Graduate Student Handbook
March 2019
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1. Introduction
Welcome to the Department of Clinical Studies at the Ontario Veterinary College. Beginning a graduate program is very different from undergraduate studies. You may feel intimidated by all the new things you need to do, especially if you are new to the University of Guelph. The purpose of this handbook is to outline your graduate student responsibilities and the program requirements necessary to complete your graduate degree.

Note: The department will do its best to keep this document as current and consistent as possible with other posted University of Guelph policies and procedures. However, students should be aware that university policies and procedures may still change without notice. In the event of a discrepancy in information between this document and the information provided in the current Graduate Calendar or by the Office of Graduate & Post-doctoral Studies (OGPS), the Graduate Calendar and other OGPS policies will take precedence.

1.1 Before you arrive - Checklist

1.1.1 Accept your Offer of Admission
Your offer of admission has been issued electronically through WebAdvisor. You need to submit your official response by logging in to WebAdvisor, and scrolling to the bottom of your offer letter.

1.1.2 Check your University of Guelph email account regularly for updates
All future correspondence from the university will be through your University of Guelph email account.

1.1.3 Proof of rabies vaccination or rabies titre (clinical programs only)
Rabies titres must be sent to ovcsas@uoguelph.ca 8 weeks before your program start date. Please see section 2.1.2 for more information.

1.1.4 Request to have original transcripts sent directly to Office of Graduate & Post-doctoral Studies (OGPS)
Refer to the first page of your Offer of Admission for a list of required documents. All documents must be received by OGPS no later than the 1st day of class. You will not be able to register for your first semester of study until all your documents are received.

1.1.5 Read, sign & return your DVSc appointment letter (clinical programs only)
Forms should be submitted to ovcsas@uoguelph.ca. Please see section 2.1.2 for more information.

1.1.6 Contact the College of Veterinarians of Ontario (clinical programs only)
Please see section 2.1.2 for more information.

1.1.7 Read, Sign and Return the “Confidentiality Agreement” to the GPA (clinical programs only)
Forms can be found in Appendix C. Please send your completed form to ovcsas@uoguelph.ca.
1.1.8 Submit your radiation dosimeter form to the Graduate Program Assistant (clinical programs only)
See section 2.1.2 for more information and Appendix C for a copy of the form. Send your completed form to ovcsas@uoguelph.ca.

1.1.9 Complete the OVC SAS Enrolment Form & Direct Deposit Forms
You can find the New Employee Payroll Form & Direct Deposit Forms in Appendix C. Submit your completed forms to ovcsas@uoguelph.ca.

1.1.10 Activate your registration and register for classes
Please see section 5 for more information.

1.1.11 Complete your Graduate Settlement
Please see section 5.5 for more information.

1.2 When you arrive - Checklist

1.2.1 Attend the department orientations
Two rounds of orientations will be held. The first round will be for DVSc candidates and consist of a departmental orientation followed by a hospital orientation at the beginning of the residency portion of the program (typically early August). The second orientation will be graduate program oriented and open to all Clinical Studies graduate students. The graduate program orientation will be offered in early September.

1.2.3 Student ID card
For more information, please see section 22.

1.2.4 Print your Student Health Insurance Card
For more information, please see section 22.

1.2.5 Pickup keys & desk assignment from the Assistant to the Chair & Faculty

1.2.6 Find your student mailbox on the second floor of Clinical Studies

1.2.7 Review and complete the “Graduate Student Orientation” checklist
Please complete and submit the Graduate Student Orientation Checklist in Appendix C.

1.2.8 ***International Students***:
- Bring a copy of your study permit, SIN number (with expiry date) to the OVC HR Assistant in Biomedical Sciences Rm 2144.
- Bring your visa and study permit to OGPS, University Centre Level 3.

2. Graduate Programs in Clinical Studies

2.1 Clinical programs
Clinical programs at the OVC have additional requirements to those asked from students in non-clinical programs. In addition to the graduate degree, the Doctor of Veterinary Science (DVSc) program offers advanced clinical training in a speciality area which allows the student to qualify
and write specialty board examinations. For information about residency/speciality board examination requirements please see section 2.1.3.

2.1.1 Doctor of Veterinary Science & Graduate Diploma

Doctor of Veterinary Science (DVSC.CLST+VETS)

The DVSc degree is offered in large animal surgery, small animal surgery, large animal medicine, small animal medicine, anaesthesiology, cardiology, neurology, ophthalmology, dermatology and radiology, depending upon availability. The program provides advanced academic preparation in both clinical training and research and is a unique post-professional doctoral-level degree. The DVSc differs from PhD training by emphasizing the development of both research and applied skills in the various areas of clinical specialization appropriate for preparation for specialty Board certification.

Doctor of Veterinary Science positions are usually funded positions, and are usually advertised and selected through the American Association of Veterinary Clinicians’ website at www.virmp.org which can be accessed in early October. Completed applications are due to us by December 1st each year, announcements are made in early March and the start date is mid-July. Occasionally specialty training positions become available and are advertised on our website, as well as in the Canadian Veterinary Journal. This program involves one-third of the time taking a minimum of 5 graduate courses, conducting a research project and writing a thesis on the research, and two-thirds of the time in applied clinical practice. Applicants must be eligible to be licensed by the College of Veterinarians of Ontario.

The DVSc is currently an interdepartmental program and receives input from all academic departments in the Ontario Veterinary College (OVC): Biomedical Sciences, Clinical Studies, Pathobiology and Population Medicine.

Graduate Diploma (GDIP.CLST)

The diploma program in clinical studies was introduced to provide appropriate postgraduate discipline training for veterinarians who wish to improve their expertise in a specific area. It entails a full-time three-semester program for candidates who are veterinarians with limited time for graduate study but who desire to upgrade their knowledge and skills. The program requires the completion of formal graduate courses and extensive participation in the care of animals admitted to the Veterinary Teaching Hospital.

Clinical instruction is done using a service team concept, wherein a graduate diploma student interacts with DVSc students and faculty advisors. It is expected that graduates will return to private practice with enhanced clinical skills, or progress into MSc or internship programs.

Candidates are accepted based on adequate background preparation and availability of an advisor in the area of interest. Applicants should contact potential faculty advisors listed in the department website. This program is not intended to upgrade general knowledge to North American standards nor is this program intended to prepare foreign graduates for national board exams.
2.1.2 Clinical Program Requirements

DVSc Appointment Letter (DVSc only)

DVSc candidates accepted into the program will receive a supplemental DVSc appointment letter outlining additional details concerning the DVSc program that are not covered by the University of Guelph Offer of Admission letter. When you receive your DVSc appointment letter, please read it, sign it and return it within three weeks to the Graduate Program Assistant. Please keep a copy for your own records.

CVO Licensing

The College of Veterinarians of Ontario is the official licensing body for veterinarians. You must be licensed under a Postgraduate/Resident License or General Licence. Please contact Lindsay Sproule at the College of Veterinarians of Ontario directly if you have any questions, telephone 1-800-424-2856 Ext. 2228 or e-mail LSproule@cvo.org. The Ontario Veterinary College Health Sciences Centre (OVC-HSC) will pay your annual licence. Your appointment is such that there is an expectation that clinical work will commence immediately. In order for your appointment to be effective on the start date indicated in this letter, please ensure that you have completed the application process and submitted the required documentation to the CVO well in advance of your start date otherwise, your start date will be delayed.

The CVO licensing fees and associated administrative fees must be paid directly to the CVO. The OVC HSC will reimburse the cost of your licensure, excluding the associated administrative fees, upon submission of the original receipt to the OVC HSC. All veterinarians must renew their licenses directly with the CVO. You may ask for assistance with completing the payment portion of the CVO’s online renewal form by contacting OVC HSC Administration. Note that in the final 7 months of your program (January – July) the CVO pro-rates the fee for PGR licenses.

If you hold a General license in the final months of your program, OVC HSC will reimburse the portion of your license fee applicable to the time period of your program, upon submission of the official CVO receipt. Prior to commencing clinical work you will be required to participate in a compulsory orientation and safety training program provided by the OVC HSC. Details will be provided to you upon commencement of employment.

Health Sciences Centre (HSC) Confidentiality Agreement & SOPs

The advanced clinical portion of the DVSc involves working in the OVC Health Sciences Centre receiving clinical referral cases in your designated specialty service under the guidance and direction of a senior faculty clinician. The OVC-HSC aims to provide unsurpassed patient care, state of the art medical and surgical innovation as well as superior client communication and service. To this end, the hospital has clearly documented Standard Operating Procedures (SOPs) to facilitate consistency that all require adherence to by all clinicians while on clinical duty. These SOP’s will be provided to you during your orientation training.

Radiation dosimeter

A dosimeter request form (see Appendix C) must be completed and returned with your signed appointment letter before the start of your program. Please send completed forms to the Graduate Program Assistant.
Proof of rabies vaccination or rabies titre
You must be immunized against rabies before commencing clinical work. Please provide proof of a protective titre (obtained within the last two years) to the ovcsas@uoguelph.ca 8 weeks prior to your start date. You may also be required to have your titre checked by Student Health Services when you arrive. Please contact your doctor or local health department and provide documentation to us as soon as possible.

2.1.3 Speciality requirements for board examinations (DVSc only)
Each residency/speciality college has its own specific eligibility requirements and deadlines. It is important that you review and discuss the requirements for your speciality with your program advisor at the beginning of your residency.

Anesthesia
• American College of Veterinary Anesthesia and Analgesia
  [http://www.acvaa.org/]

Avian & Exotics
• American College of Zoological Medicine
  [http://www.aczm.org/]
• American Board of Veterinary Practitioners (Avian Practice)
  [http://www.abvp.com/]
• European College of Zoological Medicine (Avian)
  [https://www.eczm.eu/]

Cardiology
• American College of Veterinary Internal Medicine (Cardiology)
  [http://www.acvim.org/]

Emergency & Critical Care
• American College of Veterinary Emergency & Critical Care
  [http://acvecc.org/]

Large Animal Surgery
• American College of Veterinary Surgeons
  [https://www.acvs.org/]

Large Animal Medicine
• American College of Veterinary Internal Medicine
  [http://www.acvim.org/]

Neurology
• American College of Veterinary Internal Medicine
  [http://www.acvim.org/]
Nutrition

- European College of Veterinary and Comparative Nutrition
  http://www.esvcn.eu/college
- American College of Veterinary Nutrition
  http://www.acvn.org/

Oncology

- American College of Veterinary Internal Medicine
  http://www.acvim.org/

Radiology

- American College of Veterinary Radiology
  http://www.acvr.org/

Small Animal Surgery

- American College of Veterinary Surgeons
  https://www.acvs.org/

Small Animal Medicine

- American College of Veterinary Internal Medicine
  http://www.acvim.org/

2.2 Non-clinical programs
Clinical Studies also offers non-clinical graduate programs that are more traditional thesis-based or course-work based graduate degrees.

