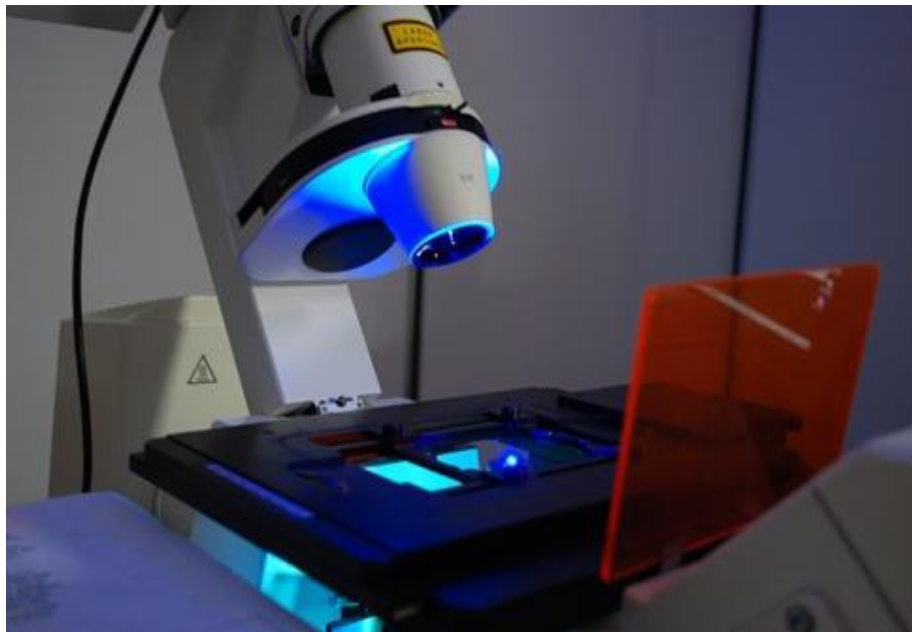


**Department of Cell Biology**  
*Graduate Program Manual*



**2017 - 2018**

Revised July 2017

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# ADMISSIONS

Applications must be made on-line and require payment of the \$100 application fee at: <http://uofa.ualberta.ca/graduate-studies/prospective-students/apply-for-admission>. A list of countries waived from the application fee can be found at: <http://uofa.ualberta.ca/graduate-studies/prospective-students/international-admissions-protocol/countries-waived-from-application-fee>.

In support of the application, the following documents must be provided:

- Final official transcripts and degree certificates from all post-secondary institutions attended;
- Three letters of recommendation (in sealed envelopes with a signature across the seal) either on the recommendation form and/or referee's institution letterhead;
- CV form;
- Interest Indicator form;
- Statement of Interest (1000 words maximum; student will outline qualifications for Cell Biology research and indicate why Cell Biology at University of Alberta was chosen)

International students must also provide:

- Official TOEFL score or other language proficiency test (as outlined below under Admission Requirements).

We prefer that the referees submit their letters of reference online. However, if paper copies are submitted, they should be printed on official letterhead, sealed in envelopes, and signed across the flaps by the referees. All transcripts and English proficiency tests should be the original documents and should be sent directly from the testing organization. Applications received by email will not be considered. Only completed applications will be circulated to the Faculty. Please mail any documentation to the Department of Cell Biology at the address listed below.

Department of Cell Biology, Graduate Program Admissions  
University of Alberta  
Faculty of Medicine and Dentistry  
5-14 Medical Sciences Building  
Edmonton, AB, Canada, T6G 2H7

## *Departmental Deadlines*

September admission	– June 1
January admission	– October 1

## *Admission Requirements*

The Cell Biology Graduate Program Committee reviews all applications and is responsible for rejection or acceptance in our graduate program. Our department requires a minimum GPA of 3.3 on a 4 point scale based on equivalent of the most recent two years of coursework, or last sixty credits. Meeting minimum requirements does not guarantee acceptance into the program. Previous research experience is considered a plus by the Department of Cell Biology.

- For admission to the Department of Cell Biology, international students whose language of instruction was not English in their undergraduate program must also present a test score on one of the following English-language proficiency exams that meets the following minimums:

Language proficiency exam	Minimum score – overall	Minimum score – each section
TOEFL (paper-based)	600	n/a
TOEFL (internet-based)	100	20
IELTS	7.0	6.0
Pearson Test of English (Academic)	68	n/a
CAEL	70	70
MELAB	91	n/a

For English Language Proficiency (ELP) exemptions please visit: <http://uofa.ualberta.ca/graduate-studies/prospective-students/international-admissions-protocol/english-language-proficiency/exemptions>.

Applicants may be accepted on the condition that they register in and successfully complete ESL 550 (Preparing for Graduate Studies, course offered through the Faculty of Extension) or other University courses within the first 12 months of their graduate studies at the Department of Cell Biology. These conditions may be imposed when the Graduate Program Admissions Committee or the graduate student Supervisory Committee deems remediation is necessary for successful completion of the graduate program.

For more detailed information please visit the website below:

- FGSR Admissions Requirements: <http://uofa.ualberta.ca/graduate-studies/prospective-students/apply-for-admission>

### **Department Admission Procedures**

To be acceptable, an application must be complete and meet the requirements set by the Graduate Program Committee. For admission to the graduate program, an acceptable applicant must have a scholarship or identify a supervisor with available funding to cover the minimum stipend.

A successful applicant file proceeds through the following 7 steps:

Level	Person(s) involved	Action
1	Student Program Advisor	Verification that all required documentation has been received. Upon completion, PeopleSoft is coded to show that the application is complete in Bear Tracks.
2	Graduate Program Coordinator	Verification that the application meets requirements.
3	Graduate Program Committee	Evaluation of the completed application by all members of the graduate committee.  If the majority of members agree on acceptability, the student is notified and the file is open for review to all members of the department.  If the application is restricted to one professor (with available funding) who wishes to make an offer, the file is not open for review by all faculty. <b>Proceed to Step 6.</b>

4	All members of Department	Review of open file by all faculty members of the department. Note that the applicant is <b>NOT to be contacted by faculty</b> during first week of review period.  Applicant can communicate with professors at any time.
5	All members of Department	<b>Following the one week moratorium</b> , the Student Program Advisor notifies professors they can contact the applicant.  All interested faculty members (with available funding) contact the student and make official offer.
6	Applicant and Student Program Advisor	In case of multiple offers, student chooses supervisor.  Professor with successful offer informs Student Program Advisor.  Original signed application and documents are forwarded to FGSR with recommendation for admission.
7	Department	The department sends official acceptance letter to applicant. New supervisor is notified.

Applicants whose files are deemed unacceptable at step 2 or 3 will be notified by regular mail, email or by coding in GradAdmissions portal. Decisions are made based on the full application package. Appeals do not have to be entertained by the Department.

A decision should be made within one month of the file being found acceptable by the Graduate Program Committee. The applicant is usually informed of any reasons for delay.

### ***Procedure for Applicants Transferring to Cell Biology from Other UofA Departments or Faculties***

To initiate admission to the Department of Cell Biology, candidates from other U of A Departments or Faculties need to adhere to the following steps:

1. A potential supervisor needs to be identified, who has sufficient funds for the first two years of the applicant's studies.
2. Applicants from other U of A Departments or Faculties need to fulfill all criteria outlined in the graduate student manual for application to the program. In addition, grades obtained at the U of A also have to be of GPA 3.3 or higher.
3. Applications will then be pre-screened by the Cell Biology Graduate Program Coordinator. If a file fulfills these Department criteria, a formal application process will be initiated identical to the admission criteria on pages 4 and 5. Documents used for admission to another U of A Department or Faculty may be used, except for reference letters, which must be new.

## *Recruitment Travel Funds for Prospective Students*

Prospective students may visit the department or University of Alberta. However, funding for such visits is usually provided by applicants or prospective supervisor.

# **COURSE REQUIREMENTS & REGISTRATION**

## *MSc Students*

A total of 5 Credits (5\*) of graded coursework including:

- CELL 671 Recent Advances in Cell Biology (1 credit/term; total of 2 credits)

Students will normally enrol in at least one other advanced course in the 500 or 600 series, usually related to their research from courses listed by Faculty of Medicine and Dentistry departments and typically addressing basic life science research (e.g., CELL 502, 505, 525, 545; BIOCH 530, 550, 555; MMI 515; NEURO 572; PHYSL 527). Courses outside of these options must be requested and rationalized by the student with the written approval of the entire Supervisory Committee. This request must be forwarded to the Graduate Program Committee, which may either approve or reject such requests.

## *PhD Students*

A total of 9 Credits (9\*) of graded coursework including:

- CELL 671 (\*2) Recent Advances in Cell Biology (taken during first year)
- CELL 545 (\*3) Current Topics in Cell Biology (second year)
- CELL 672 (\*2) Recent Advances in Cell Biology (third year)

Students will normally enrol in at least one other advanced course in the 500 or 600 series, usually related to their research from courses listed by Faculty of Medicine and Dentistry departments and typically addressing basic life science research (e.g., CELL 502, 505, 525, 545; BIOCH 530, 550, 555; MMI 515; NEURO 572; PHYSL 527). Courses outside of these options must be requested and rationalized by the student with the written approval of the entire Supervisory Committee. This request must be forwarded to the Graduate Program Committee, which may either approve or reject such requests.

Prospective PhD students are strongly encouraged to seek help with scientific writing. Numerous resources are available (e.g., the Faculty of Extension <http://www.elp.ualberta.ca/cms/index.php/gradstudies/>; or at the Centre for Writers <http://www.c4w.arts.ualberta.ca/Workshops/Workshops.aspx>)

## *Minimum Passing Grade and Registration*

The minimum passing grade for graduate level courses is B, with a minimum cumulative GPA of 3.3 throughout the graduate program.

