Cortical pyramidal cell from layer V obtained from a rat brain and stained with Dil.

Juan Trivino-Paredes, PhD student, Christie Laboratory 2018

Updated: September 2019
The Neuroscience Graduate Program acknowledges with respect the Lkwungen- speaking peoples on whose traditional territory stands the University of Victoria and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.
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Academic Head’s Welcome

A warm welcome to the Neuroscience Graduate Program at the University of Victoria. We are excited that you have chosen to join our exceptional program. We take pride in the multidisciplinary nature of our program and the scholarly and scientific contributions our students and researchers make to the field of Neuroscience. Our multi-disciplinary program features faculty from a number of departments including Biology, The School of Exercise Science, Physical and Health Education, Mechanical Engineering and the Division of Medical Sciences.

Please ensure that you read this handbook as it outlines University and Departmental Policies, your Roles and Responsibilities as a student, as well as valuable Student Resources. Please do not hesitate to contact me if you have any questions. I can be contacted through the Neuroscience Graduate Student Association, or email my office at impadmin@uvic.ca.

My own background is as a family physician (specializing in geriatric medicine) and as an educator. My research interest is in medical education with particular emphasis on curriculum development, learning in a professional school environment, and career choices of medical students. I joined the University of Victoria as the Academic Head, Neuroscience Graduate Program and the Head, Division of Medical Sciences on July 1, 2014. At this time, I also took on the role of the Regional Associate Dean, Island Medical Program, for the University of British Columbia, Faculty of Medicine.

I would like to thank the Neuroscience Graduate Program Committee and the Neuroscience Graduate Student Executive (2017) for their hard work putting this document together. The Neuroscience Graduate Program faculty, staff and students share in the values of high integrity, ethical and equal treatment and opportunity for all individuals regardless of sex, gender, ethnicity, religion, and nationality. The Neuroscience Graduate Program is committed to the respectful and fair treatment of all members of the program and university community.

I look forward to meeting you, and am excited for you as you begin this academic journey.

Sincerely,

Bruce J. Wright, MD, CCFP, FCFP
Academic Head, Neuroscience Graduate Program
Head, Division of Medical Sciences
University of Victoria
Graduate Advisor's Welcome

Welcome to the Neuroscience Graduate Program! As the Neuroscience graduate advisor, I am looking forward to getting to know each of you. My role is to liaise between graduate students and neuroscience faculty, as well as provide information and/or consultation to students in need. I encourage students to contact me if they have questions about the program or need support. We have an excellent group of internationally respected neuroscientists who are actively involved in research, teaching and training graduate students. As an Associate Professor approaching my first decade at Uvic, I have had the privilege of watching the graduate program grow into the vibrant, collaborative and successful program that it is today. As any professor/scientist can attest to, the success of our program is heavily dependent on the hard work, ingenuity and dedication of our graduate trainees. I look forward to seeing what you, the next generation of Canadian-trained neuroscientists, will achieve.

Sincerely,

Craig E. Brown, PhD
Associate Professor, MSFHR Investigator
Division of Medical Sciences
University of Victoria
The Neuroscience Graduate Program

Established in 2011, the goal of the University of Victoria’s research-based Neuroscience Graduate Program (NGP), which offers both MSc and PhD degree programs, is to produce well-trained and fundamentally sound neuroscientists within a multi-disciplinary environment which fosters crosstalk and collaboration.

The multi-disciplinary approach of the program reflects the future of neuroscience research and allows students to develop diverse skills and engage in collaborative work both across our campus and in our community. As such, the program hosts faculty across the Division of Medical Sciences (DMSC), as well as the Departments of Biology (BIOL), Exercise Science, Physical and Health Education (EPHE), and Mechanical Engineering (MEng)*.

The program draws top-tier graduate students from Canada, and abroad, who thrive both academically and scholarly in the form of awards, scholarships and scientific publications. The majority of graduates have achieved excellent career outcomes in the Health and Higher Education sectors.

* Please see the Neuroscience Course Calendar for a list of current faculty members and their research interests.

The Neuroscience Graduate Program Handbook

This handbook, mandated by the Faculty of Graduate Studies at the University of Victoria, contains important information for all students, faculty and staff of the NGP regarding policies and procedures for program administration. Development of the handbook was led by the Academic Head of the Division of Medical Sciences, in consultation with faculty, staff and students. All students are provided with a copy of this handbook upon entry to the program to be used as a reference guide throughout their time in the NGP. This handbook is an accompanying document to existing policies and procedures at the University of Victoria and the Faculty of Graduate Studies.

This handbook is revised annually and the most updated version can be found online. All changes are ratified by the Neuroscience Graduate Program (NGP) Committee.

Roles & Responsibilities

The Neuroscience Graduate Program faculty, staff and students share in the values of high integrity, ethical and equal treatment and opportunity for all individuals regardless of sex, gender, ethnicity, religion, and nationality. The NGP is committed to the respectful and fair treatment of all members of the program and university community.
Below are brief descriptions of the major roles and responsibilities that are important to be aware of during your graduate education. Detailed descriptions can be found in the Graduate Supervision Policy.

<table>
<thead>
<tr>
<th>Role</th>
<th>Individual</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
<td>The person who acts as the student’s principal advisor on all matter pertaining to the graduate program as outlined in this document and the UVic official calendar.</td>
</tr>
<tr>
<td>Co-Supervisor</td>
<td></td>
<td>A faculty member sharing supervisory duties on matters related to the student’s graduate program. One Co-Supervisor must be a regular full-time faculty member; the other can be an adjunct faculty member.</td>
</tr>
<tr>
<td>Supervisory Committee</td>
<td></td>
<td>This committee is responsible for guiding the research and academic progress of the student.</td>
</tr>
<tr>
<td>Graduate Program Administrator</td>
<td>Nicole Coutts</td>
<td>This staff member maintains all student records and can provide necessary forms and information regarding processes within the program. <a href="mailto:dmsgrad@uvic.ca">dmsgrad@uvic.ca</a></td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Dr. Craig Brown</td>
<td>A regular faculty member responsible for the administration of graduate studies within the Department. This position is the liaison between students, the Department and the faculty of graduate studies. See the supervision policy for additional specific information.</td>
</tr>
<tr>
<td>Neuroscience Graduate Program Committee (NGP)</td>
<td></td>
<td>This committee is composed of regular faculty members from across BIOL, EPHE &amp; DMSC. It reviews all applications for graduate admission, makes recommendations for awards and scholarships, and reviews and makes recommendations regarding the NGP.</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Description</td>
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</tr>
<tr>
<td>NGP Student Representative</td>
<td>Cristina Pinar</td>
<td>A graduate student who represents graduate students on the NGP. They act as a spokesperson and liaison between graduate students, the Department, and Graduate Studies. They are elected by the Neuroscience Graduate Student Association and present issues raised and voted upon by the student body. <a href="mailto:ngsa@uvic.ca">ngsa@uvic.ca</a></td>
</tr>
<tr>
<td>Head of Academic Unit</td>
<td>Dr. Bruce Wright</td>
<td>Regional Dean of the Island Medical Program. Operates in conjunction with the Graduate Advisor to oversee the NGP.</td>
</tr>
<tr>
<td>Dean of Graduate Studies</td>
<td>Stephen Evans (David Capson)</td>
<td>The final arbiter on all matters pertaining to graduate studies. The Dean accepts students, approves the student’s Supervisory Committee, approves programs, sets examining committees, and recommends to Senate that a degree be conferred.</td>
</tr>
<tr>
<td>Associate Deans of Graduate Studies</td>
<td>Marsha Runtz John Dower Cedric Littlewood</td>
<td>Function as liaison between the Office of the Dean of Graduate and the Graduate Advisor. The Associate Deans review and approve special arrangement programs, and act on behalf of the Dean in his or her absence, as well as assist the Dean with student appeals and the administration of fellowships and scholarships</td>
</tr>
</tbody>
</table>
MSc Program

The MSc program is a research degree that typically requires 2 years of full time study though may take additional time. The Faculty of Graduate Studies (FGS) stipulates that the maximum allotted time for the MSc degree is 5 years and requires a minimum enrollment of at least 12 consecutive months. In order to extend the graduate program beyond 5 years, there must be a good rationale for doing so and a formal extension request must be completed. See the FGS policy or the Graduate Program Administrator for more information about this procedure.

The minimum stipend is guaranteed for 2 years however, financial support beyond this time depends on the ability of the supervisor to support the student and/or on existing scholarships and awards. Students should discuss this topic with their supervisor upon entry into the program and following completion of their first year of studies. Agreement of financial support beyond 2 years, should be confirmed in writing and signed by both the supervisor and the student at least 3 months before the beginning of the 3rd (and subsequent) years. The document should indicate the annual stipend and the term for which this stipend will be provided.

Program Extension Form:  

Students should refer to the most recent version of the University of Victoria Calendar for important policies related to all aspects of graduate studies. The calendar is available at: https://web.uvic.ca/calendar/grad/index.html

Example Timeline of Major Program Requirements for MSc Program

<table>
<thead>
<tr>
<th>SEP</th>
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<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSC 500A or 500B</td>
<td>NRSC 501A or 500B</td>
<td>NRSC 599 + 1st</td>
<td>1st Committee Meeting</td>
<td>NRSC 500A or 500B</td>
<td>NRSC 501A or 501B</td>
<td>NRSC 599 + Elective*</td>
<td>2nd</td>
<td>Committee Meeting*</td>
<td>+ Elective*</td>
<td>NRSC 599 + 2nd Committee Meeting*</td>
<td>+ Elective*</td>
</tr>
</tbody>
</table>

Note: All MSc students must be perpetually enrolled in NRSC 599.  
* Electives may be taken at any time during first or second year 
** Transfer to the PhD program must be approved by the supervisory committee before the 18th month of enrollment.
PhD Program

The PhD program is a research degree that typically requires 4 years of full-time study (see Unit Funding Information). Students may enter the PhD program directly subject to the decision of the Neuroscience Graduate Program Committee (NGC) if they have already obtained a MSc degree from a recognized university or have significant prior research experience such as a Bachelor’s program with Honour’s. Students may also enter the PhD program following completion of between 10 and 18 months of study in the MSc program. For more information see the Transfer Procedures section of the handbook.

The Faculty of Graduate Studies (FGS) stipulates that the maximum allotted time for the PhD degree is 7 years and requires a minimum enrollment for at least 24 consecutive months. In order to extend the graduate program beyond 7 years, there must be a good rationale for doing so and a formal extension request must be completed. See the FGS policy or the Graduate Program Administrator for more information about this procedure.

The candidacy examination must be held within 21 months of a student entering the PhD program. Students transferring from the MSc to the PhD program must complete the exam with 18 months from their entry into the PhD. An extension beyond these limits may be considered provided sufficient rationale.

The minimum stipend is guaranteed for 4 years however financial support beyond this time depends on the ability of the supervisor to support the student and/or on pre-existing scholarships and awards. Students are encouraged to discuss this topic with their supervisor upon entry into the program and following completion of their first year of studies. Agreement of financial support beyond 4 years should be confirmed in writing and signed by both the supervisor and the student. The document should indicate the annual stipend and the term(s) for which this stipend will be provided.

Program Extension Form: https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Extension%20Request%20Form%20Program.v1.aym.Oct13.pdf

Students should refer to the most recent version of the University of Victoria Calendar for important policies related to all aspects of graduate studies. The calendar is available at: https://web.uvic.ca/calendar/grad/index.html
Example Timeline of Major Program Requirements for PhD Program

<table>
<thead>
<tr>
<th>Year</th>
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<tr>
<td>SEP</td>
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<td>DEC</td>
<td>JAN</td>
<td>FEB</td>
<td>MAR</td>
<td>APR</td>
<td>MAY</td>
<td>JUN</td>
<td>JUL</td>
<td>AUG</td>
</tr>
<tr>
<td>Y1</td>
<td>NRSC 600A or 600B + NRSC 601 + NRSC 693 until completion of candidacy + 1st Committee Meeting</td>
<td>NRSC 600A or 600B + NRSC 601 + NRSC 693 + Elective 1*</td>
<td>NRSC 693 + Elective 1*</td>
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<tr>
<td>Y2</td>
<td>NRSC 602A or 602B + NRSC 693 + Elective 1/2* + 2nd Committee Meeting**</td>
<td>NRSC 602A or 602B + NRSC 693 + Candidacy Exam</td>
<td>NRSC 693 + Candidacy Exam</td>
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</tr>
<tr>
<td>Y3</td>
<td>NRSC 602A or 602B + NRSC 699 + Elective 1/2*</td>
<td>NRSC 699 + Elective 1/2* + 3rd Committee Meeting</td>
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</tr>
<tr>
<td>Y4</td>
<td>NRSC 602A or 602B + NRSC 699 + Elective 1/2*</td>
<td>NRSC 602A or 602B + NRSC 699 + Elective 1/2* + 4th Committee Meeting</td>
<td>NRSC 699 until completion of thesis and oral defense</td>
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</table>

**Note:** All PhD students must be perpetually enrolled in either NRSC 693 or NRSC 699. Until completion of the candidacy exam students must be enrolled in NRSC 693. Following the successful completion of the candidacy exam students must be enrolled in NRSC 699 until the end of their degree.

