



**Neuroscience and Mental Health
Institute (NMHI)**

**Neuroscience Graduate
Program Manual**

2023-2024

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Preface: The purpose of the Graduate Program Manual

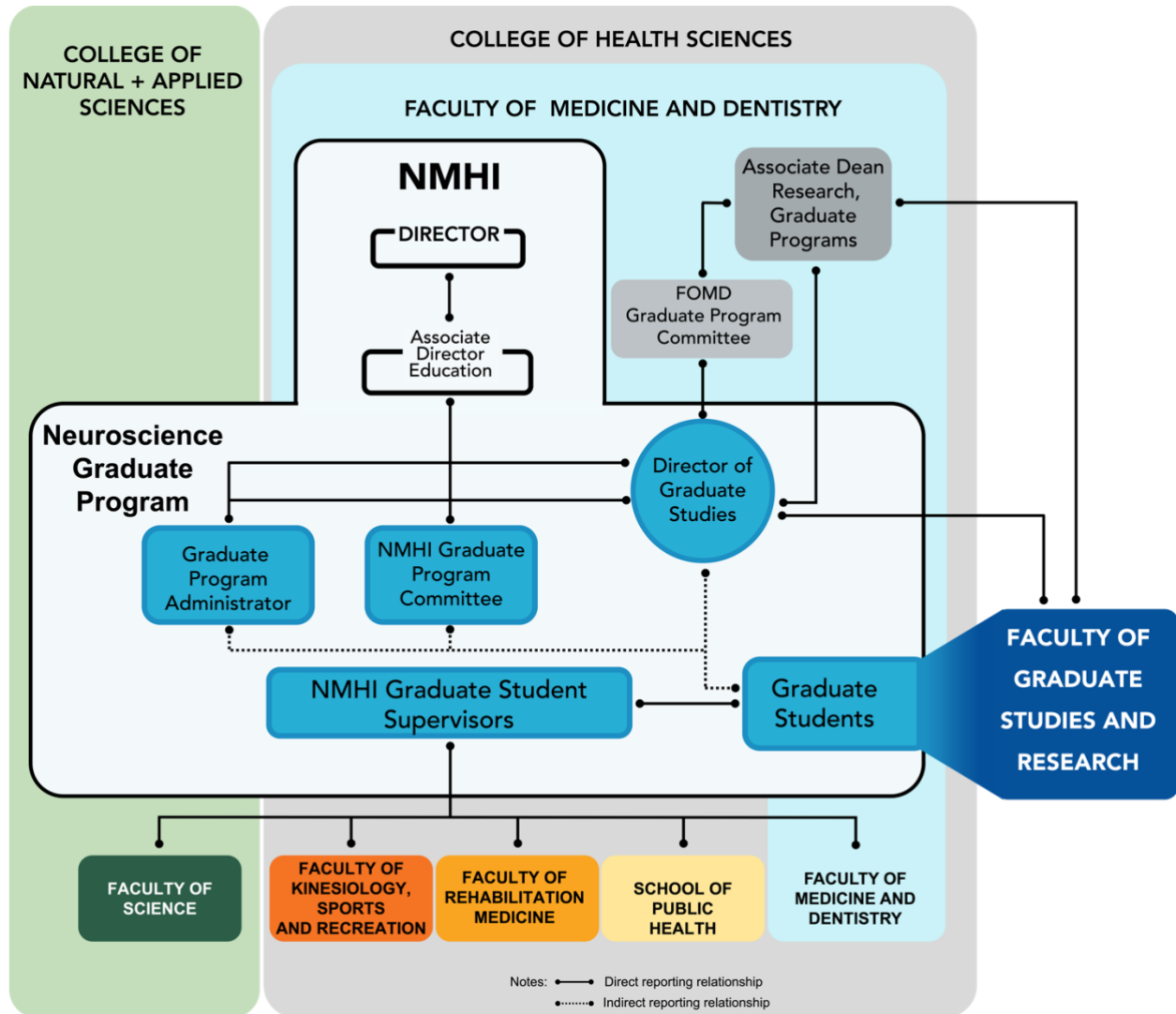
The following manual outlines the regulations governing graduate studies in the NMHI at the University of Alberta. Our guidelines encompass and in some cases, supersede the equivalent regulations noted in the [Graduate Program Manual](#) from the Faculty of Graduate Studies and Research (FGSR). Students and supervisors are encouraged to also refer to the [University of Calendar](#) for further information.

In addition to the guidelines, students in the NMHI are governed by the University of Alberta policies including the most updated version of those listed below:

- [University of Alberta - Code of Student Behaviour](#)
- [University of Alberta - Discrimination, Harassment and Duty to Accommodate Policy](#)

Responsibility for achieving a work, study, and living environment free of harassment and discrimination rests with every individual to whom this Policy applies. All members can reasonably expect to pursue their work and studies in a safe and respectful environment. Neither the University nor any associated individual shall practice or condone any discriminatory or harassing conduct that adversely affects the pursuit of work and study or life on campus. Individuals who are aware of acts of discrimination or harassment are encouraged to take appropriate steps to stop the discriminatory or harassing behaviour. Advice and assistance may be sought from anyone in a position of authority, such as a supervisor, instructor or administrator. More formal advice and assistance may be sought from the Office of Safe Disclosure and Human Rights (OSDHR), Office of the Student Ombuds (OSO), the Association of Academic Staff University of Alberta (AASUA), the Non-Academic Staff Association (NASA), Human Resource Services (HRS) and Organizational Health and Effectiveness (OHE), the Office of the Dean of Students and Student Accessibility Services (SAS).

Section 1: Organization of the Neuroscience Graduate Program



The Neuroscience and Mental Health Institute [NMHI](#) at the University of Alberta is a multi-faculty, interdisciplinary teaching and research Translational Science Institute. The NMHI offers a graduate program that is designed for students who desire a broad training in various experimental and theoretical aspects of neuroscience while maintaining a research program that may be more specialized. This can be achieved by drawing on the expertise of our members from various departments, faculties and colleges at the University of Alberta who have research interests in neuroscience.

The Neuroscience graduate program is organized and delivered by NMHI and supervised by the [Faculty of Medicine and Dentistry \(FoMD\)](#). Faculty members that teach and supervise students in

the Neuroscience program belong to 5 different faculties which are part of two Colleges: College of Health Sciences (Faculty of Kinesiology, Sports and Recreation, FoMD, School of Public Health and Faculty of Rehabilitation Medicine) and College of Natural + Applied Sciences (Faculty of Science). NMHI also houses faculty members from additional Colleges but in small numbers.

The ultimate authority for the program rests with the UofA's [Faculty of Graduate Studies and Research \(FGSR\)](#). FGSR is the authority delegated by the General Faculties Council (GFC) to set policy, standards and procedures laid out in the UofA Calendar. The Faculty of Medicine and Dentistry (FoMD) provides a second level of oversight of the Neuroscience graduate program setting further graduate program requirements through the leadership of the Associate Dean Research, Graduate Programs (currently Dr. Greg Funk) and the FoMD Graduate Program Committee.

At the NMHI the Neuroscience graduate program is administered and monitored by the Associate Director, Education (currently Dr. Elena Posse de Chaves), the Director of Graduate Studies (currently Dr. Kelvin Jones), the Neuroscience Graduate Program Committee (NGPC) (currently formed by Drs. Craig Chapman, Jacqueline Cummine, Bradley Kerr, Esther Fujiwara, Nikolai Malykhin and Anna Taylor); and the Graduate Program Administrator (GPA) (currently Ms. Amber Lapointe).

NMHI Graduate Program Contacts

Graduate Program Administrator:

Amber Lapointe, nmhiedu@ualberta.ca

Director of Graduate Studies:

Dr. Kelvin Jones neurogrd@ualberta.ca

Neuroscience Graduate Program Committee:

Dr. Jacqueline Cummine, jcummine@ualberta.ca, Deputy Graduate Director

Dr. Craig Chapman, c.s.chapman@ualberta.ca

Dr. Bradley Kerr, bjkerr@ualberta.ca

Dr. Esther Fujiwara, efujiwara@ualberta.ca

Dr. Nikolai Malykhin, nikolai@ualberta.ca

Dr. Anna Taylor, ataylor1@ualberta.ca

Associate Director of Education:

Dr. Elena Posse de Chaves, elena.chaves@ualberta.ca

Section 2: Expectations and Responsibilities

Responsibilities of the Associate Director of Education (ADE)

- The ADE represents the NMHI in matters related to educational programming at the University level.
- The ADE works collaboratively with the Honors in Neuroscience Undergraduate Program and the NGPC.
- The AD oversees the undergraduate and graduate neuroscience curriculums, ensuring proper coordination of undergraduate and graduate neuroscience courses, providing support to the NMHI Undergraduate Coordinator and the Director of Graduate Studies.
- The ADE is a member of the NGPC.
- In consultation with the Director of Graduate Studies and the NGPC the ADE initiates and coordinates:
 - appointment of a Deputy Graduate Director from the NGPC,
 - graduate student recruitment activities,
 - activities to support program progression and career development of graduate students.

Responsibilities of Director of Graduate Studies

The Director of Graduate Studies oversees all aspects of the program and advises graduate students and faculty in all matters related to graduate studies. The Director of Graduate Studies is supported by, and shares duties with the NGPC.

Duties and responsibilities of the Director of Graduate Studies include, but are not necessarily limited to the following:

- works with the NGPC and GPA, to ensure the effective day-to-day operation of the graduate program.
- admits applicants to the graduate program (together with NGPC).
- approves the appointment of supervisors, supervisory committees, and examiners.
- ensures that the Supervisor has arranged appropriate financial support for the student's stipend and research project where applicable.
- chairs examining committees (Thesis Proposal, Candidacy Exam, Thesis Defence) (together with NGPC).
- provides advice (together with NGPC) to graduate students on the rules and procedures of the FGSR, FoMD and NMHI and ensures that the regulations and requirements are met.
- monitors the academic progress of graduate students and acts as an advisor concerning any changes to a student's status or program (together with NGPC).
 - conducts annual student status assessment to ensure that critical program deadlines are met (e.g. progress reports, candidacy exams, program expiry) (together with GPC).
- mediates resolution of conflicts between student and Supervisor as they arise. Directors of Graduate Studies are the first "port-of-call" in any dispute.
- provides advice and support for the Neuroscience Graduate Student Association (NGSA).
- makes decisions on graduate and research student awards together with NGPC.
- manages the graduate curriculum together with NGPC.

Responsibilities of the Neuroscience Graduate Program Committee (NGPC)

The NGPC works in collaboration with the Director of Graduate Studies on issues related to the development, implementation, and management of the Neuroscience Graduate Program.

The areas of responsibility are:

- To act as the Graduate Admission Committee, reviewing student applications to the graduate program, and making decisions regarding acceptability for admission.
- To oversee the graduate program
- To chair examining committees (Thesis Proposal, Candidacy Exams, Theses Defenses).
- To review, and advise the Director of Graduate Studies on membership of supervisory committees, candidacy examining committees and final examining committees.
- To conduct annual student status assessments to ensure that critical program deadlines are met (e.g. progress reports, candidacy exams, program expiry).
- To set mandatory course requirements for graduate training and provide oversight for selection of optional courses.
- To make decisions on graduate and research student awards.
- To manage the graduate curriculum.

Responsibilities of the Graduate Program Administrator (GPA)

The GPA provides administrative support for the graduate program, faculty, and graduate students. The GPA assists the Director of Graduate Studies and the GPC.

The GPA responsibilities with respect to graduate students include:

- Handling many of the day-to-day details (forms, processes, letters) for graduate student activities, such as:
 - Admissions
 - Funding/Fellowships
 - Registration to program and courses
 - Entering and changing grades
 - Scheduling of Thesis Proposals, Candidacy exams, MSc and PhD Defenses,
- Helping students with questions about graduate program requirements, procedures, etc.
- Helping students identify appropriate resources, or referring them to the Director of Graduate Studies, if problems arise.
- Advising prospective and current students on available course offerings (final approval given by the Director of Graduate Studies).
- Keeping students informed of deadlines, changes in regulations, etc.
- Is the main NMHI contact for the NGSA

- Alumni Support: Maintains contact with graduates.

Responsibilities of the Supervisor

All supervisors must be members of the NMHI with active research programs. New investigators, members who hold an MD degree (with no thesis), or members who have not graduated a student will normally be required to appoint a co-supervisor for their students. The co-supervisor must first be approved by the Director of Graduate Studies.