In order to keep their program active, students registered in thesis-based Master's and Doctoral programs must register each year in course work and/or thesis research. All students must be enrolled in a minimum of 9 credits (9\*) each term. This is normally a combination of graded course work and thesis research. For example, a student enrolled in CELL 545 (3\*) would also register in THES 906 (6\*) for a total of 9 credits.

- a) Students who started their program prior to September 2011, who have registered in the Winter session and are working only on thesis research from May to August do not need to register for the Spring and Summer sessions.
- b) Students who started their program as of September 2011, who are registered in the Winter session and are working only on thesis research from May to August, are required to register for the Spring and the Summer sessions, separately.

All thesis-based Master's programs require, over the course of the entire program, registration in a combination of course work and thesis research equivalent to a minimum of 24 units of credit (or 2 years of full time) registration. All doctoral programs require registration in a combination of course work and thesis research equivalent to a minimum of 36 units of credit (or 3 years of full time) registration.

Students eligible to register in Thesis 919 (see details in next section) may enrol in up to 3\* of course weight per term and still register in THES 919. Once students have surpassed 3\* of coursework per term, students must complete their registration using the appropriate non- reduced-fee Thesis section (THES 901, 902, 903, etc.).

### ***Thesis 919 - Reduced Fee Thesis Registration***

Thesis 919 was established to ease the financial costs for full-time, continuing Master's and Doctoral thesis students. Only students admitted prior to Fall 2011 are eligible to register in this course.

Master's Thesis students are eligible if they:

- Have been registered full-time (minimum of 9 course/thesis weights per term) in their graduate program for a minimum of two Fall and/or Winter terms (1year), and;
- Have been assessed at least 18 units of fee index in each of those terms.

Doctoral students are eligible if they:

- Have been registered full-time (minimum of 9 course/thesis weights per term) in their graduate program for a minimum of four Fall and /or winter terms (2 years), and;
- Have been assessed at least 18 units of fee index in each of those terms.

For more information on Thesis 919 please visit:

<http://www.gradstudies.ualberta.ca/regfees/registration/thesis919.aspx>.

### ***Responsibility for Registration***

Students are responsible for familiarizing themselves with the requirements and limitations of their programs as specified in each Faculty section of the Calendar, for ensuring that their programs are properly planned and in accordance with degree specifications, and for the completeness and accuracy of their registration. They are also responsible for adjustments in registration made necessary by changes to their academic status.

Students are required to register themselves in their courses each year. If assistance or Departmental approval is required, please contact the Student Program Advisor in MSB 5-16.



# EXPECTATIONS & RESPONSIBILITIES

## *Research Expectations*

Two first author primary research papers in appropriate journals. Normally both papers should be accepted or published, but at least one paper should be published before thesis preparation begins.

- Program planning: <http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-6-program-planning-and-registration>
- Administration of Graduate Program (Categories of students, grades, appeals, extensions, leaves): <http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-7-administration-of-graduate-programs>

## *Seminar Attendance*

It is expected that Cell Biology graduate students attend all Departmental seminars. If a student is unable to attend, the Supervisor should be notified.

## *Good Standing*

In order to receive certain privileges given to graduate students in Cell Biology, notably receiving the bursary, as well as having fees and tuition partially paid, students must remain in good standing in the program. To remain in good standing students must meet program requirements on schedule:

- Complete ethics training requirements by the end of year one;
- Attend supervisory committee meetings annually with at least a satisfactory performance;
- Provide an Annual Report for December 20 of each calendar year of study;
- If completing a PhD program, complete Candidacy exam by the end of year 3.

If any of these program requirements are not met on schedule, students may be considered to be not in good standing. This must be formally communicated in writing to the student by the Graduate Program Coordinator following a Graduate Program Committee decision. In that case, students risk having their funding suspended or receiving other penalties, until they fulfill program requirements. Reinstatement must again be formally communicated in writing to the student by the Graduate Program Coordinator following a Graduate Program Committee decision.

## *Ethics Training*

All graduate students are required to take at least eight hours of ethics training. There are two required components which total 6 hours:

**EPR** (Introduction to Ethics and Personal Responsibility in the Lab) for 1 hour:

- Offered through the Department of Biochemistry each September

**ESI** (Ethics and Scientific Integrity Day) for 5 hours:

- Offered twice a year by the Faculty of Medicine, online registration is limited  
<http://www.med.ualberta.ca/research/graduate/esi/esiday>

There are 3 optional components. A minimum of two additional hours from these three options must be completed:

- **GET (Graduate Ethics Training)** for 5 hours (Note that it takes much less than 5 hours to work through this course): Offered on-line through FGSR:  
<https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/ethics>
- **Care and Use of Animals in Research, Teaching and Testing** for 1.5 hours
- **Animal Care Certification and Biohazard Approvals** for 1 hour

Students are expected to complete ethics training within the first year of graduate studies under normal circumstances. The GET program is available online through FGSR (<http://www.gradstudies.ualberta.ca/degreesuperv/ethics/>) and should be completed before attending either the Fall or Spring session of ESI Day. Completion of each ethics training component must be confirmed with the Student Program Advisor.

### *Professional Development*

Students have to fulfill the Professional Development requirement as per the FGSR: <https://www.ualberta.ca/graduate-studies/professional-development>, within 12 months of start of the Master's program; within 18 months of start of the PhD program (if direct entry). Progress and fulfillment is the students' responsibility but it is monitored in the Annual Report.

### *Teaching*

There are currently no teaching assistantships within the Department of Cell Biology.

### *Stipend and Tuition*

Full-time graduate students receive a stipend to be no less than a minimum determined yearly by the Graduate Program Committee. **The minimum stipend for 2017-2018 is \$25,197.24.**

Tuition and fees should be paid by the student directly. However, the Department of Cell Biology will provide financial support **to all eligible** students in good standing to cover part of the cost of their domestic tuition and fees [including the new Common Student Space, Sustainability and Services (CoSSS) fee]. This assistance will be made available for up to 3 years for MSc students and up to 6 years for PhD students.

For more information on fees, please visit: <http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-4-fees>.

Students should seek alternate sources of funding through competitive scholarships from the university and granting agencies. A list of scholarships can be found at the end of this manual. In cases where the scholarship value is less than the minimum stipend, the award will be topped up by the Supervisor. Students receiving an external competitive award of less than \$20,000 will have their total stipend adjusted to a minimum of \$26,500. Students who receive one or more competitive awards of over \$20,000 will receive a one-time \$5,000 top-up.

Students will be allowed to work for pay outside of the department only if it does not impact the quality of their research and only with the unanimous approval of their Supervisor and the Graduate Program Committee.

# COMMITTEES

## *Graduate Committee*

The role of the Graduate Program Committee is to set policy, make decisions regarding admissions and to generally administer the graduate program. The Graduate Program Committee reserves the right to permit deviations from the Graduate Student Policy in cases where sufficient reason is given. The Graduate Program is administered by the Graduate Program Committee, which consists of the Graduate Program Coordinator, the Department Chair and usually three additional faculty members appointed for three year terms by the Graduate Program Coordinator and the Department Chair.

## *Supervisory Committee*

The Supervisory Committee's role is to advise and guide the student regarding required courses, thesis project and other issues related to successful completion of the graduate program. The Committee will be comprised of at least three faculty members, one of whom must be the student's Supervisor. It is strongly recommended that one Committee member be from outside the Department of Cell Biology.

The Supervisor will establish and arrange a meeting of the Supervisory Committee by the end of the first semester of graduate studies in the Department. This meeting will be followed by a meeting at 12 months and at least annually thereafter.

## *Annual Meetings with Supervisory Committee*

Students must provide a brief written report (no more than 10 double-spaced pages) and meet with their Supervisory committee at least once a year. A report must be produced for all committee meetings. Students have to send their written report as a pdf to the Student Program Advisor by 4 p.m., 5 business days prior to the scheduled date of the meeting. They also have to present their written report by the same deadline to all committee members. Whenever possible, the meeting of the Supervisory committee should be scheduled to follow shortly after the student's departmental seminars.

At the close of the Supervisory Committee meeting, the Supervisor will complete a *Committee Meeting Report* form which summarizes the student's progress and outlines specific recommendations, where necessary. The report will be signed by all members of the Supervisory Committee and by the student. This report will remain a part of the student's departmental record. Below is a guideline for goals of the committee meetings:

First Meeting: Must take place within 3-6 months of program start. The written report should be an introduction of the proposed research project to the committee. It should include a short review of major research papers (not review articles) in the field that are relevant to the proposed project (5-8 pages). Rationale and hypothesis must describe the reasoning behind the planned experiments. A proposed experimental plan for the next 6-12 months should be described that will address the hypothesis, including milestones during this time frame. If a student aims to conclude his/her studies with an MSc degree a time line for completion must be included. While new students are not expected to have a large body of work at this stage, any available original data must be presented in research paper quality.

At the meeting, the performance of the student, his/her academic and completed or planned courses and professional development will be discussed first. This is followed by a 30 min maximum oral presentation of introduction, hypothesis and results. The meeting concludes with a discussion between the student, supervisor and the committee on the scientific and experimental achievements and future goals. Evaluation and feedback to

the program will be provided on the Committee Meeting Report Form that the Student Program Advisor provides and that enters the student file.