2.2.1 Master of Science – thesis-based (MSC.CLST)
The thesis option provides focused research training in areas related to veterinary medicine. Research projects may examine aspects of clinical practice or concepts but are not considered discipline or specialty training. Candidates are accepted based on adequate background preparation and availability of an advisor in the area of interest. Applicants should contact potential faculty advisors with established research programs listed in the department website.

Positions are generally not funded by the researcher. Qualified applicants need to provide their own living expenses and tuition funds, or obtain a scholarship or sponsorship by an organization.

We do not offer a clinical Master of Science program.

2.2.2 Master of Science – course-based (MSC.CLST:L)
The course work plus major project option will comprise of course-work and a 2-semester major project course. The major project course will be supervised by the student’s advisory committee, and will consist of a literature review, participation in a clinical research project or retrospective study, preparation of a manuscript suitable for
publication in a peer-reviewed scientific journal, and presentation in a Departmental seminar.

3. Application Process

3.1 Doctor of Veterinary Science (DVSc)
The Clinical Studies DVSc positions are posted through the Veterinary Internship & Residency Matching Program (VIRMP). Information concerning the positions available and how to apply for the match program can be obtained here.

Once a candidate has been matched to a position via the VIRMP they must then apply to the Office of Graduate & Post-doctoral Studies (OGPS) at the University of Guelph for admission to our DVSc program. The Department of Clinical Studies will recommend their matched candidates to OGPS for admission. If OGPS approves the application, they will then issue the official Offer of Admission. For directions on how to apply please visit the OGPS website.

DVSc candidates will be assigned a faculty advisor when they begin their program.

3.2 Master of Science (MSc) & Graduate Diploma (GDip)
Applicants to the MSc (course-work & thesis-based) and GDip programs must find a faculty advisor willing to take them on for a graduate program. Once you have found a faculty advisor you can submit your application to OGPS. Full directions on how to apply can be found here.

4. Program & Course Requirements

4.1 Doctor of Veterinary Science
The DVSc program involves advanced clinical training in a discipline and training in research. The clinical training activities (residency) involve approximately 2 years or 2/3 of the total time of your program. Candidates are required to develop investigative skills in their chosen area of specialization by carrying out an original study, generally related to animal health. The results of the research must make a significant contribution to the candidate's area of specialization and be written up as a thesis. Five 0.5 credit graduate level courses are required.

4.1.2. Teaching Responsibilities
For donor/endowment funded DVSc positions:

A Doctor of Veterinary Science student by the nature of their graduate program provides incidental instruction to other students who may also be participating in providing clinical care to the patients of the OVC Health Sciences Centre.

For GTA/GSA/GRA funded DVSc positions:

As part of your funding package during this program, you will be employed as a Graduate Teaching Assistant and Graduate Service Assistant-1 (GTA/GSA-1) during each semester. Your duties as part of this assignment include, but are not limited to, the following:
• Laboratory instruction
• Clinical skills laboratory training and exams

Please meet with your supervisor within seven days of the start of your appointment to discuss the assignment of work.

GTA/GSA-1 (Unit 1) work assignments are unionized with CUPE 3913 Unit 1 and their terms and conditions of work are covered by the Collective Agreement between the University and CUPE 3913 (available online: https://www.uoguelph.ca/facultyrelations/collective-agreements). If you would like to request a print copy of the Collective Agreement, please contact your department administrator.

You will be required to pay union dues to CUPE 3913 for those portions of your work covered by this assignment. For more information about CUPE 3913 and the benefits provided to you as a member, visit www.cupe3913.on.ca.

GTA/GRA/GSA-1 funding is paid by University of Guelph payroll. Payroll is paid on a bi-weekly basis by direct deposit. Please complete the OVC SAS Enrolment Form and HR Direct Deposit forms and submit to ovcsas@uoguelph.ca prior to your arrival.

4.2 Master of Science

4.2.1 Thesis-based
The program involves a minimum of 3 courses, a research project and writing of a thesis. Candidates are required to carry out an independent experimental study and produce a thesis. Three 0.5 credit graduate level courses are required.

4.2.2 Course-work & Major Research Project
The course work plus major project option will comprise a minimum of 4.5 credits, including six 0.5-credit graduate courses and a mandatory 1.0 credit, 2-semester major project course. The major project course will be supervised by the student’s advisory committee, and will consist of a literature review, participation in a clinical research project or retrospective study, preparation of a manuscript suitable for publication in a peer-reviewed scientific journal, and presentation in a Departmental seminar. A mark will be assigned by the advisory committee, based on the manuscript and oral presentation.

There will be no required courses beyond the 1.0 credit project course. The remaining courses will be chosen from courses currently provided by the Department of Clinical Studies and other Ontario Veterinary College Departments, and will be tailored to the student’s particular research interests. It is anticipated that most courses will be taken from within the Department. Undergraduate courses will not normally be eligible for credit toward this program. Course selection will be made by the student in consultation with the advisory committee, and will be approved by the departmental Graduate Studies
and Research Committee. This option will normally require a minimum of 3 semesters of full-time study.

4.3 Graduate Diploma
The student seeks an advisor who is responsible for the planning and regular review of the program of the candidate. A thesis is not required. Both undergraduate and graduate courses may be taken and, when appropriate for the student, a review manuscript suitable for publication in a refereed scientific journal is prepared. For some students, a heavier course load is substituted for the manuscript requirement.

4.4 Additional courses

4.4.1 UNIV*7100 Academic Integrity
Academic integrity is a code of ethics for teachers, students, researchers, and writers. It is fundamental to the University of Guelph’s educational mission and to ensuring the value of the scholarly work conducted here. This course provides definitions, examples, and exercises to help graduate students understand the importance of academic integrity and learn how to avoid academic misconduct in their own work. This course required of all graduate students has to be completed within 20 days of commencing their graduate program. You do not need to register for this course. OGPS will add this to your registration for you.

4.4.2 Project study design/background, materials & methods
All Clinical Studies (CS) Graduate Students are required to write a literature review and present their project design in a 15 minute presentation in their first semester of study. This is typically the Fall semester for CS students. Papers are typically due to the GPA near the end of November and presentations are booked for mid-December. (See Appendix A for the ‘Project Study Design/Background, Materials & Methods Guidelines’.)

4.4.3 Statistics course requirement
Clinical Studies requires that all their graduate students take a course with a statistical component during their program, preferably in the first semester of study. Suggested courses are:

- POPM*6230 Applied Clinical Research (department preferred option)
- POPM*6520 Introduction to Epidemiological and Statistical Methods
- STAT*6950 Statistical Methods: Life Science

4.4.4 CLIN*6900 Grand Rounds Seminar (DVSc only)
The goal of the Grand Rounds Seminar is to provide a forum for residents, interns and graduate students to present a seminar to their peers and colleagues. This seminar series will provide experience and confidence in: preparation, presentation, and the ability to handle a question and response period. This should be a challenging process, but provide academic stimulation and a positive learning experience for all participants. Please see Appendix B for additional information.
4.4.5 CLIN*6950 Professional Skills (restrictions: CLIN*6900)
The Professional Skills course (Instructor: Dr. Shane Bateman) is highly recommended for all Clinical Studies students (MSc and DVSc). (Course code will change when this course is assigned its own course unique course code.)

4.4.6 WHIMS Training
Under the Occupational Health and Safety Act WHMIS training is mandatory for any person working with or in proximity of hazardous materials. As a service to the University community, EHS offers for new employees and graduate students, Safety Orientation and WHMIS training. This course provides basic essentials in health and safety at U of G; and generic information about WHMIS.

Students may register online through the Department of Environmental Health & Safety.

Please send a copy of your certificate to the GPA.

4.4.6 Laboratory Safety Training
Within laboratory environments across the University community, extensive research is conducted and valuable diagnostic and analytical services are provided. All individuals who work in a laboratory setting need to be familiar with the types of hazards associated with this environment and must receive appropriate training so they can work safely and within the confines of all associated legislation.

Students may register online through the Environmental Health & Safety.

4.4.7 Animal Care Short Course
All students who will utilize vertebrate animals in their research and/or will be working as teaching assistants in a course involving vertebrate animals must complete the Animal Care Short Course. The program includes online modules and hands-on workshops.

5. Program/course registration & deadlines

5.1 Registration
The registration process is done electronically using WebAdvisor. For detailed instructions on how to use WebAdvisor please consult the WebAdvisor Tutorial. The WebAdvisor Tutorial includes instructions that will take you through the two-part process of registering for course sections. The first part explains how to add course sections to your "Preferred Sections" list. The second part will explain how to then register for course sections you have added to your "Preferred Sections" list.

Once you have made your choices, you should get a fairly immediate response to indicate that your choices have been registered. If you don't, please take careful note of the message(s) that you do get. If successful, it is recommended that you log out and then log back in and check My Class Schedule, to be sure that everything is there. Then check Account Summary or Registration Billing to see your account for term when it is available.

Please note that you cannot select courses for audit using WebAdvisor. Please see section 5.4 for directions on how register to audit a course.
5.2 Adding courses
For each semester that you will be registered, you must choose one of the following:

- UNIV*7510*01 (02, 03 or 04) Active Full-time Registration if you were admitted to a full-time program
- or UNIV*7520*01 Active Part-time Registration if you were admitted to a part-time program

Registering for one of these courses serves only to activate your registration. In addition to this basic selection you must be registered in at least one other course:

- UNIV*7500*01 Research/Writing (for thesis-based programs)
- or any real course for which an active section exists

Failure to do this will result in the term simply not appearing on any official transcript of record.

Check for course availability on WebAdvisor. Follow the links for WebAdvisor for Students and Search for Classes. **Please note that even if you have not had the opportunity to consult with your department on specific course recommendations, you should still register by selecting the appropriate UNIV*7510 or *7520 course, in order to activate your registration for the term.**

5.3 Dropping courses
You may drop courses via your Web Advisor account up until the designated drop deadline. The drop deadline for one semester courses is the 40th class day each semester. Please see the Graduate Calendar for the schedule of dates each semester.

5.4 Auditing courses
With the consent of the student’s Advisory Committee, the course instructor, and the chair of the department concerned, a student may register for and audit all or part of a course. It is understood that the student will attend the scheduled lectures but will not participate in any evaluative activities, write any examination, or receive any grades. Courses audited by the student shall be noted in the student’s program as “additional courses”, and identified on the transcript as AUD.