The Supervisor:

- provides an environment for the student that is conducive to perform research and to stimulate the student's intellectual growth.
- is expected to mentor the student by guiding and directing them in their program through regular one-on-one and/or lab group meetings and to provide timely constructive feedback on written work, presentations, and manuscript preparations and submission.
- ensures that the student meets all the administrative requirements of the NMHI, FoMD and FGSR.
Note: in accordance with FGSR regulations, it is the supervisor's responsibility and not the student's to arrange supervisory committee meetings and examinations.
- offers the research support necessary for completion of the thesis research.
- ensures that appropriate financial support for the Student's stipend is in place and makes recommendations for the Student to apply for scholarships where applicable.
- provides the NMHI graduate committee with an annual written report on the student's performance as requested. This written report is part of the FGSR Progress Report system..
- with the Student, establishes a realistic timeline for completion of various phases of the program.
- establishes, with input from the Student, the Supervisory Committee and meets with that committee within six months of the student commencing the graduate program.
- ensures that the student meets with the Supervisory Committee at least once a year.
- Informs and communicates to the Graduate Program Director, student, and Supervisory Committee members of any circumstances that arise with regard to the Student's graduate program.
- reviews the Thesis proposal from the Student prior to submission to the Supervisory Committee.
- ensures that all members of the Supervisory Committee have signed the Preliminary Acceptance of Thesis approving the suitability of the thesis for examination before submission to the final examining committee for the final oral examination.
- maintains open communication with the student concerning any problem; and in the event of a conflict in the supervisor-student relationship, discusses the issues with the student and graduate coordinator in a timely fashion (see [Resolving Conflicts in Supervisor-Student Relationships](#) in the Calendar).

Supervisory Committee

Supervisory committees for MSc and PhD students will be formed in accordance with FGSR regulations. Supervisory committees must be appointed by six months into the student's first year in the program and a supervisory committee meeting must be held within the first 6 months of the student's first year.

A. Supervisory Committee Composition

The Committee will consist of the supervisor(s) and at least 2 other full-time faculty members (at least 1 of whom is a NMHI member).

The supervisor/student will suggest names of potential committee members to the Director of Graduate Studies for approval, names will be forwarded to the Faculty of Graduate Studies and Research (FGSR) for the final approval.

The supervisory committee members are ex-officio members of the thesis final examining committee. Attention should be paid to the qualifications of the committee members as examiners to ensure the composition and size of the examination committee will be appropriate.

B. Responsibilities of the Supervisory Committee

- Meet with the student at least once a year to determine the student's progress and to advise on academic and research matters. A Report of Supervisory Committee Meeting form must be submitted to the NMHI office after each supervisory committee meeting.
- Signs the "Preliminary Acceptance of Thesis" examination prior to final submission to the examining committee
- Take part in examinations required by NMHI and the FGSR (e.g., Thesis Proposal evaluation, Candidacy Examination and Final Oral Examinations).

Responsibilities of the Graduate Students

Graduate students should:

- Make themselves aware of the contents of the graduate portions of the Calendar and take responsibility for their own programs in that the Calendar sets out the requirements for the various programs
- Be aware of possible scholarship opportunities, and seek advice and assistance from the department in making applications, etc;
- Be aware of the supervisor's and any NMHI expectations
- Inform the supervisor regularly about progress, and provide the supervisor with an annual report for distribution to the supervisory committee;
- Maintain open communication with their supervisor and Director of Graduate Studies/member of NGPC concerning any problem; and in the event of a conflict in the supervisor-student or advisor-student relationship, discuss with the supervisor and the Director of Graduate Studies in a timely fashion (see [Resolving Conflicts in Supervisor-Student Relationships](#) in the Calendar);

- Make research results accessible (beyond their appearance in a thesis) to an appropriate audience.

(FGSR Council, 1989/06/19)

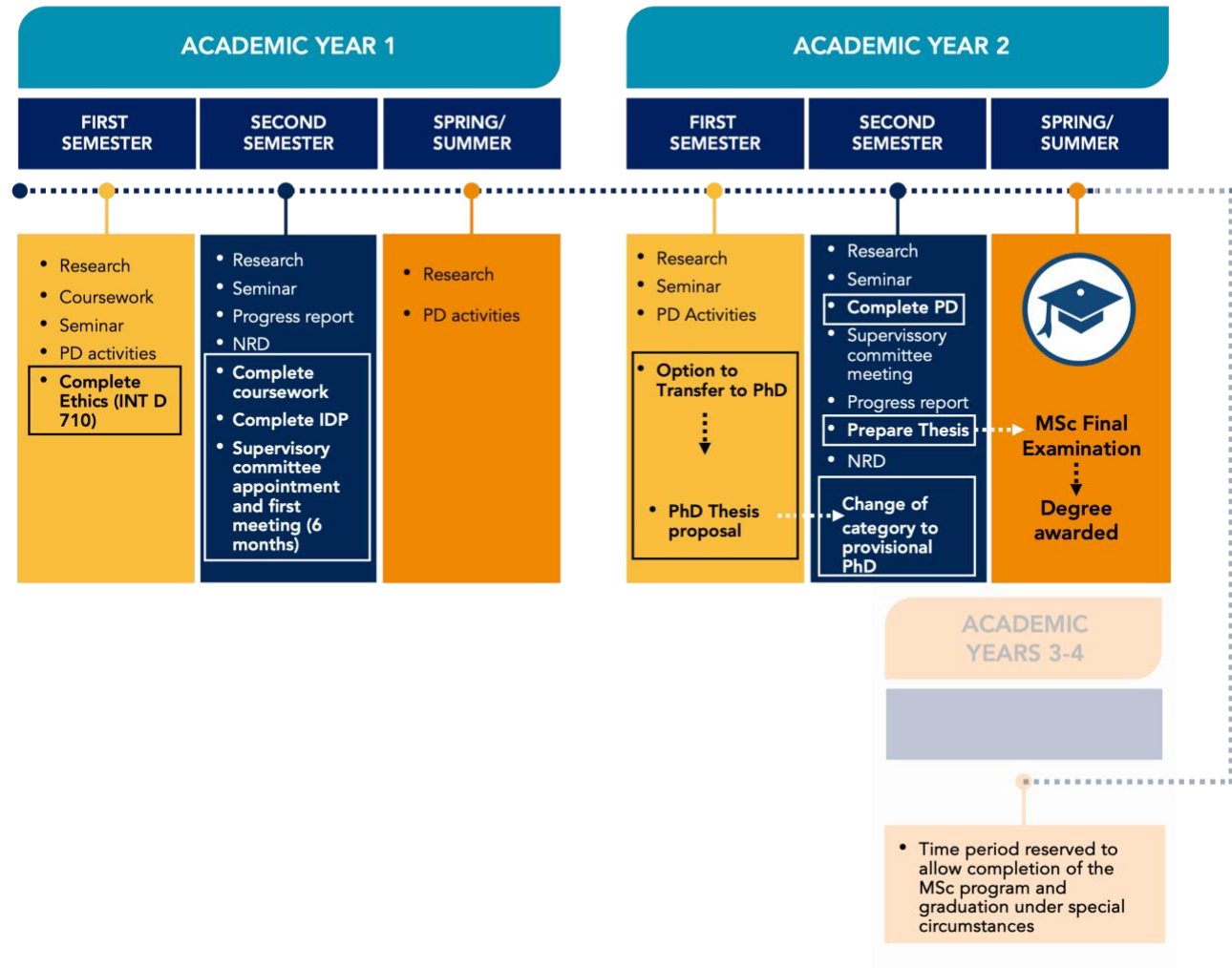
To remain in **good standing** students must meet program requirements on schedule including:

- Complete ethics training requirements by the end of the first term in the program.
- Attend at least one supervisory committee meeting per calendar year.
- Achieve satisfactory performance at their committee meetings and coursework.
- Provide an Annual Report at the time scheduled by FGSR and send a copy to the Graduate Administrator
- Attend a yearly meeting with a member of the NGPC.
- Attend the required number of seminars and provide a spreadsheet indicating attendance details (in-person versus virtual attendance criteria are given below)
- Students in the PhD program must pass the Candidacy exam by the deadline set by FGSR

Section 3. The MSc Program

The time required to complete the MSc will vary with the individual candidate, but the normal period is about two years to both complete the coursework (1st year), the research training (1st and 2nd years) and complete a final draft of the thesis document. The maximum time to complete the thesis-based MSc program as set by the Faculty of Graduate Studies and Research is four years.

Structure of the MSc Program



3.1. MSc Program Requirements

Requirements to complete the MSc graduate program include courses, ethics, professional development, seminar attendance, NMHI Research Day attendance, annual meetings with the student's supervisory committee, one-on-one meeting with a member of the NGPC, submission of a thesis, and final defence.

MSc Program: Major Requirements



Coursework***

Complete a total of **6 units** of graded graduate coursework.
 Lab rotation courses (NEURO 500 (two terms; 6 units) or NEURO 501 (one term; 3 units) are optional*.
 A 3-credit graduate level reading course may be taken to fulfill the requirements**.

Passing Grades
 Students are required to maintain a minimum cumulative program grade point average of 3.0 (B) throughout their program.



Ethics

Complete the course **INT D 710** by the end of the first term of registration in their degree program.
 Registration is automatic.



Professional Development

Submit an **Individual Development Plan (IDP)** within **12 months** of starting the program.
 Complete **8 hours** of PD activities inspired by the career plan.
 PD activities must be approved by NMHI.



Seminar Attendance

Attend **20 seminars**/ year.
 At least **10** of the seminars must be Neuroscience seminars hosted by the NMHI.
 A minimum attendance of **4:1 in person to online seminar ratio** is expected. Students are also required to attend other NMHI-hosted seminars.

Research Day Participation***

Students are expected to share their work in the form of a poster or oral presentation during the NMHI Research Day (NRD).



Progress Report

All MSc students are required to submit a progress report at least once annually to the FGSR using the standardized Progress Report form.
 Progress reports are due in FGSR at minimum once every 12 months of the student's original program start date.
 The student and supervisor(s) will receive reminders to complete the progress report in advance of any deadlines.



MSc Thesis and Final Examination

All MSc students shall present and orally defend a thesis embodying the results of their research

* NEURO 500 alone does not fulfill the course requirement. An additional didactic, graduate-level course must be taken.

** The following limitations apply : 1. The course must be taken with a Faculty member other than the student's supervisor(s). 2. The course can be from any department, but it must be approved by the NMHI Director of Graduate Studies.

*** Students cannot meet their graduate student quota of 6 (MSc) credits merely based on a combination of lab rotation and reading courses (i.e., some didactic, course work is required).

**** It is mandatory each student attends NRD as participation is a requisite for continuation on the NMHI graduate program.

A. Coursework Requirements

Students are required to complete a minimum of **6 units** of graded graduate coursework and a thesis. The only exception to course requirements for the MSc degree would be for clinical trainees such as medical residents, who, (in consultation with and approval of the Director of Graduate Studies), may be exempt. Students are expected to have completed undergraduate courses in both Cellular Neurobiology and Systems Neuroscience (such as PMCOL 371 and PHYSL 372 or their equivalent). Students deficient in these areas will be required to take these courses as '[extra to degree](#)' as a condition of their admission.

MSc students have the option, in consultation with their program supervisor, to complete a lab rotation course, typically during the first year. Students can choose either NEURO 500 (two terms; 6 credits) or NEURO 501 (one term; 3 credits). NEURO 500 involves rotations through three laboratories during the first year. Each rotation involves two months of research experience (six months in total). Although this course is 6 credits, an additional didactic, graduate-level course will be required to meet the course requirements if students register in NEURO 500. NEURO 501 involves rotation through one laboratory taken outside of the laboratory of the primary supervisor. Students, in consultation with their supervisory committees, may also select courses in other areas important to their research programs. The list of Neuroscience approved courses can be found as Appendix 1 and in the University calendar.

NMHI graduate students may take a graduate level reading course for 3 credits to fulfill their course requirements. However, the following limitations apply:

- The course must be taken with a Faculty member other than the student's supervisor(s).
- The course can be from any department, but it must be approved by the NMHI Director of Graduate Studies.
- Students cannot meet their graduate student quota of 6 (MSc) credits merely based on a combination of lab rotation and reading courses (i.e., didactic coursework is required).

B. Passing grades

Students are required to maintain a minimum cumulative program grade point average of 3.0 (B) throughout their program.

C. Ethics

Students must meet the [FGSR Ethics and Academic Citizenship Requirement](#) through the completion of the six hour, online, non-credit course [INT D 710: Ethics and Academic Citizenship](#) by the end of the first term of registration in their degree program.

The course provides foundational knowledge of ethical principles and relevant university policies, including: academic integrity, plagiarism, research ethics, conflict of interest, workplace ethics, and health.

If a student does not complete the above noted course by the end of their first term of registration in their degree program, their registration in subsequent terms will be restricted until such time as the course(s) is completed and/or a plan for completion is submitted by the student to the Faculty of Graduate Studies and Research. Note: FGSR will send students reminders to complete the requirement prior to the end of their first term (if not completed already).

D. Professional Development

Students are required to fulfill the Professional Development requirement which has two components and must be completed as specified by [FGSR](#).