**Subsequent Meetings:** These will follow the same outline, but will focus progressively more on a clear plan for completion of the program. To do so, any subsequent written report must include a 1-page section where students report on the previously proposed experimental plan and milestones. The committee must review this report and any additional goals from previous meetings and decide whether they have been achieved. The committee must confirm to the Graduate Program Coordinator on the Committee Meeting Report Form that this was the case. In case the previous goals were not achieved, student and supervisor must prepare a 1-page alternative plan before or after the meeting. All written documents and the Committee Meeting Report Form will enter the student file. Prospective PhD students may replace an ordinary meeting with a “Transfer to the PhD Program” meeting in their second or third year.

**For MSc students,** the final committee meeting must be scheduled at the latest at 3.5 years (42 months) into the program. A thesis plan and a time-line must be presented for a defence to take place no later than at 4.0 years into the program (48 months). If students aim to request a program extension as outlined in the FGSR manual under paragraphs 203.11 and 203.12, such a request must be accompanied by written documents from the student and from the supervisor outlining why such an extension is requested. Extensions will be evaluated by the Graduate Program Coordinator and the Department Chair for their validity before being approved. Within at least 12 months (and at least every 12 months thereafter), this procedure must be repeated before forwarding a second or subsequent extension to FGSR.

**For PhD students,** the final committee meeting must be scheduled at the latest at 5.5 years (66 months) into the program. A thesis plan and a time-line must be presented for a defence to take place no later than at 6.0 years into the program (72 months). If students aim to request a program extension as outlined in the FGSR manual under paragraphs 203.11 and 203.12, such a request must be accompanied by written documents from the student and from the supervisor outlining why such an extension is requested. Extensions will be evaluated by the Graduate Program Coordinator and the Department Chair for their validity before being approved. Within at least 12 months (and at least every 12 months thereafter), this procedure must be repeated before forwarding a second or subsequent extension to FGSR.

For more information on supervision, oral exams and program completion please visit:

<http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examinations-and-program-completion>.

## **FINAL MASTER'S EXAMINATION**

### **Overview**

- The Examining Committee shall conduct a final oral examination, based largely on the thesis.
- It is the responsibility of the Supervisor to ensure that proper arrangements are made for the candidate's examination and the examination is scheduled and held in accordance with FGSR regulations. The candidate is not required to make these arrangements.
- The Chair, student and all examiners should have a final draft of the thesis at the examination.
- The candidate should make a public presentation about the thesis, usually 45 - 50 minutes long.
- It is customary for the candidate to leave the examining room while procedures are determined and explained.
- The most questioning time should be allotted to the External Examiner and the least to the Supervisor.
- At the close of the examination, before the student is asked to withdraw, it is often beneficial to ask the candidate if there are any final comments.
- For the adjudication, no final verdict should be rendered without each examiner having given an opinion.

- The overall decision is based on the acceptability of the thesis and the acceptability of the defence.

### *Student Responsibilities*

- Present thesis plan and time-line as a pdf to committee and Student Program Advisor for acceptance a minimum of 2 months before examination.
- Prepare thesis in accordance with FGSR and Department policy.
- Provide thesis to Supervisor for review at least 6 weeks before exam.
- Fill out Thesis Preapproval form available from the Student Program Advisor, at least 4 weeks before exam.
- Submission of the thesis has to occur as a hard copy in person to Cell Biology faculty members of the Examining Committee, as well as electronically by e-mail.
- Prepare seminar to present before final thesis defence.
- Amend thesis if necessary and submit to FGSR within 6 months of completion of the Final Oral Exam.

### *Supervisor Responsibilities*

- Identify the designate examiner and Chair.
- Contact him/her and obtain confirmation of willingness to serve in that capacity.
- Inform the Student Program Advisor of meeting day and time, and committee members with a designated examiner and Chair, at least 3 weeks before the exam.
- Book the room for the exam through the Student Program Advisor.
- Examine amended thesis to confirm completion of revisions recommended by the Examining Committee.
- Complete Thesis Approval / Program Completion form (available from Student Program Advisor).

### *Examining Committee*

The Committee usually consists of the Supervisory Committee. In accordance with FGSR regulations, the Final Master's Examining Committee shall consist of at least three faculty members who are normally full-time and recommended for approval by the Graduate Program Coordinator. One member has to be an Arm's Length examiner. An Arms' Length examiner is an individual who is: not a member of the supervisory committee; not connected with the thesis research in a significant way; not associated with the student, outside of usual contact in courses or other non-thesis activities; and not a close collaborator of the supervisor. An Arm's Length may be from the same department. Since one member must be from outside the Department of Cell Biology, a member from another Department may be added to the Supervisory Committee to satisfy FGSR rules. Unless the Chair is also an examiner, s/he will not vote on the outcome of the examination.

### *Final Exam Deadlines*

Please adhere to the following deadlines when scheduling a final examination:

**>2 months before:** The student presents a thesis plan and time-line to his/her Supervisory Committee and the Student Program Advisor. A Final Supervisory Committee Meeting may be held to discuss and accept the thesis plan.

**6 weeks before:** The student presents thesis drafts to the Supervisor. The student shall allow a minimum of 2 weeks for the Supervisor to provide comments on the final draft of the thesis prior to submission to the Examining Committee. This draft should be free of typographical and formatting errors. Conversely, it is the responsibility of the Supervisor to provide timely comments on all drafts of the thesis.

**4 weeks before:** A Preliminary Acceptance of Thesis form has to be signed by all Supervisory Committee members, (form available from the Student Program Advisor). The Supervisor informs the Student Program Advisor of meeting time, place, and committee members with a designated examiner and chair, at least 3 weeks before the exam.

**3 weeks before:** The Student Program Advisor submits a *Notice of Approval of Oral Examining Committee* form to the FGSR. The student distributes a completed thesis to members of the Examining Committee.

**1 week before:** The Student Program Advisor distributes to the Chair of the Examining Committee written instructions as to how the exam should be conducted based on Program and FGSR regulations.

### ***Preparation of Master's Thesis***

FGSR formatting guidelines and forms can be obtained at the following link:

- <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation>

The Department of Cell Biology requires a “Classical” format with Introduction, Materials and Methods, Results, Discussion and References sections and may include one or more Addenda. Students may not substitute published manuscripts for any part of the thesis.

### ***Examination***

The final exam shall be immediately preceded with an open departmental research seminar given by the candidate, conducted in the normal manner with a question period and lasting approximately one hour. Immediately following the seminar, the final Examining Committee and the candidate shall proceed to the oral component of the final exam which will be held in a closed session and conducted in accordance with Program and FGSR regulations. All examiners must attend the entire examination in person. Teleconference participation is not permitted.

### ***Outcomes***

At the close of the examination, the student will be given the opportunity to make final comments on the examination. The student will then be asked to withdraw, and Committee Members will be asked to comment on (1.) the acceptability of the thesis, and (2.) the acceptability of the defence. Following a discussion, the Examining Committee will recommend by a majority vote one of the following possible outcomes:

- **Pass** - The thesis and defence approved. All Committee Members shall sign the signature page. Thesis must be submitted to the FGSR office within 6 months of the date of the Final Oral Examination.
- **Pass subject to minor revisions** - Thesis requires minor revisions of editorial nature. All members but the Supervisor may sign the Thesis Approval/Program Completion form. The candidate shall make the appropriate revisions. The Supervisor will withhold signature until the thesis is satisfactorily amended.
- **Adjourned** - Defence was unsatisfactory or thesis requires substantial revisions. No Committee Members will sign the Thesis Approval/Program Completion form. The Committee will specify in writing with as much detail as possible the nature of revisions and additional work, and decide upon a date to reconvene no later than 6 months from the date of the examination.
- **Fail** - Thesis rejected.

### ***Submission of Approved Thesis***

It is the responsibility of the student to complete revisions of the thesis as requested by the Examining Committee and to ensure that the revised thesis meets FGSR guidelines. Once thesis revisions are completed and approved by the Supervisor, the Supervisor signs the Thesis Approval/Program Completion form. The form

is then completed by the Graduate Program Coordinator or the Department Chair for submission with thesis to FGSR.

The student must submit to FGSR one pdf version of the final thesis. For further information on electronic thesis submission, go to: <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation> (Step #4 – Submit your Thesis to the FGSR). In addition, the Department of Cell Biology requires one bound copy, accompanied by high quality CD/DVD of multimedia files if appropriate. Students should note that it is customary for a bound copy of the thesis in its final form to be given to the Supervisor.

The Master's thesis should be bound in black. The spine should list: Title (all CAPS), Last name, Degree, and Year Graduated. For thesis binding, use a thesis binding requisition and submit to:

McCallum Printing Group Inc.  
2-50 Cameron Library  
University of Alberta

Additional information on binding can be found at the following link:

- <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation> (Step #4)

Thesis approved by examination committees **must be submitted to FGSR within six months of the date of the Final Oral Examination**. Please note that there are also submission deadlines for each convocation period and registration requirements to consider when submitting your thesis.

**N.B.** If the thesis is not submitted to the FGSR within the 6 month time limit, the candidate will be considered to have withdrawn from the program. After this time, the candidate must reapply and be readmitted to the FGSR before the thesis can be accepted.

## TRANSFER TO THE PhD PROGRAM

### *Overview*

- Before scheduling a candidacy exam (see below), transfer to the PhD must be initiated. This is a formal procedure by which the student, with the help of his/her supervisor, seeks approval for transfer from his/her supervisory committee and the Department. The Transfer to the PhD Program meeting typically takes the place of an ordinarily scheduled committee meeting.
- Using preliminary results produced by the student, the student and the supervisor produce a concise written outlook and brief oral presentation that aims to outline a time line for the first publication to be accepted within the next two years and a follow-up manuscript. Both the written document and the presentation will be submitted to the Graduate Program Coordinator as well as the Supervisory Committee members to be judged for suitability.