You cannot select courses for audit using Web Advisor. To audit a course you must complete a manual Course Add/Drop Form. **Please write “AUDIT” next to the course name.** Then obtain the instructor’s signature in the “Instructor’s Consent” box and send your form to the GPA. The GPA will obtain the GC’s signature and submit your course add to Enrolment Services for processing.

5.5 Students admitted as Provisional.

5.6 Graduate Settlement
Registration for each semester consists of payment in full or completion of the 'Graduate Settlement' in Web Advisor and academic registration by the deadline date. A late fee will apply after the deadline.
The Graduate Settlement can be used only if you are settling your account with one of the following options:
- payroll deduction, with departmental approval
- departmental trust funds, with departmental approval
- awards (scholarships),
- sponsorship (third party invoicing)

For more information about how to complete your Graduate Settlement please contact Student Financial Services.

Scholarships and bursaries, administered by the University, are applied to the student account as a payment. Often these awards are applied to the student account in advance of the payment deadline. If the awards are sufficient to pay your account in full for Winter and Summer semesters, students must confirm their intent to register through Web Advisor using the menu item 'Confirm Intent to Register' under REGISTRATION by the payment deadline. Failure to confirm your intent to register will result in deregistration. This option is not available for the Fall semester.

### 5.7 Failing to Register
Graduate students are required to be registered every semester. Failing to register may mean that you will be withdrawn from the university. In the event of a withdrawal an application for re-admission would be required.

### 5.8 Schedule of dates
For a summary of important semester dates please refer to the Graduate Calendar’s Schedule of Dates.

### 6. Advisory Committees

#### 6.1 Contributors to the graduate program

##### 6.1.1 Office of Graduate & Post-doctoral Studies (OGPS)
The Office of Graduate and Postdoctoral Studies (OGPS) is dedicated to service excellence in all of its activities, partnering with departments to: maintain academic standards and the integrity of graduate programs; attract and admit high quality students and assist graduate students with the successful completion of their academic studies.

##### 6.1.2 Graduate Coordinator (GC)
The Graduate Coordinator (GC) offers advice and information regarding Clinical Studies graduate programs and OGPS regulations. The GC should be viewed as an advocate for the student and should be the first person that the student consults should problems arise that cannot be resolved directly with the advisor and/or advisory committee.

##### 6.1.3 Graduate Program Assistant (GPA)
The Graduate Program Assistant (GPA) acts as the graduate resource person, providing advice and guidance on procedures related to Clinical Studies graduate programs and
OGPS requirements. The GPA handles program admissions, helps set qualifying exams and defences, and reviews and submits all paperwork for destined to OGPS.

6.2 Student: Roles & responsibilities
From the choice of Advisor, choice of research project and through to degree completion, graduate students must recognize that they carry the primary responsibility for their success. The responsibilities assigned to Advisors, Advisory Committees and Departments provide the framework within which students can achieve success. Students should take full advantage of the knowledge and advice that the Advisor and Advisory Committee have to offer and make the effort to keep the lines of communication open. Specifically, each graduate student has a responsibility to:

- Make a commitment to grow intellectually, in part by fulfilling course requirements as outlined by the Advisory Committee, and to contribute to a field of knowledge by developing and carrying out a program of research.
- Learn about all appropriate deadline dates and regulations associated with registration, award applications and graduation requirements, as specified in the Graduate Calendar and/or the Office of Graduate Studies and/or the Department or School.
- Recognize that thesis and research project topics must be within the scope of the appraised and approved graduate program as set out in the program descriptions in the Graduate Calendar.
- Choose, with the approval of the Advisor and Advisory Committee, a topic of research for which adequate resources are available, including financial and physical resources and faculty expertise.
- Conform to University, Faculty and Program requirements, academic standards, and guidelines including those related to deadlines, thesis or research project style, course requirements, intellectual property, academic misconduct and any relevant safety and/or workplace regulations.
- Produce a thesis or research project which is the student's own work and which meets the University and Department standards for style and quality, reflecting a capacity for independent scholarship in the discipline.
- Recognize that the Advisor and members of the Advisory Committee have other educational, research and service obligations which may preclude prompt responses to the graduate student. It is expected, however, that the approximate time for submitted written material to be returned with comments is usually two weeks.
- Consider and respond to advice and criticisms provided by the Advisor or members of the Advisory Committee.
- Meet or communicate regularly with the Advisor (or designate). The frequency and timing of meetings will depend on the nature of the research being undertaken and the stage in the student's program. However, meetings should be of sufficient frequency that the Advisor can make an adequate assessment of the student's progress each semester and the student receives timely feedback on what is being done well and where improvement is needed. The student should also interact with individual Advisory Committee members and other faculty as appropriate and meet with the Advisory Committee, normally no less than once per semester, to review progress.
- On a regular basis, make available to the Advisor all original research materials, retaining a copy where appropriate.
• Be prepared to approach first the Advisor and then the Graduate Program Coordinator or Chair with any perceived problems or changes in circumstances that could affect performance. (If circumstances warrant, students may wish to consider a leave of absence on compassionate grounds. Information about this may be obtained from the Office of Graduate Studies or from the departmental Graduate Program Coordinator.)

• Submit, with specific reasons, any request for the replacement of an Advisor or member of the Advisory or Examining Committee to the Departmental Graduate Program Coordinator should a personal or professional conflict arise. Students should take immediate steps to change their Advisor or a member of their Advisory Committee in cases where an appropriate academic relationship cannot be maintained. In most circumstances, the first step would be to meet with the Graduate Program Coordinator.

• Recognize that changing Advisors after program entry may have consequences in terms of the nature and focus of an appropriate research topic, and may alter funding planned prior to the change from the initial Advisor as outlined in the Department's letter of funding.

• Recognize that the student may be obliged to satisfy specific performance requirements that were agreed to at the time of acceptance to the graduate program. These performance requirements may relate to internal or external funding support that the student receives.

• Recognize that progress will be evaluated every semester by the Advisor and Advisory Committee, and reported to the Program and in the case of "some concerns" or "unsatisfactory" performance, to the Faculty of Graduate Studies.

6.3 Advisor: Roles & responsibilities

An Advisor's primary task is to guide and inspire his or her students to reach their scholarly potential. The Advisor should promote conditions conducive to a student's research and intellectual growth, providing appropriate guidance on the progress of the research and the standards expected. As part of good supervisory practice, an Advisor is expected to:

• Facilitate the student's intellectual growth and contribution to a field of knowledge.

• Guide the student, with the assistance of the Advisory Committee, in the development of a program of study.

• Assist in the development and execution of a research program or project.

• Be reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems. What constitutes "reasonable accessibility" may vary according to discipline, stage of research, etc. However, an Advisor must be in contact with the student frequently enough to be able to make an informed judgement on the student's progress every semester.

• Thoroughly examine written material submitted by the student, make constructive suggestions for improvement, and inform the student of the approximate time it will take for submitted written material to be returned with comments. Normally, comments should be returned to the student within two weeks, although circumstances such as absences from campus or unusually heavy workload may require the Advisor to take longer than two weeks to review the student's work. Timing of submission and review should be negotiated between student and Advisor.
Advise the student as to the acceptability of the draft thesis or research project prior to submission to the Advisory Committee. If the Advisor believes the thesis or research project is not ready for submission or will not be ready within a particular time, the Advisor should so indicate with written reasons to the student. In cooperation with the Chair/Director or GPC, the Advisor may help organize qualifying and final examinations.

Assist the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in the Graduate Calendar and/or by the OGPS and/or the Department or School.

Give ample notice of extended absences from campus such as research leaves, and make satisfactory arrangements for student advising when the Advisor is on leave or on extended absence from campus. Where a faculty member knows prior to the start of the program that he/she will be on leave for part of a student's program, the student should be informed at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim Advisor.

Make available the research resources necessary for execution of the student's thesis or major paper research, within the norms appropriate to the discipline and the limits of the material and human resources of the University.

Advise the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms.

Alert the student to any personal risks that may be encountered in the course of the research and provide training, guidance and adequate equipment appropriate for those risks.

Comply with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes unavailable, the Advisor will work with the Department and OGPS to ensure support for the student.

Acknowledge, in accordance with University policies, the contributions of the student in presentations and in published material, for instance through joint authorship.

Immediately disclose to the Chair/Director any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisor and student or when there are irreconcilable interpersonal conflicts. In such cases it is expected that the faculty member will withdraw as the student’s Advisor. Conflicts of interest may also arise when the Advisor or student have a financial interest in the outcome of a research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Chair/Director.

Chair the Advisory Committee. Responsibilities are to: (1) hold regular Advisory Committee meetings with the student, normally no less than once per semester; (2) submit a semester progress report, developed with the Advisory Committee, and signed by all members of the Advisory Committee and the student, to the Departmental Graduate Program Committee and to OGPS every semester; (3) formulate a plan of action with the student and the Advisory Committee to address any problems that have been identified when the student receives an evaluation of “Some Concerns” or “Unsatisfactory”.

6.4 Advisory Committee Members: Roles & responsibilities
Members of an Advisory Committee can do much to enhance the academic experience of a student, allowing the student to take advantage of a range of expertise in the discipline. The specific responsibilities of an effective Advisory Committee are to:

- Encourage the student's intellectual growth to become a competent contributor to a field of knowledge. In this context, the Advisory Committee must provide constructive criticism and provocative discussion of the student's ideas as the program develops. The Committee should ensure that the student is exposed to a wider range of expertise and ideas than can be provided by the Advisor alone, including directing the student as appropriate to consult with experts outside the Committee.

- Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems.

- Attend regular meetings of the Advisory Committee with the student, normally no less than once per semester.

- Develop, with the student's involvement, and formally approve a list of courses that will constitute the program of study, no later than the middle of the second semester. The program of study is not considered final until it is also approved by the departmental Graduate Program Committee and the OGPS. Such approval will not normally be withheld if the proposed program meets the published program requirements.

- In consultation with the Advisor, confirm and approve semester progress reports.

- Formulate a plan of action with the student to address any problems that have been identified when a student receives an evaluation of "Some Concerns" or "Unsatisfactory".

- Inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week period, for instance because of absence from campus or an unusually heavy workload, the student and the Advisor should be provided with an estimate of the time required.

- Thoroughly review and comment on drafts of written material, and inform the student whether or not a research project is complete, or a thesis is ready for submission for the final examination committee. If additional work is required, feedback to guide the student in satisfactory completion of the work should be provided.

- Immediately disclose to the Advisor and the Chair/Director any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisory Committee member and the student or when there are irreconcilable interpersonal conflicts. In such cases it is expected that the faculty member will withdraw from the Advisory Committee. Conflicts of interest may also arise when the Advisory Committee member or student have a financial interest in the outcome of the research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Chair/Director and the Advisor.