1. Students must submit a completed [Individual Development Plan](#) (IDP) within 12 months of start of the Master's program.
2. Students must complete [eight hours of professional development activities](#) inspired by the career plan. This must be approved by NMHI and completed at the time of completion for Master's students".

Progress and fulfilment of the PD hours (eight) is the students' responsibility but will be monitored in the FGSR Annual Progress Report.

E. Seminar Attendance

All graduate students are required to attend 20 seminars per year anywhere on campus and at least 10 of the seminars must be selected from the list of formal Neuroscience seminars hosted by the NMHI. The majority of seminar attendance should be 'in person' rather than online. A minimum of 4:1 in person to online ratio is expected. The NMHI also hosts a number of seminars where students will be required to attend in addition to the mandatory minimum of 10 weekly seminars per year.

Students must track their individual seminar attendance and include this report in their yearly report which is sent to FGSR. Participation in these seminars is a requisite for continuation in the program.

F. Research Day Attendance

Every year students must participate in the Neuroscience and Mental Health Institute Research Day (NRD). Students are expected to present their work in the form of a poster or oral presentation. It is mandatory each student attends NRD as participation is a requisite for continuation on the NMHI graduate program.

G. Progress Report

Student progress will be reported at least once annually to the FGSR using the standardized Progress Report form. Progress reports are due in FGSR at minimum once every 12 months of the student's original program start date.

Completion of the progress report is required. In instances where the progress report is not submitted at least once within a 12 month period, the student's registration in subsequent terms will be restricted as a last resort and temporarily so as to determine a plan for completion. In these unlikely instances, FGSR will assist the student and supervisor(s) in the completion of the progress report and remove registration restrictions immediately. Note: both the student and supervisor(s) will receive reminders to complete the progress report in advance of any deadlines, allowing for inquiries to assist or to set out an alternate completion deadline.

In instances where more detailed monitoring of a student's academic standing may be required, a progress report form may be filled more than once annually; however, only one (1) progress report may be submitted every four (4) months.

A student who receives two (2) consecutive evaluations of "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from their program and FGSR on the recommendation of the Director of Graduate Studies within their academic department and/or the Department Chair to the Dean of FGSR.

3.2. MSc Thesis Proposal

Defence of a thesis proposal is not required for students in the MSc program who intend to complete and defend a MSc thesis. Nevertheless, preparing and defending a thesis proposal is recommended for students without previous similar experiences during their undergraduate programs. The supervisory committee may recommend the submission of a thesis proposal which should be presented and defended at a regular supervisory committee meeting. The supervisory committee may suggest the format of the proposal or follow the format of the PhD Thesis proposal.

3.3. MSc Thesis and Final Examination

For students in a master's degree program, the thesis, at a minimum, should reveal that the student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible, it should be an original contribution.

Typically, the final oral exam for MSc students is scheduled at the end of the second year. FGSR allows MSc students to complete all degree requirements in 4 years.

A. Purpose of the Examination

The purpose of the MSc final examination is to assess the student's knowledge of the literature relevant to their research area, understanding of the procedures used to collect and analyze their data, understanding of the significance of their research in the context of their research area, and knowledge of the limitations and pitfalls of their chosen methodology.

B. MSc Thesis Document

The thesis should be prepared following [Thesis Preparation, Requirements & Deadlines](#) as outlined by FGSR.

University of Alberta has several services to assist students with academic writing. Please consult the [Academic Success Centre](#).

C. Examination Committee Composition

At least half of the examiners must have a MSc degree or higher.

- The chair is a member of the NGPC who is not the supervisor and is appointed by the Director of Graduate Studies. The Chair is not an examiner.

- The supervisor(s) and supervisory committee members are ex-officio members of the examining committee.
- The committee must include one university examiner or one specialized knowledge examiner.

A **university examiner** is a member of the University of Alberta community who is knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s). A university examiner should not be a former supervisor or student of the supervisor(s). Eligibility for university examiners is described in detail in the [University Calendar](#).

A **specialized knowledge examiner** is a person who has knowledge or professional expertise that is relevant to the thesis research (such as a health practitioner or an Indigenous community member) and does not have a full-time academic appointment at a university that confers graduate degrees. A specialized knowledge examiner comes fresh to the examination. They must not be (or have been) a member of the supervisory committee or have been connected with the thesis research in any way. The examiner should not have a close personal association with the student or the supervisor.

D. Role of the Examination Committee

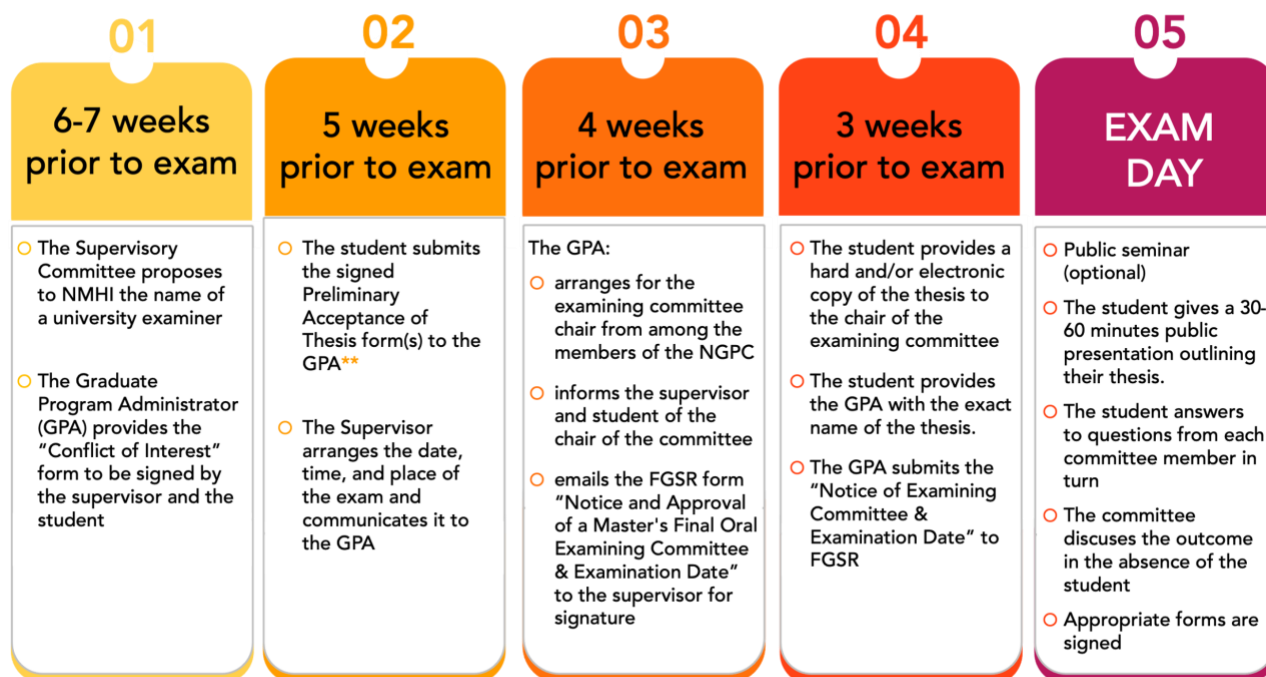
The committee will review the thesis document and conduct an oral examination to test the student's knowledge of the thesis subject and of related fields. The final decision of the examination committee will be based both on the quality of the thesis document and on the student's performance in defense of that document.

E. Preparing for the Examination

Students must submit a completed thesis to the supervisory committee with sufficient time so that each member can provide a form indicating their decision on its suitability for defence at least **five weeks** prior to the examination. The exam date cannot be set before members of the supervisory committee recommend, on the "Preliminary Acceptance of Thesis" form available on the NMHI website, that the thesis is acceptable for examination. The supervisory committee members can each sign a different form; all signatures do not have to be on the same form. The Preliminary Acceptance of Thesis form(s) must be submitted by the student to the Graduate Program Administrator (GPA).

Once the GPA receives all the signatures as supplied by the student, they inform the supervisor. It is then the responsibility of the supervisor to arrange the date, time, and place of the exam at least **5 weeks** prior to the exam and to send the information to the GPA.

MSc Final Thesis Defence Process



** The exam date cannot be set before members of the supervisory committee recommend that the thesis is acceptable for examination on the Preliminary Acceptance of Thesis form.

The GPA will arrange for the chair from among the members of the NGPC. The GPA will then inform the supervisor and student of the chair. The GPA will email the supervisor the FGSR form "Notice and Approval of a Master's Final Oral Examining Committee & Examination Date." The supervisor must sign the form and return to the GPA.

It is the student's responsibility to provide a hard and/or electronic copy of the thesis to the chair of the examining committee **three weeks** prior to the date of the exam.

The GPA submits the "Notice of Examining Committee & Examination Date" to FGSR **three weeks** prior to the date of the exam and a chair for the exam must be arranged,

The student must provide the GPA with the exact name of the thesis as soon as it is known and at least a few days prior to the exam.

F. Format of the Examination

A formal public seminar is not required for an MSc degree but can be scheduled if the student and/or supervisor like to hold one prior to the exam. It would be attended by the supervisory committee and other interested individuals. If a seminar takes place, the GA can work with the student and supervisor to find an appropriate room. Please provide the NMHI office with a seminar title and abstract at least 3 weeks in advance so the seminar notice may be circulated. If the student does not present a public seminar the final examination will be preceded by a 30-minute presentation attended by the supervisory committee. Following the seminar, the examining

committee and the candidate shall proceed to the oral component of the final examination, which will be held in a closed session and conducted in accordance with [FGSR regulations](#).

G. Possible Outcomes of the Examination

The decision of the examining committee will be based both on the content of the thesis and on the student's ability to defend it. One of the following outcomes of the final examination is appropriate:

- Adjourned
- Pass
- Pass subject to revisions
- Fail

There is no provision for a final examination to be 'passed subject to major revisions'.

A majority of examiners must agree to an outcome of Adjourned. All or all but one of the examiners must agree to an outcome of 'pass', 'pass subject to revisions' or 'fail'. Usually, the chair of the examining committee is not an examiner and does not vote. If the examining committee fails to reach a decision, the Department will refer the matter to the Dean of FGSR, who will determine an appropriate course of action.

For further details on examination outcomes, consult [Section 8 of the FGSR Graduate Program Manual](#).

H. Time Limit for Submission of Theses to FGSR

Following completion of the final oral examination at which the thesis is passed or passed subject to revisions, the student shall make the appropriate revisions where necessary and submit the approved thesis to FGSR within 6 months of the date of the final oral examination. The Neuroscience and Mental Health Institute may impose earlier deadlines for submitting revisions.

If the thesis is not submitted to FGSR within the 6 month time limit, the student will be considered to have withdrawn from the program. After this time, the student must apply and be re-admitted to FGSR and register again before the thesis can be accepted.

If the final oral examination is adjourned, the 6 month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions.

In order to be eligible for convocation students must submit their thesis to the FGSR for approval before the deadline dates set out in the Academic Schedule of the Calendar. Students must also ensure that they are registered in the appropriate Thesis course in their last semester prior to convocation.