### *Procedure and Requirements*

- The transfer to the PhD program procedure aims to prepare the students for the raised expectations that are attached to PhD students versus MSc students. It is not in addition to ordinary committee meetings, but rather takes place in the student's second or third year in lieu of an ordinary committee meeting.
- Prior to initiating the candidacy exam, the student must seek approval for transfer to the PhD program from his/her examining committee and the Department within 32 months of entering the Cell Biology graduate program.

- Provided the supervisor has funding in place for at least two further years of support, the student schedules a committee meeting. The report to be discussed at this meeting follows a defined format: 1) Summary of literature; introduction to the student's topic; presentation of preliminary results. 2) Hypothesis. 3) Description of project. 4) Clear outline of at least one planned publication with time line (milestones) for completion to occur within the coming 24 months. Unlike regular committee meeting reports, this document is prepared with the active participation of the supervisor. It focuses on the projected, future research. Length of the document is at the discretion of the supervisor and student, but should not exceed 5 single-spaced pages, excluding Figures and References.
- Submission of the document must occur at least 2 weeks before the scheduled meeting to the Graduate Program Coordinator and all members of the supervisory committee. The Graduate Program Coordinator will forward the document to a member of the Graduate Program Committee if necessary (must not be a member of the supervisory committee).
- At the committee meeting, the student will present his/her PhD plan in a brief, 20 min maximum presentation that is prepared with the assistance of the supervisor. The supervisory committee members, the Graduate Program Coordinator or another member of the Graduate Program Committee (not a member of the supervisory committee and delegated by the Graduate Program Coordinator) will jointly decide on suitability of the applicant for the PhD program. Successful completion of this step requires a unanimous positive decision that will be communicated by the Graduate Program Coordinator at the meeting or within one week of the meeting.
- If the final decision from the Graduate Program Coordinator is positive, the student may proceed to the candidacy exam as outlined below.
- If the final decision is negative, the student and supervisor have one more chance to enter the procedure within a time frame determined by the Graduate Program Coordinator, but otherwise the student must enter the MSc graduation procedure.

## PhD CANDIDACY EXAMINATION

### *Overview*

- The candidacy exam completes the formal admission to the PhD program. A student wishing to pursue a PhD in the Department of Cell Biology must hold a PhD Candidacy Examination within 36 months after commencement of graduate studies or 24 months if the student enters the PhD program directly.
- The candidacy exam tests for the ability of the student to creatively generate a novel research proposal that can be successfully defended in front of a committee.
- Outcomes of the exam are Pass, Conditional Pass, Fail or Adjourn.
- The candidacy examination has written and oral components entirely prepared by the student. It consists of 1) CIHR-style grant proposal (10 pages including figures; separate summary page) which must include two specific aims and 2) an oral defence before an Examining Committee.
- Proposals for two candidacy projects will be submitted to the Graduate Program Coordinator and the Supervisory Committee members to be judged for suitability.
- Once a candidacy exam procedure has been initiated, the Student Program Advisor will provide a Candidacy Exam Time Line form that will outline the deadlines of the various steps the student has to follow. The Student Program Advisor will send a Notice of Examining Committee & Examination Date form to the FGSR, a minimum of 3 weeks prior to oral defence.
- Once the Graduate Program Coordinator and a majority of the Committee agree on the suitability of the proposal, the Candidacy Exam will be set to allow four weeks preparation time for the student and one week review time for the Committee.
- After the exam has been completed, a Report of Completion of Candidacy Examination form must be sent to the FGSR through the Student Program Advisor.



## *Student Responsibilities*

- Prior to initiating any work related to the examination, the student must contact the Student Program Advisor in order to receive the Candidacy Exam Time Line form that specifies all the deadlines associated with the exam (see also Deadlines below).
- Prior to the examination, students supply outlines for two projects, in writing first, to the Graduate Program Coordinator and after approval, to his/her Examining Committee.
- Within four weeks, students prepare a proposal based on the chosen topic and submit, with one week for committee to review.
- Submission of the proposal has to occur as a hard copy, in person to the faculty members of the Examining Committee, as well as electronically by e-mail. Submission to external members may occur electronically only by the Program Office.
- Prepare a 20 minute presentation for the examination.

## *Graduate Program Coordinator/Student Program Advisor Responsibilities*

- Provide student with the Candidacy Exam Time Line form and advice on the procedure.
- Approve topics.
- Communicate committee's choice of topics to the student.

## *Supervisor/Committee Responsibilities*

- Following approval by the Graduate Program Coordinator, respond on suitability of project within one week of receipt of description. Communicate committee's choice of topics to the Graduate Program Coordinator.
- Set date for the Candidacy Exam with a maximum of four weeks for preparation and one week for review prior to exam.
- Book a room (and projector) for exam through the Student Services Office.
- Inform Student Program Advisor of the date and time, Committee Members and Examiner/Chair for the exam.
- Complete Report of Candidacy Committee Meeting (D) and Report of Completion of Candidacy or Final Oral Examination (F) through the Student Program Advisor.

## *Examining Committee*

The Examining Committee will consist of a minimum of five full-time faculty members; at least two must declare expertise to judge the proposal. Three of the faculty members will be from the Supervisory Committee and two new members are to be added to the committee. To avoid conflict of interest the new members should be at arms' length from the student. FGSR requires that one committee member be from outside of the Department. The external examiner should have expertise in the area covered by the research proposal. It is the Supervisor's responsibility to make the necessary arrangements for the candidacy exam.

## *Purpose*

The purpose of this exam is to establish that the student has:

- An adequate knowledge of the discipline (Cell Biology)
- The ability to pursue and complete original research at an advanced level

The student will submit a CIHR-style operating grant application proposing a research project. The Graduate Student Coordinator and the Supervisory Committee will evaluate the proposed topics for suitability. The student's committee will conduct an oral exam based on the written proposal, evaluate both

the proposal and the exam performance, and come to a decision with respect to the student's advancement to PhD Candidacy. Two Candidacy Exam options are available for graduate students:

Option 1: The student may submit a proposal on a topic related to, but not identical to his/her thesis research. It is imperative that the proposed research does not overlap with any of the Supervisor's grants or with ongoing or planned research by the student.

Option 2: Alternatively, the student may choose a research topic that is not directly related to his/her own thesis research. Research topics must be linked to the discipline of Cell Biology.

## **Deadlines**

Deadlines are absolute for actual grant proposals. Actual grant proposals not properly registered or proposals submitted after the deadline are not considered and must be submitted at the next competition. Since it is imperative that students learn to operate in an environment with real deadlines, students must follow the deadlines as provided by the Student Program Advisor (Candidacy Exam Time Line form) and in particular, finished proposals will only be accepted up to 4:00 p.m. on the submission deadline day.

1. The candidacy exam must be scheduled within 30 months and completed within 36 months of the beginning of an MSc program. Deadlines for students that enter directly in the PhD program are 18 and 24 months, respectively. Any exceptions must be approved by the Cell Biology Graduate Program Committee. Option 1 is only available to students that complete their candidacy exam by the 36-month deadline. Students that do not meet the deadline set by the Graduate Committee will be considered "not in good standing" and will not be eligible for the tuition scholarship. Furthermore, the Graduate Program Committee reserves the right to set the exam date in these cases.
2. To initiate the examination, the student has to request the "Candidacy Exam time line" document from the Student Program Advisor approximately eight weeks before the planned exam date. The time line as specified by the Student Program Advisor and the Graduate Program Coordinator has to be followed for the entire exam procedure.
3. The student shall supply to the Graduate Program Coordinator outlines for two projects (for choice of projects, see Proposal Submission below). One project should be identified as the primary project and the other as an alternate that may be chosen if the primary project is not considered suitable. Both projects must be equally acceptable to the student. The Graduate Program Coordinator will give initial approval of topics within one week. If project(s) are deemed ineligible by the Graduate Program Coordinator (an alternate project(s) has/have to be provided and the procedure starts over.
4. Upon the initial approval by the Graduate Program Coordinator, the student will present two outlines to his/her Supervisory Committee, which will approve one topic within three days. The supervisor has to communicate the choice to the Graduate Program Coordinator and the Student Program Advisor.
5. Upon communication of the chosen topic by the Graduate Program Coordinator to the student, the student has a maximum of four weeks to prepare a CIHR style proposal (10 pages text; separate summary page).
6. By 4:00 pm on the day of the deadline, submission of the proposal has to occur as a hard copy, in person to the faculty members of the examining committee, as well as electronically, by e-mail to each member of the examining committee and to the Student Program Advisor. Submission to external members may occur electronically only.
7. The Examining Committee has one week to review the proposal.
8. The exam date will occur one week after the proposal was submitted to the committee and the Graduate Program Coordinator.

If the candidacy time line is interrupted at any point (e.g. submission of the proposal after the 4:00 pm deadline), the student's Supervisor has to formally ask the Graduate Program Coordinator and the Examining Committee for an extension explaining the reasons for delay. Only if such extension is granted by the Graduate Program Coordinator and all committee members, can the exam proceed. If it is not granted, the exam process has to start over as outlined above and in the Candidacy Exam Time Line form, with completely new topics.

## ***Proposal Submission***

Prior to the examination [as outlined in the Candidacy Exam Time Line form provided to the student by the Student Program Advisor], the student shall supply the Graduate Program Coordinator and subsequently his/her Supervisory Committee with outlines for two projects, equally acceptable to the student. The outlines will include a title, as well as a brief description (100 - 150 words) of the problem and anticipated experimental approaches. One project should be identified as the primary project and the other as an alternate that may be chosen if the primary project is not considered suitable by a majority of the Supervisory Committee members.

