



**University of Windsor**

**Department of Chemistry and Biochemistry**

**GRADUATE STUDENT  
HANDBOOK**

**Chemistry and Biochemistry**

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## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>TABLE OF CONTENTS</b>                              | <b>1</b>  |
| <b>INTRODUCTION</b>                                   | <b>3</b>  |
| <b>YOUR SUPERVISORY COMMITTEE</b>                     | <b>4</b>  |
| <i>Your thesis supervisor</i>                         | <b>4</b>  |
| <i>Role of the Committee</i>                          | <b>5</b>  |
| <b>THE MASTER'S PROGRAM</b>                           | <b>6</b>  |
| <i>Course requirements</i>                            | <b>6</b>  |
| <i>Research requirements</i>                          | <b>6</b>  |
| <i>Oral defense of the Master's thesis</i>            | <b>6</b>  |
| <i>Transfer from the M.Sc. to the Ph.D. program</i>   | <b>6</b>  |
| <b>THE DOCTORAL PROGRAM</b>                           | <b>8</b>  |
| <i>Entrance to the doctoral program</i>               | <b>8</b>  |
| <i>Course Requirements</i>                            | <b>8</b>  |
| <i>Research Requirements</i>                          | <b>8</b>  |
| <i>The Comprehensive Examination</i>                  | <b>8</b>  |
| <i>The Research Proposal</i>                          | <b>9</b>  |
| <i>The Department Seminar</i>                         | <b>9</b>  |
| <i>The Pre-Oral Meeting</i>                           | <b>10</b> |
| <i>Timeline for submission of the doctoral thesis</i> | <b>10</b> |
| <i>Oral Defense of the Doctoral Thesis</i>            | <b>11</b> |
| <b>OTHER INFORMATION</b>                              | <b>12</b> |
| <i>Seminars</i>                                       | <b>12</b> |
| <i>Writing the Thesis or Dissertation</i>             | <b>12</b> |
| <i>Other Responsibilities of Graduate Students</i>    | <b>12</b> |
| <i>Graduation</i>                                     | <b>13</b> |
| <b>SCHOLARSHIPS</b>                                   | <b>15</b> |
| <b>CHEMBIOCHEM PROFESSIONAL NETWORK</b>               | <b>15</b> |
| <b>CUPE LOCAL 4580 INFORMATION</b>                    | <b>15</b> |
| <b>CHEMISTRY CLUB</b>                                 | <b>16</b> |

|  |           |
|--|-----------|
| <b>GRADUATE STUDENTS' SOCIETY (GSS)</b>            | <b>16</b> |
| <b>NEW STUDENTS</b>                                | <b>17</b> |
| <b>TIMELINE FOR MASTER'S DEGREE</b>                | <b>18</b> |
| <b>TIMELINE FOR PH.D. DEGREE</b>                   | <b>19</b> |
| <b>FREQUENTLY ASKED QUESTIONS</b>                  | <b>20</b> |
| <b>APPENDIX A: CURRENT CONTACT PERSONS</b>         | <b>21</b> |
| <b>APPENDIX B: LIST OF SCHOLARSHIPS AND AWARDS</b> | <b>22</b> |
| <b>APPENDIX C: EXTENDED ABSENCES FROM CAMPUS</b>   | <b>26</b> |

## **INTRODUCTION**

Congratulations on joining the Dept of Chemistry & Biochemistry as a graduate student! This booklet is a synopsis of the policies and practices of the Faculty of Graduate Studies and of the Department of Chemistry and Biochemistry as they apply to **M.Sc.II** (normal program) and Ph.D. students. For information regarding the **M.Sc.I** (probationary program) requirements, please contact the graduate coordinator.

## YOUR SUPERVISORY COMMITTEE

All students registered on MSc and PhD programs must have a supervisory committee. The role of the committee is to monitor your progress towards your M.Sc. or Ph.D. qualification. Master's and Doctoral Committees are appointed by the Head of the Department in consultation with the thesis supervisor and are subject to the approval of the Executive Committee of the Faculty of Graduate Studies. In practice, many supervisors discuss the selection of the committee with the student prior to submitting the names to the Head of the Department on forms available in the departmental office.

**Note:** Selection of your committee should be made in conjunction with your supervisor and the form submitted to the Graduate Secretary within the first term of graduate school.

The composition of your committee should be as follows:

- **Master's Committee** consists of the thesis supervisor, at least **one** departmental reader and one outside department reader who is typically a non-expert.
- **Doctoral Committee** consists of the thesis supervisor, **two** departmental readers, and one outside department reader. At the dissertation defense an external examiner is added to the committee. The external examiner will be an expert in your area of research from another University and will be appointed near the end of your doctoral program to assess your thesis.

The above committee membership is the minimum required by University regulations. In certain circumstances additional committee members may be designated. These might include a co-supervisor or an additional committee member if it is felt beneficial to have additional expertise within your committee.

### Your Thesis Supervisor

Your supervisor must be a regular or cross-appointed member of the Departmental graduate faculty. Your supervisor is normally chosen prior to admission and your offer letter will typically have highlighted your supervisor. In some circumstances you may have 2 co-supervisors.

Your supervisor is the most important individual in your graduate education. Your supervisor is an advisor, counselor and research director! In addition your supervisor is also your employer and you will typically receive a Research Assistant (RA) salary which is paid from your supervisor's research budget. He/she will be your first port of call for guidance for everyday questions relating to your research. Your supervisor will help keep you on track to achieve the goals necessary to attain your M.Sc. or Ph.D. qualification. Your supervisor may also work with you to identify a future career after graduate school, help you prepare applications for Scholarships or other Awards, write references for Professional Schools and other employment opportunities within and outside academia.