6.5 Advisory Committee Appointment & Graduate Degree Program Form

6.5.1 Declaration of advisory committee & courses
Students must submit a completed Advisory Committee Appointment & Graduate Degree Program Form by the 20th class day of their second semester to the GPA. Failure to submit this form will result in OGPS blocking their registration for the following
semester. Students may revise their advisory committee or course selection at anytime during their studies by submitting a revised form to the GPA.

6.5.2 Faculty nominations for external committee members
An advisory committee member may be selected from individuals external to the University of Guelph. To sit on an advisory committee each member must have faculty status at the University of Guelph. External individuals may be nominated for Special Graduate Faculty Status or Associated Graduate Faculty Status as appropriate. Guidelines for Graduate Faculty Status appointments can be found here.

7. Tracking Student Progress

7.1 Advisory Committee Meetings
Advisory committee meetings are normally held no less than once per semester and are meant to be an opportunity for graduate students consult to with their committee and to discuss the student's academic progress and research problems. This is also an ideal time to complete your Graduate Student Progress Report each semester.

7.2 Graduate Student Progress Reports
At the end of each semester, and no later than the 20th class day of the following semester, the academic record and progress of each student will be reviewed by the Advisory Committee, and a GryphForms/Student Progress Report shall be submitted to the Graduate Program Committee for the program in which the student is enrolled. The progress report is a online form that should be initiated by the student each semester of study.

This report shall be reviewed by the Graduate Program Committee and forwarded to the Office of Graduate Studies. When the progress of a student is evaluated as “Some Concerns” or “Unsatisfactory”, a plan of study, prepared by the Advisory Committee in consultation with the student and with the signed agreement of the student, shall be appended and submitted with the progress report.

7.3 DVSc Evaluation (Clinical programs only)
As part of your graduate student evaluation your advisor will also complete a Clinical Evaluation each semester evaluating the residency portion of your DVSc program (see Appendix C).

8. Transferring programs
Students may apply to transfer between degree programs within Clinical Studies. For example, an MSc student may apply to transfer to a DVSc, or a GDip student may apply to transfer to a MSc program. Students may also apply for study option transfers, such as changing from a course-work MSc to a thesis-based MSc. Transfers should be initiated no later than the student’s fourth semester of study. Students may not transfer in their last semester of study.

Students may not transfer programs between departments, regardless of degree type. In order to move to a program offered by another department a student must follow the regular “Application for Admission” policies and procedures.
9. DVSc Qualifying Exams

Prior to the end of the sixth semester, the student is required to pass a qualifying examination to assess his or her overall ability in the selected area of specialization. The examination will be in two parts (one written, one oral), and will normally be completed within a two-week period. Upon completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the DVSc degree.

The qualifying examination is an examination by the academic unit in which the student is enrolled and the examination committee is appointed by the departmental Graduate Program Coordinator. The examination is conducted by a committee consisting of five members, as follows:

- The departmental graduate program coordinator of the program committee, who acts as chair of the examination committee;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee, at least one of whom must be a member of the department in which the student is registered;
- Two members of the advisory committee.

Additional information can be found in the Graduate Calendar under Degree Regulations- Doctor of Veterinary Science- Qualifying Exam.

To initiate the booking of their DVSc Qualifying Exam DVSc candidates (with guidance of their advisor) should complete the DVSc Qualifying Exam Request Form (see Appendix C) and submit it to the Graduate Program Assistant. The Exam Request Form and a copy of the students reading list must be received by the Graduate Program Assistant a minimum of 3 months before the desired exam date. Each DVSc candidate must also receive their reading list from their examiners 3 months before the written exam date.

10. Thesis Writing & Formatting (DVSc & MSc)

10.1 Timeline for completion of thesis

Advisors and students should plan ahead and choose a preferred window of time to hold the defence. From here students should work backwards to determine their timeline to completion. The student’s thesis must be deemed ready by their Advisory Committee a minimum of four weeks before the desired defence date. Students should have already made any suggested edits from their advisory committee before the thesis is sent to the exam committee.

10.2 Formatting

OGPS has a complete guide to preparing your thesis that includes style, organization, formatting, and naming conventions. It is important to read through this guide carefully and be sure that your thesis meets all the formatting requirements. Incorrectly formatted documents submitted to the atrium will not be accepted.
11. Final defence

11.1 Arranging your defence (DVSc)
It is the responsibility of the advisor to begin making arrangement for the doctoral thesis defence at least eight weeks prior to the anticipated date of the defence.

- At least eight (8) weeks prior (earlier is better) to the anticipated date of the final examination the Advisory Committee should:
  - Identify three potential external examiners
  - Contact the potential external examiners to verify their availability
  - Nominate to the GC, the names of the three potential external examiners by submitting an External Examiner Nomination Form to the GPA (see Appendix C)
- Once the thesis has been deemed ready by the Advisory Committee, the advisor should:
  - Assemble the examination committee according to the Graduate Calendar regulations
  - Email the Graduate Program Assistant (GPA) the list of exam committee members and the preferred dates for the defence
  - The GPA will book rooms when the date and time are confirmed
  - The GPA will find an exam chair
- At least four (4) weeks before the defence date the student should:
  - Bring the completed Examination Request Form to the GPA
  - Send a copy of their thesis to the GPA (for distribution to the exam committee)
  - Send a short biography to the GPA for the defence announcement
    - The only c.v. information which should be listed in the announcement will be: place of birth, previous degrees and Universities, awards during graduate study, and a list of publications (published or accepted for publication). Total c.v. information should not exceed 10-12 lines in the announcement.

11.2 Arranging your defence (MSc)
It is the responsibility of the advisor to begin making arrangements for the master's thesis defence at least eight (8) weeks prior to the anticipated date of the defence.

- At least eight (8) weeks prior to the anticipated date of the final examination:
  - The advisory committee agrees on a timetable for completion of the thesis and defence
  - The advisor informs the GPA of the timetable
- At least four (4) weeks prior to the anticipated date of the final examination:
  - Select the Examination Committee
- At least two (2) weeks prior to the anticipated date of the final examination:
  - Submit a completed Exam Request Form to the GPA
  - Submit the thesis to the GPA for distribution to the exam committee

11.3 Applying to graduate
Every candidate for an advanced degree is responsible for reviewing the Graduation Application Procedures and submitting an application to graduate through the “WebAdvisor Application for Graduation”. Each semester, an email regarding the WebAdvisor Application for Graduation will be sent to graduate students in semester 2 and above, requesting them to apply to graduate, if appropriate.

11.4 Final thesis submission
As of July 2011, the University of Guelph requires the electronic submission of all theses. Electronic theses are commonly referred to as ETDs. ETD processing is easier, quicker, cheaper, and more environmental for the student, the Office of Graduate & Postdoctoral Studies, the University of Guelph MacLaughlin Library and for the National Library and Archives Canada. Theses are deposited and accessible in the University’s institutional repository known as the Atrium.

After you defence you may need to complete some additional edits to your thesis. Your advisor must review your final thesis version to determine if the thesis is ready for submission to the atrium. When the thesis is ready the advisor must email the GPA. The GPA will then release the necessary departmental paperwork to OGPS. This must be done before the student submits the thesis to the atrium.

In addition to submitting their thesis to the atrium students must also submit the following forms to OGPS:

- Thesis Non-Exclusive License
- Thesis Submission Control Sheet
- Request to Restrict Circulation of Thesis (optional)

Directions on how to submit your thesis to the atrium and links to download the required forms can be found here.

11.5 Early Completion Rebate
In certain circumstances, those students who complete the requirements for their degree programs early in a given semester may apply for a partial rebate of tuition fees paid for that semester. The rebate is pro-rated according to the date of final completion. Students must submit an Early Completion Rebate Application Form in order to receive a rebate.

12. Support Services

12.1 Student Health Services
Our mission is to provide comprehensive health promotion, disease prevention and primary medical care to full-time and part-time, undergraduate and graduate students and their families, as well as visitors to the campus. We contribute to the success of the University of Guelph's academic mission by meeting the health education and clinical care needs of its students.

Health Services offers a number of services from Monday to Friday, including Nursing Services and Physician Services. Current hours of operation can be found on their website. Walk-in
services are available September-April. For more information about what we offer, navigate through [this website](#) or call the reception at 519-824-4120 x52131.

### 12.2 Counselling Services

Counselling Services offers individual counselling sessions to help support students as they work through the personal challenges that impair their ability to succeed at school and in other areas of their lives.

Additionally, counselling services offers walk-in and after hours resources. Please call Ext. 53244 to schedule an appointment with a Therapist/Counsellor or drop by the front desk on the third floor of the University Centre. Appointments can also be made with the OVC Counsellor Bruno Mancini (bmancini@uoguelph.ca).

### 12.3 Student Accessibility Services

Accessibility Services helps students who experience disabilities with full and equitable participation in academic life. We strive towards creating a barrier-free environment where all students can achieve their potential.

### 12.4 Stress Management & High Performance Clinic

The Stress Management & High Performance clinic run by Kathy Somers offers sessions on stress management and more for a nominal fee for Guelph Students. More information on current group offerings and individual sessions can be found at Kathy Somers' [website](#).

### 12.5 Career Services

Career Services offers students individual sessions with one of our professional Career Advisors. They provide students with job search skills, employment opportunities, assist students to discern career or further education planning, and provide experiential learning such as resume building, writing cover letters and mock interviews.

Career Advising appointments are free for registered students and are catered to the individual student’s needs. Appointments with Career Advisors can be made in advance or by visiting the Career Services Office (Building #54, North of Rozanski Hall) during [Drop In Hours](#).

### 13. Resources for Graduate Students

#### 13.1 Library & Learning Commons

The [Library & Learning Commons](#) is a bustling, dynamic space. Our services, resources, and spaces are all designed to support student learning; support faculty research and teaching; and foster connections with the community.

#### 13.2 Graduate Student Learning Initiative (GSLI)

The Graduate Student Learning Initiative (GSLI) offers a range of workshops specifically for graduate students. We encourage students to review free workshops and short non-credit courses.

#### 13.3 Lynda.com
Lynda.com offers thousands of video modules covering the most popular business and creative applications, as well as topics including software development, website design, animation, soft-skill training, audio and music, and photography. Access is free for all Guelph faculty, staff and grad students. Visit the Lynda information page for more information.

13.4 Mitacs
Mitacs builds partnerships between academia, industry, and the world – to create a more innovative Canada

14. Resources for International Students

14.1 International Student Advisor
The international student advisor, Megan Sager (msager@uoguelph.ca), is available to provide guidance to international students. If you have any questions about University of Guelph student resources, budgets and finances, UHIP, upcoming workshops and events, or how to connect with other international students, Megan can help. If you need advice on transitioning to the University of Guelph and Canada, or want to talk about any other issues or concerns you may face, you can drop in to say hello or make an appointment with Megan. Her office is on the third floor of the University Centre.

