PATHOLOGY AND LABORATORY MEDICINE
2016-2017 GUIDELINES
GRADUATE STUDENTS IN RESEARCH-BASED PROGRAMS

Department of Pathology and Laboratory Medicine
Schulich School of Medicine & Dentistry
Western University
MSc Program
Acknowledgement of Student Expectations & Responsibilities, and Criteria for Graduation

I understand that to graduate from the MSc program in Pathology and Laboratory Medicine, I have to fulfill the following requirements:

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 (lecture and WebCT portion)
   b) Pathology Journal Club Seminar Series
   c) Pathology 9687, Effective Proposal Writing
   d) One statistics course (approved courses are provided in the guidelines)
   e) Any additional courses I take including courses suggested by my supervisor and/or Advisory Committee
3- Attend and participate in departmental activities including but not limited to;
   a) Departmental seminars, Zhong Research Seminars, PhD public lectures, and Grand Rounds
   b) Annual Pathology and Laboratory Medicine Research Day
4- Apply for 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 23rd.
PhD Program
Acknowledgement of Student Expectations & Responsibilities, and Criteria for Graduation

I understand that to graduate from the PhD program in Pathology and Laboratory Medicine, I have to fulfill the following requirements:

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 (lecture and WebCT portion)
   b) Pathology Journal Club Seminar Series
   c) Pathology 9687, Effective Proposal Writing
   d) One statistics course (approved courses are provided in the guidelines)
   e) Any additional courses I take including courses suggested by my supervisor and/or Advisory Committee
3- Attend and participate in departmental activities including but not limited to;
   a) Departmental seminars, 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, Canadian Institutes of Health Research Doctoral Awards, Canada Graduate Scholarships 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 (see guidelines for deadlines)
4- 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 23rd.
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1. PATHOLOGY AND LABORATORY MEDICINE GRADUATE PROGRAM

1.1 Introduction

The Department of Pathology and Laboratory Medicine at Western University offers course-based (Master of Clinical Science, MClSc) and research-based (MSc and PhD) graduate programs. The research-based program is offered on a full-time or a part-time stream. These guidelines apply to all graduate students in the research-based MSc and PhD programs (both full-time and part-time).

Students entering our graduate program will have completed a four-year undergraduate science, dental science, or medical science program. There are no set degree or course prerequisites for our graduate program, although students are encouraged to have taken courses in anatomy, physiology, biochemistry, immunology, and/or 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. The Graduate Education Committee (GEC; see structure of GEC in section 16) meets on a regular basis to oversee the program and to monitor the progress of all students. Training of students in methods and techniques necessary for their research work takes place in the supervisor's laboratory. The supervisor and the Advisory Committee monitor student's progress in mastering the required technical skills. Students also have to submit and defend their thesis in order to graduate. Upon graduation from the program, students should demonstrate specific skills as enumerated in sections 1.2 and 1.3 below.

All students in our program have to take an introductory pathology course (Pathology 9240) to provide a basic understanding of the pathological mechanisms underlying disease processes, a biostatistics course to provide understanding of experimental design and statistical analysis of collected data, a scientific writing course (Pathology 9687), and to participate in the weekly Journal Club Seminar course. 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. In addition to taking courses and carrying out individual research projects, graduate students are also 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 technology (methodology) to answer that question; master that technology and answer the question posed. By the time of graduation, students should have demonstrated a general knowledge of the discipline of pathology and a more detailed knowledge of a specific area of current pathology 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 it is not a requirement of Western’s School of Graduate and Postgraduate Studies (SGPS) that the MSc research be published at time of thesis defense, it is an expectation of our program. Students should also have excellent verbal communication skills and have demonstrated these in presentations to the supervisor and the Advisory Committee, at journal club course meetings 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.

1.3 Goals at the PhD level

Doctoral students are expected beyond mastering basic technical skills to have demonstrated greater degree of independence and originality in their thesis work. At this level, publication of research material is a requirement. An introduction to basic teaching skills is also strongly recommended. By the time of graduation, doctoral students should have demonstrated a general knowledge of the discipline of pathology and a more detailed and in-depth knowledge of a specific area of current pathology research.

Doctoral students should have gained fundamental skills in teaching and research. At the completion of the program, students should be well on their way to becoming an independent investigator in that they 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 PhD level, students should also have had the opportunity to write and submit a request for funding support for salary and, at the discretion of the supervisor, external research support. Further skills in written and verbal communication should be demonstrated in written reports submitted to the supervisor and the Advisory Committee throughout their research program; a successfully defended thesis; abstracts and journal articles submitted to refereed scientific journal; and presentations at local, national and/or international meetings. PhD students should aim to produce at least 3 quality publications from their PhD research project.

