required courses, independent research, attendance and participation in departmental seminars and research days.
However, the part-time program essentially uses the assumption that two terms of part-time study is equivalent to one term of full-time registration.

The applicant must have an undergraduate degree in Science (or equivalent; with minimum average of 80%) and a professional degree such as a MD, DDS, or a DVM from an accredited institution for admission into the part-time MSc program. For direct admission to the PhD program, the candidate must have completed a MSc, MPH, or other graduate program in medical/health sciences. However, students admitted to the part-time MSc program may request a transfer to a PhD program, following a similar procedure as in the full-time program. The period for the transfer for a part-time student will be adjusted (contact Tracey Koning, Education Coordinator - Graduate Programs, for more details).
# 2 COURSE REQUIREMENTS

## 2.1 Required courses for **all research-based MSc students**

### MSc Pathology – Year 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9240A</td>
<td>Understanding Disease</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9510Y</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
</tbody>
</table>

### MSc Pathology – Year 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9511Y</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9687A</td>
<td>Effective Proposal Writing</td>
<td>September - December</td>
</tr>
</tbody>
</table>

### MSc Pathology (ONE HEALTH) – Year 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9330A</td>
<td>Foundations in One Health</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9310Y</td>
<td>One Health Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9360B</td>
<td>One Health in Action</td>
<td>January - April</td>
</tr>
</tbody>
</table>

### MSc Pathology (ONE HEALTH) – Year 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9311Y</td>
<td>One Health Journal Club Seminar</td>
<td>September – April</td>
</tr>
</tbody>
</table>

## 2.2 Required courses for **all research-based PhD students**

### PhD Pathology – Year 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9240A</td>
<td>Understanding Disease</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9610Y</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
</tbody>
</table>

*If not taken during MSc (transfer students)*
### PhD Pathology – Years 2 through 4

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9611Y (year 2)</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9687A1 (year 2)</td>
<td>Effective Proposal Writing</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9612Y (year 3)</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9613Y (year 4)</td>
<td>Pathology Journal Club Seminar</td>
<td>September - April</td>
</tr>
</tbody>
</table>

1 If not taken during MSc (transfer students)

### PhD Pathology (ONE HEALTH) – Year 1

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9330A1</td>
<td>Foundations in One Health</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9360B1</td>
<td>One Health in Action</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL 9410Y</td>
<td>One Health Journal Club Seminar</td>
<td>September - April</td>
</tr>
</tbody>
</table>

1 If not taken during MSc (transfer students)

### PhD Pathology (ONE HEALTH) – Years 2 through 4

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATHOL 9411Y (year 2)</td>
<td>One Health Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9412Y (year 3)</td>
<td>One Health Journal Club Seminar</td>
<td>September - April</td>
</tr>
<tr>
<td>PATHOL 9413Y (year 4)</td>
<td>One Health Journal Club Seminar</td>
<td>September - April</td>
</tr>
</tbody>
</table>

### 2.3 Other required courses for all MSc & PhD students

**Biostatistics/Research Methods course**

All students (MSc/PhD, and including dual degree programs, full-time and part-time) are required to take one statistical analysis course. The Departments of Statistical Sciences, Biology, and Health Sciences at Western offer courses which may be taken to satisfy this course requirement (see courses listed below). If the student or the supervisor/Advisory Committee believe that a course not listed in the table below, is appropriate for student’s specific research project, a request may be made to the Graduate Education Committee.

If a student has taken an equivalent course during their undergraduate program or other previous training prior to starting the graduate program in Pathology at Western, an exemption may be provided. For all exemptions, a waiver request (see section 2.7 and forms section 25 for details) signed by the supervisor and Advisory Committee will need to be submitted to the Graduate Education Committee. Students should discuss course
requirements and possible exemptions from required courses in their first Advisory Committee meeting.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical Sciences 2244A/B</td>
<td>Statistics for Science</td>
<td>September or January</td>
</tr>
<tr>
<td>Biology 2244A/B</td>
<td>Analysis &amp; Interpretation of Biological Data</td>
<td>September or January</td>
</tr>
<tr>
<td>Health Sciences 3801A/B</td>
<td>Measurement and Analysis in Health Sciences</td>
<td>September or January</td>
</tr>
<tr>
<td>Biophysics 9522B</td>
<td>Inferencing from Data Analysis</td>
<td>January - April</td>
</tr>
</tbody>
</table>

2.4 Optional/additional courses

A student’s supervisor and/or the Advisory Committee may suggest additional courses. If suggested, these courses will be considered as ‘required’, and students will be expected to obtain a minimum average of 70%.

Students may also be interested in taking courses offered by Pathology and Laboratory Medicine, which may not be required for the completion of their graduate program but may help students in their research projects. Students will be expected to obtain a minimum average of 70% in the optional courses as well.

**Optional courses for students in MSc and PhD Pathology**

*Students interested in taking optional courses should seek guidance from their supervisor and Advisory Committee*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDHINFO 9100A</td>
<td>Health Informatics</td>
<td>September - December</td>
</tr>
<tr>
<td>MEDHINFO 9110B</td>
<td>Introduction of Health Information Management</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL 9330</td>
<td>Foundations in One Health</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9360</td>
<td>One Health in Action</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL9577B</td>
<td>Bioinformatic Data Processing with Python</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL9587L</td>
<td>Emerging concepts in Health and Disease</td>
<td>May - August</td>
</tr>
</tbody>
</table>

**Optional courses for MSc and PhD Pathology (One Health)**

*Students interested in taking optional courses should seek guidance from their supervisor and Advisory Committee*
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDHINFO 9100A</td>
<td>Health Informatics</td>
<td>September - December</td>
</tr>
<tr>
<td>MEDHINFO 9110B</td>
<td>Introduction of Health Information</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL 9240A</td>
<td>Understanding Disease</td>
<td>September - December</td>
</tr>
<tr>
<td>PATHOL 9577B</td>
<td>Bioinformatic Data Processing with Python</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL 9587L</td>
<td>Emerging concepts in Health and Disease</td>
<td>May - August</td>
</tr>
<tr>
<td>PATHOL 9687A</td>
<td>Effective Proposal Writing</td>
<td>September - December</td>
</tr>
</tbody>
</table>

2.5 Collaborative specializations

Western University offers a number of Collaborative Specializations. A Collaborative Specialization is an intra-university graduate field of study that provides an additional multidisciplinary experience for students enrolled in, and completing the degree requirements for, one of a number of approved MSc and/or PhD programs. Students meet the admission requirements of, and register in, the participating (or “home”) program and complete, in addition to the degree requirements of that program, the requirements specified by the Collaborative Specialization. See Collaborative Specializations for available fields of study.

2.6 Course descriptions

PATHOL 9240
Understanding Disease
This is an introductory Pathology course for students covering the fundamental mechanisms of common disease processes. The first half of the course presents pathogenesis of diseases common to all organ systems; the second half concentrates on disease in most of the major organ systems including cardiovascular, respiratory, gastrointestinal, genitourinary, nervous and musculoskeletal systems.

PATHOL 9330
Foundations in One Health
This graduate course covers the core concepts and foundational approaches to the multi-sectoral and collaborative discipline of One Health. Topics covered include the history, evolution, and scope of the field, and the three foundational pillars of One Health (human health, animal health, and environmental health).

PATHOL 9360
One Health in Action
Key research designs and methodologic approaches fundamental to the multi-sectoral and collaborative discipline of One Health are presented in both lectures and in-depth case studies. Topics covered include the study design and methods, data surveillance systems, engaging stakeholders, and implementing the One Health approach into action and policy change.