* Electives may be taken at any time during any year of the program

** Admission to candidacy should be sought at 2nd Committee Meeting

Transfer Procedures from MSc to PhD

Students in good standing in the MSc program may elect to transfer to the PhD program in the NGP. The transfer process is initiated by a discussion with the academic supervisor(s) and the supervisory committee within 10-18 months of official enrollment in the MSc program. Official permission for enrollment in the PhD program must be ratified by the Neuroscience Graduate Program committee subsequent to a formal review of student progress by the student’s supervisory committee and a recommendation by all committee members to proceed. Students may initiate the request to transfer from the 10th month of enrolment bearing in mind that requests initiated after the 18th month mark will not be accepted, barring exceptional circumstances. If insufficient progress is being made, as determined by the supervisory committee, the student will not be admitted to the PhD program. Once permission has been granted, the student must officially re-apply to the program by submitting an online application at Apply to UVic. The official application will be reviewed by the NGC and will need to be supported by the signed formal progress report from the supervisory committee.
Students who transfer from the MSc to the PhD program are entitled to a total of 4 years of funding from their date of entry into MSc program. The minimum stipend is guaranteed for 4 years however, financial support beyond this time depends on the ability of the supervisor to support the student and/or on pre-existing scholarships and awards. Students are encouraged to discuss this topic with their supervisor upon entry into the program and following completion of the first year of studies. Agreement of financial support beyond 4 years should be confirmed in writing and signed by both the supervisor and the student. The document should indicate the annual stipend and the term(s) for which this stipend will be provided.

Example Timeline of Major Program Requirements MSc → PhD Transfer

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<tr>
<th></th>
<th>Sep</th>
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<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NRSC 500A or 500B + NRSC 501A or 501B + NRSC 599 + 1st Committee Meeting</td>
<td>NRSC 500A or 500B + NRSC 501A or 501B + NRSC 599 + Elective 1*</td>
<td>NRSC 599 + 2nd Committee Meeting** + Elective 1*</td>
<td></td>
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</tr>
<tr>
<td>Y2</td>
<td>NRSC 602A or 602B + NRSC 693 until completion of candidacy + Elective 1/2*</td>
<td></td>
<td></td>
<td></td>
<td>NRSC 693 + Elective 1/2* + 3rd Committee Meeting***</td>
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</tr>
<tr>
<td>Y3</td>
<td>NRSC 602A or 602B + NRSC 693 + Candidacy Exam</td>
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<td></td>
<td>NRSC 699 + Elective 1/2*</td>
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<tr>
<td>Y4</td>
<td>NRSC 602A or 602B + NRSC 699 + 4th Committee Meeting + Elective 1/2*</td>
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<td>NRSC 699 + Elective 1/2*</td>
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</tr>
<tr>
<td>Y5</td>
<td>NRSC 602A or 602B + NRSC 699 + 5th Committee Meeting + Elective 1/2*</td>
<td></td>
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<td></td>
<td>NRSC 699 until completion of thesis and oral defense</td>
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</tr>
</tbody>
</table>

* Electives may be taken at any time during any year of the program
** Switching to PhD program must be approved by the supervisory committee before the 18th month of enrollment.
*** Admission to candidacy should be sought at 3rd Committee Meeting
Supervisory Committees

The roles and responsibilities of the supervisory committee are outlined in detail in the Graduate Supervision Policy (Section 8) but are briefly summarized below. All members of the supervisory committee, the supervisor, and the student are required to be aware of their roles and responsibilities and must adhere to and act within them.

- To be available to meet (in person, by videoconference or by phone) with the student in a timely manner to discuss program or university related matters
- In consultation with the student’s supervisor, to call and/or attend (in person, by videoconference or by phone) meetings of the supervisory committee on a regular basis including participation in formal assessments of progress and whenever issues relating to student progress need to be addressed
- To advise on an appropriate program of study that will allow the student to complete in a timely fashion
- To participate in the evaluation of the student’s proposed work plan
- To evaluate the implementation of the student’s proposed work plan
- To ensure that the student is aware of normal expectations concerning length, quality, style and standard presentation of the dissertation
- To evaluate and return within a reasonable time frame (not to exceed 20 business days unless a delay is required by field work, remote study, supervisor or student vacation, sick leave etc.) drafts of the dissertation
- To aid in arbitration of problems that may arise between the student and the supervisor or to seek consultation from the Graduate Advisor
- To serve on the final oral examination committee

Committee Composition

Appointment of members to the supervisory committee is done by the student and their supervisor at the beginning of the student’s program. For a list of departmental faculty, students are encouraged to access the faculty directory on the Neuroscience Graduate Program website. Committee members can be chosen for their areas of expertise and the degree to which they fit the student’s project, availability, or other measures seen fit by the supervisor and student.

MSc
Supervisor(s)
Departmental Member
Departmental or Non-Departmental Member

PhD
Supervisor(s)
Departmental Member
Non-Departmental Member
In consultation with their supervisor, a student can choose to have additional members beyond the minimum requirements stipulated above. Note that in the case that a student is being co-supervised, it is required that two additional committee members, for a total of 4 committee members, are required. If a mutual agreement cannot be reached between the student and the supervisor regarding the composition of the supervisory committee, the matter should be brought to the attention of the Graduate Advisor and/or Academic Head for consultation.

Departmental member positions can be substituted by non-departmental members at the discretion of the student and in consultation with their supervisor. A non-departmental member is defined as a faculty member whose primary academic appointment is either outside of the supervisor(s) home department or the University of Victoria. Depending on the student’s research project and faculty availability, they may, in consultation with their supervisor, elect non-departmental members or members from outside of the University. It is a common practice to involve faculty outside of the University given its proximity to other campuses and the access to videoconferencing software. For the appointment of non-university members to the supervisory committee the student must fill out, with consultation from their supervisor, an FGS Recommendation for Membership form.

**Note:** The composition of the supervisory committee is not the same as the composition of the oral examining committee for neither PhD candidacy exams nor for MSc nor PhD final oral defenses. For more information, see the respective sections of this handbook.

The student, in consultation with the supervisor, may also revise the membership of the supervisory committee as appropriate **at any time**.

**Committee Meetings**

Meetings of the Supervisory Committee are an important part of a student’s graduate degree. They help direct the student’s research project, negotiate timelines for completion and are necessary to address such issues as selecting course electives transferring from the MSc to PhD program, candidacy examination and graduation.

**Scheduling:**

1. It is the responsibility of the student to call a committee meeting
2. Committee meetings may be called at any time by the student, supervisor or committee members to discuss a student’s research progress.
   a) Not all committee meetings must be formal research-focused meetings. These meetings are important for administrative milestones and can be used to mediate student issues outlined in the roles and responsibilities including arbitration of student-supervisor problems.
3. At least one formal committee meeting must be held annually; however, more frequent meetings (e.g., once in each of the fall and winter terms) are recommended in order to maintain good progress in the program. For MSc students to maintain good progress in the program, 2 meetings must be held within their first academic year.

4. The first meeting of the supervisory committee must occur within the first term of entry into the NGP.

5. Students should complete the first two pages of the formal progress report and circulate this document ahead of their scheduled meeting.

Content
For all formal progress reports, students and committee members are required to complete the Supervisory Committee Progress Report Form. Portions of this form may be used for subsequent meetings that are not considered formal progress reviews and may also include any additional information described below:

1. During the first meeting, students customarily include the following:
   a. Introduction of self to the committee including:
      i. Previous degrees
      ii. Techniques and previous training
   b. Brief background on academic progress
   c. Proposes a project and rough plan for completion with key hypothesis, objectives, techniques, and timelines clearly identified

2. Structure of subsequent meetings of the supervisory committee should include the following:
   a. Brief update on academic progress which should include information regarding:
      i. Grades for graduate courses taken,
      ii. Publications,
      iii. Scholarships and awards or any other information that the student and supervisor see fit
   b. Revisit plan set at the previous meeting and update the committee on experimental progress since this meeting
   c. Create new plan with key hypotheses, objectives, techniques, and timelines clearly indicated

Note: Students should consult with their supervisor(s) prior to the committee meeting for approval of their experimental plan and the work proposed.
Administrative Requirements and Documentation:

1. Every committee meeting must be officially documented in the student’s file that is kept with the Graduate Program Administrator. For all meetings the committee will complete and sign the Progress Report Form indicating the student’s progress and their satisfaction with said progress.

2. The plan for the next experiments/study must be stated in these documents in order for the committee to fairly judge a student’s progress.

3. In the case of unsatisfactory progress being made see the following section.

Student Progress Reporting

All graduate students must hold at least one formal committee meeting per year that consists of a formal review of their progress by their supervisory committee - MSc students are required to meet twice in their first year. In order to fairly adjudicate student progress, additional record-keeping measures must be taken. Committee members with concerns regarding progress must voice and document these concerns at these meetings and then allow the student an opportunity to address them directly.

The criteria and definitions used to evaluate a student’s progress (Excellent, Good, Needs Improvement, or Unsatisfactory) are detailed below.

Graduate Student Progress Report Evaluation Criteria

Progress reports are critical components of a student’s trajectory through the NGP. Their purpose is to ensure that a student is successfully completing experiments and review of the relevant literature necessary for completion of their thesis/dissertation through this documented evidence.

The following criteria are evaluated during the meeting in order to determine a student’s progress in the NGP and should be identified by the student (Table 1) and Supervisory Committee (Tables 2 & 3) in the Formal Progress Report Form submitted to the Graduate Program Administrator following the meeting.
**Table 1 – Basic Information**

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Scholarly Contributions</th>
<th>Other Measures of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses taken/completed/in progress</td>
<td>Number publications (total # &amp; #first author)</td>
<td>Scholarships &amp; awards</td>
</tr>
<tr>
<td>Grades</td>
<td>Presentations (total # &amp; #first author)</td>
<td>Conferences attended</td>
</tr>
</tbody>
</table>

| Academic committee work |
| Laboratory mentorship |
| TAing |
| Guest lecturing |
| Community outreach |

**Table 2 - First Committee Meeting**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review</td>
<td>Experiments proposed</td>
</tr>
<tr>
<td>Identify research question(s) and hypothesis(es)</td>
<td>Timeline(s) for completion of above</td>
</tr>
<tr>
<td>Outlined logical experiments for next meeting</td>
<td></td>
</tr>
<tr>
<td>Identified realistic timeline for completion of above</td>
<td></td>
</tr>
</tbody>
</table>

**Table 3 - Second (and all subsequent) Committee Meetings**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed proposed experiments from previous meeting?</td>
<td>Was the research question answered?</td>
</tr>
<tr>
<td>Completed above from previous meeting in indicated or reasonable timeline?</td>
<td>Were appropriate pitfalls and limiting factors identified?</td>
</tr>
<tr>
<td>Proposed next experiments to be completed for next meeting?</td>
<td>Are steps being taken to overcome pitfalls?</td>
</tr>
<tr>
<td>Identified realistic timeline for completion of above for next meeting?</td>
<td></td>
</tr>
</tbody>
</table>
Definitions for Evaluation of Progress

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td>The student has met/exceeded all expectations and made exceptional progress on identified experimental timeline</td>
</tr>
<tr>
<td><strong>Good</strong></td>
<td>The student has met most expectations and has made significant progress on the identified experimental timeline</td>
</tr>
<tr>
<td><strong>Needs Improvement</strong></td>
<td>The student has met some, but struggles to meet most expectations, and experimental progress is below what is reasonably expected</td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>The student has not met expectations and/or the student has committed a serious Code of Conduct violation. Should such a violation arise, a student may be expelled from the program.</td>
</tr>
</tbody>
</table>

In the case of any evaluation the supervisory committee members must clearly identify their rationale for the assessment. Committee members must also identify area(s) for improvement for the next progress report. If any committee member is absent from the meeting the progress report form must be circulated and any concerns regarding the experimental plan should be made within 10 business days of receipt. All unsatisfactory reports must be reviewed and signed by the Graduate Advisor prior to digitization and filing with the Graduate Program Administrator.

** Unsatisfactory Progress Report Ratings **

Unsatisfactory progress reports can result in the withdrawal of a student from the NGP. The following procedure must be followed once an Unsatisfactory rating has been indicated following the Supervisory Committee’s formal review of student progress.