Students should have a familiarity with computers for word-processing, data collection and statistical analysis, presentation of materials for seminars and for teaching, searching and following the medical literature through computer-based retrieval systems and using the computer to solve specific problems in their research area (e.g. via genetic databases).
Doctoral students should also have had the opportunity to act as a “peer” reviewer for a fellow student in either a written or verbal presentation (e.g. at journal club) and at the discretion of the supervisor to act as a reviewer for a journal manuscript or grant proposal. Although, teaching assistant (TA) positions in this department are limited, there are opportunities to apply for TA positions in other Western Faculty of Science or Schulich School of Medicine & Dentistry departments. We also recommend that graduate students take advantage of the training courses and workshops offered through the Teaching Support Centre at Western University (see “Academic & Professional Development” section).

1.4 Part-time program in Pathology and Laboratory Medicine

The Department of Pathology and Laboratory Medicine also 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 science professionals to facilitate their career as scientists. The goals and expectations for students in these part-time programs are the same as for full-time students including 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 candidates must have a MSc degree. However, students admitted to the MSc program may also 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

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<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
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<tbody>
<tr>
<td>PATHOL 9240A</td>
<td>Understanding Disease</td>
<td>September – December</td>
</tr>
<tr>
<td>PATHOL 9510Y</td>
<td>Journal Club Seminar Series</td>
<td>September – April</td>
</tr>
<tr>
<td>PATHOL 9687A</td>
<td>Effective Proposal Writing</td>
<td>September – December</td>
</tr>
</tbody>
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<tr>
<td>PATHOL 9514B</td>
<td>Ecosystem Health</td>
<td>January – April</td>
</tr>
<tr>
<td>PATHOL 9510Y</td>
<td>Journal Club Seminar Series</td>
<td>September – April</td>
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1 If not taken during MSc (transfer students)

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<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>PATHOL 9511Y</td>
<td>Journal Club Seminar Series</td>
<td>September – April</td>
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1 If not taken during MSc (transfer students)

2.2 Required courses for all research-based PhD students

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1 If not taken during MSc (transfer students)
For all PhD Students: Participation in the Journal Club Seminar Series will be required for the duration of your enrollment in the program. The course numbers will be adjusted accordingly to reflect the program year (For example year 1 = Path 9610, year 2 = Path 9611, year 3 = Path 9612, year 4 = Path 9613 and so on).

2.3 Other required courses for all MSc & PhD students

Biostatistics course

All students (MSc/PhD, full-time/part-time) are required to take one statistical analysis course. We recommend the following courses offered by the Departments of Statistical Sciences, Biology, and Health Sciences. If a student has taken an equivalent course during their undergraduate or other previous training prior to starting the graduate program in Pathology and Laboratory Medicine at Western, an exemption may be provided. For exemptions, a waiver request (see section 2.6 and forms section for details) signed by the supervisor and Advisory Committee will need to be submitted to the Graduate Education Committee.

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Term</th>
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<tbody>
<tr>
<td>Statistical Sciences 2244 A/B</td>
<td>Statistics for Science</td>
<td>September or January</td>
</tr>
<tr>
<td>Biology 2244 A/B</td>
<td>Analysis &amp; Interpretation of Biological Data</td>
<td>September or January</td>
</tr>
<tr>
<td>Health Sciences 3801 A/B</td>
<td>Measurement and Analysis in Health Sciences</td>
<td>September or January</td>
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**Important note**

The supervisor and/or the Advisory Committee may suggest additional courses for the students. These will be required and the students will be expected to obtain a minimum average of 70%.

2.4 Optional courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Term</th>
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<tbody>
<tr>
<td>PATHOL 9500B*</td>
<td>The Biology of Human Cancer</td>
<td>January - April</td>
</tr>
<tr>
<td>PATHOL 9520B*</td>
<td>Public &amp; Private Partnerships</td>
<td>January – April</td>
</tr>
<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>
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*Offered in alternate years
2.5 Course descriptions

Understanding Disease (PATHOL 9240)

This is a survey course for students covering the fundamental mechanisms of common disease processes. The lectures will be delivered conjointly with undergraduate students. Graduate students will also have to participate in case studies of disease.