Biostatistics/ Research Methods
There are several statistics/research methodology courses offered through different departments/faculties at Western University. They differ in content and emphasis; hours per week and tutorial time. Students may take one of the following courses or a similar course, upon approval of the Graduate Education Committee:
- Biology 2244 A/B
- Statistical Sciences 2244 A/B
- Health Sciences 3801 A/B
- Biophysics 9522B

PATHOLOGY Journal Club/Seminar Course
**MSc and MD/MSc dual-degree students:** PATHOL 9510 and 9511.
**MSc to PhD transfer students:** PATHOL 9510, 9511, 9612, and 9613.
**Direct-entry PhD and MD/PhD dual-degree students:** PATHOL 9610, 9611, 9612, and 9613.

This course emphasizes critical review of the Biomedical Science/Pathology literature and provides students with opportunities to improve their presentation skills, and the ability to critique scientific research. Research papers published in peer-reviewed, top-tier journals are selected for reading and oral presentations. Students also present their own research projects (in the form of research proposals and progress presentations).

ONE HEALTH Journal Club/Seminar Course
**MSc and MD/MSc dual-degree students:** PATHOL 9310 and 9311.
**MSc to PhD transfer students:** PATHOL 9310, 9311, 9412, and 9413.
**Direct-entry PhD and MD/PhD dual-degree students:** PATHOL 9410, 9411, 9412, and 9413.

This course emphasizes critical review of the One Health literature and provides students with opportunities to improve their presentation skills. Research papers published in peer-reviewed, top-tier journals are selected for reading and oral presentations. Students also present their own research projects (in the form of research proposals and progress presentations).

MEDHINFO 9100
**Health Informatics**
This course covers fundamental theories and principles of health informatics, including an overview of the health care system, computer systems, communications and information theory, data types, and data uses and users. The course introduces the students to the wide
range of health informatics applications and uses of computers in health care with emphasis on various clinical support and clinical information systems and on the electronic health record and its achievability.

MEDINFO 9110
Introduction to Health Information Management
Present day healthcare relies on the sharing of health information across integrated hospital, health facility, and clinical information systems. The course examines the flow of data and health information across the health care continuum, the uses and users of health data and health information, and various information systems in current use and how these systems may be integrated from a technological and management perspective. 
Prerequisite: MEDINFO 9100

PATHOL9577
Bioinformatic Data Processing with Python
Working with large and complex data sets is an increasingly prominent aspect of biological and biomedical research. One of the fundamental skills that has emerged for data processing is a fluency in a scripting language, such as Perl, Ruby or Python. This course is designed to introduce graduate students to Python and cover the concepts and skills that arise in day-to-day Bioinformatic data processing. *Participation in the course requires a personal computing laptop.

PATHOL 9587
Emerging concepts in Health and Disease
Pathology 9587L is a multidisciplinary course exploring advanced concepts in the pathogenesis of human diseases. Students will learn to critically evaluate scientific literature and emerging themes in select topics and present these concepts to peers. Students will emphasize new developments and will give an overall view of general mechanisms involved in the pathogenesis. Students may use this course to round out their education in areas not covered in depth by graduate courses offered by Pathology and Laboratory Medicine or by other graduate programs at Western University. 
Students must be in term 3 or beyond to register for Pathology 9587L.

PATHOL 9687
Effective Proposal Writing
This course provides strategies for effective proposal (grant) writing. A wide range of topics are presented including scientific writing, identifying funding sources, formulating a hypothesis, designing experiments, requirements for preliminary data, formatting of research proposals, budget requirements, and ethics and biohazard issues.
2.7 Exemption from required courses

A student may submit a request, in writing to the Graduate Education Committee, to be exempted from taking any of the program’s required courses. The request form is available on the Western Pathology and Laboratory Medicine website. The request must be accompanied by documentation that details the equivalent course already taken and/or reasons for requesting the exemption. If the student has previously taken a course, equivalent to one of the required courses in our program, the exemption form should include supporting documents such as the course outline or course notes/exams/evaluation scheme etc. The equivalent course must have been taken within the last 5 years and the student must have received a mark of 70% or higher.

2.8 Auditing a graduate course

The student must declare an intention to audit a graduate course by the enrollment 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 the Graduate Chair. An Audit requires regular attendance and 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 enrollment 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.

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 6.05.

2.9 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 (incomplete) appears on the transcript. ‘INC’ will be changed to a numerical 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).

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 6.07.

2.10 Enrolling in courses outside of your program

With the approval of the program (Pathology and Laboratory Medicine) and School of Graduate and Postdoctoral Studies (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. Please see Ontario Visiting Graduate Students for more information.
3 PROFESSIONAL AND CAREER DEVELOPMENT

Graduate students are encouraged to participate in professional development and career-related courses, workshops, talks and events. Graduate students do NOT need the approval of their supervisors or their programs to participate in these faculty, program and university-wide events. Professional development and career-related events can be found through the Centre for Teaching and Learning, the Student Development Centre, the Student Success Centre, the School of Graduate and Postdoctoral Studies and individual faculties. Participation in professional development and career offerings is expected to occur outside of teaching assistant (TA) duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.

Own Your Future

Own Your Future is a doctoral professional development program at Western University developed by the School of Graduate and Postdoctoral Studies in collaboration with various units across campus. The program enriches doctoral education at Western by providing the opportunity for students to develop professional skills that help maximize their success in graduate school and in their future career. All PhD students in Pathology are encouraged to participate in Own Your Future program.
4 OTHER EXPECTATIONS AND RESPONSIBILITIES

All graduate students (MSc and PhD; full-time and part-time) are responsible for:

A) Courses
   1. Registering for all required courses
   2. Obtaining at least 70% in each course (including required courses, optional courses, and those suggested by the supervisor/Advisory Committee)

B) Advisory Committee Meetings
   1. Setting up the Advisory Committee in consultation with the supervisor within the first 2 months
   2. Schedule the first meeting with the Advisory Committee within the first 6 months
   3. Schedule regular meetings with the Advisory Committee (at least one per year)
   4. Prepare and submit an Advisory Committee Meeting Report to the Advisory Committee members, at least 1 week before the scheduled meeting

C) Comprehensive Examination*
   1. In consultation with the supervisor, setup a comprehensive examination committee
   2. Schedule and pass the comprehensive examination by month 19 of initial registration in the MSc (MSc to PhD transfer students) or PhD program (direct entry and MD/PhD students).

   (*Applies to PhD, MD/PhD and MSc-to-PhD transfer students)

D) Departmental Activities
   1. Attending departmental seminars & workshops
   2. Attending Grand Rounds
   3. Attending Dr. Robert Zhong Research Seminar Series
   4. Attending and participating in the Pathology and Laboratory Medicine Research Day (held in March – May)
   5. Attending and participating in the departmental reviews and other special seminars
   6. Attending and participating in other departmental activities as requested by the Graduate Chair and/or the Graduate Education Committee.

E) Other Professional Expectations
   1. Exhibit independent judgment, academic rigor, and intellectual honesty
   2. Devote time to scholarly studies and make timely progress towards completion of degree (greater flexibility is only for part-time students). Activities that take significant time away from students’ research projects/laboratory work should be communicated and negotiated with the supervisor.
   3. All thesis-based graduate program students must meet expectations and requirements of School of Graduate and Postdoctoral Studies, as listed in Regulation 11.03.
F) Thesis Examination
   1. In consultation with the supervisor, setup a thesis examination committee
   2. Schedule and pass the thesis examination

4.1 Failing to meet the expectations and responsibilities

All students should meet the expectations and responsibilities outlined above (Section 4). The Department of Pathology and Laboratory Medicine has specified these expectations and milestones for satisfactory progress towards the student’s graduate degree. These are devised specifically for the benefit of the student and to provide quality graduate education. Failure to meet these expectations will result in ineligibility to apply for and receive any departmental and internal scholarships and awards. The department may require students to withdraw from the program, if they continue to fail in meeting these requirements.