The Supervisory Committee may rate a student’s progress as unsatisfactory for any of the following criteria as outlined in the [Graduate Supervision Policy](#):

- Repeated disregard for ethical or safety protocols
- Repeated failure to appear at scheduled meetings
- Repeated failure to complete assigned tasks
- Lack of knowledge, preparation or ability consistent with the Neuroscience Graduate Program’s expectations

The decision to recommend withdrawal by the Graduate Advisor is made only after a thorough examination of all aspects of the students’ program and is done in consultation with the supervisor(s), members of the supervisory committee, the Neuroscience Graduate Committee and the Head of the academic unit.
The recommendation for withdrawal is made when the above-mentioned find reasonable grounds to believe that academic progress is not being made and continued supervision will not lead to the satisfactory completion of degree requirements by the student. The final decision to withdraw the student is made by the Dean of Graduate Studies. The Dean may invite the student to discuss the circumstances surrounding the request for withdrawal prior to consenting to withdraw the student.

Initial attempts to resolve these situations should be conducted internally and followed, if necessary, by consultation with an associate dean or dean of graduate studies.

Procedures Following Unsatisfactory Progress Report

1. Committee Meeting documents are automatically sent to the Graduate Advisor to review and sign. The Graduate Program Administrator informs the Academic Head that the student has not made satisfactory progress.

2. The Graduate Advisor sets a meeting with the Student for more information on progress.

3. The Graduate Advisor, Supervisor and Student meet together to discuss the progress report and develop an experimental action plan based on recommendations by the Supervisory Committee which identifies expectations and deadlines in order to make satisfactory progress at subsequent meetings.

4. The Graduate Advisor sets a new date for the next committee meeting that must be at least 8 weeks following the meeting outlined in 3. It is recommended that this next meeting take place within 6 months of the previous meeting. At this meeting the student will present the new plan and the progress made since the previous meeting and will include the presence of the Graduate Advisor.

5. The Supervisory Committee completes a second progress report.

   a. In the case of a satisfactory rating: Regular meeting and experimental planning procedures will resume. The Supervisory Committee, Supervisor or Student may choose to involve the Graduate Advisor in future meetings at their discretion. The Graduate Advisor informs the Academic Head of the resolution of the student progress issue.

   b. In the case of an unsatisfactory rating: The supervisory committee submit a request, in writing, to the Graduate Advisor for the withdrawal of the student.

      i. The Graduate Advisor meets with the Academic Head and the Student to discuss progress.
i. The Graduate Advisor, in consultation with the Academic Head, Supervisor and Supervisory Committee submit a request, in writing, for the withdrawal of the Student to the Dean of the Faculty of Graduate Studies.

Notes:

- The Student may choose to meet with the Supervisor, Graduate Advisor, Academic Head, any or all members of the Supervisory Committee, and/or the Associate Dean(s) of Graduate Studies at any time either privately or with an advocate of their choice.
- The Graduate Advisor and Academic Head may choose to meet privately with the Student at any time.

For more information, see Sections 6.15, 12.3 and 12.4 of the Graduate Supervision Policy.
## Course Requirements

All course descriptions below are derived from the University of Victoria Graduate Studies Calendar for May, 2019.

### MSc

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSC 500A or 500B</td>
<td>1.5</td>
<td>Fundamentals of Neuroscience</td>
</tr>
<tr>
<td>NRSC 501A or 501B</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience I or Advanced Topics in Cognitive Neuroscience I</td>
</tr>
<tr>
<td>NRSC 502A or 502B</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience II or Advanced Topics in Cognitive Neuroscience II</td>
</tr>
<tr>
<td>NRSC 599</td>
<td>9.0-15.0</td>
<td>MSc Thesis</td>
</tr>
<tr>
<td>Electives</td>
<td>1.5</td>
<td>(See List of Recommended Electives)</td>
</tr>
<tr>
<td><strong>Total minimum requirement</strong></td>
<td><strong>15.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

### PhD

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSC 600A or 600B</td>
<td>1.5</td>
<td>Fundamentals of Neuroscience</td>
</tr>
<tr>
<td>NRSC 601A or 601B</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience I or Advanced Topics in Cognitive Neuroscience I</td>
</tr>
<tr>
<td>NRSC 602A or 602B</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience II or Advanced Topics in Cognitive Neuroscience II</td>
</tr>
<tr>
<td>NRSC 693</td>
<td>3.0</td>
<td>Candidacy Examination</td>
</tr>
<tr>
<td>NRSC 699</td>
<td>21.0-39.0</td>
<td>PhD Dissertation</td>
</tr>
<tr>
<td>Electives*</td>
<td>3.0</td>
<td>(See List of Recommended Electives)</td>
</tr>
<tr>
<td><strong>Total minimum requirement</strong></td>
<td><strong>31.5</strong></td>
<td>For students with an MSc</td>
</tr>
<tr>
<td><strong>Total minimum requirement</strong></td>
<td><strong>45.0</strong></td>
<td>For students without an MSc</td>
</tr>
</tbody>
</table>

**Note:** NRSC 500/600 A or B can serve as an elective provided that at least one of these has been taken to meet minimum course requirements.
Course Descriptions

NRSC 500A Units: 1.5 Fundamentals of Cellular Neuroscience Provides a foundational basis in neuroscience. Comprehensive instruction in cellular molecular and systems neuroscience. 
Notes: One of NRSC 500A or B is required for all students enrolled in the Neuroscience Graduate Program. This course runs from September to December. Credit will be granted for only one of NRSC 500A, NRSC 500. Formerly part of NRSC 500. Prerequisite(s): Admission to the Neuroscience program; or permission of the Division.

NRSC 500B Units: 1.5 Fundamentals of Cognitive Neuroscience Provides a foundational basis in neuroscience. Comprehensive instruction in behavioral and cognitive neuroscience. 
Notes: One of NRSC 500A or B is required for all students enrolled in the Neuroscience Graduate Program. This course runs from January to April. Credit will be granted for only one of NRSC 500B, NRSC 500. Formerly part of NRSC 500. Prerequisite(s): Admission to the Neuroscience program; or permission of the Division.

NRSC 501A Units: 1.5 Hours: 3-0 Advanced Topics in Cellular Neuroscience I Seminar on current topics in Cellular Neuroscience. Note: For admitted Neuroscience students, this course is required in the first year of their program. The course runs from September to April. A grade of INP (in progress) will be given until the second enrolled term is completed.

NRSC 501B Units: 1.5 Hours: 3-0 Advanced Topics in Cognitive Neuroscience I Seminar on current topics in Cognitive Neuroscience. Note: For admitted Neuroscience students, this course is required in the first year of their program. The course runs from September to April. A grade of INP (in progress) will be given until the second enrolled term is completed.

NRSC 502A Units: 1.5 Hours: 3-0 Advanced Topics in Cellular Neuroscience II Seminar on current topics in Cellular Neuroscience. Note: Registration in NRSC 502A is mandatory (after completion of NRSC 501A) every year the student is enrolled in the graduate program. The course runs from September to April. Prerequisite(s): NRSC 501A or NRSC 501B. Grading: INP, COM, N, F.

NRSC 502B Units: 1.5 Hours: 3-0 Advanced Topics in Cognitive Neuroscience II Seminar on current topics in Cognitive Neuroscience. Note: Registration in NRSC 502B is mandatory (after completion of NRSC 501B) every year the student is enrolled in the graduate program. The course runs from September to April. Prerequisite(s): NRSC 501A or NRSC 501B. Grading: INP, COM, N, F.

NRSC 587 Units: 1.5 - 3.0 Advanced Topics in Neuroscience Topics of current interest in Neuroscience. Notes: • May be taken more than once for credit in different topics with permission of the program. • Pro Forma required. Prerequisite(s): Permission of the program.
NRSC 590 Units: 1.5 - 3.0 Directed Studies in Neuroscience Research projects or directed readings. **Notes:** • May be taken more than once for credit in different topics with permission of the program. • Pro Forma required. **Prerequisite(s):** Permission of the program.

NRSC 599 Units: 9.0-15.0 MSc Thesis A thesis comprising an original scientific study and/or scientific analysis of a problem germane to contemporary neuroscience. **Note:** Students who have completed equivalent prerequisites may request permission to register in the course. **Grading:** INP, COM, N, F

NRSC 600A Units: 1.5 Fundamentals of Cellular Neuroscience Provides a foundational basis in neuroscience. Comprehensive instruction in cellular molecular and systems neuroscience **Notes:** One of NRSC 600A or B is required for all students enrolled in the Neuroscience Graduate Program. This course runs from September to December. Credit will be granted for only one of NRSC 600A, NRSC 600. Formerly part of NRSC 600.

NRSC 600B Units: 1.5 Fundamentals of Cognitive Neuroscience Provides a foundational basis in neuroscience. Comprehensive instruction in behavioral and cognitive neuroscience. **Notes:** One of NRSC 600A or B is required for all students enrolled in the Neuroscience Graduate Program. This course runs from January to April. Credit will be granted for only one of NRSC 600B, NRSC 600. Formerly part of NRSC 600.

NRSC 601A Units: 1.5 Advanced Topics in Cellular Neuroscience I Seminar on current topics in Cellular Neuroscience. **Note:** For admitted Neuroscience students, this course is required in the first year of their program. The course runs from September to April. A grade of INP (in progress) will be given until the second enrolled term is completed.

NRSC 601B Units: 1.5 Advanced Topics in Cognitive Neuroscience I Seminar on current topics in Cognitive Neuroscience. **Note:** For admitted Neuroscience students, this course is required in the first year of their program. The course runs from September to April. A grade of INP (in progress) will be given until the second enrolled term is completed.

NRSC 602A Units: 1.5 Advanced Topics in Cellular Neuroscience II Seminar on current topics in Cellular Neuroscience. **Note:** Registration in NRSC 602A is mandatory (after completion of NRSC 601A) every year the student is enrolled in the graduate program. The course runs from September to April. **Prerequisite(s):** NRSC 601A or NRSC 601B. **Grading:** INP, COM, N, F.

NRSC 602B Units: 1.5 Advanced Topics in Cognitive Neuroscience II Seminar on current topics in Cognitive Neuroscience. **Note:** Registration in NRSC 602B is mandatory (after completion of NRSC 601B) every year the student is enrolled in the graduate program. The course runs from September to April. **Prerequisite(s):** NRSC 601A or NRSC 601B. **Grading:** INP, COM, N, F.

NRSC 687 Units: 1.5 - 3.0 Advanced Topics in Neuroscience Topics of current interest in Neuroscience. **Notes:** • May be taken more than once for credit with permission of the program. • Pro Forma required. **Prerequisite(s):** Permission of the program.
NRSC 690 Units: 1.5 - 3.0 Directed Studies in Neuroscience  Research projects or directed readings. **Notes:** • May be taken more than once for credit with permission of the program. • Pro Forma required. **Prerequisite(s):** Permission of the program.

NRSC 693 Units: 3.0 Candidacy Examination  The Candidacy Exam will consist of a defense of a written proposal on the student's proposed dissertation research project and an oral exam based on the background/general knowledge material and research components of the proposal. The written proposal must clearly state the rationale and aims of the proposed research, provide relevant background information, the research plan (methods used to test the hypothesis), expected results, and limitations/potential pitfalls and significance of the proposed research. The written component should be single spaced, use 12 point font and be 8-10 pages (excluding references) with up to 5 additional pages for tables and figures. The candidacy examination must be held within 21 months of a student entering the PhD program. Students transferring from the MSc to the PhD program must complete the exam with 18 months from their entry into the PhD. **Note:** Students enroll in NRSC 693 upon registering in the PhD program (or upon switching to the PhD program from the MSc program) and remain enrolled until all candidacy requirements are complete. **Grading:** INP, COM, N, F.

