



FACULTY OF GRADUATE STUDIES

NEW STUDENT ORIENTATION



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WELCOME TO GRADUATE STUDIES



Welcome to the Faculty of Graduate Studies at Dalhousie. We are home to over 3000 students studying and researching in a wide variety of fields

Dalhousie's graduate programs are diverse, each designed to enhance the professional and personal development of its students while producing global citizens equipped to handle the challenges of the future. Our students come from over 100 countries and represent a wide swath of experience and ideas. Whether in a research or professional program, graduate students at Dalhousie are trained to think critically, collaborate frequently, and act boldly. As a new student in a graduate program at Dalhousie, you will soon be a part of this tradition of excellence.

We have created this handbook as a resource for you, as a new graduate

student. It contains helpful information regarding some of the many services offered at Dalhousie, as well as some community resources. We hope that you find it a useful tool as you adjust to life at Dalhousie.

Graduate school is the next step in your academic career, one that presents a challenge but also an opportunity. We sincerely hope that you find your Dalhousie experience to be a rewarding one.

Please don't hesitate to contact our office if you have questions or concerns throughout your degree. We are glad to help.

Marty Leonard,
Dean, Graduate Studies

IMPORTANT DATES

Here are some important dates to keep in mind for fall term. For additional important academic dates and public holidays visit the Registrar's Office website at dal.ca/registrar.

SEPTEMBER

- Sept 5 Classes begin; Last day to register
- Sept 18 Fees due; Last day for late registration; Last day to drop fall term X/Y course without implications; Last day for complete refund; **Last day to opt out of DSU Health Plan**

OCTOBER

- Oct 2 Last day to change fall term classes from audit to credit (and vice versa); Last day to drop fall term classes without a "W"
- Oct 9 Thanksgiving Day, University closed
- Oct 31 Last Day to drop X/Y courses without a "W"; Last day to change X/Y courses from audit to credit (and vice versa); Last Day to drop fall classes with a W

NOVEMBER

- Nov 6-10 Fall study break (except students in co-op, clinics or internships) (No classes, University open)
- Nov 13 University closed in lieu of Remembrance Day

DECEMBER

- Dec 5 Fall term classes end (Tuesday, December 5 -- Monday classes will be held)
- Dec 7-17 Exam period
- Dec 25 University closed until January 2, 2018.

Please meet with your Graduate Coordinator and confirm your program requirements – they are due by the end of your first term!

Winter Classes begin on January 8, 2018

ABOUT US

WHERE IS FGS?

The Faculty of Graduate Studies is located in room 314 of the Henry Hicks Building (that's the clocktower building on Studley Campus).

HOW CAN I GET IN TOUCH?

Have a question or concern about your program or Dalhousie in general? That's what we're here for! You can also find a list of the services that we offer on the next page.

- Email us at graduate.studies@dal.ca
- Call us at (902) 494-2485
- Drop into the office Monday to Friday, 9:00am-4:00pm
- Find us on Facebook—facebook.com/dalgradstudies
- Tweet us @DalGradStudies



GRADUATE STUDIES SERVICES

- ◆ [Admissions](#) (Admissions Officers)
Processing and reviewing applications, providing advice to prospective applicants
- ◆ [Program](#) (Program Officer)
Facilitating general program administration, such as changes to program of choice, program updates, leaves of absence, annual progress reports, etc
- ◆ [Scholarships](#) (Scholarship Officer & Funding Clerk)
Organizes scholarship competitions for Tri-Council awards, Killams, and more; facilitates funding disbursements to award recipients. Maintains external scholarship database
- ◆ [Emergency Bursaries](#) (Information Clerk & Scholarship Officer)
Distributes emergency bursaries for students with unexpected financial need
- ◆ [Travel Grants](#) (Financial Clerk)
Distributes grants for students travelling to present their research at academic conferences
- ◆ [Thesis Submissions](#) (Thesis Clerk & Communication Clerk)
Facilitates thesis format checking and submission process for all graduate students
- ◆ [PhD defenses](#) (Thesis Clerk)
Organizes defenses for PhD students
- ◆ [Convocation](#) (Convocation Officer)
Audits all students' degree requirements as approved in GSIS prior to degree conferrals by Senate
- ◆ [Professional development](#)
Organizes professional development opportunities for graduate students in collaboration with other departments
- ◆ [Graduate Student Information System](#)
See and accept your degree requirements using your DalOnline

DSU HEALTH PLAN

The Plan: All full time students that begin in September are automatically billed and enrolled for the DSU Health and Dental Plan. If you are part time, on co-op or exchange in the fall, or a distance student, you must manually opt in. Opt in can be done in office or online (www.studentvip.ca/dsu) from August 8, 2017-September 18, 2017. This plan is active from **September 1, 2017 to August 31, 2018**.

International Students: If you are an international student, you are also billed and enrolled for the DSU International Health Plan which provides coverage for doctor visits, lab tests, and emergency hospitalization. Contact the DSU Health Plan Office if you have private coverage and are looking to opt out. Please visit www.internationalhealth.ca/dsu for more information and to get your health card.

Family Coverage: Spouses & children can be added to the plan as long as they carry active MSI coverage or other provincial health care. An application must be completed in office or online by the above deadlines and an additional payment is required. The cost is available by contacting the DSU Health Office. Please note coverage is not automatic for families and family applications must be completed each year.