14.2 International Student Organization
The ISO aims to act as the crossroads for international students to learn about university life on campus and of the various resources available to them. They strive to provide the social and transitional support that all international students need during their time here at the University of Guelph.

14.3 Visas and Study permits
Due to immigration law in Canada, the University of Guelph can't provide advice about visa requirements or applications. However, helpful links to the Citizenship & Immigration Canada website information are provided below.

- **Study Permit**
  You can find out if you need a Study Permit for Canada [here](#).
  You can find out how to apply for a Study Permit [here](#).

- **Temporary Resident Visa**
  You can find out if you need a Temporary Resident Visa for Canada [here](#).
  You can find out how to apply for a Temporary Resident Visa [here](#).

14.4 Immigration Advising
The University of Guelph has contracted Canadian House Consulting Inc. to provide support on campus two days per week. The support is limited to providing clarification on study permit and visa regulations for University of Guelph students. Specifically:

- Undergraduate and graduate students (pre-arrival and in-course students)
  - Includes accompanying spousal work permit and study permits for children attending school in Ontario for an admitted student bringing their family at the
start of their studies; or family members visiting for graduation; or Co-op work permits for students enrolled in a Co-op academic program

- Includes advice on the immigration repercussions of moving from full-time to part-time or taking a leave of absence because of wellness concerns (i.e., physical injury, maternity leave, mental health)
- Exchange students enrolled for one or more semesters through the Centre for International Programs
- English Language Program students through Open Learning and Educational support

This support is advice and direction only. It excludes the completion of application forms or Permanent Residency and settlement advice, which is available to students as a fee for service through Canadian House Consulting Inc. or an Immigration Consultant of their choice.

Canadian House Consulting Inc. will also be available in an advisory capacity to staff and departments responsible for working directly with international students noted above, if time permits within their contracted two days at the University of Guelph, or at an additional hourly rate to be negotiated with those departments.

Please note that this service offered through the Office of Intercultural Affairs is available to students only. Immigration advice for post-doctoral fellows, visiting scholars or researchers who are not enrolled at the University of Guelph as students, or for new staff or faculty is the responsibility of the individual.

Staff from Canadian House Consulting Inc. will be available on Tuesdays and Wednesdays from 9am-4:30pm for drop in or appointments. They will be located in the University Centre, room 318B in Student Life. They can be reached directly at student.immigration@uoguelph.ca or by calling ext. 54166.

14.5 University Health Insurance Plan (UHIP)

The University Health Insurance Plan (UHIP) is a mandatory insurance to pay the cost of the hospital and medical services that international students may need during their stay in Canada while registered at the University. The fee is both compulsory and charged as part of your tuition and fees which can be viewed on WebAdvisor. All international students (paying international fees) will automatically be enrolled in UHIP (single coverage). It is the student's responsibility to complete the UHIP application and submit it to Student Financial Services (3rd floor of the UC) when the student has dependents in Canada that should be added to their plan. An additional premium is charged.

15. Payroll, Financial Aide, Awards & Scholarships

15.1 Payroll

Scholarships and bursaries, administered by the University, are applied to the student account as a payment. Often these awards are applied to the student account in advance of the payment deadline. If the awards are sufficient to pay your account in full for Winter and Summer
semesters, students must confirm their intent to register through WebAdvisor using the menu item 'Confirm Intent to Register' under REGISTRATION by the payment deadline. Failure to confirm your intent to register will result in deregistration. This option is not available for the Fall semester.

Students receiving a GTA/GSA/GRA are paid via University of Guelph payroll. Payroll is paid on a bi-weekly schedule by direct deposit.

15.2 Graduate Settlement
Registration for each semester consists of payment in full or completion of the "Graduate Settlement" in WebAdvisor and academic registration by the deadline date. More information on Graduate Settlement can be found here.

15.3 Financial Needs Assessment Form
Students who apply and demonstrate a need for financial assistance may be eligible for financial need based bursaries and awards. To apply for financial need students must complete a Financial Needs Assessment Form and submit it to Student Financial Services by the posted deadlines.

Canadian citizens, permanent residents, and international students may apply for Financial Need.

It is important to ensure all sections of the form are completed. Incomplete NAF forms will not be assessed. Students may bring their NAF from to the Administrative Manager, DVM and Clinical Program and Operations Clinical Studies, for completion of the departmental section of the form.

15.4 Graduate Entrance and In-Course Scholarships
Most entrance awards are offered to students upon admission to one of our graduate programs and are based on the student's admission application.

Graduate scholarships are available to students registered in full-time studies unless the terms and condition of the scholarship specifically state part-time students are eligible.

Students seeking admission should utilize the graduate award online search to see a listing University of Guelph approved awards.

15.5 OVC In-program Awards
Each year all current and incoming OVC graduate students can apply for the OVC In-program Awards. Applications are typically opened up every December and applications are due early January. All OVC students are encouraged to apply.

15.6 Tips for applying for awards & scholarships

15.6.1 Reference letters
Many award applications require that applicants provide letters of reference. Don’t wait till the application deadline to ask for a letter of reference from your referee. The letters
are an important part of your application package and it important to give your referee sufficient time to write you a strong letter of reference.

15.6.2 Official transcripts
To avoid paying rush or courier fees for your transcripts request transcript copies well in advance. Enrolment Services will issue free transcripts to Guelph students applying for scholarships and awards provided the request is before the award transcript request deadline. Late requests are subject to a rush/late fee.

Do not open your official transcripts unless specifically instructed. If the scholarship you are applying to requires original official transcripts then opened transcripts will not be accepted. Opened transcripts are no longer considered official documents.

15.6.3 Application deadlines
Keep an eye out for the application deadlines for scholarship applications. Most deadlines are hard deadlines and late applications will not be accepted.

16. Benefits, Vacation, Sick Days & Release Time (DVSc)

16.1 Benefits
As a full-time graduate student at the University of Guelph, your student ancillary fees will pay coverage for the Student Health Insurance Plan.

Current residents of Ontario are covered under Ontario Health Insurance Plan. If you currently reside in another province, contact your provincial health plan for transfer of coverage.

16.2 Vacation
The sum of 4% of vacation pay shall be included in the wages, on a bi-weekly basis, as set out in Schedule A of the CUPE 3913 collective agreement. For more information on CUPE 3913 and other agreements please see here.

16.3 Sick days and other Leaves
For information on sick days and other leaves for DVSc candidates please see the CUPE 3913 agreement.

17. Leaves of Absence
A “Regular” student may make arrangements in advance for a Leave of Absence from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the Leave of Absence regulations.

During an approved Leave of Absence, graduate students shall not engage in activities related to their academic program.

Full regulations can be found in the General Regulations-Registration-Leave of Absence section of the Graduate Calendar. The application form can be downloaded here.
18. Full-time vs. part-time studies

18.1 Choosing between part-time & full-time studies
When applying through OUAC, you will have the option to choose between full-time and part-time (not all programs offer a part-time option). Students interested in part-time programs should be aware that there can be certain implications, such as:

- Loss of interest-free status for outstanding student loans,
- Reduced maximum course load per semester,
- Loss of income-tax benefits (education credit), and
- Funding/Scholarship/Bursary ineligibility (ie. OGS, CGS, etc)
- The minimum duration period is based on the equivalency of three part-time semesters to one full-time semester.

Note: DVSc applicants need to select full-time studies when they apply to the program.

18.2 Changing from full-time to part-time
If you have received an offer of admission and are looking to transfer from Full-Time to Part-Time, you will need to complete your registration for Full-Time studies and then submit the “Full-Time and Part-Time Transfer Application”. This form, along with appropriate supporting documentation, must be submitted to the department for their internal review/approval, when completed they will forward to the Office of Graduate & Postdoctoral Studies. This should be completed prior to the 10th class day, to ensure no financial penalties. For more information on the general regulations, minimum duration and/or the requirements to transfer, please refer to the Graduate Calendar.

International students interested in switching from Full-Time should discuss with Citizenship and Immigration Canada to determine if this will have an impact on their study permit parameters.

19. Full-time distance fee status
Full-time students studying at a distance of at least 200 km from Guelph may apply for an exemption from the ancillary student fees (except the GSA fees, the Medical Insurance premium, the Dental Plan premium, and, in the case of international students, the UHIP fee (if applicable)) for the semester indicated. Students cannot be on the Guelph campus, other than for Advisory Committee meetings and consulting with Advisors, during the period specified. The Full-time Distance Fee Status Application can be downloaded here.

20. Appeals for Academic Consideration
Academic consideration may be granted on the following grounds:

- medical
- psychological
- compassionate
- misapplication of regulations or procedures
- other special circumstances
Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. Students should contact their Advisor or Graduate Program Coordinator or Graduate Program Assistant regarding documentation requirements. Full policies and procedures can be found in the General Regulations – Grounds for Consideration.

21. Conflict Resolution
Regardless of the best intentions of all involved, conflict can arise in the course of graduate studies. Generally, a student’s first point of contact in the event of a dispute is the Graduate Program Coordinator. The Graduate Program Coordinator plays a central role in mediating conflicts that may arise while students are completing their graduate degrees. Mediation procedures for the resolution of disputes related to graduate students and advisors are found in General Information (Chapter III) in the Graduate Calendar.

22. Student Services

22.1 Payment of Fees
After you have selected your courses, please ensure you follow the instructions in the Registration Guide to pay your fees by the required deadline.

You will not receive a financial statement or payment form from Student Financial Services; you are expected to check your student account on WebAdvisor in order to determine the amount payable for the semester. Follow the instructions posted on WebAdvisor for making your payments by the deadline. Registrations will continue to be accepted through WebAdvisor or on Add/Drop forms. You will be able to view your student account on WebAdvisor once your registration is complete, and will be responsible for printing off your account and submitting your payment appropriately.

22.2 Student ID cards
Your University photo I.D. card, required for a variety of student services and may be picked up in Enrolment Services when you have registered. You should have received a letter requesting that you provide a photo for your ID card. If you have provided that photo in advance as requested, the card should be ready for you when you arrive on campus; otherwise, the card will be ready 5 - 6 days after you have submitted the photo. If you will not be on campus to pick up your Student ID Card, please send an e-mail to ups@uoguelph.ca. This permanent photo I.D. card will be the only card issued during your stay as a graduate student and will be validated each semester. Should you lose your card, the loss must be reported at the ORS Enrolment Services counter in the University Center; there is a charge assessed for a replacement card. Further details on ID Cards and replacement may be found on the ID Card - General Information web page.