3.7. Transfer from the MSc Program to the PhD program

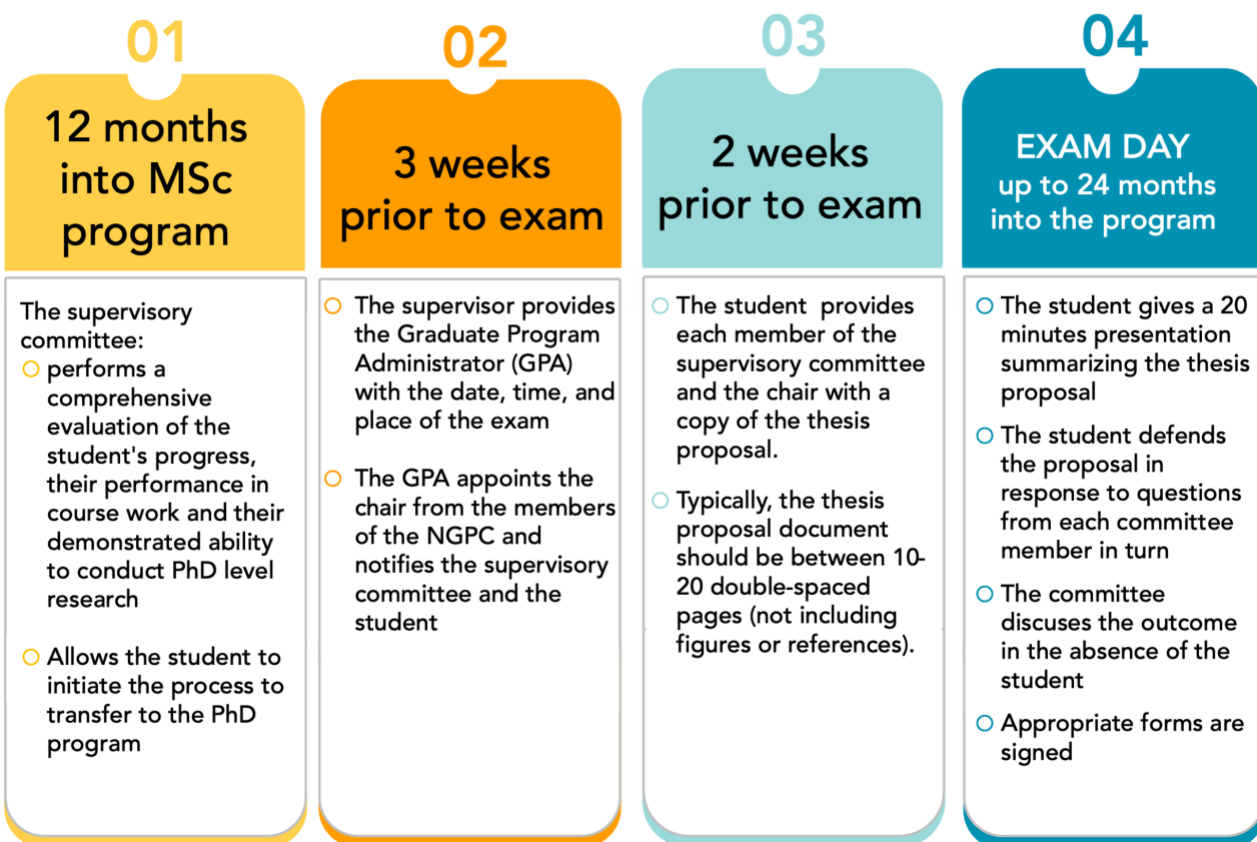
Students registered in the MSc program who wish to pursue a PhD degree without first completing the MSc must seek approval from their Supervisory committee to transfer from the MSc to the PhD program. A comprehensive evaluation of the student's progress will be carried out, the student will

write a thesis proposal and, after successful completion of a PhD thesis proposal committee meeting, the supervisory committee may recommend transfer to the PhD program without completion of an MSc thesis. It is recommended that this process be completed **12 months** into the graduate program; the maximum time allowed for transfer is **24 months**.

The courses completed, and research performed during the MSc program become part of the PhD program of study. Note that the course requirement for the PhD program is greater than for the MSc program; students transferring to the PhD program will be required to complete nine credits of approved graduate coursework (i.e. an additional 3-credits to the 6-credits required for the MSc), within 12 months of the date of transfer.

At this time, it is recommended that the composition of the supervisory committee is reassessed, to ensure that it reflects the direction of the research project.

Process to Transfer from the MSc Program to the PhD program



A. Purpose of the PhD Thesis Proposal

The purpose of the thesis proposal is to determine the student's ability to understand and defend their research project. The student should demonstrate knowledge of the literature relevant to the problem to be addressed. They must show appreciation of the appropriate experimental design for their proposed research and the technical difficulties and pitfalls inherent in the chosen

methodology. In addition, the student should explain why the topic warrants further research. In addition, the work proposed must be of sufficient scope and originality to warrant a PhD.

B. Thesis Proposal Document

At least **two weeks** prior to the date of the evaluation, the student will provide each member of the supervisory committee and the chair with a copy of the thesis proposal. The proposal should focus on the projected, future research that will form the basis of the PhD thesis work. It should be hypothesis driven and supported the preliminary data generated by the student. The documents must include a brief introduction to the research topic, a summary of the student's work done to date and an outline of the research plan, including methodology and anticipated timelines for completion. Typically, the thesis proposal document should be between 10-20 double-spaced pages (not including figures or references).

C. Thesis Proposal Examination Committee

The thesis proposal evaluation committee has the following composition:

- The chair, appointed by the Director of Graduate Studies from among the members of the NGPC.
- The student's supervisory committee.

The evaluation committee will review the student's performance in formal course work, the student's competence as revealed by the thesis proposal itself and the student's ability to defend the content of the proposal. Committee members will assess the feasibility of the project within the projected timeline and determine whether the project is of sufficient quality and quantity for the degree proposed. Following this review, a determination will be made on the student's future status within the program and recommend any further courses deemed necessary to attain an acceptable level of knowledge. Committee members are encouraged to provide feedback to improve the quality of the research project and identify potential obstacles or pitfalls.

D. Preparing for the Thesis Proposal Examination

At least three weeks in advance of the exam, the supervisor will provide the Graduate Program Administrator with the date, time, and place of the exam. The administrator will then appoint the chair and notify the committee and the student.

E. Format of the Thesis Proposal Examination

- In the presence of the student, the chair will summarize the student's performance in course work to date.
- The student will give a short (no longer than 20 minutes) presentation summarizing the thesis proposal.
- The student will defend the proposal in response to questions from each committee member in turn. Questions may include more general areas of relevant neuroscience so that the committee may be satisfied that the student has an appreciation of the subject adequate to pursue the proposed research.

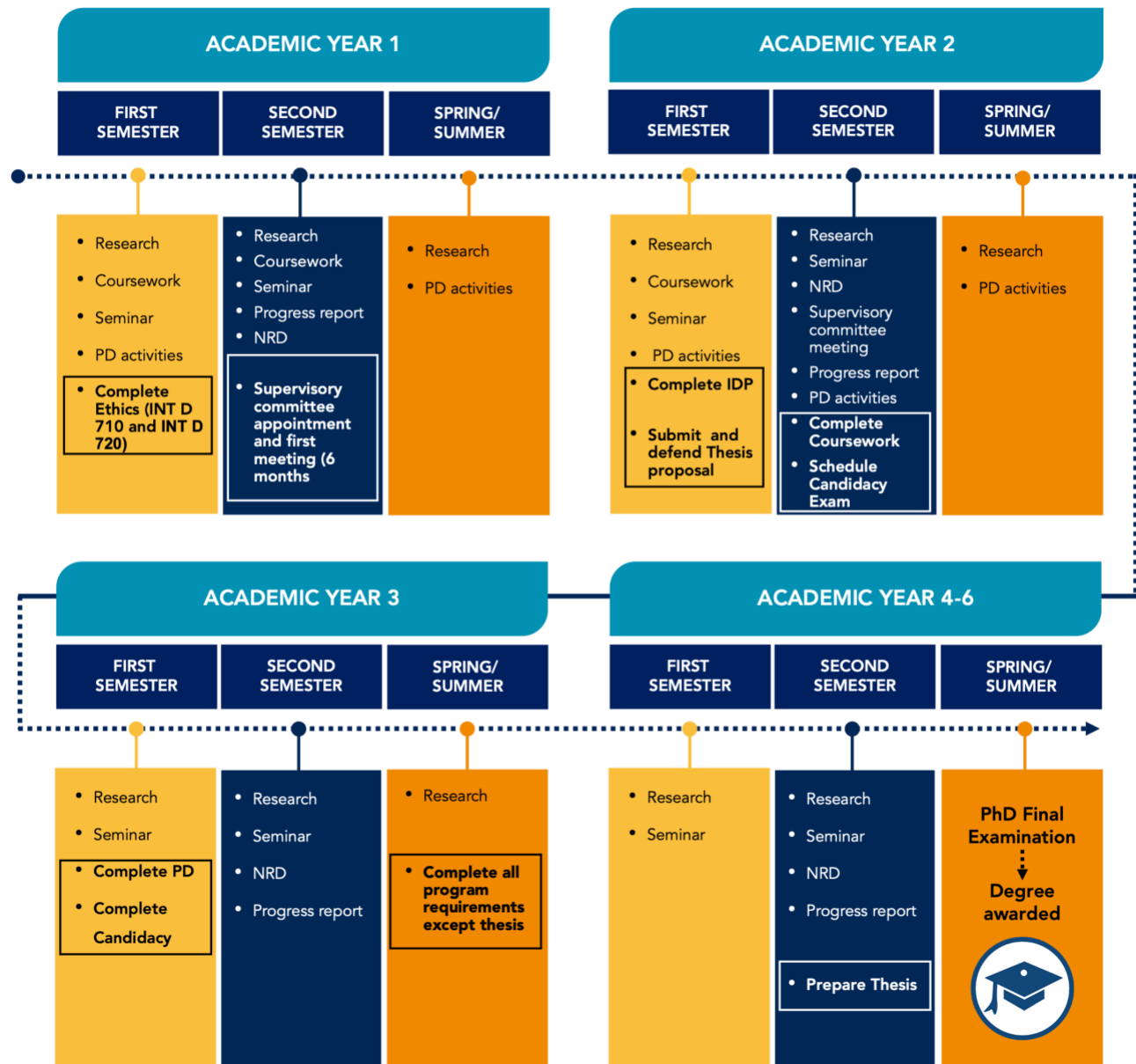
- Discussion among the committee members concerning the outcome of the evaluation is carried out in the absence of the student.
- Following the conclusion of the exam, a [Report of Supervisory Committee](#) form must be completed, signed, and returned to the NMHI office.
- [Recommendation for Change of Category](#) form must be completed and submitted to the NMHI.

F. Possible Outcomes of the Thesis Proposal Examination

- **Complete and defend an MSc thesis** - The examination committee decides that it is in the best interests of the student to remain in the MSc program and complete and defend a Master's thesis.
- **Proceed unconditionally** - Excellent performance with no or minor areas of weakness that do not require remedial action. Allows for transfer to the PhD Program.
- **Proceed conditionally** - Adequate performance with areas of weakness identified. Committee recommends remedial action. Allows for transfer to the PhD Program.
- **Repeat evaluation** - Only given if the committee feels that there are extenuating circumstances or if the performance is much poorer in one or more areas than anticipated from the student's record.
- **Withdraw** - The student is asked to withdraw from the program. The student may choose to remain in the program for the remainder of the academic year. Students who fail will not be considered for readmission to the program.

Section 4: The PhD Program


Structure of the PhD Program





4.1. PhD Program Requirements


Requirements to complete the PhD graduate program include courses, ethics, seminar attendance, NMHI Research Day attendance, annual meetings with the student's supervisory committee, one-on-one meeting with a member of the NGPC, a thesis proposal, candidacy exam, submission of a thesis, and final defence.


PhD Program: Major Requirements***











Coursework**

Students without prior MSc in Neuroscience must complete **9 units** of graded graduate coursework.

Students with a prior MSc in Neuroscience must complete **3 units** of graded graduate coursework.

Lab rotation courses (NEURO 500 (6 units) or NEURO 501 (3 units) are optional. A 3-credit graduate level reading course may be taken to fulfill the requirements***.

Passing Grades

Students are required to maintain a minimum cumulative program grade point average of 3.0 (B) throughout their program.

Ethics***

Complete the the six hour, online, non-credit course **INT D 710: Ethics and Academic Citizenship** and the two hour, online, non-credit course **INT D 720 - Advanced Ethics and Academic Citizenship** by the end of the first term of registration in the degree program.

Professional Development

Submit an **Individual Development Plan (IDP)** within **18 months** of starting the program.

Complete **8 hours** of PD activities inspired by the career plan.

PD activities must be approved by NMHI.

Seminar Attendance


Attend **20 seminars/ year**. At least **10** of the seminars must be Neuroscience seminars hosted by the NMHI. A minimum attendance of **4:1 in person to online seminar ratio** is expected Students are also required to attend other NMHI-hosted seminars.


Research Day Participation


Students are expected to share their work in the form of a poster or oral presentation during the NMHI Research Day (NRD). Participation in the NRD is mandatory and a requisite for continuation on the NMHI graduate program.

Thesis Proposal

Submit a thesis proposal document, which will be evaluated by the supervisory committee, and defend the proposal orally. Recommended that this process be completed **12 months** into the graduate program; the maximum time allowed for completion is **24 months**.







Progress Report

All MSc students are required to submit a progress report at least once annually to the FGSR using the standardized Progress Report form. Progress reports are due in FGSR at minimum once every 12 months of the student's original program start date. The student and supervisor(s) will receive reminders to complete the progress report in advance of any deadlines.

Candidacy Examination

All PhD students must pass a candidacy examination held within **3 years** of the commencement of the program

The candidacy examination must be passed **no less than 6 months** prior to taking the final examination

Doctoral Thesis and Final Examination

All PhD students shall present and orally defend a thesis embodying the results of their research

Notes:

***** Doctoral Program Three-year Progress Requirement.** All program requirements, other than the thesis, must be completed within **3 years** of the commencement of a student's program. Students who change from a master's program to a doctoral program, without completing the master's program, have four years to complete the doctoral program progress requirements from the term of initial registration in the master's program.

**** Students cannot meet their graduate student quota of 6 (MSc) credits merely based on a combination of lab rotation and reading courses (i.e., some didactic, course work is required.**

***** The following limitations apply :** 1. The course must be taken with a Faculty member other than the student's supervisor(s). 2. The course can be from any department, but it must be approved by the NMHI Director of Graduate Studies.