## **Role of the Committee**

Your committee should meet with you at least once a year to evaluate your progress. Additional meetings may be required at the discretion of the committee. Other duties of the committee include:

- attending your transfer meeting (M.Sc. to Ph.D.) where appropriate;
- conducting the comprehensive examination (Ph.D.);
- evaluating your CHEM-9900 research proposal (Ph.D.);
- attending the pre-oral meeting which normally follows your Departmental seminar (Ph.D.);
- conducting the thesis examination/defence (M.Sc. or Ph.D.).

The presence of the outside department committee member is optional at these meetings other than the thesis/dissertation defense. However you are encouraged to invite them to attend so that they have the opportunity to be more pro-active in following your academic progress.

*Note:* You will receive email reminders about annual reports from the graduate secretary. It is important you arrange a time to meet with your committee in a timely fashion in order to complete your annual report.

**In general, you are responsible for organizing your Committee meetings and you are expected to consult with the Graduate Secretary for the Department of Chemistry and Biochemistry for help in this task and to obtain any relevant required forms. Do not rely on your supervisor or the Graduate Secretary to ensure you stay 'on track'.**

## THE MASTER'S PROGRAM

### Course Requirements

Students must complete satisfactorily at least *three* graduate level courses.

These courses are often drawn from graduate level courses offered within the Department of Chemistry & Biochemistry. However appropriate courses offered in other Departments or Universities may be taken for credit with the consent of your supervisor and the Faculty of Graduate Studies. At least half of the credits earned must be from the University of Windsor. If you have taken graduate level courses at another institution previously then you should discuss the transfer of course credits with the Graduate Secretary in the first instance but note that if the course credits were previously used towards a qualification at another institution then they may not be valid for transfer.

A passing grade for graduate students in graduate level courses is normally 70%. With the approval of your committee a single instance of a grade in the range 65-69% may be counted for credit. **Two grades below 70% will normally require you to withdraw from the graduate program.**

### Research Requirements

In addition to taking appropriate courses and attending required seminars, you will conduct research under your supervisor's direction and write a thesis. Your supervisor can advise on what is considered to be an acceptable quantity of material for an M.Sc. student in your specific field of (bio)chemical research. Your supervisor can advise you on drafting your thesis and University templates are available on-line to ensure you complete the thesis according to the University standards.

### Oral Defence of the Master's Thesis

Final typed copies of the thesis must be in the hands of each committee member at least two weeks prior to the scheduled date of the examination. The Program Chair or a delegate will chair the examination. The examination is open to the public except for the deliberations of the committee, which are closed to the public and the candidate. The defense comprises:

- a) a presentation by the candidate of their findings.
- b) a period of questioning by the thesis committee.
- c) After the questioning is complete you and any members of the public are required to withdraw while your committee deliberate your thesis.
- d) After a recommendation has been agreed by the committee you will be called back into the room to hear the committee's decision.

### Transfer from the MSc to the PhD Program

There are three approaches to transferring to the PhD program. Most students enrolled in the MSc Program will follow route 2.

1. Normally, a new graduate student is admitted as a M.Sc. candidate unless s/he has already obtained a M.Sc. degree from an approved university. If you already have an M.Sc., you should discuss this with your supervisor and seek further information from the graduate secretary.
2. Students who perform well academically in their coursework and in their research may

apply for admission to the Ph.D. program without completion of the M.Sc. thesis provided they successfully complete a **transfer meeting**.

Please note the following financial support information which you should bear in mind before transferring: To be considered for an **Entrance Scholarship** upon transfer, the student must have taken at least two graduate courses as a Master's student. Cumulative GPA must be at least 80% or equivalent.<sup>1</sup> This transfer must be approved at a meeting with your Master's Committee. Participation of the Outside Reader is optional, however the inclusion of an additional Internal Reader is strongly suggested. **The transfer from M.Sc. to Ph.D. program should normally take place between the 12<sup>th</sup> and 24<sup>th</sup> months following admission to the M.Sc. program.**

It is vital that both you and your supervisor are 100% certain that transfer from the MSc to Ph.D. is the right decision for you. Once you have transferred from the M.Sc. to the Ph.D. program you cannot revert back to the M.Sc. If you subsequently fail to complete the Ph.D. then you will leave the University with no qualification.

If your committee approve your transfer then they must complete and sign a form indicating their approval for your transfer to the Ph.D. program. This form must be returned to the Graduate Secretary of Chemistry and Biochemistry who will forward it to Graduate Studies.

***Note for the Supervisors and Supervisory Committee:*** A student who is not going to be recommended for the M.Sc. to Ph.D. transfer should be given this decision as early as possible so that the student will not be delayed in completing her/his research and in writing up the Master's thesis. It is the responsibility of both the thesis supervisor and the Master's Committee to identify unsatisfactory students as early as possible in their careers. It is not a kindness to encourage students to pursue a career or field for which they appear unsuited. There is, therefore, no earliest date specified for asking students to withdraw from the M.Sc. program on grounds of poor performance.

***Deadline dates for M.Sc. to Ph.D. transfer***

Your start date for the Ph.D. does not coincide with the date of your transfer talk! Your course enrollment and academic transcript are termly. Completion of your transfer talk midway through a term is permitted but the transfer will not appear until a later date.

| <b><u>Intended Start Term</u></b> | <b><u>Deadline Date</u></b> |
|-----------------------------------|-----------------------------|
| Winter                            | October 1                   |
| Summer                            | February 1                  |
| Fall                              | June 1                      |

3. Alternatively, upon completion of the M.Sc. degree, you may apply for admission to the Ph.D. program. Note that this is a new application and there is no guarantee that you will be offered a PhD place.