Opting Out: Should you have coverage equivalent to this plan you may be eligible to opt out. Remember, coverage may lapse through a parent due to your age, student status or in the unfortunate event of a job loss. Make sure to double check with your provider regarding these requirements. You are also eligible to combine the DSU Health and Dental Plan with your parents plan to maximize your coverage!

Opt out begins Aug 8 and ends Sept 18.

Please visit www.dalonline.dal.ca and log in. Select 'Web For Students' and "Opt in/Opt out" at the bottom of the page. Follow the instructions and complete the required fields with your current insurance plan information (Insurance company name, policy number, sponsor name/policy holder name). Once your application is complete you will receive an email to reflect this. If you do not receive this e-mail you have NOT opted out and must contact the office immediately.

Opt Out ends September 18, 2017 at midnight. No exceptions or extensions will be made.

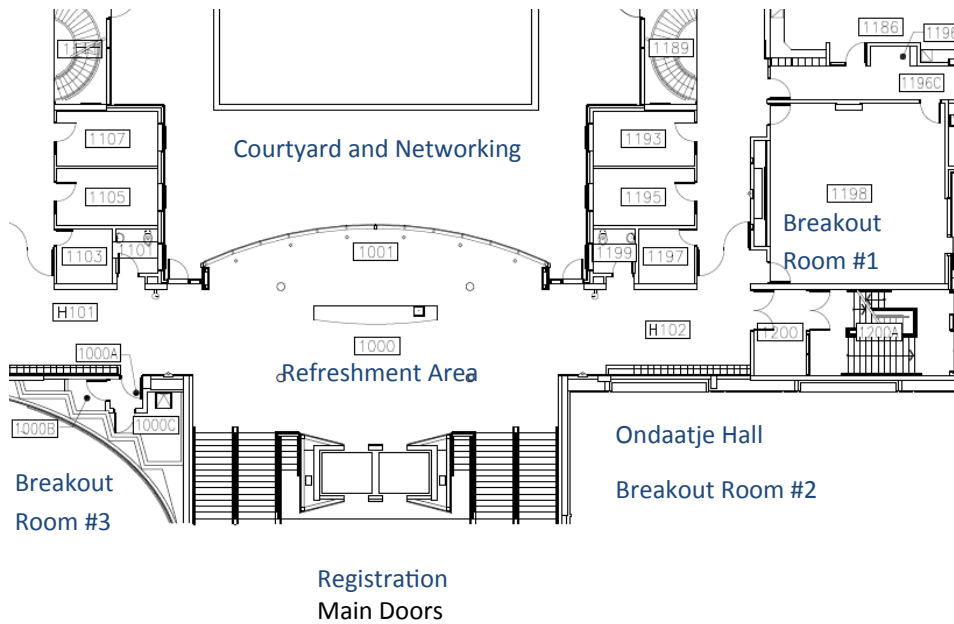
GRAD PAD & LOCKERS

Grad Pad: The Graduate Student Space, located on the 4th floor of the Killam Memorial Library, is for the use of all Dalhousie University graduate students. It is accessible by the use of a valid Dalhousie graduate student ID card. The area has both social and quiet study space, kitchenette, locker rentals, a bookable Seminar Room (12 person capacity) and two bookable Group Study rooms (6 person capacity). The Graduate Student Space is open during regular Killam Library build



Lockers: Lockers are signed out each year, with the end of each rental period being the end of the fall/winter term and a possible extension until August 31. Renting a locker is free, but there is a \$20.00 (cash only) refundable security deposit required for the key, which you must drop off to our office in the Henry Hicks building. If you have not cleared out your locker by the end of the rental period, it will be emptied by staff and you will lose your deposit. To rent a locker, send a request containing your name, program, student number and your reason for wanting a locker in the Killam to graduate.studies@dal.ca. Then drop into the Faculty of Graduate Studies during office hours (Monday to Friday between 9-4) in order to pay the deposit in cash and pick up the key. Only library material that has been signed out at the Circulation Desk may be placed in individual lockers. The library reserves the right to search lockers for items missing from their shelves. If a search is to be conducted, the Library will notify students by email, giving a 48 hour notice. The email will be sent to your Dalhousie email address.

MAP OF BUILDING



Thanks to all our Sponsors!



HOTEL HALIFAX

SCHEDULE

Time	Activity
11:00	DAGS BBQ @ The Muse
1:00	Dean's Welcome
1:05	Student's Rights and Responsibilities
1:15	Professional Development Opportunities
1:25	Intro to Dalhousie Association of Graduate Students
1:35	Academic Integrity
1:50	Dalhousie Student Union
2:05	Health and Wellness Services
2:10	Dalplex
2:15	Break
2:45	Break out sessions:
3:30	'Being a Graduate Student' JeyaBalaji Samuthiravelu Heather Webster Tara Imlay
3:45	Closing and Door prizes

Session 1 will run from 2:45-3:00 and Session 2 will run from 3:05-3:20.
Please choose two you would like to attend from the list below and go to
the room during that time period

Room	Session
	Writing Centre - Margie Clow Bohan
	Centre for Learning and Teaching - Jill McSweeney
	Libraries - Gwendolyn MacNairn