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 4.07.
5 GUIDE TO PROCEDURES FOR GRADUATE STUDENTS

1. A prospective graduate student applies to the program offered by the Department.

2. The application is assessed by members of the Graduate Education Committee. If the application is incomplete or does not meet the minimum criteria for admission to the program, the application is rejected, and the applicant is notified.

3. If the application is acceptable and the student meets the admission criteria, the completed application is made available to all graduate faculty in the Department. Prospective students may be invited for an interview with interested graduate faculty members. When a supervisor is identified and agreeable to supervising the student, the supervisor submits evidence of student stipend and research support, and a project outline (1-page summary of the proposed thesis project) to the Graduate Chair. This information needs to be provided prior to making an offer to the student. For students applying to the part-time program, a detailed program timeline and research project outline needs to be provided by the supervisor to the Graduate Chair. The purpose of this detailed timeline and project outline for part-time studies is to confirm that adequate time will be dedicated to the project and program responsibilities, and that the research project can be completed on a part-time basis. Final acceptance depends on availability of a supervisor who is willing to supervise the prospective student and has research funds available to support the student’s stipend and research activities. No student will be accepted to the program unless there is assurance of sufficient stipend and research support.

The level of stipend support is approved by the Graduate Education Committee of Pathology and Laboratory Medicine in consultation with Graduate Studies and Postdoctoral Affairs at Schulich School of Medicine and Dentistry.

4. The student is notified of acceptance into the graduate program. In general, students enter the MSc program with the privilege of applying for transfer to the PhD program in their second year (See guidelines for transfer from MSc to PhD program) and having attained an overall average of 80% or higher.

5. The supervisor, in consultation with student, then sets up an Advisory Committee. Names of advisory committee members need to be forwarded to the Graduate Education Committee for review and approval within the first two months of student’s registration in the graduate program. The first meeting is scheduled within the first 6 months of registration.

6. The supervisor and Advisory Committee will monitor the progress of the student, with an expected report in writing at least once a year to the Graduate Education Committee - or sooner if problems arise with progress or changes are required (such as transfer to the PhD program). The written report must be received by the
Graduate Education Committee before registration in the next term is allowed. Failure to hold regular meetings may also result in ineligibility to apply for internal awards and recommendation to withdraw from the program.

7. At least once a year, the student shall be informed in writing as to his/her general progress through the program. A copy of the Advisory Committee’s evaluation may be used for this purpose.

8. The Advisory Committee considers the results of examinations in courses, presentations at Journal Club/Seminar and advises Graduate Education Committee of developments and changes if necessary.

9. At the end of the first year of the MSc program, the Advisory Committee may recommend a transfer to the PhD program (see sections 10 and 11). Requests will not be considered for transfer to the PhD program if the student fails to follow the prescribed timeline and/or does not meet the criteria for transfer.

10. For PhD students, including MD/PhD dual-degree students and students transferring from MSc to PhD, the supervisor and the Advisory Committee select a research topic and set up the comprehensive examination committee. The comprehensive examination is held at the end of the first year (see deadlines in sections 10 and 11).

11. Any recommendations made by the Advisory Committee are discussed by the Graduate Education Committee. If the Advisory Committee recommendations are not accepted, the two committees will meet for resolution of the problem. If necessary, the matter is referred to the whole graduate faculty of the department.

12. The supervisor and Advisory Committee, in consultation with the student, propose the names of examiners for the student’s thesis. The Graduate Education Committee may suggest other potential examiners or make recommendations against the proposed examiners, in cases where potential conflict of interest may exist between the proposed examiners and the candidate and/or supervisor. Once the Graduate Education Committee approves the names of the thesis examiners, a Thesis Examination Board form is forwarded to SGPS for final approval.

13. The supervisor and Advisory Committee review the thesis to ensure it is in an acceptable form/content in accordance with the university regulations. The Department encourages all students to have their thesis reviewed by their Advisory Committee members.

14. Appeal/Petition mechanisms are as specified by the School of Graduate and Postdoctoral Studies (Regulation 13.02) and departmental guidelines.
6 GRADUATE STUDENT STIPEND

The Department of Pathology and Laboratory Medicine has set stipend levels for full-time graduate students. Student’s total financial package will be indicated in the initial offer letter and in the Minimum Financial Package Letter after starting the program. A student’s stipend is guaranteed for a specific time frame, as follows:

MSc students will have two years (6 terms) of guaranteed stipend support from the initial date of registration. Students in the combined Oral Maxillofacial Surgery MD/MSc program will not receive stipend support.

Students who have transferred from the MSc to the PhD program, the stipend support is guaranteed for five years (15 terms) from the initial date of registration, with an additional half year for exceptional circumstances.

Direct entry PhD students will have four years (12 terms) of guaranteed stipend support from the initial date of registration, with an additional half year for exceptional circumstances. MD/PhD students are guaranteed three years of stipend support.

Students in the part-time MSc or PhD program will not receive stipend support.

Students registered on or after January 1, 2012, with an admission average over 70%, will be eligible for Western Graduate Research Scholarship (WGRS). This support is part of the total financial package. To retain this funding, a student must maintain a 70% average in graduate-level courses taken as part of their MSc or PhD program.

External Funding
All students are encouraged to seek and apply for external funding. These are funds provided beyond Western through federal and provincial department and agencies, foundations, private companies and other sources. External funding can provide you additional financial support while you pursue your studies at Western. Students are encouraged to review the summaries of the prominent external awards available to students at Western.
7 VACATIONS, TIME OFF, & LEAVE OF ABSENCE

Graduate students in the research-based program, are allowed a **minimum of 2 weeks** (10 business days) of vacation per year (not including statutory holidays). Time off due to illness or other personal emergencies does not count towards the vacation/personal time. Students are also entitled to be away from their studies and research responsibilities during religious holidays, in accordance with [Western University Policy](https://www.uwindsor.ca/graduate-studies/policies). Any additional time off must be negotiated, in a clear and transparent manner, with the supervisor in advance. When considering time off, the student should make sure not to compromise the research project (e.g. laboratory work, experimentation, and other time-sensitive activities should be either completed, or other arrangements be made in advance).

*Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 4.10.*

**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.

*Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 4.06.*
8 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 (SELF-CARE). Please also see Thriving in Graduate School.

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 SELF-CARE in Graduate School.

To help you learn more about mental health, Western has developed an interactive mental health learning module. 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.
9 ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Student Accessibility Services (SAS), provided by the Student Development Centre (SDC) at Western, plays a central role in Western’s efforts to ensure that its academic programs are accessible for all students at the graduate and undergraduate levels. SAS is a confidential service to support graduate and undergraduate students through their academic program. SAS works with graduate students and their programs, normally their graduate chair, to ensure that appropriate academic accommodations to program requirements are arranged. SAS can also assist students in identifying accommodations for laboratory work or research projects or finding other campus resources and services that may be of assistance. For more information, please visit the SDC site.

