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Dalhousie University

Department of Pathology Graduate Student Handbook

Department of Pathology
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INTRODUCTION

The Faculty of Graduate Studies sets the rules for graduate students to follow at Dalhousie University. These rules are found in Faculty of Graduate Studies Regulations or within the Dalhousie University Graduate Calendar <http://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=58>

The information contained in this handbook is designed to help students understand the rules, regulations and procedures pertaining to graduate studies in the Department of Pathology at Dalhousie University. Individual modifications can only be made through discussions with supervisors and supervisory committees. All modifications will be subject to approval by the Department.

The Department provides support and counseling for graduate students through a standing committee of the Department, the Graduate Studies Committee. Students are welcome to contact the Graduate Coordinator. Administrative support is provided by the Graduate Secretary.

CONTACT INFORMATION

Current members of the **Pathology Department Graduate Studies Committee** are:

Graduate Coordinator	Dr. Paola Marcato	paola.marcato@dal.ca
	Dr. Jeanette Boudreau	jeanette.boudreau@dal.ca
	Dr. Graham Dellaire	dellaire@dal.ca
	Dr. Shashi Gujar	shashi.gujar@dal.ca
	Dr. Wenda Greer	w.greer@dal.ca
	Dr. Dan Gaston	daniel.gaston@dal.ca
	Dr. Mahboubeh Rahmani	mahboubeh.rahmani@nshealth.ca
	Dr. Anna Greenshields	anna.greenshields@nshealth.ca
	Dr. David Hoskin	d.w.hoskin@dal.ca

Graduate Secretary: Ms. Kimberlea Clarke kimberlea.clarke@dal.ca

Current key contacts in the **Faculty of Graduate Studies** are:

Nicole Fraser	Program & Student Services Officer	program.officer@dal.ca
	Administers graduate programs and graduate student progress	
	Advises students and faculty on academic regulations	
Helena Martel	Senior Thesis Clerk	thesis@dal.ca
	Provides information on all matters relating to thesis preparation	
	Coordinates PhD thesis submissions	
	Arranges doctoral defences	
Mary Ann Dib	Senior Graduate Funding Clerk	gradfunding@dal.ca
	Coordinates FGS scholarship allocation process	
	Administers graduate student payments (FGS GFP pay system)	
	Provides information to departments & students on scholarship funding	
Niki Power	Scholarships Liaison Officer	fgs.slo@dal.ca

Liaison Officer & scholarship administration
Administers scholarship competitions
Main FGS Information contact Graduate.Studies@Dal.Ca

It is the responsibility of each student to familiarize themselves with the Faculty of Graduate Studies Regulations each year. The procedures outlined herein will apply to all graduate students registering for the first time. They must continue to apply in subsequent years.

GRADUATE PROGRAM OVERVIEW

Pathology Department Graduate Student Program Overview

Step 1 Student has successful admission to Pathology Department/acceptance by eligible supervisor – welcome!

The period of time it takes to fill all requirements of a MSc degree in Pathology is 2 years or longer and for PhD it can be 4-6 years. The time to completion can vary.

Step 2 4-6 weeks after official start date: supervisor contacts faculty to serve on student supervisory committee – once confirmation is received, supervisor or student contacts Graduate Secretary with committee member names.

Graduate Secretary enters info on student's program on GSIS.
Graduate Secretary sends appropriate application form to faculty for completion and processes application, in cases where individual(s) does not already have FGS membership.

Supervisor/student arrange for first committee meeting, books room or virtually, with assistance from Graduate Secretary if desired. Student takes **THESIS COMMITTEE MEETING FORM** (get from secretary) to meeting, gives completed, signed form to Graduate Secretary after meeting. Two committee members are required for the MSc program.

Graduate Secretary records date of meeting and other pertinent information (e.g. reclassifying to PhD, defence date, etc.) and reminds student and supervisor of next meeting required in six months or less if necessary/desired.

At this first meeting, program is confirmed - if not already - including coursework. Student registers appropriately and/or records future

courses “TBA” on PROGRAM FORM, ensuring all requirements of degree in Pathology are met. Form is then signed by student and supervisor and returned to Graduate Secretary.

Student, 11 months after start date in program and annually thereafter, logs on to GSIS and completes a progress report - https://dalonline.dal.ca/PROD/twbkwbis.P_GenMenu?name=bmenu.P_S tuMainMnu which is then approved by supervisor and Graduate Coordinator.

Step 3 In case of considering reclassification to PhD, this would take place ideally within one year from start of program and not usually beyond 24 months. See PROTOCOL FOR RECLASSIFICATION FROM M.Sc TO Ph.D PROGRAM.

Step 4 In case of successful reclassification to Ph.D – a department graduate committee member designate must attend reclassification meeting and give signed **APPROVAL TO TRANSFER FROM M.Sc. to Ph.D.** to Graduate Secretary. An additional committee member is added for the PhD program.

Additional regulations must now be followed. Firstly, student must register for PHDP 8000, Comprehensive exam and advise Graduate Secretary so that this can be added to program on GSIS. The comprehensive examination takes place approximately one year from date of reclassification or, in the case of direct admission into PhD program, 18 months from start date. See above PROTOCOL for regulations and deadlines.

Upon successful completion of the comprehensive examination has two parts (Essay and Oral). The department graduate committee member designate must attend the oral exam and fill out both forms. The student will be given a pass grade for both Essay and Oral – Department Representative gives the signed **COMPREHENSIVE EXAM FORM – ESSAY** and **COMPREHENSIVE EXAM FORM – ORAL** to the Graduate Secretary.

PUBLICATION PROGRAM REQUIREMENT FOR PHD STUDENTS: All PhD students are **REQUIRED** to have a **minimum** of one first author publication before they defend. Three data chapters are also required for the PhD thesis that are equivalent to three first author papers in terms of the amount of data, analysis and synthesis.

Step 5 Thesis defence – M.Sc.

While the formal proceedings are arranged “in-house”, i.e. Pathology Department, it is the student’s responsibility to ensure that all FGS regulations are adhered to – including formatting and submission forms.

See:

<https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences.html>

Once supervisor and/or supervisory committee determine that thesis is defence ready and ensure above guidelines are met, supervisor CONFIRMS ACCEPTANCE of examiner by the PATHOLOGY GRADUATE COMMITTEE (examiner must be external to student’s committee and must hold membership in Faculty of Graduate Studies). Upon approval, supervisor confirms availability of examiner.

Supervisor then confirms date for defence, ensuring availability of all parties – including supervisory committee, external examiner and Graduate Committee Representative. Graduate Secretary will assist if desired.

Student then advises Graduate Secretary of date of defence so a room can be booked or virtually. **Please note this can be a lengthy procedure – give as much advance notice as possible.