NRSC 699 Units: 21-39 PhD Dissertation  A dissertation containing an original scientific study which adds new knowledge to the field of neuroscience. **Note:** Students who have completed equivalent prerequisites may request permission to register in the course. Students possessing a MSc will require 15 units to fulfill the program requirements. Students possessing a BSc will require 31.5 units to fulfill the program requirements. **Prerequisite(s):** • NRSC 693; or • permission of the program. **Grading:** INP, COM, N, F.
Recommended Electives

**Note:** Students must obtain advance approval from their Supervisory Committee for any elective(s).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 509B</td>
<td>Neurobiology: Molecules to Behaviour</td>
</tr>
<tr>
<td>BIOL 509D</td>
<td>Ion Channels and Disease</td>
</tr>
<tr>
<td>BIOL 567</td>
<td>Neural Development</td>
</tr>
<tr>
<td>BIOL 513</td>
<td>Developmental Biology</td>
</tr>
<tr>
<td>BIOL 522</td>
<td>Sensory Biology</td>
</tr>
<tr>
<td>BIOL 550D</td>
<td>Cell Biology</td>
</tr>
<tr>
<td>BIOL 550E</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td>BIOL 590</td>
<td>Biomedical Statistics</td>
</tr>
<tr>
<td>EPHE 591</td>
<td>Biomedical Statistics</td>
</tr>
<tr>
<td>EPHE 590/690*</td>
<td>Directed Studies</td>
</tr>
<tr>
<td>NRSC 587/687**</td>
<td>Advanced Topics in Neuroscience</td>
</tr>
<tr>
<td>NRSC 590/690*</td>
<td>Directed Studies in Neuroscience</td>
</tr>
<tr>
<td>PSYC 504</td>
<td>Individual Study</td>
</tr>
<tr>
<td>PSYC 532</td>
<td>General Linear Model - Univariate</td>
</tr>
<tr>
<td>PSYC 533</td>
<td>General Linear Model - Multivariate</td>
</tr>
<tr>
<td>PSYC 537</td>
<td>Multilevel Modeling</td>
</tr>
<tr>
<td>PSYC 564</td>
<td>Advanced Analysis of Change and Variation</td>
</tr>
<tr>
<td>PSYC 574A</td>
<td>Cognitive Methods: Electroencephalography and Event-related Brain Potentials</td>
</tr>
<tr>
<td>PSYC 574B</td>
<td>Cognitive Methods: Functional Magnetic Resonance Imaging</td>
</tr>
<tr>
<td>PSYC 574C</td>
<td>Cognitive Methods: Computational Modelling</td>
</tr>
<tr>
<td>PSYC 576A</td>
<td>Cognitive Processes: Human Memory</td>
</tr>
<tr>
<td>PSYC 576C</td>
<td>Cognitive Processes: Mind and Brain</td>
</tr>
<tr>
<td>PSYC 576D</td>
<td>Cognitive Processes: Cognitive Control</td>
</tr>
<tr>
<td>PSYC 576E</td>
<td>Cognitive Processes: Visual Perception</td>
</tr>
<tr>
<td>STAT 355</td>
<td>Statistical Methods in Biology and Medicine</td>
</tr>
</tbody>
</table>

*The purpose of directed studies is to expand the student’s knowledge or skill in the field of Neuroscience. The content and skills obtained from directed studies cannot be directly related to, or used in the student’s thesis.

**This may include coursework conducted outside of University of Victoria with the advance approval of the student’s supervisory committee.
Directed Studies & Advanced Topics

Directed Studies: NRSC 590, 690
Advanced Topics: NRSC 587, 687

Directed studies and selected topics courses can be used as electives towards your MSc or PhD. These are flexible courses that exist to enrich the student’s graduate learning experience and give students the ability to expand their skill set and knowledge base outside of their specific thesis project. The product of these courses is submitted to the listed instructor for the course for evaluation and may not be submitted for credit in other courses nor in the student’s thesis. Both directed studies and selected topics may be taken under the supervision of any faculty member, including the student’s thesis supervisor, but must be approved by the student’s supervisory committee prior to enrolling in the course.

Directed studies are courses where a student develops new skills or knowledge through the completion of a small research project that should not appear in the student’s thesis unless otherwise approved by the supervisory committee. Examples include: completing a small side-project related or unrelated to thesis for publication, learning a new skill or technique or developing a standard operating procedure, etc.

Advanced topics are courses designed to expand a student’s knowledge in an area and can exist as discussion and presentation groups or as independent study. Examples include: weekly meetings to discuss or present recent publications in a particular research area, writing a review paper on a given research topic, etc.

Students, supervisors and supervisory committee members are directed to the University of Victoria policy on academic integrity regarding duplication of effort: https://web.uvic.ca/calendar/undergrad/info/regulations/academic-integrity.html If the supervisory committee does not approve the directed study or selected topic they must indicate what additional work or measures must exist for subsequent approval.

Procedures:

With the course instructor fill out a Graduate Pro Forma

- Outline course content including the general aims and main topic areas being covered in the course.
- You must indicate the types of evaluation (paper, test, oral presentation, etc.)
- Assign a weight (percentage) and due date for each item
- Include a description of expectations for each item (page number, presentation length, depth and breadth of knowledge of topic, etc.)
e. Outline the number of contact hours expected by the student and the instructor
   i. For 1.5 unit courses 3 contact hours per week are required for the term
   ii. For 3.0 unit courses 3 contact hours per week are required for the session (2 terms)

During & Following Committee Meeting:
Outline a-d above in a presentation format. If approval of the supervisory committee is granted proceed to obtain the following signatures then submit to the Graduate Program Administrator:

a. The student’s thesis supervisor
b. The Graduate Advisor

If the student’s instructor, Supervisor and Graduate Advisor are the same individual then obtain the signature of the Academic Head.

Note: Graduate students may not act as instructors of graduate student directed study or special topic courses and may not participate in evaluation of other graduate students in these courses.

Example: Directed Study Pro Forma Information

Section Title: Impact of stroke on cell morphology
Course content: Student will develop new technical skills in electron microscopy techniques in order to assess the effect of stroke on neuron and astrocyte ultrastructure.

Evaluation Technique:

<table>
<thead>
<tr>
<th>Type</th>
<th>Weight (%)</th>
<th>Date Due</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Performance</td>
<td>25%</td>
<td></td>
<td>Completion of scheduled experiments, acquisition of technical skills required to reliably collect data independently by end of term</td>
</tr>
<tr>
<td>Final Presentation</td>
<td>25%</td>
<td></td>
<td>One 15-minute presentation outlining introduction, method and experimental results obtained to be presented to the instructor and their laboratory</td>
</tr>
<tr>
<td>Research Paper</td>
<td>50%</td>
<td></td>
<td>One 10-20 page thesis-style paper of publication quality including an introduction, method, results and discussion section including figures of data collected by the student</td>
</tr>
</tbody>
</table>
Academic Integrity

All members of the Neuroscience Graduate Program are held to the standards of academic integrity and academic conduct set by the University of Victoria. Academic integrity requires commitment by all members to the values of honesty, trust, fairness, respect and responsibility in all activities related to learning, teaching, research and service.

The University of Victoria Policy on Academic Integrity contains information on the following types of violations of academic integrity:

1. Plagiarism
2. Unauthorized use of an editor
3. Multiple submission
4. Falsifying materials subject to academic evaluation
5. Cheating on tests and examinations

Alleged violations of this policy must be documented by the instructor of the course (or supervisor if violation is not related to a particular course) and the Head of the academic unit must be informed. The penalties assigned will vary based on the severity of the violation and will typically result in a failing grade on the work, or in the course in the case of more serious infractions. Second or greater instances of violations shall result in the student being placed on disciplinary probation.

Academic Integrity within the Research Environment

Students and their supervisors must conduct research in an honest manner, fostering an environment of academic freedom, integrity, accountability, public trust and in a manner free from conflict of interest. Strict adherence to academic integrity related to research is expected in the NGP. For more information, see sections 1.1-1.6 of the FGS Graduate Supervision Policy.

Violations relating to graduate dissertations, thesis & final projects are dealt with in a serious manner and all content that is deemed a violation must be rewritten in its entirety. Falsification of research results is dealt with more seriously than any other first violation of academic integrity and the Chair may refer such a case to the Dean.

All members of the NGP (students, supervisors, research staff) will identify appropriately (including through co-authorship) the contributions of all persons who make an intellectual or otherwise substantive contribution to publications, conference presentations, exhibitions, or other disseminations of scholarly works in a manner appropriate for the field. In these disseminations of scholarly work, sources of fellowships, grants and awards that supported the research must be recognized.
For all research being conducted in the NGP appropriate ethical approvals must be obtained prior to undertaking any research project from the Office of Research Services. Where appropriate, the research must be approved by the Human Research Ethics Committee, the Institutional Animal Care Committee and the Biosafety Committee.

**Academic Appeals**

A student may seek clarification or express dissatisfaction regarding an assigned grade. The following is a brief overview of the sequence of the appeals process as outlined by Graduate Studies. Review the comprehensive [process for academic appeals](#).

The academic appeals process should start with the student discussing the matter with the instructor, who will review the work in question; this discussion must take place within 10 business days of the grade being posted. The instructor will complete a review within 21 business days of the start of the discussion with the student. If the instructor confirms the original grade, and the student is still dissatisfied, the student can appeal to the Academic Head of the program, clearly stating the grounds on which the grade should be adjusted. If the Academic Head does not agree to review the grade, then the student has the right to formally request a grade review through the Office of the Dean of the Faculty of Graduate Studies.

**Candidacy Examination**

The purpose of the Candidacy Exam is to assess a PhD student’s ability to formulate, communicate and defend a proposed research plan in preparation for peer-review. The Candidacy Examination must be held within 21 months of a student entering the PhD program. Students transferring from the MSc to the PhD program must complete the exam with 18 months from their entry into the PhD.

The Candidacy Exam will consist of a defense of a written proposal on the student’s proposed dissertation research project and an oral exam based on the background/general knowledge material and research components of the proposal. The candidate will defend their knowledge base surrounding their research project in addition to related areas identified by the candidate in consultation with their examiners.

The written proposal must clearly state the rationale and aims of the proposed research, provide relevant background information, the research plan (methods used to test the hypothesis), expected results, and limitations/potential pitfalls and significance of the proposed research. The written component should be single spaced, use 12 point font and be 8-10 pages (excluding references) with up to 5 additional pages for tables and figures.
Both the oral and written components of the exam must be successfully completed to advance in the program and a student may be required by the examining committee to be re-examined on either component if performance in the first instance is not deemed satisfactory. Students are only permitted one re-test of either component, and re-tests must be undertaken within two months of the initial exam. Failure on both components of the exam initially, or one component twice, will be considered grounds for removal from the Neuroscience Graduate Program.

The candidate's supervisor is permitted to be present during the exam but is not permitted to participate or aid the student in any manner and must leave the room when the committee reviews the candidate's performance. Upon completion of the candidacy exam, a report is completed by the examination Chair and signed by the Examination Committee. This document is submitted to the Graduate Program Administrator who circulates it to the candidate, their supervisor, and the Neuroscience Graduate Committee.

Candidacy Exam Committee Composition

The exam committee will be composed of a chair (current graduate advisor of the neuroscience program or their designate) and at least three examiners. Members of the student's supervisory committee (excluding the supervisor) may serve as examiners but at least one examiner must be from outside of the supervisory committee and at least one of the examiners must be from outside of the candidate's supervisor's department.

Preparing for the Candidacy Exam

Students should begin planning for their candidacy exam several months (>3 months) in advance with the help of their supervisor, committee members and examiners. Below are the steps that a student must take in order to best prepare themselves for a successful candidacy exam.

1. Hold a committee meeting to request permission to advance to the candidacy exam.
2. Select an appropriate external examiner in consultation with the supervisor and supervisory committee.
3. In consultation with your examiners identify study topics to help guide your preparation for the exam. This should be done several months (>3 months) in advance to allow sufficient preparation time.
4. Schedule a date for your exam with the help of the Graduate Program Administrator in accordance with the availability of your examiners and grad advisor (exam chair) and book an appropriate room for the examination.
5. Submit your written proposal to all examiners and the Graduate Program Administrator 3 weeks prior to the scheduled exam date

Note: Examiners have 2 weeks to communicate any concerns about the proposal to the student’s supervisor

Oral Examination Format

1. The candidacy exam starts with a brief (~15 minutes) presentation by the candidate on their written proposal for dissertation research (Part 1).

2. The exam proceeds with an initial round of oral questions focused on the proposal (Part 2). The second round (Part 3) may involve more general knowledge that is relevant to the candidate’s research endeavours.

3. Questions should be aimed at determining the candidate’s comprehension of the background knowledge required to undertake the proposed research, and on other related subject areas (e.g. a demonstrated knowledge of the historical context of the field, the ability to design clear experiments, an understanding of the advantages or limitations of relevant methods, etc.).

4. At the end of Part 2 the candidate is asked to leave the room for an in camera discussion by the Examination Committee. The Chair will ask each member of the committee to review and comment on the candidate’s performance on Part 2. This break is to be no more than 15 minutes in duration and is counted toward the three hour maximum for the examination.

5. At the end of the exam, the candidate will leave the room for the in camera discussion by the Examination Committee. The Chair will ask each member of the committee to review and comment on the candidate’s performance on both the written component, and the general oral component (Part 3). A grade of pass or fail will be assigned for each component.

6. The exam may be adjourned if the candidate fails any of the three components of the exam - the written, the oral defense of the written, or the general knowledge oral component. The candidate will be required to retake any failed portion(s) of the exam within 60 days.

   a. If the candidate subsequently fails any portion of the retaken exam, then the candidate will normally be removed from the PhD program within 30 days.