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<sup>1</sup> To determine the cumulative GPA (cGPA): If the student has completed the course work requirements for the Master's the cGPA in the Master's courses is used; If the course work is not yet completed for the Master's the cGPA is based on the blended average of the Master's coursework and the last year, (normally, 10 one-semester courses) of the undergraduate degree.

# THE DOCTORAL PROGRAM

## Entrance to the Doctoral Program

- Some students who already have an M.Sc. may be eligible to enroll directly into the Ph.D. program.
- Most students will transfer to the Ph.D. after a period of time on the M.Sc. program (see M.Sc. Program, above).
- Some students will complete their M.Sc. and then re-apply for a Ph.D. position.

## Course Requirements

Students must satisfactorily complete at least six graduate level courses, *prior to* the thesis defense. These comprise:

- three credits needed for the Master's degree for students who have completed a M.Sc. or who have transferred directly from the M.Sc. program;
- two additional graduate level courses;
- the course CHEM-9900 ('the research proposal'). This is a compulsory course for all Ph.D. students in Chemistry and Biochemistry and is discussed below.

## Research Requirements

In addition to taking appropriate courses and attending required research-based seminars, you will conduct research under your supervisor's direction and write a thesis. Your supervisor can advise on what is considered to be an acceptable quantity of material for a Ph.D. student in your specific field of (bio)chemical research. Your supervisor can advise you on drafting your thesis and University templates are available on-line to ensure you complete the thesis according to the University standards.

## The Comprehensive Examination

Students in the Ph.D. program are required to complete an oral comprehensive examination within the first twelve months following transfer from the M.Sc. program or within eighteen months if admitted directly into the Ph.D. program (already having an M.Sc.). The Examination is undertaken by your Supervisory Committee.

Passing your Comprehensive Exam is a key milestone in your progression towards your Ph.D. qualification. Questioning is typically challenging and is meant to review how you might perform in the oral defense for your Ph.D.

The Comprehensive examination takes the form of a 10 – 20 minute presentation of your research to date, followed by a detailed question and answer session in which your depth of knowledge of your field of research and the underlying chemical and/or biochemical principles will be examined by your committee.

You are encouraged to have a firm grasp of the undergraduate level material which underpins your research. Your supervisor may provide some directed reading in preparation for your Comprehensive Examination if it is felt you need some remedial reading in key areas. You will be expected to understand the subject matter and background of the topics discussed. A grade of pass or fail will be given.

In the event of a failing grade, two options occur:

- a) You may be allowed a second examination within one month which may include a specific assignment ('remedial work' to improve your knowledge in one or more areas where you are felt to be deficient). A second failure will result in the requirement to withdraw from the program.
- b) If your initial performance is particularly poor (showing limited progress and/or limited insight into your research and the relevant scientific literature) then your committee may determine that you will not be allowed to repeat the examination and you may be requested to withdraw from the Ph.D. program immediately.

**Note:** If you are required to withdraw from the program then you will leave the University immediately without a qualification. It is therefore important you prepare as well as possible for your Comprehensive Examination.

**The Comprehensive Exam report form must be completed and signed and returned to the Graduate Secretary.**

### **The Research Proposal (CHEM-9900)**

In the final year of your Ph.D. you should register for the CHEM-9900 course. This course focuses on the preparation of a novel research proposal based on the NSERC Discovery Grants program. You will be required to develop a new research idea in an area of Chemistry or Biochemistry and prepare a research proposal including timelines, well-defined aims of the proposed program, structure of the project and appropriate methodology, develop decisions on the number of MSc and PhD students etc which would be required for the 5 year project to succeed as well as training programs for your students and a budgetary framework!

The research proposal should not be a logical extension of your current doctoral studies or a closely related topic running concurrently in your supervisor's research group. You should seek guidance from your supervisor and the course coordinator to ensure that your proposed idea is considered distinct from your previous studies. **Significant planning is required for this exercise and you are strongly encouraged to have a clear vision of your research idea before you register for this course!**

Your research proposal and CCV will be submitted to your Doctoral Committee and the CHEM-9900 Instructor (normally the Graduate Coordinator). They will assess the merits of your proposal and meet with you to ask you scientific questions in relation to the proposal. Unlike the Comprehensive Examination (which is focused on science within your research area), the examination of the Research Proposal will focus on knowledge of science outside your research area. At the oral examination, your Committee and CHEM-9900 instructor will discuss any scientific merits/deficiencies in the proposal with you and probe your knowledge of theory and state-of-the-art in the area as well as evaluate the originality, context, significance and clarity of the written proposal.

**Note:** The completion of the proposal and the oral proposal defense must take place during the term of registration for the CHEM-9900 course **and** prior to the Ph.D. defense.

### **The Department Seminar**

In the last year of your program you will be required to present a **seminar** to the Department and your Ph.D. committee. This should describe your work within the context of current knowledge in the field. Your seminar should be ca. 45- 50 minutes long and you should be prepared to

answer questions from both undergraduate and graduate students alongside faculty and your committee. Again this provides an opportunity to prepare yourself for your Ph.D. oral defense (see below).

**Note:** You should invite your committee including your outside reader to your Department seminar!

### **The Pre-Oral Meeting**

About six months before the expected completion of the Ph.D. dissertation, you will present the doctoral committee with an outline of all the research that will be included in your dissertation. This meeting should be held after the completion of all course and departmental seminar requirements. The pre-oral meeting is typically considered to be the final annual meeting before your defense.