The Graduate Program Coordinator will determine the eligibility of the proposals according to Options 1 and 2, whereas subsequently, the Supervisory Committee will choose the project topic, giving preference to the primary project. If project(s) are deemed ineligible by the Graduate Program Coordinator, (an) alternate project(s) has/have to be provided and the procedure starts over.

After a four week preparation of the written document, submission of the written proposal has to occur as a hard copy, in person to the faculty members of the Examining Committee, as well as electronically by e-mail. Submission to external members and the Student Program Advisor may occur electronically only. The submission deadline is 4:00 pm, one week before the exam date as specified in the Candidacy Exam Time Line form.

To ensure that students can demonstrate they are able to pursue and complete original research at an advanced level, the project proposals may be related, but must not be identical to any part of ongoing thesis work of the student. For example, non-admissible topics are based on a discussion of a potential project at a committee meeting, on the production of preliminary data in the supervisor's laboratory or on consultation with a supervisor regarding future publications. The project proposal must also not overlap with any of the Supervisor's grants (funded or submitted). Furthermore, the proposal should not overlap with any research proposal submitted in partial fulfillment of CELL 545 requirements. The project may be related to the student's research only if the Candidacy Exam is being conducted within the 36 month (or 24 month) deadline. Eligibility of topics will first be determined by the Graduate Program Coordinator. Next, the Supervisory Committee will comment on the suitability of either project within one week of receipt of project descriptions. The final candidacy topic must be approved by the Graduate Program Coordinator and all members of the Supervisory Committee.

## ***Assistance with Preparation of Proposal***

The Supervisor, or any other member of the Examining Committee, is explicitly excluded from providing assistance in the preparation of the proposal. Because of this condition, non-admissible topics are, for example, based on a discussion of a potential project at a committee meeting, on the production of preliminary data in the supervisor's laboratory or on consultation with a supervisor regarding future publications.

Conversely, students are encouraged to discuss aspects of the proposal with their peers. This assistance should neither involve the provision of written material for inclusion in the proposal, nor ideas or other intellectual input to such an extent that it could appear to compromise the student's status as the sole author of the proposal. Obtaining this advice may be particularly valuable in cases where proposed experiments involve techniques with which the student has no direct experience. Students are also encouraged to obtain feedback on the organization and clarity of their written proposal. However, under no circumstances should colleagues take part in the writing of the proposal.

When Option 2 is employed, and the student is required to write a proposal in an area that is not related to their thesis work, the Department appreciates that it will not be possible for the students to become experts within the allotted four weeks.

Students may also wish to obtain, from their Supervisor or other faculty members, copies of actual grant proposals to use as examples to help them organize their own proposal. Note that proposals dealing with subject matter related to the student's proposal must not be obtained or read by the student.

### *Originality and Creativity*

Creative interpretations of the published literature, original hypotheses, novel applications of existing methods, and creative general goals will all contribute to a high rating of a proposal.

Sometimes the most creative ideas are not included in submitted documents because the principal investigator fears that the proposal will be judged as too speculative for funding. However, we encourage students to include their most original and creative ideas in their proposals.

### *Research Proposal*

The written portion of the candidacy examination shall follow the format of a CIHR Project Grant styles (September 2016 version). The document should provide a clear, concise description of a research proposal consisting of typically 2 specific aims. The research proposal should be of a **maximum of 10 pages (including figures and tables, which can be either embedded or added after the main text) and a separate summary page**. References are appended separately.

Reviewers of actual CIHR proposals must read many proposals and can devote only a limited amount of time to each one. Therefore, clarity and effectiveness of presentation are important for obtaining funding and will be criteria for evaluating student proposals. Readers should be able to grasp the important points during a single reading without undue study and re-reading. An effective summary is particularly important in this regard. The student should consult the CIHR guidelines for what should be included in the summary. The summary is an essential part of the proposal but it is unnecessary to repeat it in the proposal itself.

A good general plan for the research proposal is to set out the goals of the project and present the necessary background in a way that focuses on these goals in the first 3 to 4 pages. Students are strongly encouraged to include diagrams that integrate this information and illustrate the relationships between the various cellular components investigated in the proposal. In the remaining pages, the proposed experiments should be organized as several specific aims or subprojects. Each specific aim should be self-contained with a brief introduction. It should include clear statements of the hypothesis, methods, experimental design, possible pitfalls, expected outcomes, and significance of the proposed experiments. The working hypotheses and proposed experiments should be based on published results. Students are expected to employ methodologies that will actually work if the experiments were to be undertaken. Techniques and instrumentation must be relevant to what is proposed. The student can assume that s/he will have access to any existing, published reagents, constructs, antibodies, etc., and these must be properly referenced; the grant shall include a description of the generation of any other materials required for the proposed experiments.

The proposal is expected to meet the same scholarly standards that apply to published research papers. The sources supporting all statements in the proposal concerning facts, reagents or ideas obtained from the literature must be referenced with primary research papers or review articles; the references, with full authorship and title, must provide direct and accurate support. The use of "in press" and/or "personal communication" will not be permitted. Database sources and accession numbers must also be included for nucleotide and protein sequences. Any text copied from another source must be set off in quotation marks, and the source must be referenced. The student is expected to have read and understood that part of the content of all references that is relevant to their proposal.

## **Formatting Guidelines**

Additional guidelines for production of the written research proposal include:

- Use 8.5" x 11" white paper and print on one side only.
- Use single-spaced type, no smaller than 12 point font, Times New Roman. Condensed/narrow fonts, type, or spacing is not acceptable.
- A margin of at least one 3/4inch (2 cm) around the page is required.
- Indicate the page number clearly at the bottom of each page.
- Observe page limitations, additional pages may NOT be added and will be discarded before the exam (except references).

The final submitted written document includes:

- a cover page with the title of the proposal, the student's name, and the date, time, and location of the examination
- a one-page research summary
- the research proposal of no longer than 10 pages including Tables and Figures, but not including References
- Figures must have succinct legends

## **Oral Defence**

An oral defence of the proposal by the student will be held one week after the submission of the written document. All examiners must attend the entire examination in person. Teleconference participation is not permitted.

The examination will begin with a brief discussion among the Examining Committee members and Chair without the student present. The student will then give a short (approximately 20 minutes) presentation providing an overview of his/her proposal, with particular emphasis on the working hypotheses and proposed experiments. Following this presentation, each examiner will be given approximately 20 minutes to ask questions, usually starting with members furthest removed from the student's academic program and progressing to the member most closely associated with the student. Generally, examiners will be allowed to interject questions of a related nature. After a brief recess, a second round of questions (maximum of 5 minutes per examiner) may be undertaken to address additional points.

Questions from the examiners will be restricted to the proposal, but can include queries on basic knowledge related to the scientific basis and rationale for the experimental strategies outlined in the proposal. The student will be expected to understand the strength and limitations, as well as potential sources of error, of the proposed methods and strategies. The standards used by the examining committee will take into consideration the relationship of the proposed work to the student's training and background.

## **Outcomes**

Following the examination, the chair will poll the committee members for a preliminary outcome. Following discussion, the final outcome will be determined by vote. The Examining Committee may recommend one of the following possible outcomes:

- **Pass** - Performance was exemplary/good. Student becomes a PhD candidate
- **Conditional Pass** - Performance was acceptable but weak. Specific conditions need to be met for the student to continue with his/her program. Conditions may include extensive rewriting of the proposal or holding a second meeting focused on areas of identified deficiency. Those conditions and the time frame under which they are to be met will be described in detail in a letter addressed to FGSR and copied to the student.
- **Fail or Adjourn**- Performance was inadequate. For a recommendation of "Fail" or "Adjourn" the Committee must choose one of three outcomes:

1. Repeat the candidacy exam
2. Change of category to a Master's program
3. Withdrawal from the doctoral program

If the student's candidacy exam performance was inadequate, but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the Examining Committee may recommend *repeat of the candidacy exam*.

If the recommendation of a repeat candidacy is formulated by the Examining Committee, and approved by FGSR, the Chair of the Examining Committee must notify the student in writing of his/her exam deficiencies. The second candidacy exam is to be scheduled no later than three months from the date of the first candidacy. The student will again be required to submit two brief outlines of projects suitable for the proposal but may not include the original examined projects. In the event that the student fails the second candidacy, the Examining Committee shall recommend option two or three from above.

If the student's exam performance was inadequate, but the student's performance and work completed to date indicates that the student has the potential to complete a Master's program, the Examining Committee may recommend a *Change of Category to a Master's Program*.

If the student's performance was inadequate, and the work completed during the program is considered inadequate, the Examining Committee should recommend *termination of the student's program*.

For failed candidacy examinations, the Associate Dean of FGSR normally arranges to meet with the candidate and Department representatives before acting upon any Department recommendation. A decision of the FGSR which affects a student's academic standing (i.e., required to withdraw or transfer to a Master's program) is open to appeal.

Further information on doctoral candidacy exams is available on the FGSR website at:

<http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examinations-and-program-completion/8-3-conduct-of-examinations>.