Student also advises Graduate Secretary of name of approved external examiner so that correspondence and regulations from Graduate Committee can be sent – no less than three weeks before defence.

Graduate Secretary and Graduate Coordinator will review student’s program to ensure all is in order for defence – e.g. GSIS up to date, grades given. Graduate Secretary will prepare and post notices for Department.

Thesis defence – Ph.D.

The formal proceedings are arranged by Faculty of Graduate Studies. It is vital that student read and adhere to these guidelines and timelines -

<https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/defense.html>

Initial step - Student and/or supervisor submit completed **REQUEST TO ARRANGE AN ORAL DEFENCE FORM** (from FGS website), along with first choice of external examiner and external examiner's CV to Graduate Secretary for Department Head’s signature and processing. From that point on, Faculty of Graduate Studies will copy Graduate Secretary on matters relating to defence. Graduate Secretary will post notices and

advise Department of defence particulars. Graduate Secretary and Graduate Coordinator will review student's program to ensure all is in order for defence – e.g., GSIS up to date, grades given, etc.

At all times, it is important for student to contact Graduate Secretary and/or Graduate Coordinator for any questions or to advise of plans and timing to ensure adherence to guidelines and regulations.

At all times, it is important to keep informed and adhere to Faculty of Graduate Studies regulations and deadlines -

<https://www.dal.ca/faculty/gradstudies/currentstudents.html>

MSc minimum requirements for completion checklist:

PATH 5000 + 1 course (B- minimum)	Thesis: 1 data chapter (equivalent to one first author manuscript)

PhD minimum requirements for completion checklist:

PhD proposal	PATH 5000 + 2 courses (B- minimum)	Comprehensive exam (within 18 months of transfer)	One first author paper (accepted/published)	Thesis: 3 data chapters (equivalent to 3 first author manuscripts)

This summary is meant as an overview only, see individual headings in Pathology Department Graduate Studies handbook for further explanation.

STIPENDS and TUITION

Minimum stipends (listed below) take into consideration the tuition amount that is paid at each stage of degree and if the program is M.Sc. or Ph.D. Full fees are paid by first year MSc students only. International fees are only paid by international students at the MSc level.

Dept. Pathology minimums (effective Sept 2021)

Degree level (international/Canadian)	Tuition fees/year	International fees (yes/no)	Minimum stipend
MSc full fees (international student)	~ \$18,000	YES	\$30,000
MSc full fees (Canadian)	~ \$11,400	NO	\$23,400
MSc continuing fees (international student)	~ \$11,400	YES	\$23,400

MSc continuing fees (Canadian)	~ \$4,800	NO	\$16,800
Doctoral (international)	~ \$7950	NO	\$23,400
Doctoral (Canadian)	~ \$7950	NO	\$23,400

Students that transfer to PhD from MSc may receive a portion of their tuition refunded (determined by FGS at time of transfer).

The estimated tuition fees included incidental fees.

All Full-Time Students Are provided Health and Dental Plans. International Students Are also provided with a basic health insurance plan. However, these plans do cost money and students with proof of sufficient coverage from another source can opt out.

Nova Scotian students may be eligible for the Nova Scotia Student Bursary

You may be eligible to opt out of the UPass (University Buss Pass) under certain circumstances. To opt out, you must submit your waiver form, refer to FGS.

REGISTRATION

Registration: The Registrar's Office admission start dates are January, May and September. ALL graduate students must register ANNUALLY online.

Students must register for the appropriate thesis course (PATH 9000 for MSc students and PATH 9530 for PhD students) prior to beginning of the term. Each new student must also register for PATH 5000 – General Pathology (mandatory for all students unless they have a medical background in which case they would have taken an equivalent course) and PATH 5091 – Research Seminar. In addition, students must select courses in discussion with their supervisor/supervisory committee and upon approval of the Graduate Committee. This course requirement is 1 more course for M.Sc and 2 more courses for PhD. Please note that there is the option for additional courses to be required if committee feels it necessary for the students project/program.

Course credit distribution re Graduate Student Program

The minimum total # of credits required for MSc is 27 credit hours and PhD in Pathology is 30 credit hours.

Those credit hour requirements are arrived at through a combination of courses from the lists below:

1. MANDATORY Pathology Department courses:

All Pathology MSc and PhD* students must take:

- PATH 5000 (General Pathology) mandatory class for all students (without medical background) **3 credit hours**

All Pathology MSc and PhD* students must take:

- PATH 5091 (weekly seminar series), students must participate and present once yearly **total 3 credit hours**

Students must be registered each term during their program.

All Pathology students must register in either:

- PATH 9000 (MSc thesis) or PATH 9530 (PhD thesis) **18 credit hours**

The above is a total of **24 credit hours**. The remaining **3 (M.Sc.) and 6 (PhD) credit hours** may be achieved by taking one or two 3 credit hour courses from among the following:

2. OPTIONAL Pathology Department courses:

In consultation with the student's supervisor(s) (and student supervisory committee), students may enroll in the following Pathology Dept. courses:

- please note these may change depending upon instructor availability, check Academic Timetable to be certain

<u>Course #</u>	<u>Description</u>	<u>Credit</u>	<u>Offered</u>
PATH 5027	Molecular Mechanisms of Cancer	3 credit	alternate years
PATH 5035	Human Genetics	3 credit	every year
PATH 5040	Pathobiology of Cancer	3 credit	alternate years
PATH 5050	Immunopathology	3 credit	alternate years
*PATH 5066/7/8	Directed Readings	3 credit	every year
PATH 5100	Processes and Mediators of Inflammation	3 credit	every year

(*contact Dr. Gaston for PATH 5066, 5067, and 5068), name of course will vary, course coordinator will vary)

3. OPTIONAL graduate course(s) offered by other departments - see Dalhousie University Graduate Studies Calendar – upon approval by Grad Coordinator/Committee <http://academiccalendar.dal.ca/>

Timetable: <https://dal.ca/timetable>

*PhD students who enter our program with a MSc may be given credit for courses taken in their previous program.

In addition to these general requirements, all **PhD** candidates are required to pass a comprehensive examination consisting of both written and oral components. **Registration for this, PDHP 8000, is ONLY in the Term you do and complete exam in.**

FAILURE IN A CLASS

Any grade below B- (<70%) is a failing grade for students in a graduate program. It is a Faculty of Graduate Studies regulation that a student who fails ANY class is

automatically withdrawn (academically dismissed) from their program of study. However, if a failure is limited to one half-class and if a grade of C-(56%) or better has been obtained, the Department, at a meeting of its faculty, may consider all aspects of an individual case and at its discretion, recommend to the Dean of the Faculty that the student be readmitted.