Format/Assessment: Lectures/assessment is by written examinations

Biostatistics

There are a number of statistics courses offered through different departments/faculties at Western University. They differ in content and emphasis; hours/week and tutorial time. You are required to take one of the following:

- Biology 2244 A/B
- Statistical Sciences 2244 A/B
- Health Sciences 3801 A/B

Format/Assessment: Variable, see departments offering these courses for more details

Journal Club/Seminar Course

(Old MSc course numbers PATHOL 9555, 9556, 9557, 9558)
(Old PhD course numbers PATHOL 9665, 9666, 9667, 9668)
(New course numbers PATHOL 9510, 9511 for MSc; 9610, 9611, 9612, 9613, 9614 for PhD)

   Students beginning September 2015 have new course numbers.

This course will emphasize critical review of the literature and gives the student an opportunity to practice presentation skills. Research papers published in top-tier journals are assigned for reading, critical review, and oral presentations. Students also present their own research projects (in the form of research proposals and progress presentations).

Format/Assessment: Presentations/assessment is by peer-review, attendance and participation

Effective Proposal Writing (PATHOL 9687)

This course will provide strategies for effective proposal (grant) writing. A wide range of topics will be 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.

Format/Assessment: Written research proposals, written scientific writing assignments, and critical appraisal of a research grants.

Ecosystem Health (PATHOL 9514)

This multi-disciplinary graduate course will include a seminar presentation related to the student’s research project, a critical review of one contemporary ecosystem health research article in the peer-reviewed literature, a critique of one article in the popular press (newspaper
or internet), and preparation of a case study involving ecosystem health issues at either the national or international level. There will also be specialist guest lecturers discussing ecosystem health issues from different perspectives to assist in preparation of the case studies.  

*Format/Assessment: Check with course coordinator for details on the format and assessment*

### The Biology of Human Cancer (PATHOL 9500)
This course covers recent developments in carcinogenesis, including etiology, control of gene expression, oncogenes, suppressor genes, initiation, progression, mechanisms of chemical carcinogenesis and types of treatment. The course is offered in alternate years.  

*Format/Assessment: Check with course coordinator for details on the format and assessment*

### Public and Private Partnerships (PATHOL 9520)
This course has been developed in association with the Western University Richard Ivey School of Business, the Departments of Oncology and Pathology and Laboratory Medicine, and the London Regional Cancer Program. Basic and clinical researchers, industrial research partners, and business faculty will participate in developing the ability of cancer researchers to work with the private sector in translating new technology into clinical and community practice.  

*Format/Assessment: Check with course coordinator for details on the format and assessment*

### Health Informatics (MEDHINFO 9100)
The course will cover 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 will introduce 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.  

*Format/Assessment: Check with course coordinator for details on the format and assessment*

### Introduction to Health Information Management (MEDHINFO 9110)
Present day healthcare relies on the sharing of health information across integrated hospital, health facility, and clinical information systems. The course will look at the flow of data and health information across the 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. MEDHINFO 9100 is a prerequisite.  

*Format/Assessment: Check with course coordinator for details on the format and assessment*

### Exemption from required courses
A student may submit a request, in writing to the Graduate Education Committee, for exemption from taking any of the Department’s required courses. The request form is on the Western Pathology and Laboratory Medicine website. The request must be accompanied by
documentation that details the equivalent course and/or reasons for requesting exemption. The course documentation may include the course outline or course notes/exams/evaluation scheme. The equivalent course must have been taken within the last 5 years and the student must have received a mark of 80% or higher.

2.7 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 (http://grad.uwo.ca/current_students/course_enrollment/). The student must have the instructor’s signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student’s record at the instructor’s request.

After the 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.

2.8 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. The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds.

The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).

With the approval of their program and SGPS, students registered at Western may take courses at other Ontario Universities under the Ontario Visiting Graduate Student program, without additional tuition. Courses taken under this agreement must be required for the student’s degree program and must be taken for credit. For students in course based program no more than two half- courses can be taken at another institution.
3. 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 all courses

B) Advisory Committee Meetings
   1- Setting up the Advisory Committee in consultation with the supervisor
   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- Provide an overview of the project and the progress in writing 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

   (Applies to both PhD students and students transferring from the MSc program to the PhD program)

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- Learn skills and approaches to thinking about problems that are suitable for an advanced degree
   2- Exhibit independent judgment, academic rigor, and intellectual honesty
   3- Devote full 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.