## **FINAL PhD EXAMINATION**

### *Overview*

- The Examining Committee shall conduct a final oral examination, based largely on the thesis.
- It is the responsibility of the Supervisor to ensure that proper arrangements are made for the candidate's examination and the examination is scheduled and held in accordance with FGSR regulations. The candidate is not required to make these arrangements.
- The Chair, student and all examiners should have a final draft of the thesis at the examination.
- The candidate should make a public presentation about the thesis, usually 45 - 50 minutes long.
- It is customary for the candidate to leave the examining room while procedures are determined and explained.
- The most questioning time should be allotted to the External Examiner and the least to the Supervisor.
- At the close of the examination, before the student is asked to withdraw, it is often beneficial to ask the candidate if there are any final comments.
- For the adjudication, no final verdict should be rendered without each examiner having given an opinion.
- The overall decision is based on the acceptability of the thesis and the acceptability of the defence.

### *Student Responsibilities*

- Present thesis plan and time-line as a pdf to committee and Student Program Advisor for acceptance a min. of two months before examination.
- Prepare thesis in accordance with FGSR and Departmental policy.

- Provide thesis to Supervisor for review at least 6 weeks before exam.
- Fill out Thesis Preapproval form available from the Student Program Advisor, at least 4 weeks before exam.
- Submission of thesis has to occur as a hard copy in person to the Cell Biology faculty members of the Examining Committee, as well as electronically by e-mail submission to the External members may occur electronically only by the program office.
- Prepare seminar to present before final thesis defence.
- Make revisions if necessary and submit thesis copies to FGSR within six months of the Final Oral Exam.

### ***Supervisor Responsibilities***

- Complete a Report of Final Supervisory Committee.
- Suggest potential External Examiners to the Department at least two months prior to the examination and identify the Examining Committee Chair.
- Contact him/her and obtain confirmation of willingness to serve in that capacity.
- Circulate the thesis to the Supervisory Committee and complete a Preliminary Acceptance of Thesis form a minimum of five weeks before the examination (form available from the Student Program Advisor).
- Supply External Examiner and the other Examining Committee members with a copy of the thesis 4 weeks before the examination.
- Inform the Student Program Advisor of meeting time and place, committee members with a designated examiner and Chair, at least three weeks before the exam.
- Complete Notice and Approval of a Doctoral Final Oral Examining Committee a minimum of 3 weeks before exam (available from the Student Program Advisor).
- Examine amended thesis to confirm completion of revisions recommended by the Examining Committee.
- Complete Thesis Approval / Program Completion form (available from Student Program Advisor).

### ***Graduate Program Coordinator –Chair Responsibilities***

- Complete an Invite External Reader/Examiner for Final Doctoral Oral Examination form.
- Complete a Request for Funds for External Examiner Travel.
- Complete the Thesis Approval/Program Completion form signed by the Supervisor.

### ***Examining Committee***

In accordance with FGSR regulations, the Final Examining Committee shall consist of a minimum of five members and include the student's Supervisory Committee, one faculty member from outside the Department, and one External Examiner from outside the University. The External shall be a recognized authority in the special field of research of the candidate's thesis, and will be an experienced Supervisor of doctoral students. A person who has previously been associated with the candidate or has other conflict of interest with the student cannot normally be approved as an external examiner. Also note, as per FGSR regulations, the External should not contact the Supervisor or student directly regarding the thesis or arrangements related to the examination.

### ***Preparation of PhD Thesis***

FGSR formatting guidelines and forms can be obtained at the following links:

- <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation>

The Department of Cell Biology requires a "Classical" format with Introduction, Materials and Methods, Results, Discussion and References sections and may include one or more Addenda. Students may not substitute published manuscripts for any part of the thesis.

## **Deadlines – Final Oral Exam**

Keep in mind the following deadlines when scheduling a final examination:

**4 months before:** The student presents a thesis plan and time-line as a pdf to his/her Supervisory Committee and Student Program Advisor. This plan must be approved by each committee member.

**2 months before:** The Department must recommend an External Examiner to FoMD two months prior to examination. The student shall allow a minimum of one or two weeks for the Supervisor to provide comments on the final draft of the thesis prior to submission to the Examining Committee. This draft should be free of typographical and formatting mistakes. Conversely, it is the responsibility of the Supervisor to provide timely comments on all drafts of the thesis.

**5 weeks before:** After thorough review, the Supervisor must circulate the thesis among members of the Supervisory Committee. The committee must sign the Preliminary Acceptance of Thesis form before the External Examiner's copy can be released.

**4 weeks before:** In order for the examiners to have adequate time to appraise the thesis, the Department must supply the External Examiner and the Examination Committee members with a copy of the thesis at least four weeks in advance.

**3 weeks before:** The exact composition of the Examining Committee and exam date must be recommended three weeks prior to examination with a Notice of Approval of Oral Examining Committee form sent to the Graduate Program Coordinator.

**1 week before:** The Student Program Advisor distributes to the Chair of the Examining Committee written instructions as to how the exam should be conducted based on Program and FGSR regulations.

## **Examination**

A previously identified Cell Biology faculty member will Chair the examination. The Supervisor cannot act as Chair of the Examining Committee. If the Chair is not a member of the Examining Committee, he or she will not vote on the outcome of the examination. Further details concerning the administration of the Final Exam can be found online in the FGSR Graduate Program Manual.

The Final Exam shall be immediately preceded with an open departmental research seminar given by the candidate, conducted in the normal manner with a question period and lasting approximately one hour. Immediately following the seminar, the Final Examining Committee and the candidate shall proceed to the oral component of the Final Exam in a closed session and according to Program and FGSR regulations. All examiners must attend the entire examination in person. Teleconference participation is not permitted.

## **Outcomes**

At the close of the examination, the student will be given the opportunity to make final comments on the examination. The student will then be asked to withdraw, and Committee members will be asked to comment on (1) the acceptability of the thesis, and (2) the acceptability of the defence. Following a discussion, the Examining Committee may recommend by a majority vote one of the following possible outcomes:

- **Pass** - The thesis and defence are approved. All Committee Members shall sign the signature page. Thesis must be submitted to the FGSR office with 6 months of the date of the Final Oral Examination.
- **Pass subject to minor revisions** - Thesis requires minor revisions of editorial nature. All members but the Supervisor may sign the Thesis Approval/Program Completion form. The candidate shall make the appropriate revisions. The Supervisor will withhold signature until the thesis is satisfactorily amended. The thesis must be submitted to the FGSR office within 6 months of the date of the Final Oral Exam.
- **Adjourned** - Defence was unsatisfactory or thesis requires substantial revisions. Committee Members will not sign the Thesis Approval/Program Completion form. The Committee will specify in writing with as much detail as possible the nature of revisions and additional work, and decide upon a date to reconvene no later than 6 months from the date of the examination.
- **Fail** - Thesis rejected.



## ***Submission of Approved PhD Thesis***

It is the responsibility of the student to complete revisions of the thesis requested by the Examining Committee and to ensure that the revised thesis meets FGSR guidelines. Once thesis revisions are completed and approved by the Supervisor, the Supervisor signs the Thesis Approval/Program Completion form. The form is then completed by the Student Program Advisor for submission with thesis to FGSR.

Submit to FGSR either one pdf version if submitted electronically or two approved and unbound copies of the thesis. In addition, the Department of Cell Biology requires one bound copy, accompanied by high quality CD/DVD of multimedia files if appropriate. Students should note that it is customary for a bound copy of the thesis in its final form to be given to the Supervisor.

The PhD Thesis should be bound in 375 Green. The spine should list: Title (all CAPS), Last name, Degree, and Year Graduated. For thesis binding, use a thesis binding requisition and submit to:

McCallum Printing Group Inc.  
2-50 Cameron Library  
University of Alberta

Additional information on binding can be found at the following link:

- <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation> (Step #4)

Thesis approved by Examination Committees **must be submitted to FGSR within six months of the date of the Final Oral Examination**. Please note that there are also submission deadlines for each convocation period and registration requirements to consider when submitting your thesis.

As per university policy, a thesis is made freely available to the public as soon as possible after a student's convocation. A general policy of "open access" is also embraced by Tri-Council and other funding agencies. However, a thesis may be embargoed for a specified period of time up to a maximum of one year at the request of the student or supervisor. The Graduate Program Coordinator receives and approves these requests. Students must ensure that printing still occurs following the embargo.

## **PROGRAM COMPLETION**

### ***Convocation***

The University of Alberta holds two convocations each year:

- Spring Convocation in June
- Fall Convocation in November

Students must complete all the following steps **before** the convocation deadlines (early October and mid-April; varies from year to year) in order to convocate.

- Apply for convocation using Bear Tracks: All applications for convocation are subject to review and approval by the FGSR. Applying to convocate on Bear Tracks does not guarantee convocation.
- Ensure the Department has sent the appropriate program completion form to the FGSR.
- Prepare and submit thesis to the FGSR.
- Pay outstanding fees. Parchments and other official documentation will not be released to students with outstanding account balances.

For more information on convocation, including exact deadlines, please visit:  
<http://www.gradstudies.ualberta.ca/examsconvo/convocation.htm>

### ***Time Limits and Program Extensions***

<b>Program</b>	<b>Time Limit</b>
MSc	Four (4) years
PhD	Six (6) years

In exceptional circumstances, the program will consider approving first program extensions, with subsequent extension requests to be approved by the FGSR if recommended by the Department. Granted that sufficient progress has been made on the thesis, candidates should apply for extensions by submitting a Program Extension form, letters of justification from themselves and their supervisor and a time-line outlining a plan for completion (see summary of actions below, as well as “Annual Meetings with Supervisory Committee”):

<b>DEPARTMENT APPROVES: FIRST REQUEST FOR PROGRAM EXTENSION</b>		
	<b>RESPONSIBILITY</b>	<b>PROCESS STEPS</b>
1.	FGSR	Sends a “heads up” e-mail to student and department.
2.	Student	Discusses with Supervisor and Department the circumstances requiring an extension.
3.	Student/Department	Completes the Program Extension form.
4.	Student	Signs the form. Prepares a letter of justification outlining why an extension is requested. Submits time-line to completion. All documents should be submitted in hard copy to the Student Advisor.
5.	Supervisor	Signs the form, supporting the request.
6.	Graduate Program Coordinator/ Department Chair	Signs the form, approving a first request for an extension of program completion.
7.	Department	Communicates the decision to the student.
8.	Department	Submits the form to FGSR. No supporting documentation required.
9.	FGSR	Updates the student record.