Students seeking accommodation must make timely, formal requests and provide relevant medical, health or other documentation sufficient to allow the University to determine whether they qualify for academic accommodation and what kind of accommodation might be required. Students should consult SAS website for the required documentation and kinds of accommodation.
10 GUIDELINES FOR TRANSFER FROM MSc TO PhD PROGRAM

Most incoming graduate students register in the MSc program unless there is clear evidence of outstanding performance [for example, exceptional grades in all courses taken during undergraduate or professional degree (BSc; MD; DDS or DVM); receiving the Dean's Honour List and/or other major awards (e.g. Canadian Graduate Scholarships) or having received a previous accredited postgraduate degree (MSc)]. Students in the MSc program who have a high academic standing and have clearly demonstrated ability to do research at the doctoral level may be eligible to transfer to the PhD program, after completing the first year of MSc. Students wishing to transfer to the PhD program must follow the following procedure:

IMPORTANT DEADLINES

Months 13-16
1. Hold advisory committee meeting
2. Request Graduate Education Committee to transfer

Month 17
1. Provide research topic for comprehensive examination
2. Provide names of examiners

Month 18
1. Submit final Research Proposal (see section 11)

Month 19
1. Schedule and pass the Comprehensive Examination

1. The student will call an Advisory Committee meeting to request for a transfer to the PhD program. Students interested in transferring to the PhD program should aim to hold the advisory committee meeting in their 4th term of registration (between months 13-16 of registration in the program). At this advisory committee meeting, students should present their research proposal which clearly shows the PhD-level scope of their proposed work. The supervisor and the Advisory Committee will determine whether the student meets the criteria and should be recommended to transfer to the PhD program. The criteria for entering the PhD program includes:
   a. Academic Performance – performance in undergraduate and graduate courses
   b. Research Progress – demonstrated research ability as evaluated by departmental progress reports, publications, presentations, graduate research seminars and departmental research seminars
   c. Thesis Proposal – the quality and scope of the thesis proposal
   d. Awards - scholarships or studentships from an external granting agency
   e. Funding Support – stipend and research support availability
2. If the supervisor and Advisory Committee determine that the student should transfer from the MSc program to the PhD program, the student is notified of this recommendation by the Advisory Committee. The student must then, in writing, request permission from the Graduate Education Committee to transfer to the PhD program. This request must be accompanied by supporting letters from the student's supervisor and/or the Advisory Committee stating clearly the reasons for recommending the transfer. The letters should comment on the research project scope (suitability for PhD-level research), student performance, and availability of salary and research funds. Evidence should be provided for items 1a-e above (criteria for entering the PhD program).

3. Consideration of the request for transfer will be made at the first regular Graduate Education Committee meeting after which all the supporting documentation has been compiled. Therefore, it is absolutely essential to meet these deadlines. The Graduate Education Committee will review all documentation and evidence for criteria listed in item 1 to approve the transfer. The student will be notified of the Committee's decision in writing immediately following the meeting.

4. A student may appeal the Committee's decision by reinstituting the request for transfer with complete documentation.

5. Following a positive decision to transfer to the PhD program, the student will prepare for the comprehensive examination (see section 11).
11 GUIDELINES FOR PhD COMPREHENSIVE EXAMINATION

Guidelines
Students entering the PhD program directly (Direct entry PhD, including MD/PhD students) or transferring from the MSc program to the PhD program are required to pass a comprehensive examination by month 19 of the date of initial registration in the MSc or the PhD program.

The purpose of the comprehensive examination is to determine whether a student has acquired characteristics which the program believes should be exhibited by a doctoral candidate. Specifically, the comprehensive examination assesses whether the student has developed/demonstrated, 1) strong analytical and critical thinking abilities, 2) required breadth and in-depth knowledge of the discipline, 3) potential to conduct independent and original research, and 4) ability to communicate knowledge of the discipline. The result of the comprehensive examination may be a factor in determining whether a student can continue with his or her studies in the Department of Pathology and Laboratory Medicine.

The supervisor and the Advisory Committee members, in consultation with the student, will 1) formulate a research proposal topic for the comprehensive examination, and 2) suggest and set-up an examining committee. See below for details.

Research Topic
1. The format of the comprehensive examination is that of a research grant proposal and defense. The range of topics is unrestricted and may include the student’s own thesis project. The topic of the examination and a suggested examination committee consisting of three examiners will be presented by the supervisor, in consultation with the Advisory Committee and the student, to the Graduate Education Committee for approval. The proposed Research Topic must be received by the Graduate Education Committee within 17 months following initial registration in the MSc or PhD program.

2. Once the topic is approved by the Graduate Education Committee, the student will prepare a research proposal of up to 10 single-spaced typewritten pages (excluding literature references, budget, CV), in the format of a Canadian Institutes of Health Research (CIHR) grant proposal. The grant is to be written by the student as an independent exercise. A primer to grant writing (Pathology 9687) is provided to all graduate students outlining the format, the key components of grant applications, and budget requirements (see course description). The student may also schedule a meeting with Dr. Zia A. Khan (zia.khan@schulich.uwo.ca) to discuss the format of the application.

3. The student should initially submit the summary page (one page) to the supervisor and the Advisory Committee for their approval before proceeding with the complete application. The Advisory Committee may provide feedback as to the scope of the research and the specific aims during the preparation of the initial summary page only. The student’s Advisory Committee may also be consulted on matters of grant format.
4. The full grant proposal should include background information, hypothesis and specific aims, experimental design, expected outcome, significance, and references. Preliminary data may be included to support the hypothesis and to show feasibility of the proposed research project. A research budget module as well as updated curriculum vitae (CV) also must be completed.

5. The supervisor and the Advisory Committee members must first approve the proposal before being considered by the Graduate Education Committee. The student must submit the Research Proposal to the Education Coordinator, Graduate Programs (Tracey Koning). The **deadline for receipt of the full proposal is 18 months following initial registration in the program (MSc or PhD).**

**Comprehensive Examination Committee**

The Advisory Committee and the supervisor, in consultation with the student, will suggest the examiners appropriate for the selected research topic. The Comprehensive Examination Committee will be comprised of at least three faculty members:

**Comprehensive Examiners:**

1. **At least one examiner** will be a graduate faculty member of the Department of Pathology and Laboratory Medicine.
2. There are no restrictions on the departmental affiliation of the two other examiners, as long as the examiners are able to critically evaluate the comprehensive research proposal. No more than one member of the student's thesis Advisory Committee may serve as a comprehensive examiner.
3. Students supervisor/co-supervisor will not serve as examiners. Supervisor/co-supervisor will be present on the examination day but will not participate in the examination and/or the evaluation.

**Comprehensive Examination**

The Comprehensive Examination must take place in month 19 of the initial registration in the program or earlier. On the day of the examination, the candidate will give a 20-30-minute oral presentation on the research project. The examination committee will assess the student on the proposed research and its defense, his/her intellectual capabilities and perseverance, and background knowledge in relation to the general field of research. This generally will entail 2 rounds of questions. Typically, each examiner will have 15-20 minutes in the first round and 5-10 minutes in the second round for questions.

The student will be given a final Pass/Fail mark based on the written proposal and the oral examination. Criteria for evaluation is provided below. A fail mark will be discussed at a joint meeting of the Graduate Education Committee and the Advisory Committee of the student. A recommendation for a repeat examination may be made. Ordinarily, a student may repeat the comprehensive examination once. Any appeal of the result of the examination will be
conducted according to the guidelines set out by the School of Graduate and Postdoctoral Studies (see section 20).