F) Thesis Examination
   1- In consultation with the supervisor, setup a thesis examination committee
   2- Schedule and pass the thesis examination
3.1 Failing to meet the expectations and responsibilities:

All students should meet the expectations and responsibilities as outlined above. The Department of Pathology and Laboratory Medicine has specified these expectations and milestones for satisfactory progress towards 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 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.
4. GUIDE TO NORMAL 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 Faculty and by 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 with available position(s). 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 salary and research support and a project outline (1-page summary of the thesis project) to the Graduate Chair. For students in the part-time program, a detailed program timeline and research project outline needs to be provided 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 salary and research activities. No student will be accepted to the program unless there is assurance of sufficient salary and research support. The level of salary support is set according to School of Graduate and Postdoctoral studies (SGPS) guidelines.

4- The student is notified of acceptance. 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. The first meeting is scheduled within the first 6 months.

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 report may be used for this purpose.

8- The Advisory Committee considers the results of examinations in courses designated, presentations at Journal/Seminar Clubs 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 7 and 8). 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 and students transferring to the PhD program, the supervisor and the Advisory Committee select a research topic and set up the comprehensive examination committee. The comprehensive examination is taken at the end of the first year (see deadlines in sections 11 and 12).

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 department.

12- The supervisor and Advisory Committee supervise the thesis and ensure it is in an acceptable form/content in accordance with the university regulations. Each advisor must inform the Graduate Education Committee in writing that they have reviewed the thesis and find it in a form acceptable for examination. Graduate Education Committee recommends examiners for the thesis defense on the advice of Advisory Committee and supervisor.

13- Appeal/Petition mechanisms are as specified by the School of Graduate and Postdoctoral Studies Calendars and departmental guidelines.
5. 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 Teaching Support Centre, the Student Development Centre, the Student Success Centre: Careers, Leadership and Experience, the School of Graduate and Postdoctoral Studies and individual faculties. Participation in professional development and career offerings is expected to occur outside of TA duties, time-critical research duties, and shall not interfere with required current Graduate program courses, meetings and responsibilities.
6. COMPENSATION RATES

The Department of Pathology and Laboratory Medicine has set compensation rates for full-time graduate student stipends. Compensation rates vary and academic averages (as calculated by the Department and SGPS) and external/internal funding will decide how your compensation rate is set. Please consult with your Supervisor or the Graduate Administrator if you have any questions on the makeup of your rate. Your compensation rate will be indicated in the initial offer letter and in the Minimum Financial Package Letter after you start your program. Your stipend is guaranteed for a specific time frame depending on your program, as follows:

1. After two years (6 terms) from initial date of registration in the MSc program, your Supervisor is not obligated to pay a stipend.

2. For students who have transferred from the MSc: After five years (15 terms) from initial date of registration, with an additional half year for exceptional circumstances, the Supervisor is not obligated to pay a stipend.

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

4. For students who enter the PhD program directly from the BSc: After five years (15 terms) for initial date of registration, the Supervisor is not obligated to pay a stipend.

For students registered on or after January 1, 2012, with an admission average over 70% will be eligible for WGRS in the amount of $4500 for Domestic and $10,800 for International student. To retain this funding, a student must maintain an 70% average once they have started taking graduate courses.
7. GRADUATE STUDENTS WITH DISABILITIES

The University accommodates students with disabilities, subject to not compromising the academic integrity of the course or program. The student informs the Graduate Chair of his/her disability after receiving a written “Offer of Admission”. The Student Development Centre’s Services for students with Disabilities office (SSD) assesses the disability and special needs and advises the Graduate Chair on the appropriate remedy. Where the recommended relief entails extraordinary expense or special equipment, student who are eligible for OSAP may receive support from an Ontario Ministry Bursary Fund that is administered by SSD and the University’s Student Financial Services. If there is still need, SSD should contact the program. If the program cannot provide the relief, SSD should contact the School of Graduate and Postdoctoral Studies who will review the case with all interested parties to seek remedy.
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. Please check out 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 directory (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 found here: http://www.uwo.ca/health/mental_wellbeing/education/module.html. This module is 30 minutes in length and provides participants with a basic understanding of mental health issues and of available campus and community resources. Topics include stress, anxiety, depression, suicide and eating disorders. After successful completion of the module, participants receive a certificate confirming their participation.
9. VACATIONS, TIME OFF, & LEAVE OF ABSENCE

Graduate students in the research-based program, are allowed 2 weeks (10 business days) of vacation per year (not including statutory holidays). 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).