22.3 Student bus passes
Your student ID card is also your bus pass. The bus pass is paid as part of your Graduate student fees. The bus pass is administered for graduate students by the GSA every semester. Check the GSA website for bus pass distribution information.
22.4 Student Health Insurance Plan
For information on your Health and Dental Plan, visit My Student Plan. Once on the homepage select University of Guelph CSA and GSA Main Campus.

To print your Student Health Insurance Card visit: https://www.mystudentplan.ca/uofguelph/en/home

International students are covered by both UHIP and the Student Health Insurance Plan.

The Student Services Coordinator, Ann Mammoliti, will be able to help you with any questions or issues you have with our Health and Dental Plan.
Email: guelphplan@mystudentplan.ca
Call: 519 824 4120 Ext. 54798

Note: Part-time graduate students are not eligible for Health and Dental Benefits.

23. Other Useful Contacts & Services

23.1 Graduate Student Association (GSA)
The mission of the Graduate Students' Association is to advance the academic and social goals of the graduate students of the University of Guelph through advocacy, social, and financial resources.

23.2 Student Financial Services (SFS)
Student Financial Services is students’ first contact for tuition, fees, payments, loans, grants and scholarship payments.

23.3 Student Housing Services
Student Housing Services offers graduate student housing as well as family housing options.

23.4 Gryphon Athletics
All registered full-time graduate students have paid their Athletics Base Membership within their academic registration fees. Your Athletics Base Membership includes access to the facilities for: all Drop-in Recreation and the option to register and pay the applicable fee for the Gryphon NRG Pass, Personal Training, Group Personal Training (Cardio Shred, Fit in 30, Special Aqua Program) and Skill Development Activities (such as Aquatics, Aquatic & Safety Certifications, Fitness & Yoga Certifications, Dance, Martial Arts & Sports programs), Intramurals & Clubs as well as the option to purchase any Add-on Memberships such as Locker & Towel Memberships. For more information the official site of Guelph Gryphon Athletics.

23.5 Health & Performance Centre (HPC)
HPC has been preventing and treating sports and activity-related injuries for the University of Guelph and the surrounding community for more than 20 years. From the recreationally active to elite, competitive athletes, the collaborative team of skilled practitioners provides specialized care to help clients perform at their best, and successfully achieve a healthy, active lifestyle. Services include physiotherapy, nutrition, chiropractic, massage therapy and so much more.

23.6 Computing & Communication Services (CCS)
CCS provides core IT services to the greater campus community. These include internet connectivity, a campus wide integrated email and calendaring system, telephony infrastructure, software distribution, development of single sign-on technology, learning resources, and more.

23.7 Environmental Health & Safety (EHS)
The Environmental Health and Safety Department (EHS) provides a broad range of occupational safety and environmental protection services to all members of the University community including graduate and undergraduate student populations.

24. Office of Graduate & Post-doctoral Studies (OGPS)
The OGPS website is an important resource for all graduate students. This includes all the relevant, application, registration, payment, and student services information prospective and current graduate students will need.

24.1 Graduate Calendar
The information published in this Graduate Calendar outlines the rules, regulations, curricula, programs and fees for the current academic year.

24.2 Forms & Documents
During your course of study you will be required to submit various forms and documents. You can download the most current versions of these forms directly from the OGPS forms & documents page.

25. Clinical Studies Graduate Studies & Research Committee

25.1 Mandate of the Committee
The GSRC shall oversee in general the graduate programs (recruitment, admission, progress and program completion) in the academic unit and more particularly the curriculum and the students and their progress in their individual programs.

The GSRC shall oversee in general the graduate programs (recruitment, admission, progress and program completion) in the academic unit and more particularly the curriculum and the students and their progress in their individual programs.

The committee is responsible for keeping the affiliated program curriculum under ongoing review, assessing the degree of achievement of its academic goals as required by University and external quality assessment processes, initiating and/or responding to proposals for curricular change, and initiating action, as necessary, according to University academic governance processes.

Informed by relevant Senate policies, each GSC also oversees the progress of students in the relevant graduate program under its purview. Assistance to the committee with interpretation of Senate policies is provided by the Assistant Vice President Graduate Studies, who in turn may seek further guidance from the Committee on Admissions and Progress and/or the Board of Graduate Studies.
25.2 Membership

**Standing Appointments:**
- Department Graduate Coordinator
- Chair, Department of Clinical Studies
- Administrative Assistant for the Graduate Program

**Term Appointment:**
- 3 faculty members (3 year appointment). Must be members of Faculty of Graduate Studies.
- 1 DVSc student representative (2 year appointment). Individual may be nominated by graduate students in the program or named after consultation with the graduate students in the program. The student must have two years remaining in their program.
- 1 MSc student representative (1 year appointment). Individual may be nominated by graduate students in the program or named after consultation with the graduate students in the program. The student must have two years remaining in their program.

**Meetings:** At minimum once per semester.

25.3 Current members
- Dr. Tom Gibson (Graduate Coordinator & Committee Chair)
- Dr. Carolyn Kerr (Department Chair)
- Dr. Alice Defarges
- Dr. Fiona James
- Dr. Adronie Verbrugghe
- Ariah Easley (Graduate Program Assistant)
- Dr. Edouard Marchal (DVSc candidate)
- Bianca Di Sabatino (MSc candidate)

26. OVC Shared Administrative Services

The Ontario Veterinary College is organized into seven service departments, all under the direction of the Office of the Dean. These departments provide service to the entire OVC community as well as many external clients. Administration of Graduate Programs falls under the OVC Shared Administrative Services department that is also broken down into five service units. The units of primary importance to graduate students are: OVC Graduate Program Services, Departmental Services, and Human Resource Services.

26.1 OVC Graduate Program Services

We work together with all departments in the college and with the University of Guelph's Office of Postdoctoral & Graduate Studies (OGPS) to deliver to you the information and services that you need to ensure a rewarding student experience.

We are set up to accommodate and administer all graduate programs at OVC. Our team of Graduate Program Assistants will provide primary support to specific units, but each will be able to answer questions from any graduate student, faculty and staff.

**Contacts:**
- Clinical Studies Graduate Program Assistant: Ariah Easley (csgrad@uoguelph.ca)
Administrative Manager, OVC Graduate Program and Research Services: Amanda Draycott (ovcsas@uoguelph.ca)

26.2 Departmental Services/Administrative Support
Departmental Services is the first point of contact for the many day to day needs of faculty, staff and students within the academic departments, providing everything from administrative support for DVM, undergraduate and graduate students (course scheduling, course evaluations, etc.) to the coordination of office keys and key cards, ordering office supplies, departmental communications, and more.

Contacts:
Administrative Manager, DVM and Clinical Program and Operations Clinical Studies: Sharita Carter (ovcsas@uoguelph.ca)

Administrative Assistant to the Chair and Faculty: Linda Wing (lwing@uoguelph.ca)

26.3 Human Resource Services
Human Resource Services coordinates the human resources needs of both faculty and students in the areas of recruitment, onboarding/orientation, performance management, payroll and more.

Contact: Administrative Manager, OVC SAS HR Services & Operations Pathobiology: Melana Nam (ovcsas@uoguelph.ca)
Appendix A - Project Study Design/Background, Materials & Methods Guidelines

All Clinical Studies Graduate Students are required to write a literature review and present their project design in a presentation in their first semester of study. The presentation should be 10 minutes with 5 minutes for questions. This is typically the Fall semester for CS students. Papers are typically due to the GPA near the end of November and presentations are booked for mid-December.

A literature review summarizes, interprets and evaluates existing literature or published material in order to establish the current knowledge of a subject. The literature review may serve to answer question(s), establish the need for additional research, and/or define a topic of inquiry.

Those reading your literature review should learn not only what has been said about the issue but what you think about what has been said. In critically evaluating the literature you are looking for the strengths of the studies cited and the significance and contribution made by the authors. You are also looking for limitations, flaws and weaknesses in the reported studies. You critique the literature. Some questions you may find useful in this exercise are:

- Is the problem clearly defined?
- Are the results presented new ie. is this simply “more of the same”?
- How large was the sample population used and was the population under study appropriate?
- What variables were entered into the study and how might they influence the outcome?
- How were the results analyzed?
- How convincing are the arguments made to justify their conclusions?
- Is the methodology justified?

A good literature review demonstrates that you have not only read the material, but that you understand what the important issues are and their relevance to your work, you are aware of the surrounding controversies, and you know what has been neglected. It justifies the reason for your research. Further it should convince the reader that what you have chosen to do is important and needs to be done. Finally, the literature review also allows you to establish your theoretical framework and methodological focus.

Your literature review needs to include the objectives of your research so we can assess the literature review in light of your objectives.

A brief outline of your proposed Research Methodology will be given with the oral presentation of your project in December.

NB: Your paper should not exceed five pages in length.
Appendix B – CLIN*6900 Clinical “Grand Rounds” Seminar

GOALS
To provide a forum for residents, interns and graduate students to present a seminar to their peers and colleagues. This seminar series will provide experience and confidence in: preparation, presentation, and the ability to handle a question and response period. This should be a challenging process, but provide academic stimulation and a positive learning experience for all participants.

REQUIREMENTS
All residents, clinical graduate students and interns at the OVC are required to participate in this course. During the academic year, participants will give one or two clinical case or research seminars. Graduate students enrolled in a Diploma or MSc program with the Department of Clinical Studies may be eligible to participate in one seminar annually. This course can be taken for credit towards the graduate degree based on the discretion of the graduate student and their advisory committee. This course is assigned a 0.25cr weighting per semester for a maximum of 2 semesters. Please see below for further details regarding requirements. If this course is to be taken for credit, please notify the course coordinator and graduate secretary before the beginning of the semester.

SCHEDULE
You will be assigned 1 seminar date based. Arriving on time and presenting on these dates is your responsibility. If you are unable to complete your seminar on the day you have been assigned, you must make arrangements to switch with another participant scheduled. These changes must occur at least 2 WEEKS prior to your scheduled timeslot and once confirmed, please let Ariah and Dr. Oblak know via email. (Please do not ask the graduate secretary or course coordinator to change the dates for you).

The presenter must email the title and name of advisor for their presentation to Ariah Easley, P 519-824-4120, ext 54005, email: csgrad@uoguelph.ca, ONE WEEK prior to the presentation.

“Grand Rounds” lasts for 1 hour on Wednesday mornings, from 8:30-9:30 a.m. Seminars start on the hour! Twenty minutes will be allowed for each presentation and 5-8 minutes for questions. Presenters will be signaled to stop after 20 minutes. After 2-minutes grace, the presentation will be stopped. There will be two presentations each week. All residents, interns, faculty and fourth year students are expected to attend as many presentations as possible.