A second and subsequent Program Extension requests must be submitted to the FGSR along with a written explanation from the student and supporting letters from the Supervisor and the Department which will include a summary of the student's progress to date and expected date of completion (see summary of actions below):

<b>FGSR APPROVES: SECOND AND SUBSEQUENT REQUESTS FOR PROGRAM EXTENSION</b>		
	<b>RESPONSIBILITY</b>	<b>PROCESS STEPS</b>
1.	FGSR	Sends a “heads up” e-mail to student and department.
2.	Student	Discusses with Supervisor and Department the circumstances requiring an extension.
3.	Student/Department	Completes the Program Extension form.
4.	Student	Signs the form and provides an explanatory letter. Include an unofficial transcript.
5.	Supervisor	Signs the form and provides an explanatory letter.
6.	Graduate Program Coordinator/ Department Chair	Signs the form, supporting a request for a second or subsequent extension of program completion.
7.	Department	Submits the form with supporting documentation to the FGSR. Include the unofficial transcript.
8.	FGSR	Makes a decision on second or subsequent request for extension.
9.	FGSR	Updates the student record.
10.	FGSR	Communicates the decision to the student (with a copy to the Department).

The program will consider approving **Leaves of Absence** on medical or parental reasons (see summary of actions below):

<b>DEPARTMENT APPROVES: MEDICAL OR PARENTAL LEAVES OF ABSENCE (LoA)</b>		
	<b>RESPONSIBILITY</b>	<b>PROCESS STEPS</b>
1.	Student	Informs Supervisor and department of circumstances requiring a LoA and provides supporting documentation.
2.	Student/Department	Completes the Application for Leave of Absence form.
3.	Student	Signs the form.
4.	Supervisor	Signs the form, supporting the request.
5.	Graduate Program Coordinator/ Department Chair	Signs the form approving a LoA on medical or parental grounds.
6.	Department	Communicates the decision to the student for the LoA.
7.	Department	Submits the form and supporting documentation to the FGSR.
8.	FGSR	Updates the student record. Removes registration during the time period of the LoA.
9.	Student	Optional: Appeals to the FGSR on a departmental decision not to grant a medical or parental leave.

The FGSR will consider **Leaves of Absence** on compassionate or other grounds (see summary of actions below):

<b>FGSR APPROVES: COMPASSIONATE LEAVES OF ABSENCE (LoA)</b>		
	<b>RESPONSIBILITY</b>	<b>PROCESS STEPS</b>
1.	Student	Informs Supervisor and department of circumstances requiring a LoA and provides supporting documentation.
2.	Student/Department	Completes the Application for Leave of Absence form.
3.	Student	Signs the form.
4.	Supervisor	Signs the form, supporting the request.
5.	Graduate Program Coordinator/ Department Chair	Signs the form, supporting the request for LoA on compassionate grounds.
6.	Department	Submits the form and supporting documentation to the FGSR. Include an unofficial transcript.
7.	FGSR	Makes a decision on LoA on compassionate grounds.
8.	FGSR	Updates the student record. Removes registration during the time period of the LoA.
9.	FGSR	Communicates the decision to the student (with a copy to the Department).

### ***Program Withdrawals***

Graduate students who wish to withdraw from a term or from their program should complete a *Withdrawal* form, available from the Department. The withdrawal must be approved by the Department and submitted to the FGSR.

After processing, a fee adjustment will be calculated, and any refund will be authorized according to the Refund Deadlines in the [University Calendar](#). The date used for calculating any refund is the one on which the FGSR received the Withdrawal form.

Students who withdraw without completing a *Withdrawal* form will not be eligible for any refund of fees, nor will they be exempt from paying assessed fees that are unpaid.

### ***Absence from the Department/University***

Occasionally a situation occurs in which a student must leave the Department or the University prior to completion of the thesis and/or the final defence. This will be allowed only under special circumstances. The student must first meet with his/her Supervisory Committee and present an outline of the thesis. The Committee must then determine that no additional results are necessary for the thesis to have adequate substance to warrant that the student proceed to the final examination. After Supervisory Committee approval is granted, the student will be given one year to complete and defend the thesis. If the student has not completed his or her program by the time the one year period has elapsed, s/he must apply and be readmitted to the FGSR before a thesis can be approved.

# CONFLICT RESOLUTION

## *Informal Resolution of Conflict*

Grievances of an academic nature sometimes arise. Students should first informally approach the instructor or Supervisor concerned keeping in mind that the second party to a conflict may be unaware that the first party perceives that a problem exists. In the event that the conflict cannot be resolved at this level, the student should contact the Graduate Program Coordinator, or another member of the Supervisory Committee familiar with the situation. Similarly, Supervisors should communicate their concerns as they arise. Written documentation that the student has acknowledged the concerns of a Supervisor should be maintained.

## *Formal Resolution of Conflict*

The Graduate Program Coordinator is responsible for promoting the general interests of the graduate students. S/he should be consulted as soon as a conflict becomes apparent and informal resolution fails. The coordinator will arrange for necessary consultation and mediation when requested by the student or Supervisor. S/he will listen in confidence, advise and do everything reasonable to achieve conflict resolution, including mediation on behalf of the student. Alternatively, an Associate Dean of the FGSR or the Graduate Student Ombudsperson can be approached in confidence.

## *Changing Laboratory/Supervisor*

When all avenues of conflict resolution have failed, it may be necessary to facilitate the transfer of the student to another laboratory and supervisor. The Chair of the Department must approve the transfer process. Once this decision has been made by the student (after consultation with the Graduate Program Coordinator), the Chair will notify the Supervisor of the student's decision. Every reasonable effort will be made to accommodate the student, but in certain circumstances, this may not be possible. For practical reasons, it is unlikely that a laboratory transfer can be accommodated after two years in the program.

## *Termination of a Student's Program*

Only the FGSR can terminate a graduate student's program. Students wishing to withdraw, or department Chairs who wish to recommend the termination of a student's program, must do so in writing to the Dean of FGSR. Grounds for termination include failure to maintain adequate academic standing, failure to meet requirements set out in conditional admission and expiry of program time limits. Students wishing to withdraw are strongly advised to consult their Supervisor, the Graduate Program Coordinator, and, if desired, the Associate Dean of FGSR before submitting their request. A decision by FGSR to terminate a program is subject to appeal via the FGSR academic appeals procedure. Further details on the termination procedure can be found in Section 9 of the FGSR Graduate Program Manual, Disputes and Resolutions:

<http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-9-disputes-and-resolutions>.

# CELL BIOLOGY STUDENTS' ASSOCIATION (CBSA)

The Cell Biology Students' Association (CBSA) provides representation for Cell Biology students at the departmental, Graduate Student Association (GSA) and the Faculty of Medicine and Dentistry levels.

Another important mandate of the CBSA is to provide a variety of extracurricular social and academic events designed for the students of the Cell Biology Department. Every year the CBSA invites a world renowned scientist to present his/her research to the department and speak to the students in particular. This is a great opportunity for the Cell Biology students to learn more about the different paths and options involved in a career

in science. In addition to this event, the students have had the opportunity to participate in various social activities. From paint balling to curling, from intramural soccer to indoor rock climbing, from a tour of the Alley Kat microbrewery to a simple BBQ, the CBSA is committed to giving all in Cell Biology a full and rich educational experience.

Elections to the CBSA Executive take place in September. Elected positions are: President, Vice President, Secretary, Treasurer, Social Coordinator, and GSA representatives. The duties of each committee member are outlined in the files of the CBSA. The CBSA meets approximately once per month. For more information please visit us at <http://www.cellbiology.ualberta.ca/>.

## **SUMMARY OF RESPONSIBILITIES**

### ***Student's Responsibilities:***

- Ensures that requirements of FGSR are met.
- Ensures accurate annual registration is complete by 1 July.
- Provides a copy of Class Timetable Notice to the Student Program Advisor as requested.
- Maintains satisfactory academic standing; including attendance at departmental seminars and performance in the laboratory.
- Maintains detailed and accurate lab notes.
- Provides yearly reports of research progress to Supervisory Committee at committee meetings.
- Provides timely drafts of the thesis.
- Provides a completed Annual Report form by September 1 of each year.

### ***Supervisor's Responsibilities:***

- Arranges proper academic program.
- Provides supportive environment for academic experience.
- Sets-up Supervisory Committee within the first 3 months to develop an academic plan and makes arrangements for a meeting at least once a year thereafter.
- Makes adequate provisions for supervision when on leave.
- Sets up a Candidacy Examination committee and makes arrangements for the examination to take place according to departmental regulations.
- Arranges for final meeting of the Supervisory Committee where thesis plan and time-line are approved within 36 months (3 years) for an MSc student and 66 months (5.5 years) for a PhD student.
- Sets up Final Examination and makes recommendation to Department for invitation of External Examiner.
- Provides timely comments on all drafts of the thesis.
- Ensures that the final thesis is complete and ready for submission to exam committee members.
- Ensures that Preliminary Acceptance of Thesis form is completed.
- Confirms completion of thesis revisions and completes Thesis Approval/Program Completion form (available from Student Program Advisor).
- Covers the costs of thesis preparation and binding.