GRADING SYSTEM and GPA

The Dalhousie standard graduate grading scale is outlined below:

Number grade	numerical grade	Grade Point Value
A+	90-100	4.30
A	85-89	4.00
A-	80-84	3.70
B+	77-79	3.30
B	73-76	3.00
B-	70-72	2.70
C+	65-69	2.30
C	60-64	2.00
C-	55-59	1.70
D	50-54	1.00
F	0-49	0.00

FGS PROGRESS REPORTS

Every graduate student in the second year and beyond of a thesis program is required to submit an Annual Progress Report to the Faculty of Graduate Studies. This report is done online through the Graduate Student Information System (GSIS). Instructions for using this system are found on the Faculty of Graduate Students website under current students.

The report is due on an annual basis, one month prior to the anniversary of the student's admission date, e.g. due August 1st for September admissions, December 1st for January admissions, and April 1st for May admissions.

IMPORTANT DEADLINES FOR MSc STUDENTS

First Fall Term

- attend any relevant safety meetings and/or courses (e.g., WHIMS, radiation safety, laboratory animal care and handling, biosafety)
<https://www.dal.ca/dept/safety.html>
- in consultation with supervisor, arrange for a supervisory committee within the first two months of the program
- 'accept' online program form once notified by GSIS (Graduate Student Information System). GSIS Manual for Students
- register online for all three terms for REGN 9999 (for stipend), PATH 9000 (fall

term only), seminar course and any required courses

Each Fall

- register online for all three terms for REGN 9999 (for stipend), Journal Club and any required courses
- Submit Progress Report after supervisory committee meetings where applicable (see Progress Reports)

When the Thesis is Nearly Complete

- consult FGS for current thesis format regulations, and ensure that your thesis conforms to these regulations - <https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/submission.html>
- complete "Intent to Graduate" through Dal Online
 - Print and complete Master's Thesis Approval form – under “Forms and Documents” – **take this form to the defence for signature.**
 - consult with supervisory committee and Department Chair to find a suitable time for the MSc final exam (allow at least three hours, to give time for presentation, examination and deliberation)
- request the Graduate Secretary book an appropriate room or virtual for the defence.
- provide the particulars of the defence (date, time, place, list of examiners, copy of the Abstract) to the Graduate Secretary so that a Notice for the defence can be prepared.

When the Thesis is Complete

- present one unbound copy of the thesis to each member of the examining committee (excluding the external examiner) and one unbound copy to the Department Chair two weeks prior to the scheduled defence
- have the examining committee sign the 'MSc Thesis Approval for Submission' form two weeks before the defence
- present an unbound copy of the thesis to the external examiner two weeks before the defence date
- notify the Graduate Coordinator and Secretary that the thesis has been submitted
- decide in consultation with the supervisor if there's a need to embargo the thesis for one year while papers are being written. Complete a Request to Embargo a Thesis form and ensure it is submitted to FGS before the defence
- computer and projector are normally installed in rooms used for the defence. Students planning to use a Mac laptop should ensure they have an adaptor to attach to the projector cable. MS Teams is usually used for virtual defence.

The Master's Thesis Approval form must be completed electronically, taken to the defence and signed by all committee members. If revisions are required, the supervisor withholds their signature until the revisions have been completed.

After the Defence

- it is the student's responsibility to make recommended changes to the thesis. When this is complete and the final thesis has been approved by their Committee, the student submits their thesis online in PDF/A format and takes the signed signature page to the Faculty of Graduate Studies Office.
- Students are responsible for having their thesis bound and with providing their supervisor(s) with a bound copy.

IMPORTANT DEADLINES FOR PhD STUDENTS

First Fall Term

- attend any relevant safety meetings and/or courses (e.g., WHIMS, radiation safety, laboratory animal care and handling)
- in consultation with supervisor, arrange for a supervisory committee within the first two months of the program
- submit Progress Report after supervisory committee meetings where applicable (see Progress Reports)
- 'accept' online program form once notified by GSIS (Graduate Student Information System). GSIS Manual for Students
<https://www.dal.ca/faculty/gradstudies/currentstudents/gsis.html>
- register online for all three terms for REGN 9999 (for stipend), PATH9530 (fall term only), Journal Club and any required courses

Each Fall

- register online for all three terms for REGN 9999 (for stipend), seminar course PATH 5091 and any required courses

Six Months before the Thesis is to be Submitted

- register the proposed title of the thesis with FGS

Three to Six Months before Submission of the Thesis

- call a meeting of the supervisory committee to discuss possible external examiners (student may or may not be present for this discussion, depending on committee's wishes)
- remind the supervisor to submit the Request to Arrange the Oral Defence of a Doctoral Thesis form. Include a proposed date if known.
- complete "Intention to Graduate" through Dal Online.

When the Thesis is Nearly Complete

- present an unbound copy to each member of the supervisory committee and one unbound copy to the Graduate Coordinator or Graduate Secretary
- present one unbound copy of the thesis (the External Examiner's copy) to FGS, along with the PhD Examination Information Form and the PhD Thesis Submission Form. This form should be signed by each member of the supervisory committee; it is important to keep in mind that the external examiner must be allowed at least four weeks to read the thesis before it can be examined
- notify the Graduate Coordinator that the thesis has been submitted
- provide the suggested particulars of the defence (date, time, place, list of examiners, copy of the Abstract) to the department Graduate Secretary -she will notify graduate studies who will then do the Notice for the Defence

Most PhD thesis defences occur in the Mona Campbell Building which is equipped with a computer and projector. Some are scheduled virtually as required.

After the Defence

- it is the student's responsibility to make recommended changes to the thesis. When this is complete and the final thesis has been approved by the committee, the student submits their thesis online in PDF/A format and takes the signed signature page to the Faculty of Graduate Studies Office.
- Students are responsible for having their thesis bound and with providing their supervisor(s) and the department with a bound copy.

MSc TO PhD RECLASSIFICATIONS

Timing: Reclassification from a M.Sc. to PhD program should take place within the first 24 months of entering the M.Sc. program.

Arranging the Reclassification meeting: Upon request by the student, a meeting of the student's supervisory committee and the departmental Graduate Coordinator is arranged by the Graduate Secretary. The Graduate Secretary provides a Program Update form to the Graduate Coordinator or designate to indicate "pass" or "fail" at the reclassification meeting.

Format of the Reclassification meeting: Reclassification consists of a written and oral component. The student prepares a NSERC style research proposal in advance of the meeting. The written proposal is submitted to all committee members and the Graduate Coordinator or designate one week in advance of the meeting. It is expected that all committee members will have reviewed the document before the scheduled meeting. The student also prepares a 30-minute power point presentation for the meeting.