**Evaluation Criteria:** The Department of Pathology and Laboratory Medicine allows students to pick the topic of the research proposal (comprehensive examination). The candidate’s performance is to be evaluated using the guidelines provided below, with the understanding that the candidate may not have preliminary data to support his/her hypothesis if the topic selected is not the same as the candidate’s thesis project. In this regard, published work from the supervisor’s laboratory or other research groups may be used to support of the hypothesis. However, the candidate will clearly indicate that the work has been previously published (for example by using the subheading “Published studies supporting the hypothesis” in their proposals). In this case, emphasis will be placed on the detailed knowledge on the background, methodology, and significance when evaluating the candidate’s performance. If, however, the topic is the same as the candidate’s thesis project, preliminary data is required to support the hypothesis.

The following criteria will be used in evaluating the candidate’s research proposal:

---

**Criterion #1: Research Approach**

1. Does the candidate demonstrate a comprehensive understanding of the research topic?
2. Does the candidate exhibit critical thinking skills?
3. Does the candidate exhibit ability to present data in an organized, clear and understandable fashion?
4. Is the rationale for the study and experiments clear?
5. Is the research design appropriate?
6. Did the candidate anticipate potential difficulties and alternative strategies?

---

**Criterion #2: Originality and Impact of the Proposal**

1. Is there potential for the creation of new knowledge?
2. Does the proposal address a significant gap in knowledge?
3. Is there potential for improvement of people’s health (translation of knowledge)?
4. Did the candidate indicate the means of knowledge dissemination and knowledge transfer?
Evaluation: After the oral examination, the examiners will deliberate in the absence of the student and provide a grade of Pass or Fail by majority consensus. The grade will comprise both the written grant proposal and the oral examination. Oral and/or written feedback will also be provided to the student and shared with the supervisor.

11.1 Summary of deadlines

**Months 13-16**
1. Schedule an Advisory Committee meeting to request transfer to the PhD program (for MSc students). PhD students will hold the Advisory Committee meeting to discuss potential research topic for the comprehensive examination.
2. MSc students will inform the Graduate Education Committee (in writing) of intent to transfer to the PhD program. This request must accompany letters from supervisor and/or advisory committee supporting the transfer.

**Month 17**
1. Proposed research topic and names of examiners to be submitted to the Graduate Education Committee (MSc student requesting a transfer to the PhD program, and students in the direct-entry PhD and MD/PhD program).

**Month 18**
1. The student will submit the final Research Proposal to Education Coordinator, Graduate Programs (Tracey Koning). The proposal will be circulated to the examiners.

**Month 19**
1. Schedule and pass the Comprehensive Examination by the end of month 19th.
12 RESPONSIBILITIES OF GRADUATE SUPERVISOR

Before accepting a graduate student into the department, it is the responsibility of the supervisor to ensure the availability of adequate space and facilities for the proposed research project.

This information pertains to SGPS Regulation 11.1 “Requirements of supervisors”. Supervisors are required to:

1. provide continuous supervision through the duration of the student’s studies. This includes ensuring that supervision continues through periods of supervisor absence from campus (e.g., maintaining full supervision during sabbatical; securing co-supervision if needed/appropriate)

2. adhere to the academic requirements of the program and SGPS regulations

3. contribute to the program’s evaluation of the student’s progress as required by the program and SGPS

4. ensure regular meetings of the student with the full Thesis Supervisory Committee [Advisory Committee] as per the program's and/or SGPS's regulations

5. actively involve Thesis Supervisory Committee [Advisory Committee] in the process of guiding the student.

6. meet with their graduate student no later than one month after assignment of supervision, or initial registration as a student at Western, with the purpose of discussing and clarifying expectations for the role of the supervisor and the role of the student in the supervisory relationship.

7. provide timely feedback on documents/reports/materials/scholarship applications – normally 2 weeks is reasonable for a thesis chapter or equivalent

8. provide timely response (whether acknowledgment or a substantial reply) when contacted by students, for example responding to emails within 72 hours

9. in collaboration with the student, set and adhere to reasonable timelines for all aspects of the student's academic work, consistent with the program’s milestones to completion

10. respect interpersonal boundaries and demonstrate professional behaviour with the student

11. respect appropriate times and means for communication with the student
12. as far as allowed by the logistics of the research setting, allow and respect the student’s right to set their own daily schedule

13. make good-faith efforts to provide the resources needed for the student's work

14. allow and not undermine the student's engagement in professional development

15. adhere to all health and safety policies, policies related to research ethics, non-discrimination/harassment policy, University policy on Academic Integrity in Research Activities, University policy on Accessibility, and SGPS policy. See below for these policies.

**Links to policies:**

Health and safety policies
(http://www.uwo.ca/univsec/pdf/policies_procedures/section3/mapp31.pdf)

Policies related to research ethics

Non-Discrimination/Harassment policy
(http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp135.pdf)

University policy on Academic Integrity in Research Activities
(http://www.uwo.ca/univsec/pdf/policies_procedures/section7/mapp70.pdf)

University policy on Accessibility
(https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp147.pdf)

SGPS Policy
(http://grad.uwo.ca/postdoctoral_scholars/current/policies_procedures.html).
13 CHANGING A SUPERVISOR

A supervisor is required for all research-degree students. At admission, students are given an offer letter that outlines the contractual obligations between the student and the program. Each program will ensure that students receive appropriate supervision.

When the supervisor has been determined, the supervisor commits to assuming the roles and responsibilities specified by the School for Graduate and Postdoctoral Studies and the program (See section 12).

The School of Graduate and Postdoctoral Studies is committed to resolving any conflicts between students and supervisors as early as possible. When the process breaks down, the following apply:

1. Students have the right to request a change of supervisor. If the student requests a change, he/she should contact their Graduate Chair.

2. Supervisors cannot unilaterally terminate the thesis supervisory relationship. If a supervisor initiates this change, then the appropriate processes must be followed. Questions about the process should be directed to the Graduate Chair or the Associate Dean (Graduate) of the Faculty.

3. Student and faculty member requests for changing supervisors will be reviewed by the Graduate program. If the supervisor and student agree that a change to the supervisory relationship is needed, normally the Graduate Chair will work with the student and supervisor to find a solution as early as possible.

The new supervisor, normally from the student’s program, will assume the roles and responsibilities specified by SGPS and the program. Normally, the normal duration of the degree program for the student will not be increased.

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 11.04.
14 GUIDELINES FOR ESTABLISHMENT OF ADVISORY COMMITTEE

1. The supervisor is the chair of the Advisory Committee and should be responsible for nominating other members to the committee. The Chair of the Graduate Education Committee, or designate, may sit as an ex officio member on each committee.

2. The student should have an opportunity to discuss the committee membership and make suggestions.

3. The committee, including the supervisor, should have at least three members.

4. One member other than the supervisor should be a member of graduate faculty and preferably should have an appointment in the Schulich School of Medicine & Dentistry.

5. One or more members can be from other faculties, from other universities or from outside the university community (e.g. industry, government laboratories, etc.).

6. The committee membership, when nominated by the supervisor, must be approved by the Graduate Education Committee.
15 ADVISORY COMMITTEE

15.1 Role of the Advisory Committee

1. The principle role of the committee is to act as a resource to the student in dealing with problems related to studies and research, and to the supervisor in planning the student's program and assessing progress.

2. Members, in accepting an appointment, must recognize a commitment to these roles and be prepared to give help and advice when needed.

3. The committee is required to meet, at a minimum, once every year and review the progress of the student in research, coursework, and other professional requirements/expectations, as outlined in the guidelines for research-based students.

4. Committee members should try to attend the student's formal seminars and presentations at Journal Club Seminar Series and other venues.

5. The Advisory Committee members determine whether the student meets the criteria and should be allowed to proceed with the PhD comprehensive examination. The committee will also offer guidance in formulating the research topic and setting up of the comprehensive examination committee.