FACULTY ADVISORS
Identification of a faculty advisor will be required for all presentations. This advisor is typically the supervisor on the case presented in your seminar. Presenters should seek the assistance of their faculty advisor at least 3-4 weeks prior to their presentation. The faculty advisor may assist with preparation of the seminar by providing ideas and literature sources, by helping with organization and other audiovisual preparation, and by acting as an audience for dry-run presentations of the seminar (e.g. asking questions and giving a critique).

** Students must have her or his advisor’s approval of the presentation before it is given at Grand Rounds. **
CLINICAL CASE PRESENTATION
The purpose of the grand rounds seminar is to present a clinical case which is unique in its clinical presentation, progress, or management, not just a literature review of the case in question. The presentation should include signalment, history and presenting signs, pertinent laboratory data, problem list, case management and discussion. The seminar may also be used to present findings of a completed research project. In that case the format of the seminar should include an introduction, materials & methods, results, discussion and conclusions.

Computer projections (Powerpoint) will be used for the presentation. If you’re planning to use your own laptop or tablet, notice that the projector/computer in the room has a VGA input cable but you might need a VGA adapter (as is the case for Apple components); please, check that in advance of your presentation and in bring your own adapter if required, there are not any available in the room.

COURSE FOR CREDIT (applicable to Clinical Studies DVSc. students only)
This course is a one-semester 0.25Cr course. This course allows each participant the opportunity to present a clinical case, research findings, or where applicable, a topic of interest to colleagues in the veterinary college. The Course Coordinator must approve the topic. To receive credit in this course, the oral presentation and a written case report will be evaluated. The written case report should be suitable for publication and submitted as a final version for the veterinary journal of choice. Grading of the course is as follows:

- You must attend >75% of the seminars
- 75% of the grade is based on the written manuscript
- 25% of the grade is based on the presentation
- The manuscript must be given to Michelle Oblak by December 1 or April 1 depending on the semester.
Appendix C – Clinical Studies Departmental Forms & Documents
This section contains Clinical Studies specific forms as from fillable PDFs. For OGPS controlled forms (advisory committee forms, faculty nomination forms, defence exam forms, and progress reports), please download the most current version as needed here.

Forms & Documents:

- Dosimeter Request Form
- Confidentiality Agreement
- OVC SAS Enrolment Form
- HR Direct Deposit Form (for payroll)*
- SFS Direct Deposit Form (for award, scholarship, and refund payments)*
- Graduate Student Orientation Schedule/Safety in Clinical Studies Checklist
- Intern, Resident, DVSc Evaluation
- Request for DVSc Qualifying Exam
- Nomination of External Examiner

*Note: All students should complete and submit both the HR and SFS Direct Deposit forms. The HR form is used for funds paid via OVC payroll. The SFS form is used by SFS to payout awards, scholarships or refunds owing.
**Dosimeter Request Form**

The following information is required to order a dosimeter for you upon your arrival to the Health Sciences Centre, University of Guelph

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<th>First Name</th>
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<td>Middle Name (if none leave a (-))</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>Date of Birth</td>
<td>Day:_____  Month:_____________ Year:________</td>
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<tr>
<td>Social Insurance Number (Canada)</td>
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<td>Gender</td>
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<td>Country / Province of Birth</td>
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<td>Previously issued a Dosimeter</td>
<td>Yes:____________  No:_____________</td>
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<td>Country/Province Worn</td>
<td>Where:____________  Year Worn:________</td>
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Confidentiality Agreement

Through my activities at OVC, I acknowledge that I may be involved in confidential discussions, have access to, and may receive Confidential Information as defined in the Standard Operating Procedures, “Confidential Information – Collection, Use and Disclosure”, as it may be amended from time to time.

I agree at all times to keep Confidential Information, confidential and not to disclose any Confidential Information to any third party without appropriate authorization from OVC. I also agree to use any of the Confidential Information, only to further the interests of OVC. I further agree that, on receiving a written request from OVC, that I will return to OVC all Confidential Information provided to me in written or electronic form, and all originals and copies thereof in any form.

I acknowledge that the disclosure of Confidential Information to me shall not be construed as granting to me (or to any third party) any right, title or interest in to the Confidential Information. I agree that I will abide by this Agreement, applicable law and all relevant University policies and OVC procedures with respect to the collection, use and disclosure of all Confidential Information.

I acknowledge that OVC would be irreparably injured by a breach of this Agreement by me and that any breach may be grounds for discipline, removal from my duties or termination of employment, if applicable. Further, OVC shall be entitled to equitable relief, including injunctive relief and specific performance, in the event of any breach of the provisions of this Agreement by me (such remedies not being deemed to be the exclusive remedies for a breach of this Agreement, but to be in addition to all other remedies available at law or equity). No failure or delay by OVC in exercising any right, power or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise of any right, power or privilege hereunder.

This Agreement shall be binding upon me and my heirs, administrators, executors and personal representatives. This Agreement shall be governed by the laws of the Province of Ontario and the laws of Canada applicable therein.

Date: _________________________
Name: ____________________________________    _____________________________________
Please print       Signature
Position: ________________________________ Department: ______________________________
Category: ☐ Faculty/Veterinarian ☐ DVSc/Resident ☐ Intern
☐ Staff ☐ OVC Graduate Student ☐ OVC Student Class year _____________
☐ Visitor ☐ Volunteer ☐ Other (specify) ______________

451198 January2012
Statement:

The University operating the Ontario Veterinary College Health Sciences Centre ("OVC HSC") recognizes the client’s right of privacy in relation to their animal’s hospital visit. While a client does not have the property right to their animal’s medical records, the client has the right to protection of all information contained therein.

1. Applicability
   i. This Standard Operating Procedure, “SOP”, applies to:
      o Any person involved directly or indirectly in clinical case care including but not limited to University faculty, Veterinarians, employees, students, volunteers and visitors ("Personnel").

2. Definition of Confidential Information
   i. Confidential Information means all information which Personnel may receive or have access to and related to owners, agents, patients and the business, financial and other affairs of OVC HSC. Confidential Information may be in written, electronic, verbal or other format including patient images or videos.

   ii. Confidential Information may include but is not limited to: the nature of the patient’s illness, its cause, its treatment and everything the owner/agent discloses with a view to giving a better understanding of the patient’s ailment; everything the clinician or student learns from examination of the patient; the reactions of the patient and owner/agent; or the fact the patient is seeking treatment.

3. Release of Confidential Information
   i. Confidential Information may not be disclosed to any third party without appropriate authorization from the OVC HSC.

4. Code of Confidentiality Form
   i. All Personnel involved in clinical case care must sign the Confidentiality Agreement form, form 451198.

   ii. All individuals who are authorized to receive a Hospital Information System account must complete the Confidentiality Agreement form, form number 451198.
5. Security of Confidential Information
   i. Confidential Information must be neither copied nor removed from the OVC HSC without the consent of the Manager, Medical Records or the OVC Associate Dean, Clinical Program.

   ii. Records containing Confidential Information must be disposed of via a shredding container or, sent to Medical Records for destruction.

6. Breach of Confidentiality
   i. Any misuse of this SOP will be considered a breach of confidentiality and will be reported to the Manager, Medical Records, or the OVC Associate Dean, Clinical Program.
ENROLMENT FORM

Please complete and submit to ovcsas@uoguelph.ca, with subject line: name, department & program (if applicable).

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<tr>
<td>DEPARTMENT</td>
<td>☐ BIOM ☐ CLIN ☐ PATH ☐ POPM ☐ Other:</td>
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<td>SUPERVISOR/ADVISOR</td>
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<tr>
<td>UNIVERSITY OF GUELPH ID#</td>
<td>IDENTIFYING GENDER</td>
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<tr>
<td>DATE OF BIRTH (mm/dd/yyyy)</td>
<td>MARITAL STATUS</td>
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<td>LOCAL ADDRESS</td>
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<td>EMAIL (U of G)</td>
<td>EMAIL (Alternate)</td>
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<td>EMERGENCY CONTACT(S)</td>
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<td>I HAVE INCLUDED THE FOLLOWING WITH MY SUBMISSION:</td>
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<td>PAYROLL DIRECT DEPOSIT FORM</td>
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<td>☐ YES (Must be submitted with this form)</td>
<td>☐ NOT REQUIRED - I have been employed with the U of G within the last 3 months, and my banking information hasn’t changed</td>
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<tr>
<td>SOCIAL INSURANCE NUMBER</td>
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<td>PERMIT TYPE (Select only one)</td>
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<td>☐ WORK (Copy of permit attached)</td>
<td>☐ STUDY (Copy of permit attached)</td>
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<td>DATE (mm/dd/yyyy)</td>
<td>SIGNATURE</td>
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HUMAN RESOURCES USE ONLY

| FP Ticket # | International Documents Received | Banking Received | Request | N/A | Distribution: Entered | Request | N/A | HRER Entered | Appointment Letter Sent | Request | N/A | Communication Sent | Code | Banking provided to HR Sent | Request | N/A | SIN letter provided to HR Sent | Request | N/A | Completed by: | Date: |
Payroll Direct Deposit Information

Human Resources

Please check one: New □ Change □

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<th>Employee Name:</th>
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<tr>
<td>Employee # (or Student ID):</td>
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<td>Dept Name:</td>
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**Attach a void cheque.** (If one is not available, please have your local bank branch provide you with a copy of the necessary banking information.)

I understand that the University will deposit my pay as per the account information I have provided. I acknowledge that it is my responsibility to advise Human Resources of any changes to this information.

_________________________________________  __________________________
Employee Signature                      Date

The University of Guelph has paperless pay advices. Further information can be found at: [www.uoguelph.ca/hr/staff-faculty/pay/e-paystub](http://www.uoguelph.ca/hr/staff-faculty/pay/e-paystub)

Please note that this information applies to both payroll deposits and for Travel & Business Reimbursement Claim payments.

**Please forward completed form to Human Resources, University Centre, Level 5.**
For Student Account Refund Requests Only
This Direct Deposit Form is to be used for the refunding of credits on your Student Account to Canadian Bank Accounts only.

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<td>First Name</td>
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<td>Student ID#</td>
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<td>U of G email</td>
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- A bank stamped direct deposit information form (or printed from your bank’s website) or VOID cheque MUST be attached to this form.
- Save and e-mail the signed form along with the bank information to accquest@uoguelph.ca or return to Student Financial Services, located on the 3rd floor of the U.C., open Monday to Friday 8:30 to 4:30.

**IMPORTANT**
- Direct Deposit account information should be in the student’s name
- MUST be a Canadian Bank Account
- Hand written banking information will not be accepted
- A new SFS Direct Deposit Authorization Form should be submitted if banking information has changed
- Student Financial Services requires banking information even if previously submitted to a different department; information is not shared between departments

I certify that the given information is correct and that I have read all necessary direct deposit authorization requirements prior to submission of this form.