**Note:** Your pre-oral meeting may be held immediately after your Department seminar, but may be held at a later date.

You should provide a brief presentation to show the committee where your research currently stands and an appropriate timeline to completion and thesis submission. You should include:

- A list of graduate courses attended and your grades
- A 1 slide summary for each Chapter highlighting work which needs to be completed (if any) and state of progress towards drafting the Chapter
- A list of any publications arising from your doctoral work to date
- A list of presentations (poster/oral) where you have presented your work
- A proposed timeline to completion

The committee will advise you on what they believe you must finish so that you may produce a satisfactory dissertation, whether the proposed time-frame for completion is realistic and will suggest suitable external examiners for the Ph.D. defense. A pre-oral report form is completed which provides a draft timeline and potential external examiner.

**Note:** the external examiner must be a tenured faculty member at another University whom you do not have a collaborative program of research with. They will typically work directly in your area of research or in a closely related field.

### **The Pre-Oral report form must be completed, signed and returned to the Graduate Secretary after the Pre-Oral meeting.**

The graduate secretary will arrange for approval from the Dean of Graduate Studies for the external examiner, which must be done 8 weeks prior to a defense date.

### **Timeline for Submission of the Doctoral Thesis**

The final examination is the dissertation defense. This is conducted by your committee to which the external examiner has been added. The external examiner is from another university and is normally an expert in your field of research. The timeline for the thesis submission and defense is quite specific.

**Note:** Dates and timelines do change year-on-year and you must check with the Graduate Secretary on what timelines are current when you get to the stage when you are nearing thesis completion.

**The following is an approximate timeline but it is vital to consult with the Graduate secretary to ensure you meet the relevant deadlines.**

**Eight weeks prior to tentative defense:** After completing your Pre-Oral meeting, inform the Graduate Secretary in the Department of Chemistry and Biochemistry of your intent to submit and defend your dissertation. The Graduate Secretary can submit the name of the external examiner for approval by Graduate Studies. If the examiner has not undertaken examining duties at the University of Windsor, then they will be asked for a *Curriculum Vitae* which will be considered for approval.

**Seven Weeks before the defense:** The Graduate Secretary will obtain formal approval for the External Examiner from the Dean of Graduate Studies.

**Five weeks before the defense:** You will need to bring a printed copy of the dissertation to the Graduate secretary and obtain the form “Approval to Submit a Doctoral Dissertation for External Examination”. This form, along with the dissertation, needs to be reviewed and signed by each doctoral committee member. The Graduate Secretary will contact the committee members and confirm a defense date and time.

**Note:** The date and time of the thesis defense cannot be confirmed until the thesis is complete so it is important to get your completed thesis submitted as early as possible.

**Four weeks before the defense:** One hardcopy of the dissertation, along with the signed approval form, must be hand delivered to the Office of Graduate Studies and Research. The Office of Graduate Studies will send the dissertation to the external examiner by courier.

**Note:** If the external examiner requests an electronic copy, it is the Office of Graduate Studies who must send it out, not you!

**Two weeks before the defense:** An electronic or printed copy of the dissertation must be provided by the student to all members of the committee. The external examiner is required to provide a written report on the thesis which must explicitly state whether the thesis can proceed to the defense.

**One week before the defense:** The Graduate secretary will post the defense notice.

### **Oral Defense of the Doctoral Thesis**

A faculty member from another Department will chair the open examination, i.e. the examination is open to the general public. The exam should consist of:

- A 20 – 30 minute presentation of your research. You may elect to talk about selected highlights of research rather than try and cover all aspects of your doctoral work.
- After the presentation is complete, the chair of the defense will invite questions from the audience.
- There will then be an opportunity for the audience to withdraw. If they elect to stay then they must stay for the whole of the questioning period by the committee which may last

several hours.

- Typically the questioning period will comprise a series of questions from each committee member for ca. 15 – 20 minutes each. The external examiner will take the lead. Two rounds of questioning is common.
- The external examiner who is an expert in your area of research will normally ask technical questions challenging your knowledge of the field and specific details relating to your research, methodologies, techniques and so on.
- Your external reader is outside of Chemistry & Biochemistry so will normally ask more general questions, so be prepared to explain both your research and its impact to a non-expert!
- Your remaining committee members will also be familiar with your work and may ask similar questions to the external to test your knowledge and understanding of the work and underpinning theories.

Once questioning is complete, you and any members of the public are requested to withdraw and the committee will deliberate your performance. You will then be called in and will be informed of the decision.

**Note:** You are encouraged to attend the defense and questioning period for other M.Sc. and Ph.D. candidates to familiarize yourself with the procedure. You might also find it useful to attend other defenses which involve members of your committee so you can identify potential lines of questioning which they may favor.

## OTHER INFORMATION

### Seminars

Presentations from graduate students, faculty and visiting researchers on a variety of research topics in chemistry and biochemistry. Students must register in this course (59-795) in each term of full-time registration in the M.Sc. /Ph.D. programs. All graduate students SHOULD attend all departmental seminars. **Doctoral students** must also present a departmental seminar on their research prior to their thesis defense. By convention this is generally done in the last year of study.

### Writing the Thesis or Dissertation

The time for writing the thesis or dissertation is determined by the student and the student's supervisor. Generally writing a thesis is time-consuming and identifying a timeline is important to completing your thesis in a timely fashion.

The *minimum residence time* for each degree is set out in the Graduate Calendar. Almost all students require further terms of registration in order to complete their degrees. In practice, M.Sc. students can expect to take a total of approximately two years and Ph.D. students four to five years. The Graduate Calendar lists specific dates for completion of all requirements if a student wishes to obtain her/his degree at a certain convocation date.