***** If a student does not complete the above noted courses by the end of their first term of registration in their degree program, their registration in subsequent terms will be restricted until such time as the course(s) is completed and/or a plan for completion is submitted by the student to the FGSR. FGSR will send students reminders to complete the requirement prior to the end of their first term.**

A. Coursework Requirements

PhD students who do not have a prior MSc in Neuroscience must complete **9 units** of graded graduate coursework. PhD Students with a prior MSc in Neuroscience must complete **3 units** of graded graduate coursework.

The program for each student will be determined by their supervisory committee and will be subject to approval by GPC if required. Additional coursework may be required.

PhD students have the option, in consultation with their program supervisor, to complete a lab rotation course. Students may choose either [NEURO 500](#) (two terms; 6 units) or [NEURO 501](#) (one term; 3 units). NEURO 500 involves rotations through three laboratories. Each rotation involves two months of research experience (six months in total). NEURO 501 involves rotation through one laboratory taken outside of the laboratory of the primary supervisor.

NMHI graduate students may take a graduate level reading course for 3 credits to fulfill their course requirements. However, the following limitations apply:

- The course must be taken with a Faculty member other than the student's supervisor(s).
- The course can be from any department, but it must be approved by the NMHI Director of Graduate Studies.

Students cannot meet their graduate student quota credits merely based on a combination of lab rotation and reading courses (i.e., some didactic, lecture-based course work is required)

B. Academic Standing

Students are required to maintain a minimum cumulative program grade point average of 3.0 (B) throughout their program.

C. Ethics

Students must meet the [FGSR Ethics and Academic Citizenship Requirement](#) through the completion of the six hour, online, non-credit course [INT D 710: Ethics and Academic Citizenship](#) and the two hour, online, non-credit course [INT D 720 - Advanced Ethics and Academic Citizenship](#) by the end of the first term of registration in their degree program.

The INT D 710 Ethics and Academic Citizenship course provides foundational knowledge of ethical principles and relevant university policies, including: land acknowledgement, academic integrity, plagiarism, introduction to research ethics, conflict of interest, and workplace ethics and self-care.

The INT D 720 Advanced Ethics and Academic Citizenship course provides advanced treatment of ethical principles, including: Indigenization, academic citizenship, research and scholarship, and ethical principles in university teaching.

Doctoral students who completed their Master's degree at the University of Alberta and previously passed INT D 710 Ethics and Academic Citizenship are only required to take INT D 720 - Advanced Ethics and Academic Citizenship.

If a student does not complete the above noted courses by the end of their first term of registration in their degree program, their registration in subsequent terms will be restricted until such time as the course(s) is completed and/or a plan for completion is submitted by the student to the Faculty of Graduate Studies and Research. Note: FGSR will send students reminders to complete the requirement prior to the end of their first term (if not completed already).

D. Professional Development

Students are required to fulfill the Professional Development requirement which has two components and must be completed as specified by [FGSR](#).

Students must submit a completed [Individual Development Plan](#) (IDP) within 18 months of the start of the doctoral program.

Progress and fulfilment of the PD hours (eight) is the students' responsibility but will be monitored in the FGSR Annual Progress Report.

E. Seminar Attendance

All graduate students are required to attend 20 seminars per year anywhere on campus and at least 10 of the seminars must be selected from the list of formal Neuroscience seminars hosted by the NMHI. The majority of seminar attendance should be 'in person' rather than online. A minimum of 4:1 in person to online ratio is expected. The NMHI also hosts a number of seminars where students will be required to attend in addition to the mandatory minimum of 10 weekly seminars per year.

Students must track their individual seminar attendance and include this report in their yearly report which is sent to FGSR. Participation in these seminars is a requisite for continuation in the program.

F. Research Day Attendance

Every year students must participate in the Neuroscience and Mental Health Institute Research Day (NRD). Students are expected to present their work in the form of a poster or oral presentation. Participation in the NRD is mandatory and a requisite for continuation on the NMHI graduate program.

G. Progress Report

Student progress will be reported at least once annually to the FGSR using the standardized Progress Report form. Progress reports are due in FGSR at minimum once every 12 months of the student's original program start date.

Completion of the progress report is required. In instances where the progress report is not submitted at least once within a 12 month period, the student's registration in subsequent terms will be restricted as a last resort and temporarily so as to determine a plan for completion. In these unlikely instances, FGSR will assist the student and supervisor(s) in the completion of the progress report and remove registration restrictions immediately. Note: both the student and

supervisor(s) will receive reminders to complete the progress report in advance of any deadlines, allowing for inquiries to assist or to set out an alternate completion deadline.

In instances where more detailed monitoring of a student's academic standing may be required, a progress report form may be filled more than once annually; however, only one (1) progress report may be submitted every four (4) months.

A student who receives two (2) consecutive evaluations of "in need of improvement" or one (1) "unsatisfactory" rating will normally be required to withdraw from their program and FGSR on the recommendation of the Director of Graduate Studies within their academic department and/or the Department Chair to the Dean of FGSR.

H. Doctoral Program Three-year Progress Requirement

All program requirements, other than the thesis, must be completed within three years of the commencement of a student's program. Students who change from a master's program to a doctoral program, without completing the master's program as part of an acceleration or fast-track, have four years to complete the doctoral program progress requirements from the term of initial registration in the master's program.

In exceptional circumstances a student who has failed to meet the doctoral program three-year progress requirement, as specified in Doctoral Program Three-Year Progress Requirements, may be considered for an extension according to [FGSR extensions policies](#) .

4.2. PhD Thesis Proposal and Examination

PhD students are required to submit a thesis proposal document, which will be evaluated by the supervisory committee, and to defend their proposal orally to that committee in response to questions. It is recommended that this process be completed **12 months** into the graduate program; the maximum time allowed for completion is **24 months**.

A. Purpose of the Examination

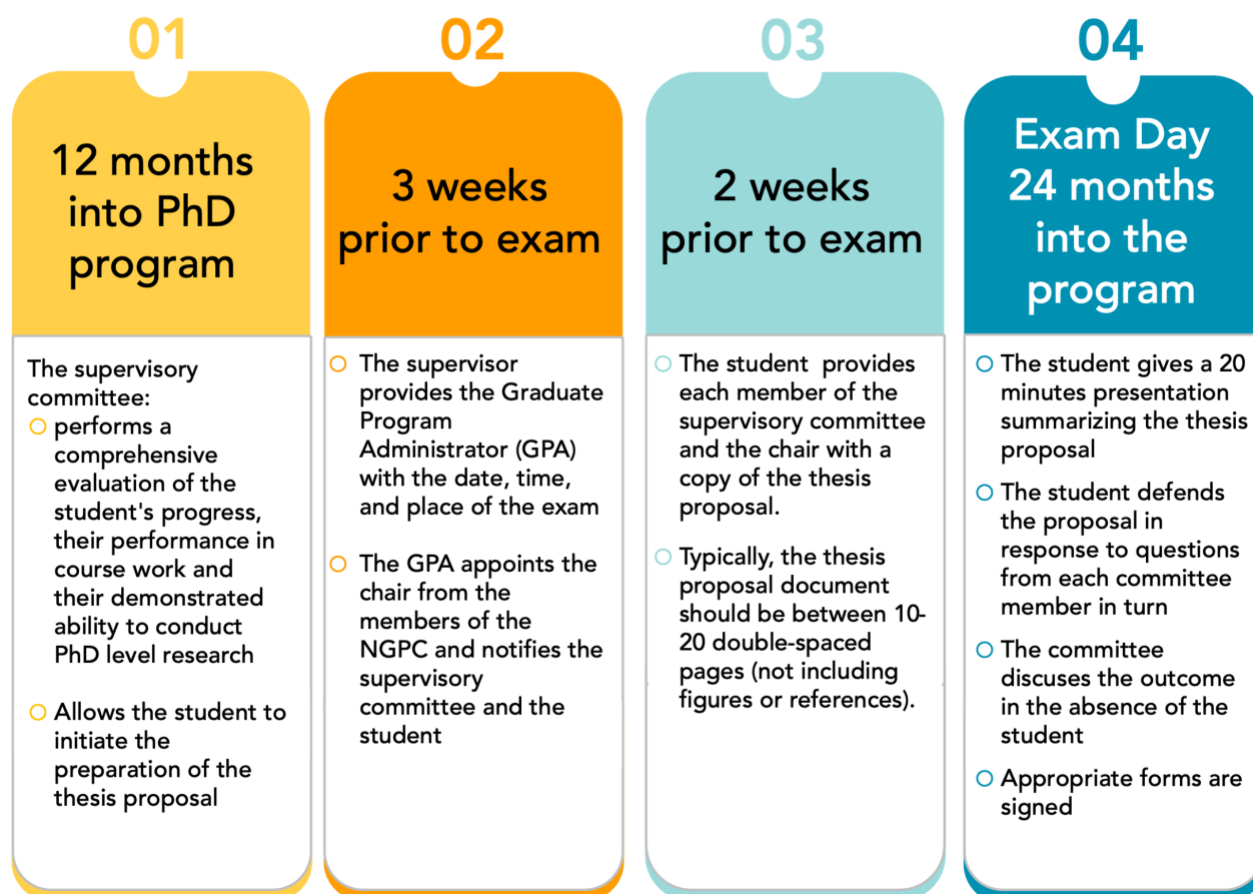
The purpose of the examination is to determine the student's ability to formulate a hypothesis based on existing evidence, and to design an experimental test of that hypothesis. The student must demonstrate a knowledge of the literature relevant to the problem to be addressed and must show an appreciation of good experimental design and the technical difficulties and pitfalls inherent in the chosen methodology. In addition, the work proposed must be of sufficient scope and originality to warrant a PhD.

B. Thesis Proposal Document

At least **two weeks** prior to the date of the evaluation, the student will provide each member of the supervisory committee and the chair with a copy of the thesis proposal. The proposal should focus on the projected, future research that will form the basis of the PhD thesis work. It should be hypothesis driven and supported the preliminary data generated by the student. The documents must include a brief introduction to the research topic, a summary of the student's work done to date and an outline of the research plan, including methodology and anticipated

timelines for completion. Typically, the thesis proposal document should be between 10-20 double-spaced pages (not including figures or references).

Preparation for the PhD Thesis Proposal and Examination



C. Thesis Proposal Examination Committee

The thesis proposal evaluation committee has the following composition:

- The chair, appointed by the Director of Graduate Studies from among the members of the NGPC.
- The student's supervisory committee.

The evaluation committee will review the student's performance in formal course work, the student's competence as revealed by the thesis proposal itself and the student's ability to defend the content of the proposal. Committee members will assess the feasibility of the project within the projected timeline and determine whether the project is of sufficient quality and quantity for the degree proposed. Following this review, a determination will be made on the student's future status within the program and recommend any further courses deemed necessary to attain an

acceptable level of knowledge. Committee members are encouraged to provide feedback to improve the quality of the research project and identify potential obstacles or pitfalls.

D. Preparing for the Thesis Proposal Examination

At least **three weeks** in advance of the exam, the supervisor will provide the Graduate Program Administrator with the date, time, and place of the exam. The administrator will then appoint the chair and notify the committee and the student.

E. Format of the Thesis Proposal Examination

- In the presence of the student, the chair will summarize the student's performance in course work to date.
- The student will give a short (no longer than 20 minutes) presentation summarizing the thesis proposal.
- The student will defend the proposal in response to questions from each committee member in turn. Questions may include more general areas of relevant neuroscience so that the committee may be satisfied that the student has an appreciation of the subject adequate to pursue the proposed research.
- Discussion among the committee members concerning the outcome of the evaluation is carried out in the absence of the student.
- Following the conclusion of the exam, a [Report of Supervisory Committee](#) form must be completed, signed, and returned to the NMHI office.

F. Possible Outcomes of the Examination

- **Proceed unconditionally** - Excellent performance with no or minor areas of weakness that do not require remedial action. Allows for continuation in the PhD Program.
- **Proceed conditionally** - Adequate performance with areas of weakness identified. Committee recommends remedial action. Allows for continuation in the PhD Program.
- **Repeat evaluation** - Only given if the committee feels that there are extenuating circumstances or if the performance is much poorer in one or more areas than anticipated from the student's record.
- **Withdraw** - The student is asked to withdraw from the program. The student may choose to remain in the program for the remainder of the academic year.

4.3. PhD Candidacy Examination

The candidacy examination must be held within **three years** of the commencement of the program in accordance with the [Degree of PhD](#) of the University Calendar. The candidacy examination must be passed no less than six months prior to taking the final examination.

A. Purpose of the Examination

The purpose of the Candidacy Examination is for the student to demonstrate that they have a broad knowledge of neuroscience and of the subject matter relevant to the thesis and have the ability to pursue and complete original research at an advanced level. The questioning will not be directly related to the thesis research, but rather questions will cover a broad scope which can include basic neuroscience concepts, broader concepts in the student's research area as well as theoretical and technical aspects of data collection and analysis.