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<th>Student Signature</th>
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<td>Date</td>
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</table>
Welcome to the Department of Clinical Studies. We hope your time with us will be enjoyable and an excellent opportunity to learn.

Below is a quick reference for your use. Additional questions should be directed to one of the following individuals. Contact details are below.

- Your Advisor
- Ariah Easley, Graduate Program Assistant
- Linda Wing, AACF – Clinical Studies.

### Contact Information

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Location/Contact Information</th>
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<tbody>
<tr>
<td><strong>Clinical Studies Administration</strong></td>
<td>Location: Mona Campbell Centre for Animal Cancer, University of Guelph ANCC Bldg 49, 50 Stone Rd E, OVC, University of Guelph, Guelph, ON N1G 2W1</td>
</tr>
<tr>
<td>Fax Photocopier</td>
<td>2139 ANCC Bldg 49, 2nd Floor</td>
</tr>
<tr>
<td>Lunchroom</td>
<td>2106 &amp; 2139 ANCC Bldg 49 – daily use only – no storage please help keep the rooms clean</td>
</tr>
<tr>
<td>Mailboxes</td>
<td>Hallway, 2nd Floor ANCCBldg 49</td>
</tr>
<tr>
<td>Department Chair</td>
<td>Dr Carolyn Kerr Chair – Clinical Studies 2141 ANCC Bldg 49, 2nd Floor <a href="mailto:ckerr@uoguelph.ca">ckerr@uoguelph.ca</a></td>
</tr>
<tr>
<td>Human Resources &amp; Payroll</td>
<td>Sharita Carter Administrative Manager 2140 ANCC Bldg 49, 2nd Floor <a href="mailto:sharitac@uoguelph.ca">sharitac@uoguelph.ca</a></td>
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<tr>
<td>Reimbursement of Expenses</td>
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<td>Travel Awards</td>
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<tr>
<td>Electronic Access/Keys</td>
<td>Linda Wing AACC – Clinical Studies (Administrative Assistant to the Chair &amp; Faculty) 2142 ANCC Bldg 49, 2nd Floor <a href="mailto:ovcsas.clin@uoguelph.ca">ovcsas.clin@uoguelph.ca</a></td>
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<tr>
<td>General Inquiries</td>
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<td>Maintenance Issues</td>
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</tr>
<tr>
<td>Office Space</td>
<td>Linda Wing 2115 ANCC Bldg 49 – 2nd Floor 2143 ANCC Bldg 49 – 2nd Floor 1525 SB Bldg 45 – Large Animal</td>
</tr>
<tr>
<td>Desk Assignments (Desk space will be assigned in one of 3 locations)</td>
<td></td>
</tr>
<tr>
<td>Graduate Program Inquiries</td>
<td>1st Contact - Ariah Easley Graduate Program Assistant 102 Pop Med Bldg 174 <a href="mailto:csgrad@uoguelph.ca">csgrad@uoguelph.ca</a></td>
</tr>
<tr>
<td>Graduate Program Coordinator</td>
<td>Dr Tom Gibson Graduate Program Coordinator 2130 ANCC Bldg 49 – 2nd Floor <a href="mailto:igibson@uoguelph.ca">igibson@uoguelph.ca</a></td>
</tr>
<tr>
<td>OVC HSC Administration and Training</td>
<td>Christine Hagen 1123 HSC <a href="mailto:chagen@uoguelph.ca">chagen@uoguelph.ca</a></td>
</tr>
</tbody>
</table>
## Safety in Clinical Studies

<table>
<thead>
<tr>
<th>WHMIS(Mandatory)</th>
<th>Courselinks - Online course <a href="https://www.uoguelph.ca/ehs/courses/index.cfm?">https://www.uoguelph.ca/ehs/courses/index.cfm?</a></th>
<th>Email certificate to Linda Wing</th>
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<tbody>
<tr>
<td>Worker Health and Safety Awareness Training (Mandatory)</td>
<td><a href="https://www.uoguelph.ca/hr/worker-health-and-safety-awareness-training">https://www.uoguelph.ca/hr/worker-health-and-safety-awareness-training</a> <a href="https://www.uoguelph.ca/ehs/courses/index.cfm?">https://www.uoguelph.ca/ehs/courses/index.cfm?</a></td>
<td></td>
</tr>
<tr>
<td>University of Guelph Safety Policies</td>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td>Incident or Injury Report NOTE: Incident Report must be completed and submitted within 24 hours</td>
<td>Supervisor and Linda Wing, Christine Hagen</td>
<td>Animal Bites require the Case number to be on the report and a Rabies Exposure Report be attached Supervisor and Dept Chair must sign</td>
</tr>
<tr>
<td>Equipment Usage Review</td>
<td>Advisor</td>
<td></td>
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<tr>
<td>Occupational Hazards &amp; Diseases Review</td>
<td>Advisor</td>
<td></td>
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<tr>
<td>Rabies Titre (as required)</td>
<td>Advisor and Linda Wing</td>
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<tr>
<td>Animal Behavior and Handling (as required)</td>
<td>Advisor</td>
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<tr>
<td>Clinical Studies &amp; HSC SOP’s (Standard Operating Procedures)</td>
<td>Advisor</td>
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</tr>
<tr>
<td>Additional Work-Specific Training</td>
<td>Advisor</td>
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</tbody>
</table>

### Notes/Additional Items

Your signature on this document indicates that you understand the information provided and that you agree to follow the applicable University, OVC, OVC HSC and Clinical Studies policies and procedures.

Signature: ____________________________________

Date: ____________________________

cc: certificates and signed form to AACF Clin Studies, [ovcsas.clin@uoguelph.ca](mailto:ovcsas.clin@uoguelph.ca) or Rm 2142 ANCC Bldg 49

Form: CS Graduate Orientation.mstr Aug17
**INTERN, RESIDENT, DVSc EVALUATION**

Name: ________________________________ Date: __________________

Evaluator: ____________________________ Service: _________________

Period Covered by this Examination: _______________________________

### PROFESSIONAL ABILITY:

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<th>REMARKS</th>
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<tbody>
<tr>
<td>Knowledge</td>
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<td>Ability to apply knowledge to</td>
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<td>clinical situations</td>
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<td>Judgement exercised</td>
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<td>Technical Skill</td>
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<tr>
<td>Ability to follow hospital policy</td>
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<tr>
<td>Client Relations</td>
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<td>Compassion for patients</td>
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<tr>
<td>Communication skills</td>
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### ACCEPTANCE OF RESPONSIBILITY:

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<td>Attendance</td>
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<td>Dependability</td>
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<tr>
<td>Industry</td>
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<td>Follow-up on cases</td>
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<tr>
<td>Completeness of case study</td>
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<tr>
<td>Medical record: completeness and quality, requisitions</td>
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<tr>
<td>Patient care</td>
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<tr>
<td>Contact with referring veterinarian</td>
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**ABILITY TO WORK WITH OTHERS:**

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<tbody>
<tr>
<td>Faculty</td>
<td></td>
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<tr>
<td>Other interns, residents, DVSc’s</td>
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<tr>
<td>Students</td>
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<tr>
<td>Non-professional staff</td>
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**PERSONAL CHARACTERISTICS:**

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<tbody>
<tr>
<td>Professional manner and appearance</td>
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<td>Tact and diplomacy</td>
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<td>Composure under pressure</td>
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<tr>
<td>Approach to new situations or problems</td>
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**PROGRESS TOWARD PROFESSIONAL DEVELOPMENT:**

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<tbody>
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<td>Personal initiative</td>
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<tr>
<td>Self-discipline</td>
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<td>Receptiveness toward guidance</td>
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<tr>
<td>Quality of teaching</td>
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<tr>
<td>Thirst for knowledge</td>
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<tr>
<td>Collateral reading</td>
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**OVERALL EVALUATION**

<table>
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<tr>
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<th>Average</th>
<th>Below Average</th>
<th>N/A</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

**ADDITIONAL COMMENTS:**

Signature ___________________________ Date ______________________
ONTARIO VETERINARY COLLEGE
REQUEST FOR D.V.Sc. QUALIFYING EXAMINATION

Candidate:  
ID#:  

Co-Advisors:  

Suggested dates:  (one week required between exams)

Written:  

Oral:  

Suggested Examination Committee:  

Must include:  

Chair (Graduate Coordinator or Dept. Chair):  

2 members of the Graduate Faculty:  
(who are not members of Advisory Committee, one must be a member of Department in which the student is registered)  

2 members of Advisory Committee:  

Discipline:  

Area of Expertise:  

Reading List:  

______________________________  ______________________________
Signature of Advisor      Signature of Department Chair
Or Graduate Coordinator

______________________________
Signature of Chair of D.V.Sc. Program

Note: This form should be completed no later than the beginning of the sixth semester and forwarded to the Graduate Program Assistant.
NOMINATION OF EXTERNAL EXAMINER

DVSc Candidate (name, ID):

Department/School:

TITLE OF THESIS:

DATE WHEN THESIS WILL BE AVAILABLE TO BE SENT TO EXAMINER:

TENTATIVE DATE(S) FOR ORAL EXAMINATION:

Note: The expense of bringing in an External Examiner from a distance is no longer supported by the Office of Graduate Studies and the Department/School. The Office of Graduate Studies still provides a $200 honorarium.

THE FOLLOWING THREE INDIVIDUALS, IN ORDER OF PREFERENCE, ARE NOMINATED FOR EXTERNAL EXAMINER:

1. Name:
   Address:
   Telephone

   QUALIFICATIONS AND EXPERTISE:
2. Name:
Address:
Telephone

QUALIFICATIONS AND EXPERTISE:

3. Name:
Address:
Telephone

QUALIFICATIONS AND EXPERTISE:
Please indicate if there is any association between the advisor and/or the candidate and any of the nominees which should be declared. [See note on next page]

<table>
<thead>
<tr>
<th>ADVISOR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-ADVISOR</td>
<td>DATE</td>
</tr>
<tr>
<td>CHAIR</td>
<td>DATE</td>
</tr>
</tbody>
</table>

From the current Graduate Calendar (IV Degree Regulations)

External Examiner
For each doctoral thesis an external examiner from outside the university is appointed on behalf of the Assistant VP of Graduate Studies by the department chair, in consultation with the advisor. The external examiner must not have served as advisor to the student's advisor, and must not have participated in joint projects with the advisor. In addition, the external examiner must not have been a student or member of the graduate faculty at the University in the last five years. The nomination will be made when the candidate's advisor declares that the thesis is about to be prepared, normally no later than the beginning of the student's last semester. The external examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the chair of the department who will then provide these comments to the candidate and the Advisory Committee. The external examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of the candidate's performance. Any individual who serves as an external examiner may not serve again until a period of 3 years has passed.