### ***Committee Members' Responsibilities:***

- 1) Attend yearly committee meetings, 2) monitor progress of students towards publication of results and 3) completion of program.

### ***Graduate Program Coordinator's Responsibilities:***

- Oversees admission process in consultation with the Graduate Committee.
- Promotes the general interests of the graduate students.
- Mediates resolution of conflicts between student and Supervisor as they arise.

For further information go to: <http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-1-areas-of-responsibilities>.

## STUDENT TIMELINE

### Year 1

- Register (Coursework and Thesis)
- 3 months: Attend first committee meeting
- 12 months: Prepare for and attend annual Committee Meeting
- Ethics Training (GET, ESI & EPR)

### Year 2

- Register (Coursework and Thesis)
- Prepare for and attend annual Supervisory Committee Meeting
- Thesis preparation or Category Change to PhD
- Master's Final Oral Exam (if applicable)
- Submit Master's Thesis

### Year 3

- Register (Coursework & Thesis)
- Prepare for and attend annual Supervisory Committee Meeting or PhD Transfer Meeting
- Prepare outline for research proposal and submit to Candidacy Examination Committee
- Prepare proposal and submit to Committee
- Candidacy Exam (24 months for PhD, 36 months for Master's transfers)

### Year 4

- Register (Thesis)
- Prepare for and attend annual Supervisory Committee Meeting

### Year 5

- Register (Thesis)
- Prepare for and attend annual Supervisory Committee Meeting
- Prepare Thesis—see manual for deadlines and format

## SUPERVISOR TIMELINE

### Year 1

- Advise student on coursework
- Set up Supervisory Committee
- 3 months: Arrange first Supervisory Committee Meeting
- 12 months: Arrange annual Supervisory Committee Meeting

### Year 2

- Arrange annual Supervisory Committee Meeting
- Review and accept student thesis plan and complete form or
- Complete form for Category Change to PhD
- Submit form for Master's Final Oral Examining Committee

- Forward Master's thesis to Committee Members
- Arrange for Master's Final Oral Exam (if applicable)

### **Year 3**

- Arrange annual Supervisory Committee Meeting
- Arrange for additional Committee Members for Candidacy Exam
- Committee reviews research proposal outlines
- Arrange Candidacy Exam (24 months for PhD, 36 months for Master's transfers)

### **Year 4**

- Arrange annual Supervisory Committee Meeting

### **Year 5**

- Arrange annual Supervisory Committee Meeting
- Approve student's thesis plan and submit paperwork
- Arrange for Final Oral Examining Committee Members including External
- Review thesis and circulate to Committee Members
- Arrange for Final Oral Exam

## **DETAILED DATES AND TIMELINES**

### ***Department Admission Deadlines:***

September admission—June 1
January admission—October 1

### ***Course Registration***

- On-going as of March

### ***Supervisory Committee Meetings***

- 3 months: Initial meeting to review student's academic background and make recommendations for courses
- 12 months: Review progress
- Annual meetings thereafter

### ***Masters Final Oral Examination***

- 2 months before: Present thesis plan and time-line to Supervisory Committee and Student Program Advisor.
- 6 weeks before: Provide thesis to Supervisor for review before submitting to Examining Committee.
- 4 weeks before: The Preliminary Acceptance of Thesis form is signed by the Supervisory Committee.
- 3 weeks before: Submit Notice and Approval of a Master's Final Oral Examining Committee.

### ***Candidacy Examination***

- Plan date for candidacy exam 30 months after starting graduate program or 18 months after directly entering doctoral program.
- Complete candidacy exam 36 months after starting graduate program or 24 months after directly entering doctoral program.



### **Before exam:**

- 8 weeks before exam: Request the Candidacy Exam time line form from the Student Program Advisor.
- >6 weeks before exam: Topics to be submitted to the Graduate Program Coordinator
- 4 weeks before: Proposal outline acceptance
- 3-4 weeks before: Inform Student Program Advisor of date and time of meeting, book room and send a completed Notice and Approval of Doctoral Candidacy Examining Committee to FGSR
- 1 week before: Committee to review proposal

### **After exam:**

- Committee completes Report of Candidacy Committee Meeting & Report of Completion of Candidacy or Final Oral Examination.

### ***Final Doctoral Examination***

- >4 months before: Student presents thesis plan and time-line to Supervisory Committee and Student Program Advisor.
- 2 months before: Department recommends External Examiner to FGSR. Request Student Program Advisor complete Invite External Reader/Examiner for Final Doctoral Oral Examination form & Request for Funds for External Examiner Travel forms.
- Student provides final draft to Supervisor for comments.
- 5 weeks before: Supervisor circulates the thesis among members of the Supervisory Committee. Complete Preliminary Acceptance of Thesis.
- 1 month before: Department supplies copy of the thesis to External Examiner and remaining examiners.
- 3 weeks before: Complete Notice and Approval of Doctoral Final Oral Examining Committee.

## **THESIS SUBMISSION & CONVOCATION**

For detailed information visit: <http://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/convocation>.

For thesis submitted between:

#### *September 1 and Fall Convocation Deadline*

- Students are not required to register for the Fall term
- Once thesis is submitted, FGSR will add THES 910 registration

#### *Fall Convocation Deadline & 5<sup>th</sup> business day in January*

- Students must be registered for the Fall term
- Fees assessed according to the registration

#### *Fifth business day in January and January 31*

- Students are not required to register for the Fall term
- Once the thesis is submitted, FGSR adds THES 910 registration

#### *February 1 and Spring Convocation Deadline*

- Student
- Fees will be assessed according to the registration

### *Spring Convocation Deadline & August 31*

For students who started their program *before September 2011*:

- Students must be registered for both terms of the previous Fall/Winter
- No registration required for the Spring/Summer period.

For students who started their program *as of September 2011*:

- Students must be registered for both terms of the previous Fall/Winter
- Students are required to register for the Spring and the Summer sessions, separately.

## **FORMS**

The following forms are available from the Student Program Advisor:

- Preliminary Acceptance of Thesis
- Candidacy Exam time line
- Report of Candidacy Exam
- Report of Supervisory Committee Meeting
- Graduate Student Annual Report (<http://www.cellbiology.ualberta.ca/en/GraduateProgram.aspx>)

The following forms are available on the FGSR website. Most forms that are available online can be found at: <http://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>.

- Application form—on-line only
- Reference letter
- CV (Curriculum Vitae) form
- Department Admission Decision
- Application for Readmission
- Name Change
- Appointment of Supervisor(s) and Supervisory Committee – Masters/Doctoral
- Notice of Examining Committee & Examination Date – Masters/Doctoral
- Application for Doctoral Program Requirements Extension
- Report of Completion of Candidacy Examination
- Approve External Reader or Examiner for Final Doctoral Oral Examination
- Request for Funds for External Examiner Travel
- Thesis Approval/Program Completion
- University of Alberta Thesis/Dissertation Non-Exclusive License
- Restrict Thesis Access
- Recommendation for Change of Category or Academic Probation
- Program Extension
- Application for Leave of Absence
- Transfer of Department
- Individual Development Plan and Professional Development Requirement Form

# AWARD INFORMATION

Please note that competition deadlines and application procedures for awards can/do change from year to year. It is your responsibility to consult online information provided by the sponsor of each award for the most up-to-date details on deadlines, application procedures and eligibility requirements.

For additional information see: <http://uofa.ualberta.ca/graduate-studies/awards-and-funding> and <http://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-3-financial-aid-and-awards>. Also: <http://www.med.ualberta.ca/research/awards>.

Awards administered through the FGSR: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships>

- Recruitment scholarships\*\*: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/recruitment>
- QEII graduate scholarships: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/queen-elizabeth-ii>
- Canada Graduate Scholarships - Masters (CGS-M): <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/cgsm-canada-graduate-scholarships-masters>
- Andrew Stewart Prize: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/andrew-stewart>
- Killam Trust Scholarships: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/killam>
- Doctoral Tri-Council Scholarships (NSERC/CIHR)\*: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/doctoral-tri-council-scholarships>
- Vanier Graduate Scholarships: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/vanier>
- Program Completion Awards: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/program-completion>
- Alberta Innovates: <https://www.ualberta.ca/graduate-studies/awards-and-funding/scholarships/alberta-innovates>

Awards administered through the FoMD: <https://www.ualberta.ca/medicine/research/awards>

- 75<sup>th</sup> Anniversary Graduate Student Award: <https://www.ualberta.ca/medicine/research/awards/75anniversarygradstudent>
- Graduate Student Recruitment scholarship: <https://www.ualberta.ca/medicine/research/awards/ahs-recruitment>
- Med Star award for graduate students: <https://www.ualberta.ca/medicine/research/awards/medstargraduate>
- Graduate studentships in Cardiac Sciences: <https://www.ualberta.ca/medicine/research/awards/motygraduate>

\* **Walter H Johns Graduate Fellowship** – recipients of eligible NSERC scholarships are automatically considered; Recipients of eligible CIHR scholarships (CGS Master's or Doctoral) must submit CIHR Notification of Award to FGSR. Eligible scholarships are marked with \*.

\* **President's Doctoral Prize of Distinction** - recipients of eligible NSERC scholarships are automatically considered; Recipients of eligible CIHR scholarships (CGS Master's or Doctoral) must submit CIHR Notification of Award to FGSR. Eligible scholarships are marked with \*.

\*\* Multiple deadlines.