6. The Advisory Committee is required to approve the research proposal for the comprehensive examination.

7. The committee must review the results of comprehensive examinations and are responsible for making recommendations to the Graduate Education Committee on the continuation or cessation of the program.

8. The committee is responsible for making recommendations to the Graduate Education Committee on matters such as changes in the research project and the suitability of the thesis for defense.

9. Each advisor should review the student’s thesis and offer feedback.

15.2 The first Advisory Committee meeting

The first meeting will be scheduled in the first 6 months of starting the graduate program. At the first meeting, the student will provide an outline of “broad objectives” of his/her project and the “specific short-term goals” to be achieved in the first year. A written report (see template here) is to be provided to the Advisory Committee at least one week in advance of the
meeting. This written report will be submitted to the Department along with the evaluation report and recommendations.

15.3 Subsequent/regular Advisory Committee meetings

Regular meetings are to be scheduled at least once per year. In addition to "broad objectives", the student should outline the progress made since the last meeting. A written report which includes the proposal, progress, response to issues raised and recommendations made in the previous meeting, and future directions is to be provided to the Advisory Committee at least one week in advance of the meeting. This written report will be submitted to the Department along with the evaluation reports and recommendations. The written report must be received by the Graduate Education Committee before registration in the next term is allowed. Failure to hold regular meetings will also have financial consequences such as ineligibility to receive and apply for internal awards and scholarships.

15.4 Final Advisory Committee meeting

Students must hold a final Advisory Committee meeting to receive approval for writing up their thesis. Writing the thesis generally requires a few months of intense effort. Therefore, students should hold the final meeting, at least 3 months prior to planned submission of the thesis (4 months prior to thesis examination). For example, if the student is planning to hold the thesis examination in August, then the final Advisory Committee must be held no later than April. The student must shape the results of the research into the final Advisory Committee Report, that will be carefully evaluated by the committee members. If the student’s request to start writing their thesis is approved, the decision will be noted on the Advisory Committee evaluation report. The Supervisor, in consultation with the Advisory Committee and the student, will also propose potential thesis examiners.

15.5 Lack of sufficient progress

If the overall progress of the student in the program is deemed insufficient by the Advisory Committee, the student will receive a written report identifying areas needing improvement. Another meeting with the Advisory Committee will then be scheduled within 3 months of the notification. If the student does not show satisfactory performance, then he/she may be required to withdraw from the program. On a case-by-case basis, the student may be permitted to stay in the program. However, the Advisory Committee and/or the Graduate Education Committee may establish strict conditions to ensure that the progress is closely monitored.
15.6 Other responsibilities of the Advisory Committee

The Advisory Committee is also responsible for discussing the issues/concerns raised by the Graduate Education Committee regarding the student. A summary of the discussion and the response from the Advisory Committee is required. This will be submitted through the Advisory Committee Meeting Evaluation report.
16 GUIDELINES FOR REQUEST TO TRANSFER FROM PhD to MSc

School of Graduate and Postdoctoral Studies (SGPS) has introduced a procedure for students to request a transfer from their current doctoral degree studies to master’s degree studies. This procedure will apply to all doctoral students, including those who were admitted through the direct entry option. Students wishing to request a transfer from doctoral to master’s studies must complete the following steps:

1. The student must formally notify his/her program.

2. The program, along with the student, must submit a completed Request for Transfer from Doctoral to Master’s Degree form to SGPS.

3. Submission of this form to SGPS will be followed up by a brief meeting between the student and the Coordinator of Graduate Student Recruitment and Retention (CGSRR).

4. The Request form will be reviewed by the Associate Dean for Graduate and Postdoctoral Studies and if approved, the transfer will be made official in PeopleSoft Enterprise (administrative system). Please note that these transfers may only occur at the beginning of a term.

5. Paperwork will be forwarded to the Graduate Program.

6. An annual meeting will take place between the CGSRR and the Associate Dean of SGPS to review reasons for doctoral to master’s degree transfers across programs and possible modifications to curricular structure/milestones.
17 GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES

In the case where a student voluntarily chooses to withdraw from a program, he/she must complete the following steps:

1. Review the current information on withdrawal procedures provided on: http://grad.uwo.ca/current_students/graduate_regulations/section_4.htm

2. The student must formally notify his/her program.

3. The student must go to the secure Graduate Student Web Services Portal (https://grad.uwo.ca/student/index.cfm) to withdraw from the program.

4. The request will be forwarded to the School of Graduate and Postdoctoral Studies (SGPS) for processing.

5. The request will be forwarded to the Program for final approval.

6. The Change of Status will be entered into PeopleSoft Enterprise (administrative system) and the student will be officially withdrawn. After the change of status, he/she will no longer be a student and may not attend classes, receive supervision, or have access to any resources of the University.

7. An annual meeting will take place between the Coordinator of Graduate Student Recruitment and Retention (CGSRR) and the Associate Dean of SGPS to review reasons for withdrawal across programs and possible modifications to curricular structure/milestones.
18 WITHDRAWAL AND READMISSION AFTER WITHDRAWAL

Withdrawal from a program can occur in two ways. A student can voluntarily withdraw following a formal notification to the program. Alternatively, the program or SGPS can withdraw a student for failure to meet admission conditions, progression requirements, specified deadlines for completion, or failure to pay fees. Once withdrawn from a program and the 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.

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulations 4.07 and 4.08.
19 CODE OF STUDENT CONDUCT

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow.

19.1 Scholastic Discipline for graduate students

Members of the University Community accept a commitment to maintain and uphold the purposes of the University and, in particular, its standards of scholarship. It follows, therefore, that acts of a nature that prejudice the academic standards of the University are offences subject to discipline. Any form of academic dishonesty that undermines the evaluation process also undermines the integrity of the University’s degrees. The University will take all appropriate measures to promote academic integrity and deal appropriately with scholastic offences.
20 ACADEMIC APPEALS

Students may appeal:
- a mark on an examination or on a particular piece of work, or final standing in a course
- a ruling of an instructor, program, or administrator in an academic matter

Grades in courses administered through the Department of Pathology and Laboratory Medicine should be appealed in the first instance to the course manager/coordinator. If the issue cannot be resolved at that level, an appeal may be made to the Graduate Chair and departmental Graduate Education Committee.

Students have a right to appeal to their graduate programs and, if unsuccessful, to the Vice-Provost (Graduate and Postdoctoral Studies). Some decisions may be appealed further to the Senate Review Board Academic. The Vice-Provost’s rulings in academic matters are final unless overturned or modified on appeal to the Senate Review Board Academic (SRBA).

Reference: School of Graduate and Postdoctoral Studies (SGPS) Regulation 13.

For the complete policy and regulations, please also see Graduate Student Academic Appeals.
21 CONFLICT RESOLUTION

Conflict is any situation where people have a difference of values, expectations, opinions, interpretations, needs or wants. Within the department, there are resources available to you in the form of your supervisor, Advisory Committee, the Graduate Chair and the Graduate Education Committee. Please feel free to use them for help and advice.

Conflicts should be resolved, whenever viable, as close as possible to the source of the problem (at the lowest level of administration). Thus, in the first instance, the student and supervisor may discuss problems frankly and seek solutions. If need be, this level may also involve the Advisory Committee.