Written proposal: The 5-page single-spaced research proposal should include a description of the background literature and rationale for the proposal, research progress to date, and objectives of future work with details of rationale and methods. Additional pages should include references and suggested at least one page of figures. Students are encouraged to seek advice from their supervisor, supervisory committee members (and others) during the preparation of their research proposal.

Meeting and oral presentation: The meeting is chaired by the Graduate Coordinator or designate. At the start of the meeting, the student will present a 30-minute presentation which summarizes the key points of the written proposal. The committee members may ask questions during or after the presentation. The supervisory committee will provide advice and feedback to the student. The oral presentation and written document will form the basis for discussion.

Decision and Program Update form:

After the presentation is completed, the student will leave the room and committee will have a discussion regarding the acceptability of the proposal. The committee evaluates the proposal and the student's ability to carry out the proposed work and if it is sufficient/suitable for a PhD. The decision outcome is summarized in the Program Update form signed by the committee and Graduate Coordinator or designate. This form is given to the Graduate Secretary who will update the information on GSIS.

In accordance with Registrar's Office deadlines, please note that transfers only become effective on May 1, September 1, or January 1. Students should also note that transfer from the MSc to PhD program after the first full year will alter their fee status (from thesis only fee back to full fee) and will only make them eligible for an FGS scholarship starting the following September. Students should also check with the Faculty of Graduate Studies Office regarding the fee payment schedule for their program.

PhD RESEARCH PROPOSAL

Students who directly entered the PhD program as well as those students who reclassifying from MSc to PhD programs must submit a PhD research proposal to their committee. For students who directly entered into the PhD program, their proposal should be completed before the end of their first year in the program, not usually beyond 18 months.

Writing a research proposal that will form the basis of a student's directed research is an important step towards focusing one's efforts and resources on a particular problem and devising appropriate strategies for its solution. The skills of "grantsmanship" necessary for writing a successful research proposal are important in establishing scientific credibility and in attracting interest (i.e. funding) in one's work. In the course of graduate student training, demonstration of these skills is also an important early indicator of academic development. The proposal, in the format of an NSERC - type

grant application, should outline the proposed research project. Students are encouraged to seek advice from their supervisor, supervisory committee members (and others) during the preparation of their research proposal.

Below are areas of focus on which student will be evaluated.

Content Mastery and Integration

Does the student display knowledge in these areas:

- clear understanding of the issue
- integration of perspectives, conceptual and methodological thinking
- critical and creative identifications of strengths and limitations of issue based on synthesis of existing knowledge

Presentation

Is the presentation a:

- logical introduction and conclusion
- does the presentation have cohesive paragraph structure (e.g., on theme, linked paragraphs)
- citations of literature

Overall

In general, regarding student's presentation and knowledge displayed:

- is some of the material publishable?
- overall, is the essay passable?

Following submission of the research proposal, the student will orally present their proposal to the supervisory committee. During this meeting, the supervisory committee provides advice and feedback to the student and reviews and evaluates the proposal and the student's ability to carry out the proposed work.

The committee then makes a recommendation of acceptance, modification or rejection and completes a PhD Comprehensive Exam Completion Form which is given to the Graduate Secretary who initiates a grade change form.

Department of Pathology, Dalhousie University

PhD Comprehensive Examination Guidelines

Those students who have successfully reclassified from MSc to PhD as well as those who already have a MSc and are entering the PhD program must undertake a comprehensive examination.

These guidelines should be provided to the student and examining committee. The external examiner should be familiar with the guidelines and the scope of the exam. The Comprehensive Exam consists of an Oral and a Written component. Both components need to be deemed as PASSED for the Comprehensive exam to be considered PASSED. A member of the graduate committee or designate acts as the Chair of the exam.

5 weeks prior to the examination date, the student will be provided with a **reading list** determined by their supervisory committee and two essay topics. **The student will have 5 weeks of secured time (no lab time is required) to complete this exam preparation.**

Grandfather clause: *For students who were enrolled in the PhD program before September 2020, they have the option to complete the comprehensive exam over 2 months (while continuing to work part-time on their thesis research project). The amount of thesis work to be completed during the two-month period is to be agreed upon with the supervisor and committee.*

The examination committee composition: includes the student's supervisor (and co-supervisor, if the candidate is jointly supervised) their supervisory committee as well as one additional member of the Faculty of Graduate Studies to serve as an external examiner. The external examiner may be a member of the Department of Pathology providing that they are external to the student's supervisory committee.

The proposed external examiner needs to be approved by the Pathology Graduate Studies Committee before the external examiner is asked to serve.

Reading list composition:

- 1) All course material from PATH 5000. The course syllabus will be provided to examining committee for reference.
- 2) Two chapters in "Robbins" on topics related to the student's discipline of study.
- 3) 10 articles that should include review articles and could include seminal papers.

Essay topics:

Two essay topics related to the student's discipline of study, determined by their supervisory committee, will be presented to the student 5 weeks prior to the comprehensive Oral examination date. It is expected that the External examiner will have expertise in the essay topic areas.

The student must write an essay on one of the topics provided and be prepared to answer questions on both essay topics.

Essay length and expectations: 20 pages double spaced (excluding references and figures). The essay will summarize the recent literature around the topic area; however, that is not sufficient for a PASS on the essay. It is expected that the essay will provide a critical analysis of the literature with original synthesis. The inclusion of an original figure is helpful but not required. The student is encouraged to consult the committee members for clarification if needed and guidance on essay direction and breadth.

Essay due date: One week prior to the scheduled Oral exam. The student will email a PDF of the essay to all members of the examining committee, plus the Chair of the exam.

Essay assessment: The essay will be assessed by all members of examining committee prior to the scheduled Oral exam. Each examining member will provide written feedback to the Chair no later than 2 days before the scheduled Oral exam. This feedback will be communicated to the student 2 days before the Oral exam.

The feedback from each examiner will include a statement of PASS (deemed sufficient to proceed to Oral exam component) or FAIL (insufficient to proceed to Oral exam). If the majority of the examining committee members decide the essay is insufficient to proceed to Oral exam, the Oral exam will not proceed as scheduled and the written component will be considered a FAIL. *Reasons for failure are major flaws, such as a lack of relevant literature review, the essay did not answer the topic question, a lack of critical analysis and original synthesis, or a failure to provide a sufficiently coherent document.* These written concerns will be communicated to the student.

In the event the Essay is considered a FAIL: The student will be given an opportunity to revise the essay and resubmit it two weeks later. The Oral exam will be scheduled one week after essay resubmission. The examining committee will assess the revised essay as described above. Feedback will be provided as described above.