7. A candidate who fails all three components of the exam will normally be removed from the PhD program within 30 days. The candidate may transfer into the MSc program if they, and their supervisor, agree following which the Neuroscience Graduate Committee must be petitioned for the student to be re-classified as an MSc candidate in the Neuroscience Program. Faculty of Graduate Studies approval for the transfer is also required.
Unit Funding Information

Stipend

Students accepted into regular full time graduate studies in the NGP will receive a minimum level of financial support in the form of a stipend for each eligible year that they are in the program.

Graduate students in the NGP are guaranteed a minimum stipend of $20,000 regardless of their home department. The stipend can be composed of support from any of the following sources:

1. Supervisor Grant Support,
2. Teaching Assistantships,
3. Awards, Scholarships and Fellowships

All students in the NGP are guaranteed the minimum stipend; however, students supported by fellowships and awards often earn above this level of support. Students will discuss their stipend with their supervisor prior to their start date and at a minimum of once per academic year.

The minimum level of support is guaranteed for 2 years in the MSc program and 4 years in the PhD program. At the outset of a student's program, both the student and supervisor must sign an expectation document outlining this information; this document can be amended to extend support beyond the eligible periods outlined above. It is at the supervisor's discretion to increase grant support for students beyond the minimum guaranteed level. Individual donor awards can be used to make up the minimum guaranteed stipend. Travel awards cannot be used as part of a student's stipend.

Awards & Scholarships

Awards, scholarships and fellowships are offered both internally and externally and can be used as indicators of excellence for young researchers. Internal and external awards and scholarships are advertised through emails from the NGP Graduate Program Administrator, Faculty of Graduate Studies, Graduate Advisor and the NGP website. Students are encouraged to seek out these resources for further information about upcoming deadlines and awards, in addition to those offered by their home departments (if outside of the DMS).

Review the Faculty of Graduate Studies Awards and Fellowship webpage for further information. The Faculty of Graduate Studies at the University of Victoria offer a number of major internal awards and offer information sessions regarding major external awards. Recipients of awards will be notified by email, through digital application submission portals or by post as appropriate according to the granting agency.
All eligible students are strongly encouraged to apply for both internal and external awards. Being recognized for these awards is a demonstration of academic excellence.

Scholarships Officers:
Yvonne Rondeau: scholoff@uvic.ca
Kathy McCarthy: fgsaward@uvic.ca

FGS Fellowships

Internal scholarships and awards are offered by the University of Victoria. The Faculty of Graduate Studies offers Graduate Fellowships. Each year, FGS allocates funds to each academic unit (e.g. Biology, DMS, EPHE) to be used to provide graduate student support in the form of UVic Fellowships, UVic Graduate Awards, UVic Graduate Entrance Awards and/or President’s Research Scholarships. Application for these awards should be made through the student’s home department.

UVic Graduate Fellowships: The Faculty of Graduate Studies may award University of Victoria Fellowships of up to $17,500 (Master's) and $20,000 (PhD) to students of high academic standing. These awards are merit-based and should be applied for individually.

FGS and GSS Travel Awards

The Faculty of Graduate Studies (FGS) and the Graduate Students’ Society (GSS) offer travel grants to support travel to conferences, meetings, workshops, or research activities.

Each department within the NGP also offers various department-specific awards. These may include travel awards, etc. Please refer to your Graduate Program Administrator for information regarding the deadlines and application process for these awards.

External Awards

External awards may be granted by any organization outside of the University. Note that some external awards require internal departmental nominations prior to the University application deadline. Consult the scholarships officers or your Graduate Advisor prior to September for more information regarding the internal nomination procedures.

Note: students are encouraged to refer to the application criteria for all external awards, as international students may not be eligible for all external awards.
There exist three granting agencies (Tri-Council) by the Government of Canada as described below:

1. **CIHR**: The Canadian Institutes of Health Research (CIHR) is the Government of Canada's agency responsible for funding health research in Canada. These awards are granted to both MSc and PhD students annually and their amounts may vary. A CIHR representative visits UVic to present information about eligibility and the application process for these awards.

2. **NSERC**: The Natural Sciences and Engineering Research Council of Canada (NSERC) is a federal agency whose vision is to help make Canada a country of discoverers and innovators. The agency supports 26,500 university students and postdoctoral fellows in their advanced studies. These awards are granted to both MSc and PhD students annually and their amounts may vary. An NSERC representative visits UVic annually to present information about eligibility and the application process for these awards.

3. **SSHRC**: The Social Sciences & Humanities Research Council of Canada (SSHRC) is a federal agency that grants research funds and scholarships in the fields of social sciences and humanities. These awards are granted to both MSc and PhD students annually and their amounts may vary.

All students that receive tri-council funding must read and abide by the respective award holder guides. These guides will vary based on source but will stipulate expectations of output and may require progress reporting throughout tenure of the award. These guides may also place restrictions on outside employment and time spent on a student’s research project. Failure to comply with the regulations listed in the award holder’s guides can result in termination of dispensation of the award.

**Additional Awards**

Outside of the awards described herein, students may be eligible for other sources of funding and are advised to consult the Graduate Advisor and scholarships officers at the Faculty of Graduate Studies regarding specific nomination and application processes via the University of Victoria, where applicable. Additionally, students are directed to the Financial Aid Office and the NGSA for more information about other scholarships. Nomination for awards by the department will be based on eligibility, publication record, grades, existing funding and financial need.

**Donor Awards**

At the beginning of the academic year (~August) students can submit applications for a variety of awards made possible by the generous donations and bequests to the University of Victoria. Information will be circulated to students by the Graduate Program Administrator regarding the formal application process. Below is a list (non-comprehensive) of potential donor awards for which NGP students may be eligible. Information regarding donor awards is disseminated by the Graduate
Program Administrator at the end of the summer, please watch for these emails. Nomination and granting of awards by the student’s home department (e.g. BIOL, DMSC, EPHE) will be based on eligibility, publication record, grades, existing funding and financial need.

**CATEGORY A (Only DMS students eligible)**

- Hartwig Industries Graduate Award in Concussion Research
- James A. & Laurette Agnew Memorial Award
- James A. & Laurette Agnew Memorial Scholarship
- Vera Allen Travel Award

**CATEGORY B (All Students eligible)**

- Albert Hung Chao Hong Scholarships
- General Graduate Awards
- Mrs. Annie Greskiw Graduate Award
- Ray Hadfield Memorial Fellowship
- Edythe Hembroff-Schleicher Scholarships
- Charles S. Humphrey Graduate Student Awards
- Martlet Chapter IODE Graduate Scholarship for Women
- Dr. Julius F. Schleicher Graduate Scholarship
- Howard E. Petch & David S. Strong Research Scholarships
- Cassels-Shaw Graduate Fellowship

Please note that students that hold major funding (i.e. Tri-Council or others) may not be eligible for some specific donor awards. Students are strongly encouraged to carefully read the descriptions for each award individually.

**Award Adjudication Process**

Departmental nomination may be required for adjudication of some external and donor awards. Generally, adjudication for awards is based primarily on academic success which can include any number of the following criteria:

1. Grades (undergraduate and/or graduate)
2. Publications
3. Poster and Oral Conference Presentations
In addition to academic measures, criteria such as leadership, volunteerism and employment experience may be considered, depending on the award. A student’s eligibility and degree of fit to an award as well as financial need are also assessed based on the award type. For some awards, existing funding and financial support and time in the program may influence award nomination and granting.

Typically, each department will have an awards and scholarships committee that may set forth additional specific criteria depending on the award. Students are strongly encouraged to contact their home department regarding these awards. For students in the DMSC, a scholarships and grants ad hoc committee is formed annually, consisting of DMSC faculty.

Teaching Assistantships

Teaching experience is a valuable part of a student’s graduate education in preparation for careers inside and outside of academia. Teaching assistantships (TA-ships) are offered across the University of Victoria in every department in the Faculty of Science where an undergraduate program exists. The general regulations and policies concerning TA appointments are based on the CUPE 4163 collective agreement. As there is no undergraduate program in Neuroscience, TA-ships are sought from departments surrounding the NGP (e.g. BIOL, EPHE); however, availability of appointments for students in the NGP can never be guaranteed. Before applying for a TA-ship, students are strongly encouraged to consult with their supervisor.

Earnings from TA-ships can make up a part of a student’s regular stipend; however, this must be clearly stated in the signed expectation document between the student and supervisor. If TA-ships are not included in a student’s regular stipend, then a student may still participate in TA-ships pending permission from their supervisor; earnings will be granted in addition to the stipend unless otherwise specified in the signed expectation document.

If the expectation document details a stipend that includes specific support from TA-ships:

- It is the student’s responsibility to apply for TA-ships in a timely manner. If a student fails to apply for a necessary TA-ship to meet their minimum stipend as outlined in their signed expectation document, the supervisor is not responsible to compensate this difference.

- If a student is denied a TA position under Union priority rules because of a shortage of positions, the supervisor will provide additional compensation to maintain the minimum stipend for the eligible periods.

Students in the NGP may teach a maximum of 2 TA appointments per calendar year (2 x 196 hours). No more than 1 TA appointment may be held in a single academic term. Please refer to Section 14 of the CUPE 4163 Collective Agreement for rules and
regulations regarding hours of work and scheduling. Any student may freely choose to teach less than the maximum provided that TA-ships are not included in the regular stipend outlined in their signed expectation document.

**Outside Employment**

The NGP is a full-time program which demands the necessary time and effort for timely completion of the desired graduate degree. Generally students are expected to treat their graduate education as full-time employment. The specific expectations of the supervisor for the student’s work hours can be outlined in the signed expectation document. If a student must participate in employment outside of the NGP this must be clearly requested in writing by the student and agreed upon by the supervisor, who may set terms for making up missed working time in the laboratory. The timelines for completion of the desired graduate degree are not changed unless specifically agreed upon by both the student and the supervisor.

**Note:** International students that hold a VISA will have different limits set on employment outside of graduate school.

**Fees**

Throughout their time in the Neuroscience Graduate Program students are required to be enrolled in courses and subsequently pay tuition (summers included).

Tuition fees can be paid online through the UVic MyPage Student tab or by cheque, money order or wire transfer. Credit cards are not accepted as a form of payment.

Graduate students can apply for the [Graduate Student Tuition Income Offset Plan](https://web.uvic.ca/calendar2018-09/grad/registration/student.html) where tuition payments are made over 4 equal installments automatically from a student’s bank account.

Following a certain period of time within the graduate program, students pay reduced 're-registration' fees. For MSc students this occurs after 6 regular tuition payments and for PhD students this occurs after 9 regular tuition payments. Re-registration fees will be charged until a student completes their program. For students not completing their programs within the FGS maxima, program extension fees will apply if a program extension is granted.

University Calendar regulations regarding tuition and fees: [https://web.uvic.ca/calendar2018-09/grad/registration/index.html](https://web.uvic.ca/calendar2018-09/grad/registration/index.html)
Deadlines for fee payment

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline for Payment</th>
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<tbody>
<tr>
<td>Fall (Sept-Dec)</td>
<td>September 30</td>
</tr>
<tr>
<td>Spring (Jan-Apr)</td>
<td>January 31</td>
</tr>
<tr>
<td>Summer (May-Aug)</td>
<td>May 31</td>
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</tbody>
</table>

What’s included in Student Fees?

Graduate Student Society (GSS) Health & Dental Insurance
- [http://gss.uvic.ca/health-dental/#optout](http://gss.uvic.ca/health-dental/#optout)
- Students may wish to opt out of the health insurance plan, however they must provide proof of other health coverage

U-pass bus pass plan
- [https://gss.uvic.ca/about-gss/services/bus-pass/](https://gss.uvic.ca/about-gss/services/bus-pass/)
- Students may opt out of the bus pass plan under limited circumstances described in the link below

UVic Athletics fee
- [https://gss.uvic.ca/about-gss/services/bus-pass/](https://gss.uvic.ca/about-gss/services/bus-pass/)

GSS fee
- [https://gss.uvic.ca/about-gss/services/bus-pass/](https://gss.uvic.ca/about-gss/services/bus-pass/)
Departmental Seminars

Neuroscientists from across areas of interest within the NGP are invited throughout the academic year to give seminar presentations to program students and faculty. These departmental seminars are hosted by the Division of Medical Sciences or are co-hosted with other departments to allow presentations from visiting scientists from around the world to further student education and professional networks. For these reasons, students in the NGP are strongly encouraged to attend these seminars whenever possible. These talks are highly valuable and are typically followed by a luncheon with the speaker providing students with an opportunity to have informal discussions about science, careers and networking. Please note that in order to attend the luncheon students must attend the preceding seminar.