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 student (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.
10. WITHDRAWAL AND READMISSION AFTER WITHDRAWAL

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

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

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

- Any student who has withdrawn or has been withdrawn may be required to pay fees for the terms in which registration has lapsed if admitted.
- Payment of all fees owing at the time of withdrawal including all penalty fees incurred as a result of the default
- Prepayment of full fees for the term in which admission is sought
- These payments must be money order, cash, direct debit, or certified cheque

Students should also review steps and procedures for voluntary withdrawal in section 17.
11. GUIDELINES FOR TRANSFER FROM MSc TO PhD PROGRAM

Most graduate students entering the Department of Pathology and Laboratory Medicine 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 clearly demonstrated ability to do research at the doctoral level may be eligible to transfer to the PhD program after the first year of MSc. Students wishing to transfer to the PhD program must follow the following procedure:

1- The student will call an Advisory Committee meeting to request for 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 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

<table>
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<th>IMPORTANT DEADLINES</th>
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e) Funding Support – salary 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 the 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 12).
12. GUIDELINES FOR PhD COMPREHENSIVE EXAMINATION

Guidelines
Students entering the PhD program directly 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 PhD program. The purpose of the comprehensive examination is to demonstrate a mastery of the fundamentals at a level appropriate to a PhD recipient. Specifically, the comprehensive examination assesses whether the student has developed 1) strong analytical and critical thinking abilities, 2) required breadth and in-depth knowledge of the discipline, 3) potential ability 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. The range of topics is unrestricted and may include 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 11 single-spaced typewritten pages (excluding literature references, tables and figures), 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, references, figures, and
tables. A CIHR 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 Graduate Administrator. The deadline for receipt of the proposal is **18 months** following registration in the program.

**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. There are no restrictions on the departmental affiliation as long as the examiners are able to critically evaluate the comprehensive research proposal. Members of the students' Advisory Committee will not serve as examiners. The 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 defense. The numerical pass mark is 70% (corresponding to a score of at least 3.5 on a CIHR scale; see 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 in the Calendar (see next section).

**Evaluation Criteria:**
The Department of Pathology and Laboratory Medicine allows students to pick the topic of the grant application (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 this case, emphasis will be
placed on the background preparation, methodology, and significance when evaluating the candidate’s performance. If, however, the topic is the same as the candidate’s thesis project, preliminary data will be expected to support the hypothesis.

The following criterion 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. Is the research question presented in a clear manner?
4. Is the rationale for the study and experiments clear?
5. Is the literature review adequate?
6. Is the research design appropriate?
7. 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?
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.

**12.1 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 Chair (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

Month 18
1. The student will submit the final Research Proposal to Graduate Administrator. The proposal will be circulated to the examiners.

Month 19
1. Schedule and pass the Comprehensive Examination by the end of month 19th
13. APPEALS PROCEDURES

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.

Full documentation on graduate programs, regulations, appeals and thesis preparation is available on the School of Graduate and Postdoctoral Studies website at http://grad.uwo.ca/current_students/regulations/index.html

The procedures to be followed in cases of conflict in this department are outlined below:

If a conflict or difference of opinion arises between a student and supervisor which cannot be resolved:

1- You may ask your supervisor to convene a meeting of your Advisory Committee. A compromise or mutually agreeable settlement may be reached at this meeting.

2- If this agreement is not reached or is unsatisfactory, you may appeal to the Graduate Chair of the research-based programs. You should put in writing your appeal and specify what you would like to see happen. At this step, the Graduate Chair may act alone to resolve the issue or depending on the nature of the case, bring the matter before the departmental Graduate Education Committee. The Chair of the Graduate Education Committee will inform you and your supervisor in writing of its decision.

3- If you are unsatisfied with the final decision of the Graduate Education Committee, you may appeal its decision to the Chair of the Department. Upon review, the Chair will either uphold or overturn the decision.

4- If the problem cannot be resolved at the departmental level, you are entitled to appeal to the Dean of the School of Graduate and Postdoctoral Studies. At that level, the Dean may settle the issue or establish an ad hoc appeals committee (See the School of Graduate and Postdoctoral Studies website for more details).

5- Your final appeal of the School of Graduate and Postdoctoral Studies ruling is to the Senate Review Board Academic.

13.1 Appeal of Grades

Grades in courses given 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 (steps 2 to 5 above).
14. 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.