In the event the revised Essay is considered a FAIL: If the revised Essay is considered a FAIL, the Oral exam will not proceed. The decision will be communicated to the student two days before the scheduled Oral exam. The student will receive an F on the comprehensive exam and the F will be recorded and the Department will recommend that FGS dismisses the student.

The Oral exam: The examination will consist of 2 rounds of questioning, with external examiner going first. Typical time for the exam is 2-3 hours, with 3 hours being the maximum time. Each examiner is given 15 minutes/per round to ask questions of the student. The timing will be monitored by the Chair.

The questions in the Oral exam: Questions will be primarily focused on the written essay, the essay topics, and the reading list. An examiner can ask questions that expand areas that were mentioned in the essay topics or reading list.

Oral exam outcome: Once the student has completed the Oral exam, the student will be asked to leave the room while the examining committee decides on the outcome. The decision of PASS or FAIL will be based solely on the performance in the Oral exam (since the written component was already judged separately). Major deficiencies (inability to correctly answer the majority of questions) in the Oral exam will result in a FAIL. A FAIL decision is based on the majority of examiners recommending failure. In

the event of a tie, the Chair will vote and break the tie. Deficiencies and recommendations to correct deficiencies noted by examiners will be recorded by the Chair. The student will then be invited to return and the decision and any other recommendations to help correct noted deficiencies will be communicated to the student by the Chair.

In the event the student is unsuccessful in the Oral exam (FAIL): The student will be given a second opportunity to retake the Oral exam. The second Oral exam will be scheduled in one month (unless both the student and all the examiners agree to an earlier date). If an examiner is unavailable, a replacement examiner will be identified.

In the event the second Oral exam is considered a FAIL: The student will receive an F on the comprehensive exam and the F will be recorded and the Department will recommend that FGS dismisses the student.

GRADUATE STUDIES COMMITTEE

The Pathology Graduate Studies Committee is an appointed committee of the Department with the following primary responsibilities:

1. to recommend to FGS which students should be admitted to graduate programs in the Department;
2. to recommend stipends for graduate students;
3. to administer qualifying examinations as required;
4. to monitor the progress of graduate students.

The GSC will ensure that each graduate student fulfills the requirements of the Faculty and of the Department. To this end, the Graduate Secretary will maintain records of all graduate students. The GSC will report to the Department at departmental meetings. (see Contact Information at beginning of this handbook).

SUPERVISION

GUIDELINES ON THE SUPERVISION OF GRADUATE STUDENTS

I. Responsibilities of Supervisors

1. to be reasonably accessible to the graduate student and to be available for consultation at relatively short notice;
2. to help design a viable research project;
3. to provide resources adequate for the successful completion of project;
4. to regularly monitor and provide advice regarding research progress;
5. to assist in the resolution of technical problems, either personally or by identifying appropriate resource personnel;
6. to advise and assist as necessary in the timely production of research publications;

7. to provide advice and detailed feedback before and after oral presentations;
8. to encourage and assist students in presenting their findings at scientific meetings;
9. to help students make personal contacts with experts in their field;
10. to continue supervision when on leave, making arrangements when necessary for student's supervisory committee to assist student during leave period;
11. to advise and help the student to approach other faculty members for assistance with specific problems or to request the reading of a chapter or section of the thesis.

II. Responsibilities of Students

1. to participate in the design of a viable research project;
2. to provide the intellectual input required to implement and carry through same;
3. to accept and act upon all reasonable advice provided by the student's supervisor or Supervisory Committee;
4. to develop expertise and dexterity in the use of relevant lab techniques;
5. to contribute to the provision of common lab resources;
6. to seek assistance in the event that deficiencies with communication skills are identified;
7. to prepare and thoroughly practice oral presentations well in advance, and to seek experienced feedback in so doing;
8. to produce thesis drafts, if requested, in timely fashion, and to act upon suggestions provided by the supervisor or supervisory committee.

Graduate students are expected to be present and working in the laboratory every day of the work week with the exception of time spent in class (if the class is part of their program). Students are entitled to a two week vacation annually with dates chosen in consultation with their supervisor.

Students: please note that the thesis represents your work and you are ultimately responsible for its intellectual content and production. This includes writing, typing, artwork, photocopying and binding costs; some costs may be defrayed by your supervisor at his/her discretion.

III. Rights of Supervisors

1. to expect you to respond positively to advice and to all reasonable requests;
2. to expect you to exhibit reasonable and timely progress in all aspects of your work;
3. to expect you to contribute harmoniously to the common good of the lab;
4. to terminate supervision and advise you to find another supervisor if you do not heed advice and ignore recommendations for changes in the thesis, or if you are not making a reasonable effort;
5. to have your thesis supervision properly credited by the Department as an intrinsic part of their workload so that, in the assignment of duties, they are not

overburdened to the point of having their effectiveness as a supervisor impaired;

6. to have you acknowledge, by footnoting, all portions of their own research over which they want to retain future rights of authorship;
7. to have you agree to give permission for the results of their research to be used for the benefit of a larger project when you are working as an assistant with your supervisor on research that is part of such a project, always with the understanding that you will retain scholarly credit for your own work.

IV. Rights of Students

1. to have clear understanding of what is expected at all times from all of your supervisory committee members and the Department;
2. to expect assistance/advice/feedback from your supervisory committee in all relevant matters;
3. to receive a fair assessment of the completed thesis and explanation of negative criticism;
4. resources permitting, to present results at one or more scientific meetings;
5. to be represented on all appropriate Department Committees;
6. to be permitted to change supervisors when you can offer convincing reasons to the Department;
7. to be protected from exploitation by your supervisor or other faculty members if the latter should:
 - intrude upon your rights of authorship or constrain your research efforts for purposes not directly related to the advancement of the thesis project;
8. to submit a thesis even if your supervisor is not satisfied, although such action should be taken only in extreme cases and after full consultation with the Department
9. To have access to the supervisor or co-supervisor on a weekly basis (ideally) such that student laboratory duties and safety protocols can be clearly defined (and refined as appropriate). Should the student have any questions regarding the appropriateness or assigned duties, or are being asked to take part in experiments or other lab duties that are potentially unsafe or put the student at undue risk (e.g. handling dangerous good or infectious agents without training or certification) the student should contact the graduate coordinator directly to discuss before proceeding with those activities or duties.

RESEARCH SUPERVISOR

Normally, graduate students will have made mutually acceptable arrangements with a faculty member for the supervision of their research before registering for their program at Dalhousie.

Financial constraints may limit the choice of supervisor since all or part of the graduate student stipend may be drawn from the supervisor's research grant.

As soon as possible after registration, but within the first two months of the program, the supervisor, with the student's input, if desired, will confirm a supervisory committee.