If the problem cannot be resolved at the student-supervisor level, it should be dealt with by the program (typically, the Graduate Chair and/or Department Chair). At both the student-supervisor and program levels, assistance can also be sought through other sources, such as equity services, the ombudsperson, or other forms of mediation. Informal advice at each of these levels can also be obtained from the School of Graduate and Postdoctoral Studies. Each level should make sure all reasonable efforts have been exhausted, prior to moving to the next level. If no satisfactory resolution can be found at the program level, the problem may be referred to the School of Graduate and Postdoctoral Studies. In dealing with conflict issues, all parties should follow procedures congruent with established appeal policies.

Office of the Ombudsperson:
The Office of the Ombudsperson provides a safe, confidential environment in which students can discuss a University-related problem or concern. The Office works with students to help identify the root of the problem and create strategies for resolving it.

Program-level resources:
Before resorting to formal procedures, students are encouraged to seek help and confidential advice from the following resources (as they feel comfortable).

- Supervisor
- Advisory Committee members
- Graduate Education Committee – Graduate student representative
- Education Coordinator, Graduate Programs (Tracey Koning)
- Graduate Chair
- Graduate Education Committee
- Department Chair
22 THESIS GUIDELINES

For the most up-to-date information on thesis regulations, time frames, and formatting, please see the details in SGPS Regulation 8.

It is your responsibility to make sure you complete all requirements in a timely manner as the stipend support from your supervisor is guaranteed only for a limited time (see section 6).

22.1 Program regulations

In addition to the SPGS format rules and regulations, students should:

1. describe the student’s own work. Any work or experiments conducted by collaborators or laboratory members should be clearly and explicitly stated in the ‘Co-Authorship Statement’ section of the thesis.

2. obtain permission from the publisher to reproduce any published works including data and figures/tables. These published works also include information and figures obtained from a website.

Other recommendations:

1. The thesis should be written in the first person (using pronoun ‘I’), as it is the students’ own work.

2. The term ‘data not shown’ does not belong in a thesis.

3. The introductory chapter (Chapter 1) should provide the relevant background to the thesis work. Emphasis should be placed on the outstanding questions in the field, especially those addressed by the thesis. Students should avoid a general survey of each topic touched upon by the thesis work.

4. The middle chapters or any parts of the thesis do not have to be a published paper. However, the thesis should contain sufficient data, as expected at the MSc and PhD level, to allow reaching a significant conclusion.

5. Concluding chapter should begin with an overall summary of the thesis work. Students should use this space to emphasize how the work has advanced the field. Students may refer to the outstanding questions outlined in the introduction chapter and their hypothesis to explain how their research has solved these questions and tested the hypothesis. An important subheading to include in the concluding chapter is “limitations of the study”. Students are encouraged to be critical of their own work and identify the limitations of their work. The thesis should then end with proposal of several future directions that may further address the critical issues in the field.
22.2 Thesis Examination

When the thesis is thought to meet recognized scholarly standards for the discipline and degree and is ready for examination, the supervisor, in consultation with the Advisory Committee and the student, proposes the date of examination and the names of the examiners. This information is forwarded to the Graduate Education Committee. Once the names of the examiners are approved by the Graduate Education Committee, the supervisor obtains provisional consent from the examiners. The Graduate Chair then arranges the Thesis Examination Board and forwards the information to SGPS. SGPS then reviews/approves the Thesis Examination Board.

MSc Thesis Examination Committee
The MSc Thesis Examination Committee is comprised of three voting members and the non-voting Chair of the examination.

- **Chair.** Chair serves as the Vice-Provosts’ (Graduate and Postdoctoral Studies) representative and presides over the thesis examination.
- **Two program examiners.** Program examiners participate in the questioning of the candidate, evaluating the thesis and the candidate's responses at the oral defense, and cast a vote in the final determination of the acceptability. No more than one Program Examiner may be from the candidate's Thesis Supervisory Committee. Program Examiners must not have had significant involvement in the development of the thesis nor interest in the outcome.
- **University examiner.** University examiners participate in the questioning of the candidate, evaluating the thesis and the candidate's responses at the oral defense, and cast a vote in the final determination of the acceptability. University Examiner must not be from the candidate's or Supervisor's home Department or have served on the student's thesis Advisory Committee.

PhD Thesis Examination Committee
The PhD Thesis Examination Committee is comprised of four voting members and the non-voting Chair of the examination.

- **Chair.** Chair serves as the Vice-Provosts’ (Graduate and Postdoctoral Studies) representative and presides over the thesis examination.
- **Two program examiners.** Program examiners participate in the questioning of the candidate, evaluating the thesis and the candidate's responses at the oral defense, and cast a vote in the final determination of the acceptability. No more than one Program Examiner may be from the candidate's Thesis Supervisory Committee [Advisory Committee]. Program Examiners must not have had significant involvement in the development of the thesis nor interest in the outcome.
- **University examiner.** University examiners participate in the questioning of the candidate, evaluating the thesis and the candidate’s responses at the oral defense, and cast a vote in the final determination of the acceptability. University Examiner must not be from the candidate’s or Supervisor’s home Department or have served on the student’s thesis Advisory Committee.

- **External examiner.** External examiners participate in the questioning of the candidate, evaluating the thesis and the candidate’s responses at the oral defense, and cast a vote in the final determination of the acceptability. External examiners must not be associated or affiliated with the University of Western Ontario.

**The following arm’s length rule applies to all MSc and PhD thesis examiners:** Examiners must be seen to be able to examine the student and the thesis at arm’s-length, free of substantial conflict of interest from any source. The test of whether or not a conflict of interest might exist is whether a reasonable outside person could consider a situation to exist that could give rise to an apprehension of bias. Co-authors or collaborators of any component of the thesis may not serve as Examiners.
23 THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM

23.1 Terms of Reference

1. Review the objectives and progress of the research-based programs and make recommendations to the Department for future modifications or developments.

2. Meet on a regular basis and furnish reports of deliberations to the department as a whole.

3. Review graduate student applications and make recommendations for acceptance or rejection.

4. Review standards and criteria for acceptance into research-based graduate programs

5. Review and establish rules, standards, and regulations for the content and format of examinations.

6. On recommendation from supervisors, approve examining committees and general content of the examination and ensure that proper arrangements are made for the examination.

7. Review the examination performances and biannual reports of the Advisory Committees of graduate students and make recommendations on their respective programs.

8. Review applications and make recommendations concerning awards and scholarships to graduate students.

9. Ensure proper liaison between the Graduate Education Committee and Advisory Committees; department members.


11. The committee structure consists of:
   a. Departmental Chair
   b. Graduate Education Committee Chair (nominated/appointed by the Departmental Chair)
   c. Research Director or his/her delegate
   d. Education Director or his/her delegate
   e. Program Director of Master of Clinical Sciences, Pathologists’ Assistant Program (MCISc)
f. Beryl Ivey Chair in One Health, or his/her delegate

g. Three graduate faculty members (up to three nominated/appointed by the Departmental Chair from the departmental graduate faculty members).

h. A graduate student representative.

12. The tenure of office for faculty members will be three years; for the student representative, two years. The committee chair will be appointed by departmental Chair. The student representative will be elected by all departmental graduate students.

13. Graduate Student Representative is to be excluded from deliberations related to student grades or progress, or upon the request of any student whose documents or case is being considered.

14. Committee members concluding a term elected office will be eligible for re-election or re-nomination.

15. Committee members who miss four consecutive meetings must be removed from the committee and a new member elected.

16. Members who go on sabbatical are to be replaced and a new member elected.

17. Nominations for membership to the graduate faculty are made by the Chair of the Department after review by the Graduate Education Committee.

Notes on Confidentiality

All matters discussed at the Graduate Education Committee meetings are confidential and members are expected to maintain the Western University rules of confidentiality.