B. Doctoral Candidacy Examination Committee

The examining committee consists of the ex-officio examiners and either one university examiner or one specialized knowledge examiner.

The **ex officio members** of the committee are the supervisor(s) and the supervisory committee members.

A **university examiner** is a member of the University of Alberta community who is knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s). Eligible University of Alberta community members include current or retired Academic Staff members, Academic Colleagues, Postdoctoral Fellows, or Executive Members/Academic Administrators who will be appointed or re-appointed as Academic Faculty members on the conclusion of their term (current or retired categories A, B, C, D, and E, as defined in the University of Alberta's Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues). A university examiner should not be a former supervisor or student of the supervisor(s). Except in special circumstances (fully justified in writing to the Dean of the department's Faculty), a university examiner should not be an active collaborator of the supervisor(s) (see [Conflict of Interest Guidelines](#)). University examiners who have served on a student's candidacy examination committee are eligible to serve on the student's doctoral final examination committee if the other conditions of being a university examiner remain unchanged.

A **specialized knowledge examiner** is a person who has knowledge or professional expertise that is relevant to the thesis research (such as a health practitioner or an Indigenous community member) and does not have a full-time academic appointment at a university that confers graduate degrees. A specialized knowledge examiner comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in any way. The examiner should not have a close personal association with the student or the supervisor. Except in special circumstances (fully justified in writing to the Dean of the department's Faculty), a specialized knowledge examiner should not be an active collaborator of the supervisor(s) (see [Conflict of Interest Guidelines](#)).

When deemed necessary by the supervisor, one additional university examiner or specialized knowledge examiner may be appointed to the examining committee. In such cases, the

examining committee consists of the ex-officio examiners and either two university examiners or one university examiner and one specialized knowledge examiner.

The examining committee does not normally include an external examiner. However, when deemed necessary by the supervisor, an external examiner may be appointed to the committee. In this case, the external examiner replaces a university examiner or a specialized knowledge examiner.

At least half of the examiners must hold a doctoral degree.

The chair is not an examiner. The chair is a member of the NGPC who is not the supervisor and is appointed by the GPA.

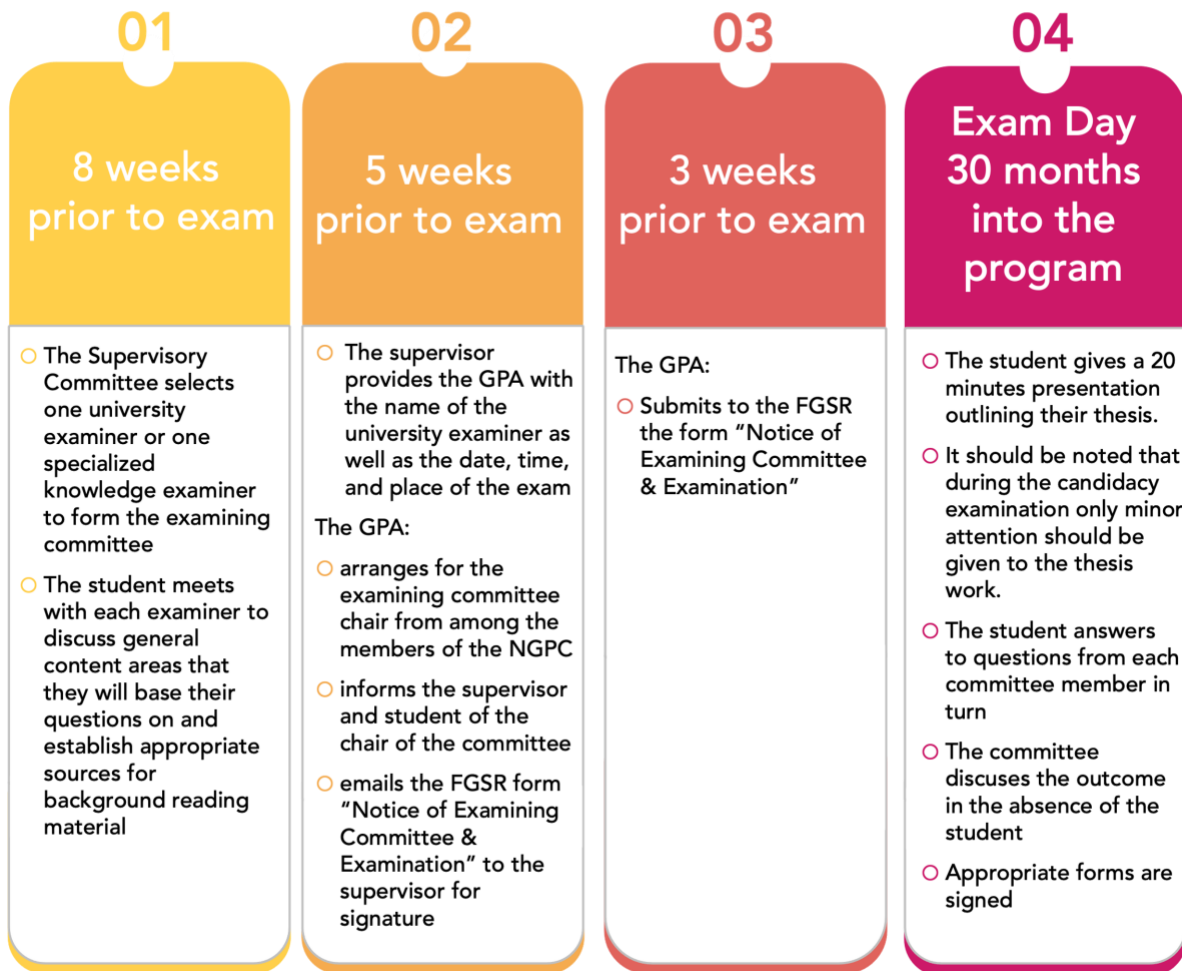
C. Role of the Examination Committee

During the examination the role of each examiner is to test the student's knowledge in specific topic areas previously outlined (see below) and related areas.

D. Preparing for the Examination

- The examination committee should be established at **least eight weeks** in advance of the examination. The student should then meet or be in contact with each examiner to discuss general content areas that they will base their questions on and establish appropriate sources for background reading material. The specifics regarding the reading sources provided by examiners will vary depending on each examiner; examiners may provide a very specific "reading list" or a more general "reading area".
- At least **five weeks** in advance of the exam, the supervisor must provide the NMHI with the date, time, and place of the exam as well as the names of the extra examiner. The GPA will then arrange for a chair and notify the supervisory committee and the student of the chair.
- The administrator will provide the supervisor with a completed FGSR 'Notice of Examining Committee & Examination Date' form which the supervisor must sign and return to the administrator **four weeks** in advance to the exam.
- The chair is charged with ensuring that the exam is of a consistent standard. Students are expected to have good and general neuroscience knowledge. Effective September 1, 2013, the expectation of students will be that they could adequately explain all topics covered (including appendices) in Bear et al, Neuroscience: Exploring the Brain (either 2nd or 3rd edition).
- The administrator will ensure that the form is complete and submit the form to FGSR at least **three weeks** in advance of the exam.

Preparation for the Candidacy Examination



E. Format of the Examination

The student does not present the committee with a written report. The examination will begin with a review of the student's progress including course work, awards, publications and presentations. The student will then provide a 15 to 20-minute oral presentation outlining their thesis. Emphasis should be given to describing the overall goals and hypotheses being tested. Key data can be presented to emphasize progress of the thesis work and the presentation should conclude with an outline of future plans for completion of the thesis. It should be noted that during the candidacy examination only minor attention should be given to the thesis work.

F. Decision of the Candidacy committee

The candidacy examination may result in one of the following outcomes:

- Adjourned
- Pass

- Conditional pass
- Fail and repeat the candidacy
- Fail with a recommendation to terminate the doctoral program or for a change of category to a master's program.

If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, FGSR, who will determine an appropriate course of action.

When the decision is Conditional Pass or Fail, chairs may refer to the decision process flowchart found on the FGSR website.

Adjourned: A majority of examiners must agree to an outcome of Adjourned. The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started.

Pass: All or all but one of the examiners must agree to an outcome of Pass. If the student passes the candidacy examination, the department should complete the Report of Completion of Candidacy Examination form and submit it to the FGSR.

Conditional Pass: A Conditional Pass is appropriate when the student has satisfied the committee in all but a very discrete area of deficiency that can be addressed through a reasonable requirement (e.g., coursework, literature review, upgrading of writing skills). Reworking of the entire candidacy proposal is not an acceptable condition and the examiners should consider the options available for a student that has failed the examination.

A majority of examiners must agree to an outcome of Conditional Pass. If the candidacy examining committee agrees to a conditional pass for the student, the chair of the examining committee will provide in writing within five working days to the Dean, FGSR, the graduate coordinator and the student:

- the reasons for this recommendation,
- the details of the conditions,
- the timeframe for the student to meet the conditions, but which should be no less than six weeks and no more than six months.
- the approval mechanism for meeting the conditions (e.g., approval of the committee chair or supervisor, or approval of the entire committee, or select members of the committee), and
- the supervision and assistance the student can expect to receive from committee members

Conditions are subject to final approval by the Dean, FGSR. At the deadline specified for meeting the conditions, two outcomes are possible:

- All the conditions have been met. In this case, the department will complete the Report of Completion of Candidacy Examination form and submit it to the FGSR; or

- If the conditions are not met by the deadline, the outcome of the examination is a fail and the committee must be reconvened to make the recommendation as described in the following section.

Fail: All or all but one of the examiners must agree to an outcome of Fail.

The options available to the examining committee when the outcome of a student's candidacy exam is "Fail" are

Repeat the Candidacy: Repeating the Candidacy is not an option after a second failed examination. A majority of examiners must agree to an outcome of Fail and Repeat the Candidacy. If the student's first 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 should consider the possibility of recommending that the student be given an opportunity to repeat the candidacy exam. Normally, the composition of the examining committee does not change for the repeat candidacy exam.

If the recommendation of a repeat candidacy is formulated by the examining committee and approved by the FGSR, the student and graduate coordinator are to be notified in writing of the student's exam deficiencies by the chair of the examining committee. The second candidacy exam is to be scheduled no later than six months from the date of the first candidacy. In the event that the student fails the second candidacy, the examining committee shall recommend one of the following two options to the department:

Change of Category to a Master's Program: All or all but one of the examiners must agree to an outcome of Fail and Change of Category to a Master's Program. This outcome should be considered if the student's candidacy examination performance was inadequate and the student's performance and work completed to date indicates that the student has the potential to complete a master's, but not a doctoral, program; or

Termination of the Doctoral Program: All or all but one of the examiners must agree to an outcome of Fail and Terminate the Doctoral Program. If the student's performance was inadequate, and the work completed during the program is considered inadequate, then the examining committee should recommend termination of the student's program.

If the candidacy examining committee agrees that the student has failed, the committee chair will provide the reasons and the recommendation for the student's program to the department. The Graduate Program Director will then provide this report, together with the NMHI's recommendation for the student's program, to the Dean, FGSR, and to the student.

For failed candidacy examinations, an Associate Dean, FGSR, normally arranges to meet with the student (and others as required) before acting upon any department recommendation.

4.4. Doctoral Thesis Final Examination

The final exam for PhD Students is **normally held at the end of the fourth year** in the graduate program. PhD Students have a maximum of six years from their first term of registration to complete all degree requirements. Master's students who are transferred to a doctoral degree must complete all degree requirements within 6 years from their first term of registration as a Master's Student.

A. Purpose of the Examination

The purpose of the final PhD examination is to assess the student's knowledge of the literature relevant to their research area, understanding of the procedures used to collect and analyze their data, understanding of the significance of their research in the context of their research area and knowledge of the limitations and pitfalls of their chosen methodology. The PhD thesis must include the results of original investigations and analyses and be of such quality as to merit publication; furthermore, it must constitute a substantial contribution to the knowledge of the student's field of study.

B. Doctoral thesis Examination Committee

The examining committee consists of the ex-officio examiners, one external examiner, and either one university examiner or one specialized knowledge examiner.

The **ex officio members** of the committee are the supervisor(s) and the supervisory committee members.

A **university examiner** is a member of the University of Alberta community who is knowledgeable in the field and comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in a significant way. The examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the student or supervisor(s). Eligible University of Alberta community members include current or retired Academic Staff members, Academic Colleagues, Postdoctoral Fellows, or Executive Members/Academic Administrators who will be appointed or re-appointed as Academic Faculty members on the conclusion of their term (current or retired categories A, B, C, D, and E, as defined in the University of Alberta's Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues). A university examiner should not be a former supervisor or student of the supervisor(s). Except in special circumstances (fully justified in writing to the Dean of the department's Faculty), a university examiner should not be an active collaborator of the supervisor(s) (see [Conflict of Interest Guidelines](#)). University examiners who have served on a student's candidacy examination committee are eligible to serve on the student's doctoral final examination committee if the other conditions of being a university examiner remain unchanged.