The membership of the committee is subject to approval by the GSC. From time to time students will have both a supervisor and co-supervisor.

SUPERVISORY COMMITTEES

The course of study of every graduate student in the Department is approved by the student's supervisory committee, who must hold membership in the Faculty of Graduate Studies. If changes are required, the student should consult with the supervisor and the Graduate Coordinator. This committee also forms most of the examining committee which recommends to the Department (and hence to the Faculty) when a student has satisfactorily fulfilled all requirements for the MSc or PhD degree. Students should feel free to utilize the expertise of their committee members. Supervisory Committee meetings normally take place at six month intervals, ideally in the fall and spring of each academic year. However, graduate students are encouraged to call committee meetings whenever they feel it is necessary.

There are several categories of FGS membership type for supervisory committee members. For a full listing, see the Faculty of Graduate Studies categories <https://www.dal.ca/faculty/gradstudies/faculty/membership.html> Membership can be applied for by the Graduate Secretary.

Postdoctoral Fellows with appropriate academic qualifications may work with one master's student on a supervisory and/or examining committee, may co-supervise one master's student, or may teach one graduate level course. Postdoctoral fellows cannot supervise, co-supervise or serve on a supervisory and/or examining committee for PhD students.

For more detailed information on the regulations surrounding the makeup of supervisory committees, students are encouraged to visit the Faculty of Graduate Studies website: <http://academiccalendar.dal.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=58&chapterid=2678&topicgroupid=10852&loaduserredits=False>

COMMITTEES FOR MSc CANDIDATES

A minimum supervisory committee comprises the student's research supervisor and two other faculty members, at least one of whom should be a faculty member of the Department. Students with co-supervisors will have a four member committee.

COMMITTEES FOR PhD CANDIDATES

These comprise the student's research supervisor and three other members, at least one of whom should be a faculty member of the Department. With co-supervision, there will be 5 members of the supervisory committee, at least 50% of the membership must be FGS faculty members.

DUTIES OF SUPERVISORY COMMITTEES

- to meet with the student and to discuss a program of study in light of the student's background
- to meet at least twice a year with the student to review and discuss progress
- to follow up on previous meetings
- to be available for consultation as requested by the student
- to form the nucleus of examining committees

SUPERVISORY COMMITTEE MEETINGS

No later than the day before committee meeting is scheduled, student will Email a copy of their presentation to their committee for review along with a reminder of the date, time and location. At the time of the meeting, the student will discuss current progress, future research directions, and any technical difficulties and will entertain comments and questions from committee members.

A committee member other than the supervisor will chair the meeting and complete the Form (as below). Once signatures are obtained the completed Meeting Minute Report is copied to each committee member and submitted to the Graduate Secretary for filing in the student's file.

At the end of each supervisory committee meeting the student and supervisor will be given the chance to meet independently with the committee to discuss any concerns. If for any reason the concerns cannot be resolved at the supervisory committee level then the issue can be taken to the Pathology Graduate Committee level for review/discussion and assistance. These independent meetings at the end of the supervisory committee meetings will not be recorded in any way, just an open space to share concerns freely.

Following the committee meeting, student must submit a progress report, see instructions below:

Progress Reports

Every graduate student in a thesis program is required to submit an Annual Progress Report to the Faculty of Graduate Studies on an annual basis, one month prior to the anniversary of the student's admission date. This means that they are due August 1 for

September admits, December 1 for January admits, and April 1 for May admits. If you hold an NSERC PGSA/B or SSHRC scholarships you must complete a progress report one month in advance of the anniversary date of the start of your award. In addition to the regular Progress Report, a separate more detailed progress report is required for NSERC IPS recipients (refer to the NSERC website for further details). If the appropriate progress report is not received by the posted deadline it may result in the award being terminated or a delay in the renewal of the award.

The "Progress Reports" button of GSIS displays any current or past progress reports for the selected student and program. Progress reports are required from all graduate students eleven months after the start of a new program, and annually thereafter. Progress reports require input from the following stakeholders: the graduate student, the graduate student's supervisor (if applicable), the department's graduate coordinator, and the Faculty of Graduate Studies.

Instructions

Enter Dal Online and click the "Student" tab
Click the "GSIS" link in the menu
Click the "Progress Reports" button

If necessary, start a NEW report by clicking the "Add" button, selecting the appropriate report type for your program from the drop-down box, and clicking "Save Changes" at the bottom of the screen

NOTE: You can only delete a report when you are the active editor; once submitted to your supervisor or coordinator, you will no longer be able to modify or delete the report.

NOTE: Only one progress report can be active at any given time; you will not be able to start a new progress report until the existing report is finalized.

Complete the student section of the report (Note: You are able to save and edit the report until you are satisfied with its content as long as you do not select "Accept" in the drop-down field next to your name)

When your section of the report is complete, scroll to the bottom of the page, select "Accept" in the drop-down box next to your name, and click "Save Changes" again. GSIS will email your supervisor (if applicable) or graduate coordinator, notifying him/her that the progress report is ready for his/her input

MSc & PhD THESIS

Faculty of Graduate Studies Regulations

All graduate theses, whether for Master's or Doctoral degrees, must be completed according to the formal Faculty of Graduate Studies regulations for thesis preparation and submission. All thesis students must review these regulations; students are

responsible for ensuring their theses comply with all aspects of these regulations. Failure to do so may cause delays in completion, and may even result in the cancellation of a scheduled defense or examination.

Dalhousie University recognizes two formats for thesis submission, Master's or Doctoral: Standard Format and Publication Format.

Standard Format

The Department of Pathology guidelines for the Standard Format thesis are the same as those of the Faculty of Graduate Studies' Thesis Format Guidelines.

Publication Format

The Department of Pathology requirements for the Publication Format exceed the standards of the Faculty of Graduate Studies and must be adhered to.

- A. Requirements: A student may opt to submit their thesis as a series of related papers (manuscripts intended for publication) that form a coherent body of work. This option requires prior consent of the supervisory committee and appropriate copyright permission. The Department of Pathology requires that a student be lead author of at least two manuscripts (published, accepted, or submitted for publication) in order to use the Publication Format. Additional data generated by the student and presented in other co-authored publications (including co-first author papers) can also be integrated into the thesis. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified at the beginning of each relevant chapter. The Student Contributions to Manuscripts in Theses Form is found with Forms and Documents: Theses and Defences and should be filled out by the supervisor and submitted with the thesis.
- B. Format:
 - (a) General -The papers will normally form one or more well defined thesis chapters. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter. The publication or acceptance of such manuscripts before the thesis defense in no way supersedes the examination committee's evaluation of the work, including requesting revisions. Publications incorporated as thesis chapters should be in manuscript form in a style consistent with general FGS guidelines. Linking sections between manuscript chapters may be included as necessary. Where publication abstracts or acknowledgements are included, they should appear as sections or subsections that are numbered in accordance with the rest of the chapter text. Just as the academic content of the thesis must reflect the student's own work, so

must the standard of writing and expression. It is expected that the student must have contributed substantially to the writing of the manuscripts. The examining committee may require students to either modify or rewrite the thesis in Standard Format if the quality of the writing style differs significantly between the manuscript chapters and the general introduction and discussion.