The booklet "*Procedures to Follow in Preparing a Thesis or Dissertation*", which includes information on the form of presentation, number of copies, etc., for the thesis or dissertation can be obtained from the Graduate Secretary, the Office of Graduate Studies or online. Any questions regarding the preparation and formatting of a thesis or dissertation should be directed to Svetlana Georgieva (Faculty of Graduate Studies) at ext. 2104.

### Other Responsibilities of Graduate Students

- It is the responsibility of the student to **adhere to the published University deadlines** (eg. those for scholarship and award applications, and tuition payment). The deadlines are yearly updated and published online which can be found the webpages of either Graduate Studies (<http://www.uwindsor.ca/graduate/729/important-dates-graduate-students>), or Cashiers' office (<http://www1.uwindsor.ca/cashiers/deadline-dates>).
- **Safety and instrument usage.** All students must complete safety training provided by The Office of Occupational Health and Safety. Please consult <http://www1.uwindsor.ca/chemistry/safety/> for more details. Students must successfully complete the recommended training in order to obtain storeroom privileges and be allowed to work in any of the laboratories. Students **must** follow the safety procedures mandated for the laboratory(s) in which they are working, including the use of protective eyewear and clothing.

Each student must receive training from the appropriate technician or faculty member on any instrument that they wish to use prior to using that instrument. In most situations, the student must also obtain permission from the appropriate technician or faculty member responsible for an instrument before using the machine. All students must adhere to all rules concerning the use of each instrument. Such rules include: the proper use of sign-up sheets; adherence to the time-slot policies; the proper use of log books; following the correct shut-down procedures; etc. Any student who does not follow the rules for an instrument will lose their privileges on that instrument.

**Graduation**

In order to allow the necessary time for the printing of the diploma and the Convocation program, the candidate's completed work must be approved by the Faculty of Graduate Studies and the thesis or dissertation must be received by the Office of Graduate Studies for transmission to the Leddy Library at least two weeks before Convocation. Deadlines are subject to change and students should consult with the Faculty of Graduate Studies when they commence preparation of their thesis.

## SCHOLARSHIPS

**SCHOLARSHIP DEPARTMENTAL BULLETIN BOARD:** Notices for the deadlines of major scholarships are generally distributed to all graduate students and faculty with appropriate advanced warning. These notices and descriptions of additional awards are posted on the Scholarships Bulletin Board located opposite of the Chemistry Department office room 273-1. The announcement of available scholarships and awards is regularly updated and published online which can be found the webpages of Graduate Studies (<http://www.uwindsor.ca/graduate/graduate/695/scholarships-and-funding>). See Appendix B for lists of scholarships and awards.

Scholarships for both Canadian and International students: students entering research-based programs with averages that meet or exceed the equivalent of a Canadian 80% may be considered for an entrance scholarship.

International students may also be eligible for scholarship and bursary support through programs based in or administered through their home country. We recommend that international students investigate potential sources of support prior to making an application to graduate school, noting that, in Ontario, tuition costs for international students are higher than those for Canadians and Canadian permanent residents (landed immigrants).

Additional funding for both Canadian and international students may be available, such as a graduate (teaching) assistantship awarded through the student's academic department, and/or a research assistantship from the supervisor's research grant.

### **OTHER IMPORTANT AND USEFUL INFORMATION:**

#### **ChemBiochem Graduate Student Network**

Current chemistry and biochemistry graduate students and undergraduate students who register in 03-59-410 are members of ChemBiochem Graduate Student Network. It is a place for all members to communicate upcoming academic and social events. Generally, a monthly meeting is organized for an informal discussion among members and mentors on various topics concerning job search and career opportunity.

#### **CUPE Local 4580 Information**

As a graduate student at the University of Windsor, you are guaranteed support in the form of assistantships as outlined in your collective agreement. As a graduate assistant you are represented to the University by CUPE Local 4580 and have rights as well as responsibilities, outlined in this agreement. It is necessary that you familiarize yourself with the terms of this agreement. This agreement can be found on CUPE website at [www.4580.cupe.ca](http://www.4580.cupe.ca). In addition, one can find executive, steward and committee representation lists, bylaws, upcoming events, summaries of current issues, meeting notices and agendas, links to other University locals and policies relevant to Graduate and Teaching Assistants.

If you believe that you require assistance or information from your Union representatives with regard to your duties as an assistant, would like to get involved, or are curious about what your union does, please contact them at [cupe4580@uwindsor.ca](mailto:cupe4580@uwindsor.ca).

### **Chem Club**

The “Chem” Club is a graduate student operated group that organizes various departmental social activities, raising funds by a variety of innovative measures. Among the activities sponsored by the Chem Club are a Chem Prom, Halloween party, Christmas party, and golf tournament.

### **Graduate Students’ Society (GSS)**

The GSS is an autonomous organization on campus representing graduate students. The GSS is located in the Dorothy Neal Education Building, Room #1102. Ms. Laurie Harding, Executive Assistant, Graduate Student Society (GSS).