A **specialized knowledge examiner** is a person who has knowledge or professional expertise that is relevant to the thesis research (such as a health practitioner or an Indigenous community member) and does not have a full-time academic appointment at a university that confers graduate degrees. A specialized knowledge examiner comes fresh to the examination. They must not be (or have been) a member of the supervisory committee, or have been connected with the thesis research in any way. The examiner should not have a close personal association with the student or the supervisor. Except in special circumstances (fully justified in writing to the Dean of the department's Faculty), a specialized knowledge examiner should not be an active collaborator of the supervisor(s) (see [Conflict of Interest Guidelines](#)).

At least half of the examiners must hold a doctoral degree or higher.

The chair is a member of the NGPC who is not the supervisor and is appointed by the GPA. The chair is not an examiner.

It is the responsibility of the Supervisor to inform the NMHI office of the external examiner and the university examiner.

The exam chair will be appointed by the NMHI office from among the members of the NMHI graduate committee.

C. Role of the Examination Committee

The committee will review the thesis document and conduct an oral examination to test the student's knowledge of the thesis subject and of related fields. The final decision of the examination committee will be based both on the quality of the thesis document and on the student's performance in defense of that document.

D. PhD Thesis Document

The thesis should be prepared following [Thesis Preparation, Requirements & Deadlines](#) as outlined by FGSR.

University of Alberta has several services to assist students with academic writing. Please consult the [Academic Success Centre](#).

E. Preparing for the Examination

Eight to nine weeks before the examination the Supervisory Committee chooses the external examiner and the university examiner (or specialized knowledge examiner). The supervisor may contact potential examiners to ascertain their availability and willingness to participate, but must have no further contact with the external examiner after the thesis has been distributed to the examining committee. Any messages received after distribution of the thesis should be referred to the Director of Graduate Studies. Preliminary arrangements for date, time, and place of the exam are done with the potential examining committee.

The Supervisor provides the CV for the external examiner along with the completed "[Approve External Reader or Examiner for Final Doctoral Oral Exam](#)" form required by FGSR as well as the 'FoMD PhD External Examiner Conflict of Interest Checklist'.

The GPA forwards documents to the graduate program advisor in FoMD for Faculty Approval. Once approved by FoMD, the external examiner form is sent directly to FGSR.

The GPA will notify the supervisor when the external has been approved.

From that point on, the supervisor and student should not communicate with the external.

At least **six weeks** ahead of the exam date an official invitation letter is sent to the external examiner from the NMHI signed by the Director of Graduate Studies. In the letter of invitation, the external examiner is requested to prepare and send to the Director of Graduate Studies, at least one week in advance of the examination, an evaluation of the thesis placing it in one of the following categories:

- the thesis is acceptable with minor or no revisions,
- the external examiner wishes to reserve judgment until after the examination, or
- the thesis is unacceptable without major revisions.

In all cases, the external examiner is asked to provide a written commentary (approximately two to three pages) on the structure, methodology, quality, significance and findings of the thesis for the reference of both the student and supervisor.

At least **six weeks** ahead of the exam date the student submits their final draft thesis to their supervisory committee for review. The supervisory committee has 2 weeks to read the thesis.

Six to four weeks before the date of the exam the supervisory committee is required to recommend, on the '**Preliminary Acceptance of Thesis**' form, that the thesis is acceptable for examination. The committee members do not have to all sign the same form. The student sends to the GPA the signed "Preliminary Acceptance of Thesis" form(s) and a copy of the final thesis.

Once the signature forms have been received, the GPA will inform the supervisor that the date, time, and place of the exam can be confirmed.

The GPA arranges for the examining committee chair from among the members of the NGPC and informs the supervisor and student of the chair of the committee.

At least **four weeks** ahead of the exam the GPA sends the official final draft of the thesis to the external examiner.

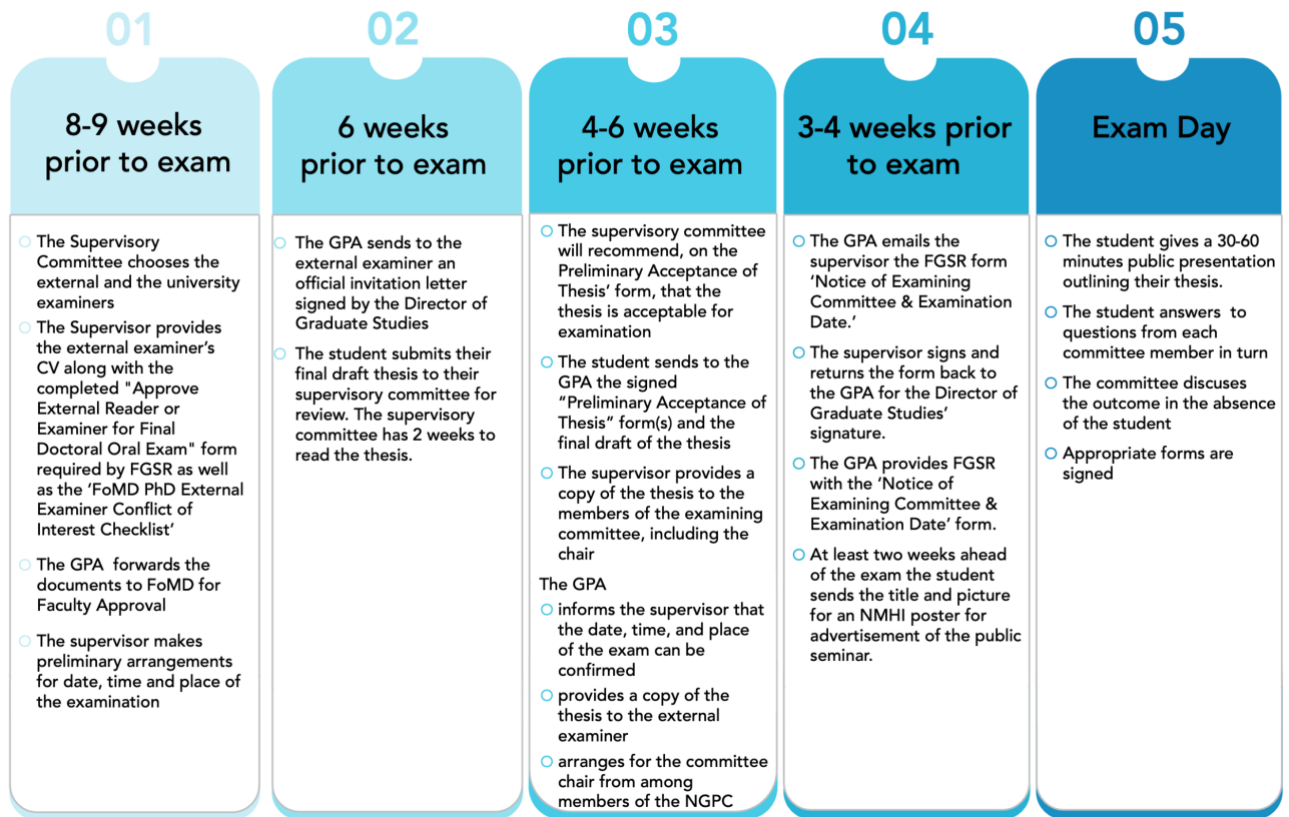
Once the examination has been set and the chair arranged, the administrator will email the supervisor the FGSR form 'Notice of Examining Committee & Examination Date.' The supervisor is required to sign and return the form back to the administrator for the Director of Graduate Studies' signature.

The Supervisor provides a hard copy or PDF of the thesis, whichever is preferred to the rest of the members of the examining committee, including the chair.

At least **three weeks** prior to the exam the GP must provide FGSR with the 'Notice of Examining Committee & Examination Date' form.

At least **two weeks** ahead of the exam the student sends the title and picture for an NMHI poster for advertisement of the public seminar.

Final Doctoral Thesis Defence Process



F. Examination Seminar

The examination will be preceded by a 30 minute to one hour public seminar and question period that will be attended by the examining committee and other interested individuals. The student must provide a seminar title and short abstract to the NMHI office at least 2 weeks in advance of the exam so that the seminar notice can be circulated. The seminar is usually held in the same room as the exam if the room is appropriate.

G. Format of the Examination

After a brief break following the public seminar the examining committee and the student reconvene for the formal final examination. After initial introductions are made, the student leaves room while the committee discusses the student's performance in the program and establishes the order of questioning.

It is generally agreed that the most time should be allotted to the external and university examiners and the least to the supervisor. In this way new and challenging questions are asked in place of reiteration of questioning already utilized to develop the student and enhance the research. Examiners should avoid discussions among themselves that exclude the student. They should not lecture but should ask detailed questions about the thesis and occasional broad, disciplinary questions. Typographical and stylistic errors should not take up examination time.

At the close of the examination the student is asked if they have any final questions or comments before they are asked to withdraw.

For the adjudication, no final verdict should be rendered without each examiner having given an opinion. Two opinions will be sought: (1) on the acceptability of the thesis; and (2) on the acceptability of the defence.

The Student is invited back into the room and the Chair announces the decision and provides feedback on the committee's discussions regarding the strengths and weaknesses of the thesis and the thesis defence.

H. Decision of the Doctoral Final Examining Committee

The decision of the examining committee will be based both on the content of the thesis and on the student's ability to defend it. The final examination may result in one of the following outcomes:

- Adjourned
- Pass
- Pass subject to revisions
- Fail

There is no provision for a final examination to be "passed subject to major revisions". If the Examining Committee fails to reach a decision, the NMHI will refer the matter to the Dean, FGSR, who will determine an appropriate course of action.

I. Time Limit for Submission of Doctoral Theses to FGSR

Following completion of the final oral examination at which the thesis is passed or passed subject to revisions, the student shall make the appropriate revisions where necessary and submit the approved thesis to the FGSR within 6 months of the date of the final oral examination. The NMHI may impose earlier deadlines for submitting revisions.

If the final oral examination is adjourned, the 6-month time limit will take effect from the date of completion of the examination where the thesis was passed with or without revisions. To be eligible for convocation, all doctoral students must submit their thesis to the FGSR for approval before the deadline dates set out in the Academic Schedule of the Calendar. Students must also ensure that they are registered in the appropriate thesis course in their last registration prior to convocation.

There are thesis submission deadlines for each convocation period and registration requirements when submitting your thesis. We recommend you submit your thesis **a minimum of 3-5 working days before any deadline**, as corrections may be required. Please review the various deadlines below for more details.

After the supervisor has approved the thesis revisions and signed the Thesis Approval/Program Completion form, the form is given to the Director of Graduate Program to complete the program completion section and will send it to the FGSR. FGSR must receive this form by the listed deadlines in order to avoid future registration and fees.

If the thesis is not submitted to the FGSR within the 6-month time limit, the student will be considered to have withdrawn from the program. After this time, the student must apply, be readmitted to the program and register again before the thesis can be accepted.

J. Submission of Final Thesis

'To be eligible for convocation, all students in a thesis degree program must present and defend a thesis embodying the results of their research' – FGSR. The NMHI has a permanent library of thesis documents from our students. We would be most appreciative if you were able to provide us with a bound copy of your thesis (book binding for Neuroscience is dark green) to add to our growing display.

Please visit [FGSR's website](#) for academic requirements for your thesis preparation, requirements & deadlines.

- Neuroscience Students will be required to submit a hard copy of the thesis to the Neuroscience and Mental Health Institute office.
- Students may choose to have additional copies printed for Supervisors or personal use but this is not required.
- Please submit your 'University of Alberta Thesis/Dissertation Non-Exclusive License' and decide if you will be restricting access to your thesis which will be required before submitting your thesis to FGSR.

Section 5. Convocation

The University of Alberta holds two convocations each year. A spring convocation in June and a 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) to be eligible for convocation.

- Apply for convocation within 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 your thesis to the FGSR.
- Note that convocation approval requires payment of all outstanding fees to University of Alberta.
- [FGSR Guidelines for Convocation](#)
- [Office of the Registrar information regarding convocation](#)

Section 6. Neuroscience Graduate Student Association (NGSA)

The Neuroscience Graduate Student Association (NGSA) is the graduate student group within the NMHI. If you are interested in joining the NGSA, elections are typically held in June. Please feel free to reach out to neurosci.gsa@gmail.com. Watch for exciting events arranged by the NGSA such as the NMHI Research Day, Brain Awareness Week and public lectures

Section 7. NMHI Events & Outreach

NMHI Research Day

One day each year is designated as Neuroscience and Mental Health Institute Research Day (NRD) which highlights graduate student research within the institute and facilitates interdisciplinary interactions among students and faculty. Students display their research by preparing posters and/or presentations followed by a keynote presentation from a distinguished scientist from outside of the University of Alberta. It is mandatory each student attends NRD as participation is a requisite for continuation on the NMHI graduate program.