- b) Introduction: Although manuscript chapters will normally have their own introduction, there should be a single general introductory chapter at the beginning of the thesis that provides a comprehensive review of the relevant literature. The Introduction should also tie together the individual manuscript chapters into a coherent story, and should include clear rationales, objectives and/or hypotheses to provide a framework for the entire thesis.
- c) Materials and Methods: This section should be presented in a single chapter and should be detailed enough to permit a rigorous assessment of the approaches without the need to consult other publications (i.e. usually more comprehensive than those commonly found in publications).
- d) Results: In addition to the results presented in the manuscripts, additional results generated by the student but not presented in the manuscripts are frequently included to complete or extend the studies. Supplemental data from the manuscripts published only on-line should generally be included in the relevant chapter of the thesis. The term “data not shown” should be kept to an absolute minimum. Data not generated by the student, but which is essential to the flow of thesis, may be included in the thesis but should be kept to a minimum and must be clearly identified as such in the relevant figure legends and attributed to the contributor.
- e) Discussion: in addition to the discussions in the manuscript chapters, there should be a single comprehensive discussion chapter at the end of the thesis. This chapter ties together the different manuscript chapters of the thesis and clearly indicates how the student’s graduate research has advanced the field. The Discussion provides students with the opportunity to step outside the restrictive boundaries of journal publications to include more forward-looking statements and speculation than commonly found in published papers.
- f) References: All references cited in publication-format chapters must be included in a single complete reference list at the end of the thesis. The citation style should be consistent throughout the thesis.
- g) Supplementary Material: Supplementary material (e.g. extensive data tables) may appear as supplements to publication-format chapters, as

separate chapters, or as appendices, depending on the nature and length of the additional material required. However, most supplementary data figures should usually be integrated into the thesis.

- h) Copyright Permission: Students must obtain appropriate copyright permission for any substantial part of the thesis for which copyright is held by another party (e.g. a publisher). Permission letters are included in an appendix at the end of the thesis. Letters must include provision for LAC (NLC) reproduction
(<http://dalgrad.dal.ca/currentstudents/thesesanddefences/forms>)
- i) Reprints: Reprints may be included in the appendices. Copyright permission is required.

TITLE OF THESIS

The title of the PhD thesis, indicative of subject matter, must be submitted to the Dean of Graduate Studies for Faculty approval no later than six months before the expected final thesis examination. This is the responsibility of the student and their supervisor.

THESIS SUBMISSION

Unbound copies of an MSc or PhD thesis must be presented to the student's supervisory committee for final approval. The student's attention is drawn to the other thesis requirements in the Dalhousie Graduate Calendar. The Faculty of Graduate Studies Office has information available on the preparation of theses, *Formatting Your Thesis* and students are strongly advised to read these before reaching the final stages of thesis writing. In addition, the thesis format must be approved by Graduate Studies BEFORE it is submitted to the committee members. For MSc candidates, a copy of the MSc Thesis Approval for Submission form (available from the Graduate Secretary), signed by the supervisor and the student should be given to the secretary and unbound copies of the thesis must be given to members of the Examination Committee no later than two weeks prior to the Defence.

****THESIS DEADLINES:**

NOTE Faculty of Graduate Studies deadlines for submission of thesis – this varies slightly by year – exact deadlines are at FGS website: <https://www.dal.ca/faculty/gradstudies/currentstudents/thesesanddefences/submission.html>

For the PhD candidate, two forms The PhD Examination Information Form and the Thesis Submission Form (completed and signed by all committee members) together with an unbound copy of the thesis must be submitted to the Faculty of Graduate Studies at least four weeks prior to the thesis defence date.

THESIS DEFENCE

Each MSc and PhD candidate will make a public oral presentation of their work for not more than 20 minutes. Thereafter questions will be asked by the examining committee. The departmental office will arrange and publicize the MSc defence; PhD defences are arranged and publicized by the Faculty of Graduate Studies. Both are done in consultation with the research supervisor and the student. The MSc defence will be chaired by the Graduate Coordinator or designate, and the PhD defence by a member of the Panel of PhD Defence Chairs.

EXAMINATION COMMITTEE

MSc: Supervisor (and co-supervisor, if applicable), two committee members and one additional faculty member. Chaired by the Graduate Coordinator or designate.

PhD: Supervisor (and co-supervisor, if applicable), at least two committee members plus an external examiner (external to the University) and the departmental representative. Chaired by a member of the Panel of PhD Defense Chairs.

The external examiner (for PhD) is chosen by the student's supervisory committee. The supervisor then informs the Departmental Chair who then advises the Faculty of Graduate Studies through the submission of the "Request to Arrange Oral Defence of a Doctoral Thesis" form. The Faculty of Graduate Studies extends the formal invitation to the external examiner.

AUTHORSHIP ON PUBLICATIONS

"At the beginning of the graduate student's program, the supervisor is expected to make clear to the graduate student what the requirements are for authorship on any publication." An author is "one who made a substantial contribution to the ideas, overall design, execution and data analysis pertinent to the experiments". Graduate students have intellectual ownership of any thesis-related material and are therefore authors on any publications arising from their thesis research. All authors are responsible for the entire paper and must agree to the order in which their names are listed. Individuals who provided assistance, e.g., supplied strains or reagents or critiques of the paper need not be listed as authors.

SEMINARS

Requirement: All graduate students are expected to present the results of their research in the weekly Department seminar series (PATH 5091).

Students in the MSc or PhD program will normally give one seminar per year. Weekly attendance is mandatory. Students complete evaluation forms to provide constructive

feedback to fellow students. These are given to the students after the seminar, copies are given to the supervisor.

Purpose: The function of these seminars is to involve the entire department in a student's research project and to permit the student to gain experience in one important format of oral communication. Prior rehearsal of the seminar with the supervisor or supervisory committee (strongly recommended) and post-seminar debriefing (with supervisor) will help the student benefit from this experience.

Format: These seminars should be well-planned, formal presentations and these presentations should be developed so that a general science audience can understand and appreciate the material presented. The content should be appropriate for a graduate level with relevant, current data from the literature used to support general statements. As with any presentation, effective use of well-prepared visual aids is a necessity.