Program Kick-off Event

At the beginning of each new academic year the NGP hosts an annual Kick-off event. This event is organized by the NSGA in conjunction with the Division of Medical Sciences seminar committee and is designed to welcome to students to our program. As such, this event is an opportunity for all members of the NGP (students, faculty & staff) to join together and share in the academic success of this program.

The Kick-off features talks/poster presentations from students, post-doctoral fellows and a keynote talk from a student-chosen acclaimed scientist. Speakers are chosen in the early spring of the year (February/March) and in the past have included presenters such as Dr. Massimo Scanziani and Dr. Serena Dudek.
Thesis & Dissertation Guidelines

Students of the Neuroscience Program are required to write and orally defend an MSc thesis or PhD dissertation.

Steps to Thesis/Dissertation Completion (See Example Timelines)

1. **Supervisory Committee permission** - You are required to organize a meeting with your supervisory committee as they must agree that you are ready to write your thesis/dissertation. Following the meeting, all members of your committee must sign off on the Supervisory Committee’s Student Progress Report form which documents that you are ready to begin writing your thesis/dissertation.

2. **Establish your examination committee with your supervisor(s)** – Your exam committee will include a Chair (appointed by FGS), your supervisory committee members, plus an external examiner who has had no prior involvement with your supervision.

   Your supervisor must find an appropriate external examiner; students should not recruit their external examiner. Once an examiner has been identified, your supervisor will confirm his/her availability to attend the oral examination on the specified date and time and will submit, to the Graduate Program Administrator (GPA), the Nomination of External Examiner and Confirmation of Arm’s Length Status form. Your supervisor will provide the examiner’s name, address, telephone/fax numbers and email address to the GPA.

3. **Establish a date and time for your oral exam** – You and your committee will determine a date and time for your oral exam that is convenient for everyone. The exam date must be far enough in advance to ensure that Faculty of Graduate Studies timelines can be met.

   The pre-established timelines that you should be aware of when choosing your oral exam date include:

   a. MSc/PhD – the minimum 10 business days that your examination committee has to review your thesis/dissertation in order to determine if it is examinable prior to submission of the Request for Oral Exam form;

   b. MSc - the mandatory 20 day waiting period, following the submission of the Request for Oral Exam form, before you can complete your oral exam; and

   c. PhD – the mandatory 30 day waiting period following submission of the Request for Oral Exam form, before you can complete your oral exam

Once a date has been established for your exam, the Graduate Program Administrator (GPA) will work with you to identify specific deadlines.
4. **Apply to graduate** – Convocation occurs twice a year – June and November. In order to convocate at either ceremony, you must have your thesis/dissertation completed and archived by the posted degree submission deadlines of April 30, August 31 and December 31. Please note important deadlines on the Faculty of Graduate Studies webpage. Submit your application to graduate via MyPage. You must apply to graduate before the Graduate Admissions and Records Office can proceed with setting up your Oral Exam.

5. **Submit your thesis/dissertation** – Upload a PDF of your thesis/dissertation to the GS 599/699 course shell on CourseSpaces.uvic.ca – this must be completed before your Request for Oral Examination (ROE) form is submitted. Once your thesis/dissertation is uploaded no further changes can be made to the document. Two copies of the uploaded version of your thesis/dissertation must be sent to the Graduate Program Administrator in both a Word and PDF format.

Your examination committee will be provided with the following:

   a. your thesis/dissertation;
   b. the date by which they must review the thesis/dissertation (minimum 10 business days) to determine that it is examinable. If you are completing a PhD, FGS will distribute your dissertation to the external examiner; and,
   c. notification that they will be approached by the student for their signature on the Request for Oral Examination (ROE) form if they deem it is examinable.

6. **Submit the Request for Oral Exam (ROE) form** – After each member of the exam committee has reviewed the thesis/dissertation and agree it is examinable, it is your responsibility to have each member sign the ROE form; the GPA will complete the form and email it to you prior to the end of the review period. Signatures can be acquired in any order, excluding your supervisors’, who must sign first and the Graduate Advisor who must sign last. The external examiner is not required to sign the ROE. You are responsible for ensuring that all signatures are gathered and that the ROE is submitted to the Graduate Program Administrator at a minimum of 20 days prior to your exam date for an MSc and 30 days prior for a PhD.

In addition to the ROE, the GPA submits the following forms (as applicable):

   a. **Dissertation Withholding form**
   b. Human Ethics Approval or Waiver form (provided by your supervisor).

Following submission of the ROE you will receive an email from Graduate Admissions & Records Office prompting you to register for UVicSpace, the online repository where the defended version of your thesis/dissertation will be uploaded. Please follow the instructions and register for UVicSpace. Below are links to additional resources which will answer many of your questions.

- [How to submit your thesis/dissertation](#)
- [Thesis and dissertation guide](#)
- [Ethical issues and copyright](#)
7. **Departmental Talk (PhD students only)** – It is strongly encouraged that prior to your oral exam that you provide a departmental seminar. This seminar will help you to prepare for your oral exam. The GPA will work with you to book space to hold your seminar.

8. **Oral examination day** – The GPA will prepare the Thesis/Dissertation Approval form. This form requires original signatures from all of your committee members. If one of your members is attending virtually the Chair may sign on their behalf. Once this form is signed it must be returned to the Graduate Program Administrator who will submit it to FGS.

All supervisory committee members are normally expected to be present for their student’s oral examination. If a faculty member is unable to attend, review the information provided in the calendar.

At the defense you will give a 10 - 20 minute presentation followed by questions. The external examiner has the first opportunity to ask questions, followed by the committee members, and finally the supervisor. There will likely be a second round of questions, including those posed by the exam Chair and/or audience members. Following the question period, the student and audience will be asked to leave the room so the committee can evaluate the thesis/dissertation and render a decision.

9. **After the oral exam** – The Exam Chair will:
   a. inform the student of the outcome of their exam;
   b. identify actions and timelines associated with the outcome, as applicable; and
   c. identify next steps including the review/approval process for any required revisions/edits that must be made to your thesis/dissertation.

The final version of your thesis/dissertation must be uploaded by 3:00 pm the last day of the term in which you wish to complete in – there are no exceptions. Once you have received confirmation that your thesis/dissertation has been archived, notify the Graduate Program Administrator who will then submit the Thesis/Dissertation Approval form and the Letter of Recommendation to the Graduate Admissions & Records Office.

10. **The final details** – Two copies of your thesis/dissertation will be bound at no cost to you; one copy for you and one for the Division of Medical Sciences.

    Binding is typically completed once or twice a year so there may be a delay between the time you graduate and when your thesis/dissertation is bound. Please provide to the GPA with an email and mailing address that will be current up to 6 months, post graduation.

    Contact graduate photos to arrange an appointment to have your graduation portrait taken. The DMSC contributes funds towards your portrait and the photo is included on the wall of fame outside of the GPA office.
Example: Timelines

Below are example timelines for the submission of theses/dissertations and scheduling for oral defenses and are **not** kept up to date. The exact dates will vary based on business days and holidays each year. Students preparing to submit their theses or dissertations are encouraged to consult the Graduate Program Administrator for more information about specific dates and deadlines for each term.

<table>
<thead>
<tr>
<th></th>
<th>MSc Students</th>
<th>PhD Students</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Submit your thesis to your exam committee members</td>
<td>Oct. 20</td>
<td>Dec. 20</td>
<td>Minimum of 10 business days time for them to review it</td>
<td>Nov. 2</td>
<td>Jan. 10</td>
</tr>
<tr>
<td>Submit Request for Oral Exam form to FGS by</td>
<td>Nov. 6</td>
<td>Jan. 12</td>
<td>Mandatory 20 business day waiting period before defense</td>
<td>Nov. 7 - Dec. 6</td>
<td>Jan. 12 - Feb. 27</td>
</tr>
<tr>
<td>Defend and work on revisions</td>
<td>Dec. 7 - 29</td>
<td>Feb. 28 – Apr. 27</td>
<td>Submit your finalized thesis by</td>
<td>Dec. 29</td>
<td>Apr. 29</td>
</tr>
</tbody>
</table>

**Thesis & Dissertation Preparation**

Please see Faculty of Graduate Studies for guidelines, templates, and other resources: [https://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/](https://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/)

Thesis/dissertations should include the following sections:

1. Title
2. Table of Contents
3. List of tables (if relevant)
4. List of figures (if relevant)
5. Acknowledgements (optional)
6. Dedication (optional)
7. Introduction
8. Materials and Methods
9. Results (please see guidelines below when including first author publications)
10. Discussion/Conclusion

The introduction should provide relevant background regarding the history and current understanding of the topic of research in the field, appropriately leading to the questions/hypotheses presented in the thesis/dissertation. As a guideline, Master’s students...
should aim for two chapters, and PhD students should aim for three chapters that would reasonably pass peer review for publication.

** Publications for which the student is a major contributor may be used in chapters in the ‘results’ section at the discretion of the supervisory committee. In this case, the student must reference the published paper at the beginning of each chapter and clearly identify their contribution. In general, the depth and scope of each chapter is a discussion between the student, supervisor, and supervisory committee. While there is no requirement that students have publications at the time of their defense, it is strongly encouraged that students have prepared their thesis/dissertation for publication.

The discussion and conclusion should encompass the implications of findings, strengths and weakness of methods and techniques, and future directions.

**Final Oral Examination**

All students in the NGP must orally present and defend their theses/dissertations. In general, this consists of an oral presentation of the student’s experimental findings followed by a series of questions from the examining committee.

**Examining Committee Composition**

For Faculty of Graduate Studies guidelines, please review examination information in the calendar.

**Doctoral degrees**

The supervisory committee plus a Chair and at least one other examiner from outside the University. Such external examiners are appointed by the Dean of Graduate Studies in consultation with the academic unit(s), and must be arm’s-length authorities in the field of research being examined.

**Master’s degrees with theses**

The supervisory committee plus a Chair appointed by the Faculty of Graduate Studies plus an external examiner who has had no previous involvement with graduate supervision of the candidate. The external examiner may be from within the home academic unit, provided that there is at least one non-unit member on the supervisory committee.

Oral exams are held publicly, and consist of the student’s supervisory committee in addition to an external examiner, and Chair. If necessary, any member of the examining committee may attend the oral exam by audio or video conferencing.
The Chair is responsible for conducting the exam, and are a member of the FGS, assigned by FGS.

PhD external examiners must be from outside of the University. According to FGS, the external examiner for a PhD final oral exam must be “arm’s length authorities” in the field of research being examined, as defined by FGS (see below). The supervisor is responsible for choosing and coordinating the attendance of the external examiner, with final approval by the Dean of Graduate Studies.

Briefly, according to the FGS “Nomination of External Examiner and Confirmation of Arm's-Length Status” form, the proposed external examiner:

1. Cannot have published with the student or have plan to in the foreseeable future
2. Cannot have been in, within the last 6 years, of joint publishing with the student, the supervisor, or any member of the supervisory committee
3. Cannot have, in the last 6 years, or is in the process of, applying for research funding with the student, the supervisor, or any member of the supervisory committee
4. Cannot have had business, commercial, or financial relationship (or expects to enter such a relationship) with the student, the supervisor, or any member of the supervisory committee
5. Cannot have been in a supervisor/student relationship with the supervisor, the student, or any member of the supervisory committee
6. Cannot have ever been a student or employee at the University of Victoria

Graduate students are not permitted any contact with their external examiner prior to their oral defense.

Oral Examination Format

Please review the FGS Guidelines for Oral Examinations, Chair’s and External’s Thesis Guidelines.

The purpose of the oral exam is to assess the student’s knowledge of the field and thesis related subject areas which can include, but is not limited to, methodology, advantages/limitations of experimental designs and historical context of the field.

The oral exam format is as follows:

1. Chair introduces themselves
2. Chair introduces the candidate
3. Chair asks the examining committee members to introduce themselves
4. Chair reviews the process
5. Examination is conducted (1 1/2 – 2 hours):
   a. Candidate begins with a 10 to 20 min presentation summarizing the key findings of their thesis/dissertation.

   Examiner begins two rounds of questions, beginning with the examiner that is most removed from the thesis/dissertation (i.e. external examiner, departmental members, and lastly, supervisor).

   b. If there is sufficient time, other members of the FGS may ask questions

   c. If there is sufficient time, members of the audience may ask questions

At the end of the question period, the student and attendees will be asked to exit the room as the oral exam committee evaluates the thesis and defense in camera. The student will then be invited into the room to discuss the results of the exam. Below are the possible results of oral examinations; further details are available in the calendar.

1. Independent research work is acceptable and oral defense is acceptable
2. Independent research work is acceptable subject to minor revision and the oral defense is acceptable
3. Dissertation or thesis is acceptable subject to major revision and the oral defense is acceptable
4. Examination be “adjourned”
5. Failure

In the case of minor or major revisions, a specific list of revisions or experiments respectively, will be provided. The supervisor will approve the amended dissertation or thesis and will then distribute it to the rest of the examining committee for approval.