Brain Awareness Week

Brain Awareness Week (BAW) is the global campaign held every March to increase public awareness of the progress and benefits of brain research. NRD is generally held on the Friday before BAW events begin.

Run for Brain Research

The run for brain research also known as the Neuroscience, Education, Research and Development (NERD) Run is an annual event hosted by the NMHI to increase support and awareness of neuroscience research.

The Synaptic Post

The Synaptic post is an NMHI weekly newsletter created to keep students, NMHI members and the greater University community up to date on our events and research accomplishments. Please ensure that you are receiving the newsletter as this is the tool to keep you best informed on the upcoming events, seminar series and other opportunities.

The Faculty of Graduate Studies and Research

FGSR sends out a newsletter to keep all graduate students up to date with any news and events. Watch for opportunities to complete your Individual Development Plan (IDP) hours, Professional Development (PD) hours as well as new and upcoming awards as well as campus activities.

Section 8. Financial Information

Full-time graduate students receive a stipend guaranteed to be not less than a minimum determined annually by the [Graduate Students Collective Agreement](#). The minimum stipend for 2022-2024 are \$25,197/year and \$24,089/year for doctoral and master students, respectively. The source of funds may be either from the supervisor, and/or from a funding agency external to the Department. Graduate Supervisors supporting students from restricted funds are encouraged to exceed the minimum rates when possible. The supervisor is responsible, together with his/her student, for making every attempt to secure external student financial support for the completion of the program. International students are also responsible for payment of the differential fee; some supervisors choose to contribute to the payment of this fee and international students should consult with their supervisor in this regard. It is a further responsibility of the student to maintain the highest possible standards of performance during the program of study in order to ensure continuing financial support.

A limited number of [graduate research assistantships](#) are available through the NMHI. In addition, graduate teaching assistantships and research assistantships may be available through one of the faculties or departments participating in the graduate program in Neuroscience or from research grants held by individual investigators. Other funding is provided by scholarships awarded to students by federal and provincial agencies such as the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC), Alberta Innovates Health Solutions (AIHS) and the Provincial Government of Alberta. Many private foundations also have scholarship programs to support graduate students. Students are expected to apply for external funding.

A number of University of Alberta and private scholarships are available to NMHI graduate students. Students are responsible for researching [scholarship eligibility and deadlines](#) on FGSR's website. Emails are sent out as reminders to students to ensure that they submit their applications to the NMHI (internal deadlines) to be reviewed by the graduate committee.

Fees

Graduate student fees and tuition are regulated by the University. It is the student's responsibility to track all fees and pay all amounts owing by the specified deadlines.

Section 9. Resources

The Faculty of Medicine & Dentistry provides additional support services for all students to assist and support their academic journey.

[The Office of Advocacy & Wellbeing](#) is a resource committed to help with the health and well being of our students both academic and personal well-being.

[Sexual Assault Centre](#) Phone: 780-492-9771 Location:2-705SUB, The University of Alberta Sexual Assault Centre provides a safe place on campus where unconditional support, confidentiality, respect and advocacy are available for those affected by sexual assault. The Sexual Assault Centre strives for a campus community free of sexual violence. The Sexual Assault Centre offers services for survivors of sexual assault or stalking and their supporters regardless of gender.

[Peer Support Centre](#) Phone: 780-492-HELP (4357) (Primary) 780-492-4268 (Administration line) Location: 2-707 SUB, University of Alberta Webpage: www.su.ualberta.ca/services/psc/ The Student Support Centre is operated by student volunteers who are all trained to provide telephone, appointment or drop-in crisis intervention, suicide prevention, and supportive listening.

Free Drop-In [Mental Health Workshops](#) Learn strategies to deal with common mental health concerns like depressions, anxiety, relationship break-ups, and more with workshops through Counselling and Clinical Services.

APPENDIX 1: List of courses of the Neuroscience Graduate Program

- [CELL 502 - The Birth and Death of a Cell](#)
- [EDPY 500 - Introduction to Data Analysis in Educational Research](#)
- [EDPY 505 - Quantitative Methods I](#)
- [NEURO 500 - Research in Neuroscience](#)
- [NEURO 501 - Graduate Research Project](#)
- [NEURO 510 - Cellular and Molecular Aspects of Normal Aging and Neurodegenerative Disorders](#)
- [NEURO 511 - Clinical and Basic Science Aspects of Age-related Neurodegenerative Disorders](#)
- [NEURO 520 - Neuroplasticity](#)
- [NEURO 525 - Neuroimaging in Neuroscience](#)
- [NEURO 572 - Current Topics in Autonomic Neuroscience](#)
- [NEURO 603 - Graduate Colloquium in Neuroscience](#)
- [NEURO 621 - The Art of Grant Writing](#)
- [NEURO 698 - Undergraduate Research Mentoring](#)
- [NEURO 699 - Undergraduate Research Mentoring](#)
- [PHYSL 544 - Current Topics in Neuroscience](#)
- [PMCOL 575 - Signal Transduction Systems as Pharmacological Targets](#)
- [PMCOL 612 - Drugs and the Nervous System](#)
- [PSYCH 574 - Advanced Topics in Neuroscience](#)
- [PSYCH 576 - Cognitive Neuroscience](#)
- [PSYCI 511 - Biological Aspects of Psychiatry](#)
- [PTHER 567 - Neuroscience for Rehabilitation](#)

MSc Program: Student's and Supervisor's Yearly Responsibilities

| | | |
|--------|---|--|
| YEAR 1 | Every Year Regular Activities | <p>Student Responsibility: Performs research work. Attends the seminar series. Fills out the annual FGSR progress report. Participates in at least one supervisory committee meeting. Participates in NRD.</p> <p>Supervisor Responsibility: Arranges supervisory committee meetings AT LEAST ONCE per academic year.</p> <p>Student Responsibility: Meets with the supervisor and completes the "Conversation check list with a new graduate student". Initiates course work and research work</p> <p>Supervisor Responsibility: Meets with the student and completes the "Conversation check list with a new graduate student". Submits signed check list to GPA. Discusses the research project with student.</p> <p>Student Responsibility: students are automatically registered in Bear Tracks to complete INTD710 in their first term of study.</p> <p>Student Responsibility: Consults with the supervisor for establishing the Supervisory Committee.</p> <p>Supervisor Responsibility: establishes, with input from the Student, the Supervisory Committee and meets with that committee within six months of the student commencing the graduate program.</p> <p>Student Responsibility: Finalizes the Individual Development Plan (IDP) and engages in PD activities.</p> <p>Supervisor Responsibility: Consults and reviews IDP & PD activities (yearly).</p> |
| | First term | <p>Student Responsibility: Completes course work. May discuss with supervisor and supervisory committee the option to transfer to PhD.</p> <p>Supervisor Responsibility: Arranges supervisory committee meeting. Considers the option for transferring of student to PhD.</p> |
| | First term Complete Ethics Requirements | <p>Student Responsibility: Completes PD activities. Participates in a last supervisory committee meeting.</p> <p>Supervisor Responsibility: Arranges supervisory committee meeting. Supports student in preparations of PhD thesis proposal or final thesis.</p> |
| | 6 months Supervisory Committee | <p>Student Responsibility: Provides the supervisory committee and the chair with a copy of the PhD thesis proposal at least two weeks in advance of the evaluation. At the evaluation gives a 20 minutes presentation summarizing the thesis proposal.</p> <p>Supervisor Responsibility: At least three weeks in advance of the evaluation, provides the Graduate Program administrator with the date, time, and place of the exam. Supervisor reviews the Thesis proposal prior to submission to the Supervisory Committee. Proposes a change of student category upon advice of the Supervisory committee..</p> |
| | 12 months IDP | <p>Student Responsibility: submits the signed Preliminary Acceptance of Thesis form(s) to the Graduate Program Administrator (GPA) (5 weeks prior to exam). Provides a hard and/or electronic copy of the thesis to the chair of the examining committee (3 weeks prior to exam). Provides the GPA with the exact name of the thesis (3 weeks prior to exam). Presents a public seminar (optional) (exam day).</p> <p>Supervisor Responsibility: submits the signed Preliminary Acceptance of Thesis form(s) to the Graduate Program Administrator (GPA) (5 weeks prior to exam). Provides a hard and/or electronic copy of the thesis to the chair of the examining committee (3 weeks prior to exam). Provides the GPA with the exact name of the thesis (3 weeks prior to exam). Presents a public seminar (optional) (exam day).</p> |
| | First Term | Time period reserved to allow completion of the MSc program and graduation under special circumstances |
| | Second Term | |
| | 12 - 24 months Complete Transfer to PhD | |
| | MSc Final Exam | |
| | Years 3-4 | |
| YEAR 2 | | |

PhD Program: Student's and Supervisor's Yearly Responsibilities

| | |
|---|---|
| Every Year Regular Activities | <p>Student Responsibility: Performs research work. Attends the seminar series. Fills out the annual FGSR progress report. Participates in at least one supervisory committee meeting. Participates in NRD.</p> <p>Supervisor Responsibility: Arranges supervisory committee meetings AT LEAST ONCE per academic year.</p> |
| | <p>Student Responsibility: Meets with the supervisor and completes the "Conversation check list with a new graduate student". Initiates course work and research work</p> <p>Supervisor Responsibility: Meets with the student and completes the "Conversation check list with a new graduate student". Submits signed check list to GPA. Discusses the research project with student.</p> |
| First term | <p>Student Responsibility: students are automatically registered in Bear Tracks to complete INTD 710 and INT D 720 in their first term of study.</p> |
| First term Complete Ethics Requirements | <p>Student Responsibility: Consults with the supervisor for establishing the Supervisory Committee.</p> |
| 6 months Supervisory Committee | <p>Supervisor Responsibility: establishes, with input from the Student, the Supervisory Committee and meets with that committee within six months of the student commencing the graduate program.</p> |
| YEAR 1 | |
| 18 months IDP | <p>Student Responsibility: Finalizes the Individual Development Plan (IDP) and engages in PD activities.</p> |
| Second Term | <p>Supervisor Responsibility: Consults and reviews IDP & PD activities (yearly).</p> <p>Student Responsibility: Completes course work.</p> |
| 12 - 24 months Thesis Proposal | <p>Supervisor Responsibility: Arranges supervisory committee meeting. Supports student in preparations of PHD thesis proposal. Schedules the Candidacy Examination.</p> <p>Student Responsibility: Provides the supervisory committee and the chair with a copy of the PhD thesis proposal at least two week in advance of the evaluation. At the examination gives a 20 minutes presentation summarizing the thesis proposal.</p> <p>Supervisor Responsibility: At least three weeks in advance of the evaluation, provides the Graduate Program Administrator with the date, time, and place of the exam. Supervisor reviews the Thesis proposal prior to submission to the Supervisory Committee.</p> |
| 24-30 months Candidacy Exam | <p>Student Responsibility: meets with each examiner to discuss general content areas for questions. Prepares for the exam. At the examination gives a 20 minutes presentation summarizing their thesis.</p> |
| Three-year Progress Requirement | <p>Supervisor Responsibility: Arranges the examining committee. At least five weeks in advance of the evaluation, provides the Graduate Program Administrator with the name of the university examiner as well as the date, time, and place of the exam. Signs the FGSR form "Notice of Examining Committee & Examination"</p> |
| Research and Completion | <p>Student Responsibility: Completes all program requirements, other than the thesis.</p> <p>Student Responsibility: Makes substantial progress towards the completion of the doctoral thesis. Publishes their results. Writes the thesis</p> |
| Doctoral Final Exam | <p>Student Responsibility: submits r final draft thesis to their supervisory committee for review (6 weeks prior to exam). Submits the signed Preliminary Acceptance of Thesis form(s) to the Graduate Program Administrator (GPA) (46 weeks prior to exam). Sends to the GPA the signed "Preliminary Acceptance of Thesis" form(s) and the final draft of the thesis (4-6 weeks prior to exam). Provides the GPA the title and picture for an NMHI poster for advertisement of the public seminar (2weeks prior to exam). Presents a public seminar and defends their thesis (exam day).</p> <p>Supervisor Responsibility: chooses the external and the university examiners and provides the external examiner's CV along with the completed "Approve External Reader or Examiner for Final Doctoral Oral Exam" form as well as the FoMD PHD External Examiner Conflict of Interest Checklist" to the GPA (89 weeks prior to exam). Arranges the date, time, and place of the exam and communicates it to the GPA (89 weeks prior to exam). Provides a copy of the thesis to the members of the examining committee, including the chair (4-6 weeks prior to exam). Revises the thesis before it is submitted to the supervisory committee for preliminary acceptance. Attends the final examination.</p> |
| YEARS 4-6 | |