Senior graduate students should present a seminar approximately 45 minutes in length with appropriate visual support. This will focus on the progress in their research project and include experimental results, conclusions, and models.

The student's final presentation to the Department (in their thesis year) should be on their research (accomplishments, significance, future implications). This is a good opportunity for the student to practice a formal, "job interview"-type seminar.

MSc. students in their first year of the program will prepare a 30 minute seminar providing the audience with an overview of the general research area (what has been done, what is being done, what is going to be done and why it is important). The review may include previous data from research conducted by the student's supervisor and from other laboratories. The student's own research project should then be outlined relative to the "larger picture" painted from the overview of the field. The objectives of the research, the approaches to be used and the expected significance of the results should be detailed. Students receive written evaluations (comments and suggestions from the audience) following the seminar; these are copied to the supervisor.

APPEALS

Appeals related to course examinations, qualifying and preliminary examinations, comprehensive examinations, thesis proposal defenses, and Master's thesis defenses are subject to the normal appeals procedures that begin with the unit (program, department, school, Faculty). If not resolved at the home Faculty level, the student may appeal to the Faculty of Graduate Studies on the grounds below. Appeals related to Doctoral defenses should be directed to Faculty of Graduate Studies in the first instance. There are no appeals on admission decisions, or decisions on scholarships, grants or bursaries. The grounds for appeal are limited to the following:

1. procedural unfairness;

2. bias; or
3. irregularity in procedure.

Once an appellant has exhausted all available and appropriate appeal avenues within their home department and Faculty, s/he may appeal to the Faculty of Graduate Studies.

A written appeal must be submitted to the Dean of the Faculty of Graduate Studies within 60 days following a) the event or circumstances appealed, or b) notification to the appellant of the outcome of the appeal at the unit level, whichever is later. The submission must include:

- i) a description of the exact nature of the appeal including a description of the exact nature of the appeal including a summary of events and chronology
- ii) specific details of the alleged unfairness, bias or irregularity; and any other relevant consideration or information
- iii) the requested resolution of the appeal.

In an appeals process the student has the right to representation. The student is required to inform the Dean, in writing, if s/he will have a representative presenting the appeal.

Decisions of the Appeals Committee are forwarded to the Dean. Students may appeal the final Faculty of Graduate Studies decision to the Secretary of Senate within 30 working days of the receipt of the Faculty decision. See the Senate office website at http://senate.dal.ca/Revised_Senate_const.php

SUPPORT FOR TRAVEL

Every graduate student registered in Pathology (either MSc or PhD program) whose abstract is accepted for presentation to eligible scientific meetings, is entitled to apply for travel funding annually. At this time, the amount of expenses covered is a maximum of \$1,500 for one conference per fiscal year (April 1-March 31) per graduate student. In order to be eligible for these travel funds, graduate students are expected to participate in the departmental annual Research Day. The attached "Request for Travel Funding" form must be submitted at least two months prior to proposed travel.

As well, every graduate student registered at Dalhousie University is eligible to apply for support for research travel from the Faculty of Graduate Studies, e.g., to conferences. At present this support is up to \$500, once per program. FGS Conference Travel Grant forms must be submitted no later than one month before the conference and require the Department Head's signature.

Dalhousie Association of Graduate Students Travel Grants Program

DAGS provides \$100 travel grants to graduate students who are not eligible for an

FGS travel grant. Applications are available online.

Eligibility

- a. Travel Grants may only be awarded to DAGS Members paying DAGS fees. All Pathology graduate students are a member of DAGS.
- b. Travel Grants may only be awarded if the applicant has already applied for a Faculty of Graduate Studies travel grant, or in the case they are ineligible.
- c. The applicant must be attending a conference relating to his or her program of study.
- d. Applications will not be accepted retroactively or for conferences that will occur after graduation.
- e. No DAGS Member may receive more than one grant in any fiscal year.

VARIOUS FORMS

APPROVAL TO TRANSFER FROM M.Sc. to Ph.D.
Pathology Department

STUDENT NAME:

BANNER #: B00

SUPERVISOR:

COMMITTEE MEMBERS:

SUPERVISORY COMMITTEE COMMENTS ON THE RESEARCH PROPOSAL:

TRANSFER APPROVED:

YES

NO

Department Representative Signature:

DATE

****STUDENT IS TO BE REMINDED OF MANDATORY REGISTRATION IN PHDP 8000**** Upon successful completion of comprehensive exam, grade of P will be given

Department of Pathology
COMPREHENSIVE EXAM FORM - ESSAY

Student name: BANNER #: B00

Supervisor(s):

Examining Committee members:

Chair:

Date Reading list and topics were given:

Date ESSAY was due:

Decision of PASS or FAIL:

Date of Decision:

In the case of FAIL of first ESSAY attempt, date REVISED ESSAY is due:

Comments on the ESSAY/Summary of Decision:

Signature of Chair:

Department of Pathology
COMPREHENSIVE EXAM FORM - ORAL

Student name:

BANNER #: B00

Supervisor(s):

Examining Committee members:

Chair:

Date Reading list and topics were given:

Date of ORAL exam:

Decision of PASS or FAIL:

In the case of FAIL of first ORAL attempt, date of the second ORAL exam:

Comments on the ORAL exam/Summary of Decision:

Signature of Chair:

Department of Pathology

THESIS COMMITTEE MEETING FORM

Submit completed form to the Graduate Secretary

Student name: _____ B00#: _____

Date: _____

Degree: _____

Date admitted into Pathology Graduate Studies program: _____

Date transferred to PhD program (if applicable): _____

Date of last committee meeting: _____

1. Progress since last meeting:

2. Specific difficulties/problems identified:

3. Recommendations/Comments:

Anticipated date of research proposal (if applicable – before end of year 2): _____

Anticipated date of comprehensive exam (if applicable – within 18 months of PhD start/transfer): _____

Anticipated date of degree completion:

MSc minimum requirements for completion checklist:

PATH 5000 + 1 course (B- minimum)	Thesis: 1 data chapter (equivalent to one first author manuscript)

PhD minimum requirements for completion checklist:

PhD proposal	PATH 5000 + 2 courses (B- minimum)	Comprehensive exam	One first author paper (accepted/published)	Thesis: 3 data chapters (equivalent to 3 first author manuscripts)

Signatures:

Student:

Supervisor(s):

Committee members (2 for MSc, 3 for PhD):

REMINDER to student, after your committee meeting, log on to GSIS and update your progress report.

You can find information about how to complete the report here:
<http://www.dal.ca/faculty/gradstudies/currentstudents/gsis.html#reports>