In the case of “adjourned”, the examining committee submits a written report to the Dean of Graduate Studies within 10 days. The Dean is then responsible for determining the appropriateness of the examination committee composition, and chooses a date to reconvene the oral exam no later than six months from the first exam.

In the case of “failure”, two or more examining committee members have chosen to not pass the student, and do not recommend the student for the degree. The examining committee will write a report to the Dean of Graduate Studies. The student is ineligible for continuation or readmission to the NGP. At this point, the student has the right to appeal and should consult the Dean of Graduate Studies.
Dates & Deadlines for Graduation

Please see below for most recent requirements and deadlines:
https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreg/index.php

<table>
<thead>
<tr>
<th>Last term in program: final registration and/or thesis defense</th>
<th>Deadline to apply for graduation: regular fee</th>
<th>Late application period: late fee assessed</th>
<th>Application closes online</th>
<th>Graduation: Senate awards degrees</th>
<th>Convocation Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Sept-Dec)</td>
<td>15 Nov</td>
<td>16 Nov -31 Dec</td>
<td>31 Dec</td>
<td>May</td>
<td>Spring (Jun)</td>
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<td>Winter (Jan-Apr)</td>
<td>15 Feb</td>
<td>16 Feb -30 Apr</td>
<td>30 Apr</td>
<td>May</td>
<td>Spring (Jun)</td>
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<td>Summer (May-Aug)</td>
<td>15 Jul</td>
<td>16 Jul -31 Aug</td>
<td>31 Aug</td>
<td>Oct</td>
<td>Fall (Nov)</td>
</tr>
</tbody>
</table>

Graduation Fees

Application Fee ........................................................................... $44
Archival Fee .................................................................................. $15
Late Fee (Applications submitted after deadline) ........ $10

To complete your program by the end of the current term:

Submit everything to the Graduation Admission and Records Office (GARO) by the last day of the last month of the term: April 30, August 31, or January 2 (aim for the last working day in December)

Make all thesis/dissertation format corrections immediately to avoid paying tuition in the following term.

Completion Postponement Fee Adjustment (CPFA)

Students who have defended their thesis or dissertation within the first 15 days of a term may be eligible for the Completion Postponement Fee Adjustment ($255 in lieu of a full tuition fee payment).

To complete your program within the first month of the next term and be eligible for the Completion Postponement Fee Adjustment you must:

1. Register in your thesis/dissertation course for the term in which your defense will occur (full tuition will be assessed)
2. Pay your minimum program fee installment prior to the start of the term
3. Defend your thesis on or before the 15th of the first month of the new term
4. Submit everything to GARO by the last day of the first month of the new term: January 31, May 31, September 30
5. GARO will adjust your tuition from the regular fee assessment to the reduced CPFA amount. See the graduate calendar for details: CPFA
6. Ancillary fees will be assessed for the term. Questions should be addressed to the GSS.

Research Ethics
Researchers must obtain the appropriate ethical approvals prior to commencing any new research at the University of Victoria. For the use of any hazardous chemicals biosafety approval must be obtained and for the use of animal or human subjects the appropriate approvals must be in place. Please note that in the Division of Medical Sciences the Research Operations Manager can assist students in arranging their training modules.

Biosafety Information: https://www.uvic.ca/ohse/research/bio/procedures/index.php

Laboratory Safety Procedures
All individuals working in laboratories at the University of Victoria are required to undergo safety training pertaining to the type of work being completed. Everyone working in a laboratory must complete:

A list of training courses is available at the link below. Anyone working with the compounds or equipment (laser safety, compressed gas cylinder, radiation safety, scientific diving) where training is available are required to complete and maintain current training on that topic.

**Training courses**

https://www.uvic.ca/ohse/training/research-safety/index.php

For more information, see the Occupational Health and Safety Page: https://www.uvic.ca/ohse/

**Research & Teaching with Animals and Humans**

For all research involving animal or human subjects the appropriate ethical approvals must be granted before commencing any work and must be maintained throughout the period of study.

**Animal Ethics**

All animal use at the University of Victoria is subject to the approval of the institutional Animal Care Committee (ACC) which meets regularly to ensure that animal research is in accordance with the standards set by the Canadian Council for Animal Care (CCAC). All individuals conducting research with animals are required to undergo theoretical and practical training through Animal Care Services (ACS).

Animal Care Committee: https://www.uvic.ca/research/conduct/home/regapproval/animalethics/index.php

Animal Care Services: https://www.uvic.ca/research/conduct/home/animalcare/index.php

**Human Ethics**

The human research ethics board (HREB) ensures that all research involving human subjects or the use of human biological materials meets Canadian regulatory body standards. Faculty, students and staff conducting this research must obtain and maintain approval throughout the duration of the project.

Neuroscience Graduate Program Code of Conduct

All members of the NGP are held to a high standard of professional, respectful and inclusive behaviour. All members of our community have a responsibility to uphold these values and those of the University of Victoria and Faculty of Graduate Studies for the duration of their involvement in the program.

The Code of Conduct must be reviewed by the student and their supervisor(s) upon entry in the program. The Code of Conduct document is included in the appendix of this handbook.

Academic Advising in the Neuroscience Graduate Program

Students may ask for confidential advice and/or assistance concerning any aspect of university life from any appropriate authority at the University of Victoria without fear of reprisal. In addition to the procedures described below, there are many resources available to students on campus. Some of these resources are described in the following pages, in the Student Resources section of this handbook and listed by the Graduate Student Society (GSS). For any meeting students have the right to meet in the presence of an advocate of their choice.

Within the NGP students may request a confidential meeting with the Graduate Advisor whose responsibilities include:

1. To meet in confidence with any student about whom there is a concern.
2. To be knowledgeable regarding protocols and resources involved in the University of Victoria Mental Health Initiatives.
3. To be knowledgeable regarding protocols and resources involved in assessing and complying with academic, and research accommodations for students with a disability.
4. To assist students requesting extensions from FGS, to provide information on external scholarships and awards as well as information about university and program policies and procedures.
5. To assist students and faculty in addressing problems in the supervisory relationship or supervisory committee membership in an impartial and confidential manner.

For a full listing of responsibilities of the Graduate Advisor see Sections 7 and 10 of the Graduate Supervision Policy.
Conflict in the Neuroscience Graduate Program

All members of the FGS and of the NGP have a responsibility to maintain professional and respectful relationships with students, staff, members of the NGP, the university community and the general public. With this, members must deal directly with individuals whenever possible to resolve disagreements, dissatisfactions, issues and conflicts. If for whatever reason the situation cannot be resolved directly, individuals may consult the appropriate authorities as described in the chain of authority or other resources on campus including the Office of Equity and Human Rights (EQHR).

Any member of the university community may consult with the Director of the Office of EQHR at any time for confidential advice and may initiate a formal or informal complaint as appropriate. The procedures for these processes are described here and additional information is available through the Discrimination and Harassment Policy (GV0205).

Chain of Authority for Conflict Resolution

Resolution of Conflict of Interest

All supervisors, supervisory committee members and students have the responsibility to be aware of situations of potential conflict of interest or roles and conflict of commitments and to deal with them according to official university guidelines.

Should a substantial conflict of interest (e.g., the existence or development of emotional, romantic, sexual, family, or financial and/or business relationship) arise between the supervisor and supervisory committee members and the student, the individuals involved must immediately bring the matter to the attention of the Graduate Advisor and the Head of the Academic Unit.

Conflict with Supervisor

In the case of substantial personal conflicts of interest between the student and supervisor whether past or present, will result in immediate termination of the supervisory relationship. In this case the Graduate Advisor will step in as the interim
supervisor for the student until a new supervisor can be determined. The former supervisor, supervisory committee and the supervisor’s home academic unit shall be responsible for the maintenance of any existing or promised financial support for a period to be determined by the Dean of Graduate Studies.

Conflict with Supervisory Committee

In the case of such a conflict of interest between the supervisory committee and the student, the member shall resign from the supervisory committee.

Conflict with Graduate Advisor

In the case where the Graduate Advisor is in any perceived or actual conflict of interest with regard to the student or the decision being made (e.g. if the student’s supervisor and Graduate Advisor are the same individual), a member of the Neuroscience Graduate Committee, or any member of FGS, not in conflict shall be appointed by the Head of the Academic Unit as the Acting Graduate Advisor. Should the Academic Head be in conflict, this Acting Graduate Advisor shall be appointed by the Dean of Graduate Studies.

For more information about Conflict of Interest see section 10 of the Graduate Supervision Policy.

Dissolution of the Supervisory Relationship

In the case of the dissolution of the supervisory relationship between the student and the supervisor or supervisory committee it is unacceptable for a withdrawing student, supervisor or supervisory committee member to engage in personal recriminations related to the termination of a supervisory relationship.

For procedural information about withdrawal of the student, supervisor or supervisory committee member see Section 11 of the Graduate Supervision Policy.

Conflict Resolution through Equity & Human Rights

The Equity and Human Rights (EQHR) office provides support for sexualized violence, discrimination, harassment or workplace bullying. EQHR provides education and assistance to all UVic community members. All discussion and inquiries with EQHR are confidential. For questions, resources, or assistance, we highly encourage you to visit them in Sedgewick C115.
Discrimination and Harassment Policy (GV0205)

If you feel you have experienced or witnessed mistreatment, discrimination or harassment, please refer to the infographic on the following page. For assistance or support, please visit the Equity and Human Rights webpage.

1. Discrimination and Harassment Policy: Overview
2. Discrimination and Harassment Policy: Formal Complaint Process Flow Chart

Informal Complaints: a non-adversarial and neutral process in situations where individuals are seeking informal resolution (mediation, facilitated conversation, invitations to engage in educational opportunities, etc.).

Formal Complaints: a complaint submitted in writing with the intent of starting an investigation that results in the generation of a report of whether or not a policy violation has occurred.

For more information about the informal and formal complaint process please see the EQHR office and the resources provided under the Student Resources section of this handbook.
Flowchart for Mistreatment, Discrimination or Harassment

If you have experienced, or witnessed mistreatment, discrimination or harassment

In the event of severe threat or injury, call 911 or campus security

Note: students can always choose an advocate at any part of this process. Ex. Ombudsperson, grad advisor

Chain of Command
- Supervisor
- Supervisory Committee
- Graduate Advisor
- Academic Head
- Associate Dean
- Of Graduate Studies

EQHR

Inquire Only

Discuss Options

Seek other Resources
- EXAMPLES: RCMP/Police
  - Legal Processes
  - UVic Offices
  - Hospital
  - Health Services
  - WorkSafe BC

Initiate Complaint

Informal

Formal

Back to Table of Contents
UVic has created a sexualized violence resource office in EQHR to serve as a main point of contact for students, staff, faculty and librarians impacted by sexualized violence. Located in Equity and Human Rights (Sedgewick C115), the office provides information about the Sexualized Violence Prevention and Response policy, supports and services on- and off- campus, and a place where people can make (informal) disclosures and/or (formal) reports of sexualized violence. The sexualized violence resource office is committed to ensuring that the campus community is a trauma-informed and survivor centered environment where people, regardless of their sex, gender, sexual orientation, racial or ethnic background, religious affiliation, immigrant status, socio-economic status, ability status, and position within the university structure, can access meaningful information and support. The office recognizes the specific barriers and power relationships that impact a survivor in making a disclosure or report, and are committed to devising strategies that take such barriers and power relationships into account and that work to mitigate them.

For your information, please see the hyperlink below for brochures regarding the Sexualized Violence Prevention and Response Policy (GV0245):

1. Sexualized Violence Prevention and Response Policy: Overview
2. Sexualized Violence Prevention and Response Policy: How to Receive a Disclosure of Sexualized Violence for Faculty and Staff

About Victoria & Vancouver Island

Victoria is the capital city of British Columbia and boasts beautiful coastlines, protected natural spaces and weather that allows for outdoor activities year-round. In addition to public transit in the form of the BC transit bus system (a bus pass is included in student fees), fair weather allows for biking throughout the year through new protected bike lanes and the Galloping Goose regional trail system. Outdoor enthusiasts can also find a variety of trails in the capital regional district and across Vancouver Island, as well as many social groups both on and off campus to enjoy the natural beauty of this location.

A short ferry from Swartz Bay, Sidney to Duke Point, Tsawwassen permits easy travel to-and-from mainland British Columbia. Swartz Bay also offers ferry access to a variety of Gulf Islands. Similarly, two ferry lines from downtown Victoria offer access to Seattle (Clipper Ferry) or Port Angeles (Coho Ferry), Washington State. More rapid travel to Vancouver, some Gulf Islands and Washington State is available through Harbour Air seaplanes.