The GSS provides a drug/dental benefits plan for all full-time graduate students and part-time students are not assessed the fee but have the option to opt-in should they choose or need the benefits. The administrator of the drug/dental benefits plan for graduate students is Mrs. Laurie Harding. The GSS drug/dental benefits plan is mandatory, but if a graduate student has another comparable benefits, they are eligible to opt-out through the GSS website between September 1 and the withdrawal date for the fall semester as set out by the University of Windsor which falls anywhere from (Oct. 1-5). There is an early opt-out system which may be accessed through the myuwindsor when enrolling for the fall semester. The early opt-out system is available for graduate students from the end of June until Aug 3 if you are eligible and have a comparable benefits plan to that of the GSS, the link is provided on the myuwindsor website by following the links and your student account if you are eligible will be provided a credit, so you are not charged (assessed) for the GSS drug/dental benefits plan. The opt-in (spouse and or children) may be done at the GSS office by filling out an application form as well as paying an additional rate for couple or family coverage for the year. A student must opt-in their spouse and or family members during the first semester of the academic year. For any further questions or concerns, contact the GSS, in person or by email ([sgpsea@uwindsor.ca](mailto:sgpsea@uwindsor.ca)). The office hours are Monday to Friday, between 8:30 a.m. and noon, and 1:00 p.m. to 4:00 p.m. Any student interested in obtaining an ISIC card (for travelling and is provided by CFS) may be obtained during the GSS barbecue held usually in mid September or from the UWSA office.

## **NEW STUDENTS**

New students should contact the graduate secretary in room #273-1 for instructions on obtaining: Social Insurance Number (SIN), Employee Number, Student Card, Library Card, Email Address, Keys and Door Card.

## **CONFLICT RESOLUTION:**

Sometimes a graduate student may find her/himself in a conflict arising from personal or professional interactions with others while performing his/her duties in research, laboratory supervision and other settings. For example, they may find themselves in conflict with another graduate student, his/her supervisor, or a staff member. Such incidents can be detrimental to students' morale and productivity. At all times they should be resolved in a timely, professional and respectful manner. Below is list of contact persons who you are advised to contact if you wish to seek advice or assistance in resolving such incidents.

*Please see Appendix A-CONFLICT RESOLUTION CONTACT LIST* Graduate Student Representatives.

- Graduate Co-ordinator
- Head of the Department of Chemistry and Biochemistry
- Associate Dean of Science - Graduate Studies
- Associate Dean of the Faculty of Graduate Studies

## **TIME LINE FOR MASTER'S DEGREE**

Work on a Master's degree must be completed within three consecutive calendar years after the student's first registration.

### **At the beginning of EACH term students should:**

- Register for courses.
- Sign Graduate Assistantship (GA) and payroll deferment forms.
- Check bulletin board outside graduate office for announcements regarding scholarship applications.

### **Fall Semesters:**

- Complete and or review committee sheet
- Apply for NSERC, OGS, OGSST scholarships
- Apply for conference travel awards.

### **Winter Semesters:**

- Complete Student Annual Report form and submit to graduate secretary prior to May 31.
- Apply for conference travel awards.

### **After first year:**

- Arrange annual committee meeting
- Arrange direct transfer meeting (If transferring to a Ph.D.)

### **Final Semester:**

- See graduate secretary regarding thesis defense.
- Apply to graduate

## **TIME LINE FOR PH.D. DEGREE**

A student admitted to a Ph.D. program requiring full-time attendance ~~for three years~~ must complete all requirements for the Ph.D. within seven consecutive years.

A student admitted with one year's advanced standing (e.g., holders of Master's degrees) must complete all requirements within six consecutive years.

### **At the beginning of EACH term students should:**

- Register for courses.
- Sign Graduate Assistantship (GA) forms and payroll deferment forms.
- Check bulletin board outside graduate office for announcements regarding scholarship applications.

### **Fall Semesters:**

- Complete and review committee sheet  
Committee consists of: Research advisor, two other faculty members from the program, and one from another program at the University of Windsor. For the defense, an external examiner is also required.
- Apply for NSERC, OGS, OGSST scholarships
- Apply for conference travel award.

### **Winter Semesters:**

- Complete Student Annual Report form and submit to graduate secretary prior to May 31.
- Apply for conference travel award.

### **Comprehensive Examination:**

- Must be taken within the first twelve months following transfer from the M.Sc. Program.
- Must be taken within the first eighteen months if admitted directly into the Ph.D. Program.

### **Final Year:**

- Complete Research Proposal (0359-710)
- Departmental Seminar
- Pre-Oral Meeting (around six months before the expected completion of the degree)

### **Defense:**

- During the last semester, contact the graduate secretary for instructions in preparing for defense.
- Submit name of external examiner.
- Review committee sheet.
- Apply to graduate.

## **Frequently Asked Questions:**

1. Why didn't I get an email announcement about a Departmental seminar?

*Please email the Graduate Secretary Ms. Marlene Bezaire ([mbezaire@uwindsor.ca](mailto:mbezaire@uwindsor.ca)) to have your email address added into the email list.*

2. Which graduate course is easy so that I can easily pass with top mark?

*Graduate courses are parts of your education. You should consider taking courses that will benefit your research and your future career. You are encouraged to consult with your supervisor about which courses might benefit your research as well as follow courses which might be of general scientific interest to you.*

3. Who should I talk to when I have a problem with my supervisor?

*If the problem or conflict is related to research, you can contact any member of your graduate committee for a meeting to resolve or to outline the research activities.*

*If the conflict is related to personal and interpersonal skills, you can contact any of the persons listed in Appendix A-CONFLICT RESOLUTION CONTACT LIST, with whom you feel the most comfortable with for direction and advice.*

4. Who should I talk to if I feel threatened by other graduate or undergraduate students?

*You can contact any of the persons listed in Appendix A-CONFLICT RESOLUTION CONTACT LIST, with whom you feel most comfortable with for direction and advice.*

## **Things To Do Now:**

- If you have not already done so, you should select courses with the advice of the supervisor for the coming academic year.
- The next step (within the first term) is the selection of the committee that will act as a guide as well as examine you. Your supervisor may be able to assist you in choosing appropriate faculty to sit on your committee.