The research supervisor should provide:

1- Guidance in the choice of a suitable Advisory Committee and help in setting up regular meetings of the Advisory Committee with the student.

2- Advice in the selection of a research topic and selection of appropriate course work in conjunction with the Advisory Committee.

3- Guidance in the choice of a suitable Comprehensive Examination Committee and help in setting up the comprehensive examination.

4- Help in acquisition of the requisite technical skills to complete the research project and advise in the critical and scholarly interpretation of scientific literature.

5- Guidance in the presentation and interpretation of scientific data.

6- Guidance in the preparation of abstracts, scientific papers and theses.

7- Adequate access to the supervisor and other resource persons to facilitate successful completion of the graduate program and the thesis.

8- Opportunities to attend scientific meetings.

9- A guaranteed minimum level of funding sufficient to support the student’s stipend and research costs for the duration of the graduate program. The amount may be determined in consultation with the Graduate Education Committee. In the case of acceptance of a student ineligible for Western Graduate Research Scholarship (WGRS) funding, this is an absolute requirement before acceptance into the program.

10- Graduate supervisors must be members of the School of Graduate and Postdoctoral Studies.

11- Guidance in setting up the Thesis Examination Committee and scheduling the thesis examination.
15. GUIDELINES FOR ESTABLISHMENT OF ADVISORY COMMITTEE

1- The supervisor is the chair of the Advisory Committee and should be responsible for nominating the other members of the committee. The Chair of the Graduate Education Committee, or designate, will 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 could 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.
16. ROLE OF AN 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 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 signify in writing that he/she has reviewed the thesis and finds it acceptable for submission and defense.

16.1 The first meeting

The first meeting will be scheduled in the first 6 months of entering 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 (a template is provided on the Western Pathology and Laboratory Medicine website) 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 (Pathology and Laboratory Medicine website) and recommendations.
16.2 Subsequent/regular 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 (WGRS, OGS, Dutkevich Travel Award, Luney Awards and Scholarships, and Cameron Wallace Award etc.).

16.3 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.

16.4 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.
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 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. GUIDELINES FOR REQUEST TO TRANSFER FROM PhD to MSc

School of Graduate and Postdoctoral Studies (SGPS) is introducing a new 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 (use link below).

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 of SGPS and if approved, the transfer will be made official in PeopleSoft. 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.

You will find the Request for Transfer from Doctoral to Master’s Degree on the following website: http://grad.uwo.ca/doc/academic_services/academic_request/Request_d-m_transfer.pdf
19. THESIS GUIDELINES

For the most up-to-date information on thesis regulations, time frames, and formatting, please see The School of Graduate and Postdoctoral Studies web site http://grad.uwo.ca/current_students/thesis/.

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).
20. THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM

20.1 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 Masters of Clinical Sciences, Pathologists’ Assistant Program (MCIsC)
   f. Three graduate faculty members (up to three nominated/appointed by the
Departmental Chair from the departmental graduate faculty members).

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

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

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

16. Nominations for membership to the graduate faculty are made by the Chair of the Department after review by the Graduate Education Committee.
21. GRADUATE STUDENT AWARDS / DEPARTMENTAL AWARDS

21.1 The 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 1st and December 1st

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 $500 per student per year. A maximum of four awards will be given out in any given year. The Graduate Education Committee, however, may change the amount or number of awards.
21.2 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). This award value is based on 2014-2015 year and is subject to change.
21.3 Dr. Frederick Winnett Luney Graduate Scholarship

Introduction:
Awarded annually to a graduate student in a research-based MSc/MCiSc 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 $10,000.00 per award (maximum one award for the research-based and one for MCiSc Program per year). This award value is based on 2015-2016 funding year and is subject to change.
21.4 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 $1,000.00 per award (maximum 4 per year). This award value is based on 2015-2016 funding year and is subject to change.
22. **FORMS**

Revised and up-to-date forms are found on the UWO 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. **Journal Club Seminar Series Evaluation Form**  
   To be completed by all students and faculty members present at the Journal Club seminars. Please return this form to Dr. Chandan Chakraborty.

4. **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).

5. **Dutkevich Travel Award Application Form**  
   To be completed by the student. Letter of support and additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

6. **Dr. Cameron Wallace Award Application Form**  
   To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

7. **Dr. Frederick Winnett Luney Graduate Scholarship**  
   To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

8. **Dr. Frederick Winnett Luney Graduate Research Awards**
To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

9. **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](mailto:Tracey.Koning@schulich.uwo.ca)).*
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