The official spokesperson for all communication of committee proceedings will be the Committee Chair.
24 DEPARTMENTAL AWARDS

24.1 Dutkevich Memorial Foundation Award

Introduction
Funding support for graduate students to attend and present papers at scientific meetings is the responsibility of the supervisor. The Department of Pathology and Laboratory Medicine provides partial support to students who present at scientific meetings through offering the Dutkevich Memorial Foundation Award.

Eligibility
1. All graduate students registered in Pathology and Laboratory Medicine program (full-time and part-time students).
2. Students must have the abstract accepted for presentation at a National or International meeting.

Deadline
June 15 and December 15

Application
The applications should be submitted to the Chair, Graduate Education Committee. The application form is available on the Western Pathology and Laboratory Medicine website. Briefly, the application should include a) a copy of the abstract as submitted, b) a notification of abstract acceptance for presentation at the meeting, c) a full description of the meeting (place, time, registration fee, etc.), and d) a letter from the supervisor indicating the importance and benefit for the student to be able to attend the meeting. The letter of support from the supervisor should indicate the need for travel support.

Selection of Award
The award will be reviewed by the Graduate Education Committee. The award will be based on the merit of the abstract and letter from the supervisor. Priority will be given to students who have not received a Dutkevich award previously. In cases where a student has already received Dutkevich Travel Award, the abstract in the new application needs to be sufficiently different from the previously accepted/awarded abstract.

Amount and Number of Award(s)
The Dutkevich Foundation Award is to be used to defer some of the expenses of attending and presenting at a scientific meeting. The maximum award will be $1000.00 per student per year. A maximum of two awards will be given out in June competition and a maximum of two awards in the December competition. The Graduate Education Committee, however, may change the amount or number of awards.
24.2 Dr. Cameron Wallace Graduate Student Award in Pathology

Introduction
The award recognizes student’s accomplishments in pathology research and course work undertaken during their graduate program. The award is given in recognition of Dr. A. Cameron Wallace who was the Head of the Department of Pathology (1965-1974) and who also served as Acting Chair of the Department on several occasions. He was the Chair of the Graduate Education Committee (1979-1983). Dr. Wallace’s major research interests included the study of renal diseases, oncology and immunology. He was the first director of the Cancer Research Laboratory at Western University. He was an academic pathologist with strong commitment to the pursuit of basic research in the Department of Pathology. He worked closely with his clinical colleagues in surgery and nephrology and pursued studies related to the recognition of the early stages of organ rejection in renal transplants at University Hospital. Dr. Wallace supervised several graduate students in the Department of Pathology and Laboratory Medicine and was recognized for his excellence as a mentor and teacher.

Eligibility
1. A graduate student who is currently enrolled as a full-time or part-time student in the 2nd year (or beyond) of the Pathology and Laboratory Medicine program.
2. A student can receive this award only once.

Application Deadline
Deadline for the application is February 15th. Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application
Applications must be submitted to the Graduate Chair. The application form is available on the Western Pathology and Laboratory Medicine website. In brief, the application should consist of: a) personal statement, b) description of the research project and progress, and c) updated CV. Applications will be evaluated by the Graduate Education Committee.

Selection of Award
The emphasis will be placed on choosing a candidate who demonstrates a high level of academic achievement, excellence in research work including publications, presentations at meetings, and leadership contributions through Departmental and community activities during graduate study in Pathology and Laboratory Medicine. A student can receive this award only once.

Amount and Number of Award(s)
The value is $1,200.00 per award (maximum one per year).
(Please note that the value may change. Contact the Graduate Chair for updates)
24.3 Dr. Frederick Winnett Luney Graduate Scholarship

Introduction
Awarded annually to a graduate student in a research-based MSc/MClSc or PhD Pathology and Laboratory Medicine program to encourage and promote excellence in graduate studies. Selection of the awardee will be based on academic achievement and research aptitude/contributions.

Eligibility
1. A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine programs.
2. A student can receive this award only once.

Application Deadline
Deadline for the application is February 15th. Notes: If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application
Applications must be submitted to the Graduate Chair. The application form is available on the Western Pathology and Laboratory Medicine website. In brief, the application should consist of: a) personal statement, b) description of the research project and progress, c) details of marks in graduate-level courses, and d) updated CV. Applications will be evaluated by the Graduate Education Committee.

Selection of Award
The Graduate Education Committee of the research-based or MCISc Program in the Department of Pathology and Laboratory Medicine will select the recipient. Preference will be given to applicants that pursue a collaborative research approach between basic science and clinical science. Students should highlight the collaborative aspects of their research projects by commenting on the supervisory/advisory committee structure and research which bridges clinical and basic sciences. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine. The student’s total financial package (stipend) will be adjusted accordingly.

Amount and Number of Award(s)
The value is $5,000.00 per award (maximum of four per year, three awards for the research-based and one for MCISc Program per year).
(Please note that the value may change. Contact the Graduate Chair for updates)
24.4 Dr. Frederick Winnett Luney Graduate Research Awards

Introduction
Awarded to a graduate student who is in a MSc/MCiSc or PhD Pathology and Laboratory Medicine program. These scholarships are aimed at enhancing graduate training and to promote students to present their graduate research work at scientific meetings and to pursue research-related activities. Students may use award funds to attend training workshops, attend and present at scientific conferences, and cover costs associated with their research projects.

Eligibility
1. A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine programs.
2. A student can receive this award only once.

Application Deadline
Deadline for the application is February 15th. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application
Students must complete an application accompanied by detailed description of the research-related activity, and an explanation of the benefit of such activity to graduate training. For conference travel, the application must include a copy of the abstract as/will be submitted, an explanation of the meeting (association, place, date etc.) and a letter from their supervisor (sent directly to Graduate Education Committees), indicating the importance and benefit for the student to be able to attend the meeting. The letter of support from the supervisor should indicate the need for travel support.

Selection of Award
The Graduate Education Committee of the research-based or MCiSc Program in the Department of Pathology and Laboratory Medicine will select the recipient. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine.

Amount and Number of Award(s)
The value is $1,600.00 per award (maximum 4 per year).
(Please note that the value, may change. Contact the Graduate Chair for updates)
25 FORMS

Revised and up-to-date forms are found on the Department of Pathology and Laboratory Medicine website (http://www.schulich.uwo.ca/pathol/gps/research_programs/research_program_forms.html). These include:

1. **Advisory Committee Meeting Report (template only)**
   To be completed by the student and submitted to the Advisory Committee members at least one week prior to the scheduled meeting. This report is mandatory for all Advisory Committee meetings.

2. **Advisory Committee Evaluation Report**
   To be completed by the supervisor(s) or an Advisory Committee member and signed by all members of the Advisory Committee including the supervisor(s). Please return the form to Tracey Koning (4044 Dental Sciences Building).

3. **Course Exemption Request**
   To be completed by the student, signed by the Advisory Committee and the supervisor(s). Additional documents must be provided to support the request. Please return the form to Tracey Koning (4044 Dental Sciences Building).

4. **Graduate Student Exit Survey**
   To be completed by all graduating students and returned to Tracey Koning.

For all other forms or templates, please contact Ms. Tracey Koning, 4044 Dental Sciences Building (Tracey.Koning@schulich.uwo.ca).
Department of Pathology and Laboratory Medicine
Schulich School of Medicine & Dentistry
Western University

4044-Dental Sciences Building
1151 Richmond Street
London ON N6A 5C1
Tel: 519-661-2030
Fax: 519-661-3370
http://www.schulich.uwo.ca/pathol/