## **Appendix A**

### **Contact Persons (2018-2019)**

Graduate Co-ordinator:

Jeremy Rawson ([jmrawson@uwindsor.ca](mailto:jmrawson@uwindsor.ca), ext 3700)

Head of the Department of Chemistry and Biochemistry:

James Gauld ([gauld@uwindsor.ca](mailto:gauld@uwindsor.ca), ext 3526)

Associate Dean of the Faculty of Graduate Studies:

Debbie Kane ([adgs@uwindsor.ca](mailto:adgs@uwindsor.ca), ext. 2110)

## Appendix B

**LIST OF EXTERNAL SCHOLARSHIPS AND AWARDS:** The following list contains a brief description of some of the scholarships for which graduate students may apply. The numbers quoted are those believed to be valid at the time of this printing and are subject to change without notice:

### ***National scholarships and awards:***

Over the past year, Canada's three federal granting agencies (CIHR, NSERC and SSHRC) formed a Tri-Agency Harmonization Team to redesign the Canada Graduate Scholarships (CGS) Master's and Doctoral program. The redesign and implementation is being done in close consultation with stakeholders to ensure that the new CGS program is delivered as efficiently as possible in support of the training of future generations of researchers. The launch of a common application platform for the CGS-M program is another step towards meeting this objective.

The CGS Program supports high caliber scholars who are engaged in eligible Masters or, in some cases, doctoral programs in Canada in all research disciplines and is administered jointly by CIHR, NSERC and SSHRC. The selection process and post-award administration are carried out at the university level, under the guidance of the three agencies. For Master's students, the value of PGS is \$17,300 for one year, and the value of CGS - Master's is \$17,500 for one year. At the Doctoral level, PGS is valued at \$21,000 a year (for up to three years), and CGS - Doctoral is \$35,000 a year for up to three years. Students submit their application to the university at which they propose to hold their award via the Research Portal.

***Provincial scholarships and awards:*** International students may apply for awards marked with an asterisk (\*)

### ***\* Ontario Graduate Scholarships (OGS)***

The Government of the Province of Ontario provides annually a number of postgraduate awards. An Ontario Graduate Scholarship is awarded for one academic year, which may consist of two or three consecutive terms. One-term awards are not granted. The value of the OGS is \$5,000 per term, thus you may receive \$10,000 for two consecutive terms or \$15,000 for three consecutive terms.

**Note:** each Ontario University manages its own OGS competition and students must apply to the institutions(s) where they intend to undertake graduate studies. A list of each university's deadline can be found at the OGS competition website

### ***Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST)***

The Government of the Province of Ontario supports excellence in graduate studies and Technology through the Queen Elizabeth II Graduate Scholarships in Science and Technology (QEII GSST). These scholarships are worth up to \$15,000 per year for Master's and doctoral students. The allocation of scholarships is made according to each university's share of eligible graduate full-time Canadian (or Permanent Resident) students in applied sciences, biological sciences, and physical sciences. Applicants must be Canadian citizens or permanent residents. The selection of winners is made by the University. Further information may be obtained from the Faculty of Graduate Studies.

### ***\* Ontario Trillium Scholarships (OTS) for international PhD applicants***

The OTS program is an initiative of the Ontario Government to attract more of the best qualified international students to Ontario for PhD studies. They are available to new students who are applying or have applied for admission for either May or September. Each scholarship is worth

\$40,000 annually and is awarded for four (4) years, provided the student maintains good academic standing and continues to meet the eligibility requirements.

Students holding external funding (e.g., scholarships, third party tuition payments) are not eligible to be considered.

**LIST OF INTERNAL SCHOLARSHIPS AND AWARDS:** The following list contains a brief description of some of the scholarships for which graduate students may apply. The numbers quoted are those believed to be valid at the time of this printing and are subject to change without notice:

*Graduate and Teaching Assistantship (GA/RA)* are unionized and governed by a Collective Agreement (CUPE 4580) and are paid as a salary and considered employment - see information on University employment of full-time graduate students and get a copy of GA/TA application form, Form 1 - Outline of duties (<http://www.uwindsor.ca/graduate/694/graduate-and-teaching-assistantships-gastas>). Master's student may receive up to \$5,356.40 per semester as a graduate assistant and a PhD student - up to \$5,969.60 per semester (rates as of Sept. 2018).

*Research assistantships* - these are awards funded from professors' research grants and the value may vary.

#### *Graduate Student Conference Travel Support Fund*

The Conference Travel Support Fund for graduate students is a partnership among the Faculty of Graduate Studies; the Office of the Vice-President, Research and Innovation; the Deans; and the Graduate Student Society. Funds are available to full-time graduate students who have made presentations of their research at an academic conference. The amount of each reimbursement will not exceed \$500.00 CDN for travel within North America, and \$750.00 CDN for travel outside of North America.

#### *Mensa Canada Scholarships*

Awards of \$750 or \$1000 each. These scholarships are awarded on the basis of a 250-word essay. For information please contact [www.mensacanada.ca](http://www.mensacanada.ca). Deadline for application is January 31. For details new international students should contact the UWindsor program of their interest. The deadline for applications is set by each program and is usually in January/early February.

#### ***OTHER INTERNAL AWARDS:***

##### *Dennis Tuck Memorial Scholarship in Chemistry* –Value ~ \$850.

Awarded to a graduate student in the Department of Chemistry and Biochemistry with an average of at least 90%, to honor the outstanding career of Dr. Dennis Tuck, a distinguished and respected researcher, professor and former department head in Chemistry. Must be Canadian citizen or Permanent Resident, and show financial need.

##### *Kevin Couvillon Memorial Scholarship* –Value ~ \$1,000

Awarded to a graduate student in Chemistry & Biochemistry who is engaged in cancer research. Preference will be given to students working on natural or non-invasive treatments. Students must be Canadian/Permanent Residents who have a GPA of at least 80% and must demonstrate financial need.

*Berks Memorial Scholarship*- Value ~ \$1000

The Ian David Berks Memorial Scholarship was created by the Berks family to assist the funding of graduate work. Awarded annually through the Faculty of Graduate Studies to a mature, married Canadian M.Sc. and Ph.D. Students with family or other responsibilities.

*William A. Redmond Scholarship* -Value ~ \$1000

This bursary is awarded annually in memory of Dr. W.A. Redmond to a graduate student in the Department of Chemistry and Biochemistry on the basis of scholastic ability who does not hold a major National or Ontario scholarship.

*Ian and Terry Scholarship (formerly the Ian David Berks Scholarship)* - Value \$1,000.

Awarded annually through the Faculty of Graduate Studies to a mature, married student with family or other responsibilities, on the basis of academic merit. The recipient may be enrolled in any graduate program in the natural or applied sciences at the University of Windsor, and must be a Canadian citizen or Permanent Resident of Canada. This award was established in 1990 by the family and friends of Ian David Berks, and latterly by the family and friends of Terry Behie.

*Lois K. Smedick Graduate Award* (number of awards varies each year) -Value: \$500 to \$1000 per award.

Awarded annually, to Canadian citizens or Permanent Residents, on the basis of financial need and scholastic ability. Established in 1996, by friends and colleagues of Dr. Lois K. Smedick, former Dean of Graduate Studies and Research, in recognition of her contribution to the Faculty of Graduate Studies.

*Canadian Federation of University Women (Windsor Club) Award* (1 award per year) -Value: \$2,500.

Awarded annually to a female graduate student whose research area concerns issues related to women. Available to a Canadian citizen or a Permanent Resident of Canada on the basis of academic merit and financial need.

*Charles Clark Graduate Awards* (number of awards varies each year) -Value \$1,000 per award.

For graduate students in any program. Must be Canadian citizen or Permanent Resident with an average of at least 80%, and show financial need.

*Elena Loaring Memorial Fund for Breast Cancer Research* (number of awards varies each year) -Value: minimum of \$500 per award.

Awarded to Master's or PhD students engaged in medical-related breast cancer research in Nursing or Science. Must be Canadian citizen or Permanent Resident, and show financial need.

*Casino Windsor Cares/Gail Rosenblum Memorial Breast Cancer Research Scholarships* (number of awards varies each year) -Value: \$5,000 per award.

Awarded to Master's or PhD students engaged in study in breast cancer research. Must be Canadian citizen or Permanent Resident, and show financial need.

*Gloria & Carl Morgan Graduate Scholarships in Breast Cancer Research* -Value: \$1,000 per award.

Awarded to Master's or PhD students engaged in study in breast cancer research in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

*University of Windsor Community Scholarship* -Value: Tuition and reasonable living expenses  
Awarded to a student from South Africa who meets the following criteria: belongs to a group in South Africa disadvantaged by apartheid and who has completed an undergraduate degree in South Africa; has a plan of study for a graduate degree that could be obtained at the University of Windsor; has demonstrated by past activities and experiences that she/he is committed to contributing to the development of post-apartheid South Africa; is eligible for admission to the Faculty of Graduate Studies at the University of Windsor. Interested students should e-mail the Faculty of Graduate Studies (gradst@uwindsor.ca)

*Verdecchia Family Graduate Scholarships in Health Sciences* (number of awards varies each year) -Value: \$1,000 per award.

Awarded to Master's or PhD students engaged in study in the health sciences (Kinesiology, Nursing, and Science). Must be Canadian citizen or Permanent Resident, and show financial need.

*Windsor Prostate Cancer Scholarships* (number of awards varies each year) -Value: \$1,000 per award.

Awarded to Master's or PhD students engaged in research related to prostate cancer in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

*Dr. Ross H. Paul Scholarships* (number of awards varies each year) -Value: \$1,000 per award.

Awarded to a graduate student with a minimum average of 80% in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

*A. R. and E.G. Ferriss Awards* (number of awards varies each year) -Value: \$1,000 per award.

Awarded to a graduate student with a minimum average of 80% in any discipline. Must be Canadian citizen or Permanent Resident, and show financial need.

*James Molnar Graduate Scholarship* (number of awards varies each year) -Value: \$500 per award. Awarded to a graduate student with a minimum average of 80% in any discipline.

Must be Canadian citizen or Permanent Resident and show financial need.

*Brian and Wilma Hannon Graduate Scholarship* (1 available) -Value: minimum of \$500 per award.

Awarded to a graduate student with a minimum average of 80% who is registered in a program related to Health Sciences (Kinesiology, Nursing, and Science). Must be Canadian citizen or Permanent Resident, and show financial need.

## Appendix C: Extended absences from campus

### **The University designates graduate students as full- or part-time:**

**Full-Time Student:** A student who is admitted to a program on a full-time basis is geographically available and visits the campus regularly. It is understood that a graduate student may be absent from the University while still under supervision, e.g., visiting libraries, attending a graduate course at another institution, doing field work, etc. **If such period of absence exceeds four weeks in any term, written evidence must be made available to the Office of Graduate Studies to the effect that the absence has the approval of the program coordinator.**

## **Appendix D**

Example of important forms

1. Annual report
2. Payroll deferral