Students are encouraged to learn about clubs, volunteer and intramural groups on campus to explore their interests and in some cases have access to free or reduced-cost equipment.
Student Resources

Neuroscience Graduate Student Association (NGSA)
The NGSA is your student organization, comprised of elected student representatives committed to bettering the experience of students in the Neuroscience Graduate Program. All students enrolled in the Neuroscience Graduate Program are members of the NGSA. The NGSA meets monthly to disseminate student resources, discuss student concerns, organize scholastic and social events, and celebrate student achievements.

E-mail: ngsa@uvic.ca.

Graduate Student Society (GSS)
The GSS represents all graduate students on campus. They provide many services including the health and dental plan, bus pass, GSS grants, Spokes bicycle program, room bookings, car co-op. Visit the GSS at the Halpern Centre. While you’re there, don’t forget to drop by Sideproject for a coffee or the Grad House for a beer!

Website: https://gss.uvic.ca/
E-mail: gssoffice@uvic.ca
Location: Halpern Centre

Faculty of Graduate Studies (FGS)
FGS can assist you with program information, important dates and deadlines, admissions, registration and records, finances and scholarships/fellowships, and policies or forms.

Website: https://www.uvic.ca/graduatestudies/
E-mail: fgs@uvic.ca
Location: University Centre, Room A206

Learning and Teaching Support and Innovation
The LTSI (formerly known as the Teaching and Learning Center) provides professional development and teaching enhancement opportunities, preparing graduate students for the classroom and post-graduate work. They offer many TA workshops to gain the skills to be an effective instructor. For example, the LTSI offers the Learning and Teaching in Higher Education certificate (LATHE) for a competitive edge on your academic CV. LTSI also offers intensive workshops to improve academic English skills for those whose first language is not English.

Website: https://www.uvic.ca/learningandteaching/index.php
Location: Harry Hickman Building, Room 126
Equity and Human Rights

EQHR is a resource for all members of the UVic community providing support, education, and assistance for building an equitable and inclusive campus. They help and advise those who have experienced or witnessed sexualized violence or discrimination and harassment. They also provide opportunities for learning by offering resources, tailored workshops, courses, and presentations including:

1. Ways to address discrimination, harassment and bullying*
2. Creating diverse, inclusive work and learning spaces
3. Interpersonal and intercultural communication and conflict resolution
4. Challenging privilege power and oppression
5. Equitable recruitment practices
6. Human rights volunteering, capacity building and creating partnerships

* Mandatory for all students in the NGP

Website: https://www.uvic.ca/equity/
E-mail: eqhr@uvic.ca
Location: Sedgewick Building

Women in Science (WiS)

The UVic WiS Chapter connects and supports female graduate and undergraduate students, and faculty members in the STEM field. They organize professional development events, social events, networking events to promote the success of women pursuing science.

Website: https://www.uvicwomeninscience.com/

International Student Services (ISS)

The ISS provides resources and support for international students studying at UVic and coordinates programs for UVic students preparing to study abroad. They offer advice regarding Canada’s income tax system, applying for a VISA, work permits, and tips for contacting Immigration, Refugees and Citizenship Canada (IRCC).

Website: https://www.uvic.ca/international/home/contact/iss/index.php
E-mail: issinfo@uvic.ca
Location: University Centre, Rom B272
Centre for Accessible Learning (CAL)

CAL works with faculty and students to promote equity in educational settings for students with disabilities. They also support students, such as those with a learning disability, ADHD, mental health issues, long-term physical or sensory disabilities or chronic health issues with their academic goals. They coordinate academic accommodations such as exam bookings, provide transcribing, and other ways to create more accessible learning environments.

Website: [https://www.uvic.ca/services/cal/](https://www.uvic.ca/services/cal/)
E-mail: infocal@uvic.ca
Location: Campus Services Building, Room 150

Mental Health Resources

**On-Campus Support Services**

**UVic Counselling Services**

Mon/Wed/Fri same-day morning and afternoon appointments; Tues/Thurs same-day afternoon appointments.

**UVic Indigenous Counselling Services**

A safe and caring place that honours Indigenous knowledge, experience and healing. The Indigenous Counsellor treats mental health and life issues from Indigenous perspectives to relate to the diverse cultural backgrounds of Indigenous students.
250-721-8341

**UVic International Students Services**

Provides support for international students studying at UVic all the way from pre-arrival through to your last day at UVic.
issinfo@uvic.ca | 250-721-6361

**Office of the Ombudsperson**

Here to help you understand your rights and options as a student in resolving problems and disputes fairly. ombuddy@uvic.ca

**UVic Sexualized Violence Resource and Intake Line**

For sexualized violence policy questions or concerns, or to make a disclosure and/or report. 250-721-8021
Confidential Help Lines

**BC Crisis Centre**: 24-hour judgement-free distress contact. If they are not the most appropriate source to help you, they will refer you to the right place. 1-800-784-2433

**BC NurseLine/ Health Link BC**: 24-hour judgement-free distress contact. If they are not the most appropriate source to help you, they will refer you to the right place. 8-1-1

**Vancouver Island Crisis Line**: Talk to someone immediately for emotional support, information and resources. 1-888-494-3888

**BC Mental Health Information Line**: Information on symptoms, causes, treatments, and support groups relating to various mental illnesses. 1-800-661-2121

**BC Bereavement Helpline**: Support of the healing process for individuals experiencing grief and loss. 1-877-779-2223

**Victoria Hospice**: Support of the healing process for individuals experiencing grief and loss. 250-370-8715

**Trans Lifeline**: For transgender people experiencing crisis 1-877-330-6366

: Information and support for you, or a loved one, if you or they are showing concerning substance abuse 1-800-663-1441

**On-Going Support and Counselling Off-Campus**

**Victoria Sexual Assault Center**
Assistance and information for women and trans people about sexual assault and abuse 250-383-3232

**Men’s Trauma Center**
Support for men to heal from the effects of trauma 250-381-6367

**Online Resources for Specific Mental Health Disorders**

Anxiety BC - [https://www.anxietybc.com/](https://www.anxietybc.com/)


Early Psychosis Intervention - [https://www.earlypsychosis.ca/](https://www.earlypsychosis.ca/)

Mood Disorders Association of British Columbia - [http://www.mdabc.net/peer-support-action-groups](http://www.mdabc.net/peer-support-action-groups)
Borderline Personality Disorder (BPD) Society of British Columbia - https://bpdsupportgroup.wordpress.com/

Kelty Eating Disorders - https://keltyeatingdisorders.ca/


NEED2 Services (Suicide Prevention) - https://need2.ca/

Canadian Association for Suicide Prevention - https://www.suicideprevention.ca/

Online Resources for Mental Health Information and Support

Mind Your Mind - https://mindyourmind.ca/

Mind Check - https://foundrybc.ca/

Here to Help - http://www.herehelp.bc.ca/

Canadian Alliance on Mental Illness and Mental Health - http://www.camimh.ca/

Capital Mental Health Association - http://www.miravictoria.ca/

Other Helpful Resources


Information and advice regarding poisoning: Poison Control Center (1-800-567-8911) http://www.dpic.org/

Professional Development Resources

Speaker’s Bureau
Website - https://www.uvic.ca/communications/speakersbureau/index.php
E-mail: speakers@uvic.ca

Vancouver Island Regional Science Fair - http://web.uvic.ca/~virsf/index.php
E-mail: rmmarx@uvic.ca

MITACS - https://step.mitacs.ca/en
Centre for Biomedical Research (CBR) - http://cbr.uvic.ca/

Let’s Talk Science (LTS) - http://outreach.letstalkscience.ca/uvic

**Relevant Policies at the University of Victoria**

FGS Graduate Supervision Policy:
https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf

Human rights, equity and fairness:
https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0200_1105_.pdf

Discrimination and Harassment:
https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf

Sexualized Violence Prevention and Response Policy:
https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf
APPENDIX I – Forms

PDFs of the forms in this section can be accessed individually from the NGP website.

https://www.uvic.ca/medsci/students/program-guidelines/index.php

This appendix contains the following forms:

- Code of Conduct
- Student-Supervisor Guide
- Progress Report Form
- Candidacy Exam Form
Code of Conduct

All members of the NGP are held to a high standard of professional, respectful and inclusive behaviour. All members of our community have a responsibility to uphold these values and those of the University of Victoria and Faculty of Graduate Studies for the duration of their involvement in the program. This code of conduct must be reviewed by the student and their supervisor(s) upon entry in the program.

Academic Integrity and Professionalism

As an intellectual community, the University of Victoria requires its members (students, staff, and employees) to be committed to, and to adhere to, the ethical values of honesty, trust, fairness, respect, and responsibility that constitute academic integrity in all activities related to learning, teaching, research and service.

- The student and the supervisor will conduct research in an honest manner, fostering an environment of academic freedom, integrity, accountability, public trust, and in a manner free from (undeclared) conflict of interest (GSP 1.1).

- The student and the supervisor will identify appropriately (including through co-authorship) the contributions of all persons who make an intellectual or otherwise substantive contribution, to publications, conference presentations, exhibitions, or other disseminations of scholarly works in a manner appropriate for the field (GSP 1.5).

- The student and the supervisor recognize that the falsification of data and research results, as well as multiple submissions of graded work, are serious offenses that violate academic integrity and will incur the appropriate penalties as determined by the program Dean (FGS Calendar Pages 37-38).

- The student and the supervisor will acknowledge in all publications and presentations the sources of fellowships, grants, and awards that supported the research (GSP 1.6).

- The student and the supervisor recognize that, prior to undertaking research in their program, the student must receive the appropriate approvals from the Office of Research Services. Where appropriate their research must be approved by the Human Research Ethics Committee, the Animal Care Committee and the Biosafety Committee (GSP 7.5).
Familiarity with Relevant Policies and Regulations

- The student and the supervisor have read, and are familiar with, University of Victoria (UVic), Faculty of Graduate Studies (FGS), Neuroscience Graduate Program (NGP), and Agency policies.

- The student and the supervisor will observe UVic regulations as given in Senate and Board of Governors policies and highlighted in this document and the FGS Calendar including, but not limited to, the UVic policies on Sexualized Violence and Indigenous Plan (GSP 1.9).

- The student and supervisor have read, and will observe, the rules and procedures of the NGP Handbook.

Workplace Etiquette and Recognition of Ethics, Equity, and Diversity

- The University of Victoria is committed to providing a healthy, safe, and respectful environment for work and study. It is the responsibility of all members of the campus community not to engage in Bullying and Harassment, to report any Bullying and Harassment they observe or experience, and to comply with University of Victoria and WorkSafeBC policies and procedures on Bullying and Harassment. Discrimination and Harassment are prohibited at the University of Victoria, and all members of the University Community have the right to work, study and participate in activities at the university in an environment free of Discrimination and Harassment (UVic Policy GV0205).

- Students and supervisors will respectfully treat all members of the university community (within the lab and the university campus as a whole) regardless of their race, colour, ancestry, place of origin, political beliefs, religion, marital status, family status, physical or mental disability, sex (including gender identity), sexual orientation, age or conviction for a criminal offence that is unrelated to the employment or intended employment (Prohibited Grounds of Discrimination, UVic Policy GV0205, Section 2.01). They are also both aware of, and understand, actions and behaviours that may constitute, result in, or be classified as infringing on Prohibited Grounds of Discrimination (UVic Policy GV0205, Section 3.01), Sexual Harassment (Section 3.02), and Personal Harassment (Section 3.03).

- The student will be thoughtful and reasonably frugal using resources provided by the supervisor and the university, and will assist in obtaining additional resources for research where applicable, appropriate, and possible (GSP 9.13)

- The student and the supervisor will maintain a workplace that is tidy, safe, and healthy (GSP 9.14).

- Under the guideline of Professionalism in the Graduate Supervision Policy, whenever possible and appropriate, students and faculty members will deal directly with the individuals involved when conflict arises. If the situation cannot be resolved, due process will be followed according to the chain of
command noted in the GSP (GSP Section 1.8 & 3.1).

- The student and the supervisor recognize that it is a requirement of university employees to report workplace bullying or harassment that they experience or observe other university employees experiencing (UVic Policy GV0205, Section 25).

- The student and the supervisor recognize that it is the responsibility of individuals with supervisory roles to educate themselves and those in their unit with respect to human rights and workplace bullying and harassment (UVic Policy GV0205, Section 26). It is also their responsibility to address promptly, confidentially, and fairly, complaints of workplace bullying and harassment from those within their jurisdiction and to seek advice from EQHR, or their superior, to do so (UVic Policy GV0205, Section 26).

- The student and the supervisor recognize that they have the right to accommodation of religious observance, and are permitted to absent themselves from classes, seminars, or workshops for the purposes of religious or spiritual observation of Holy Days (FGS Calendar Page 37). A period of notice is recommended.

- The student and the supervisor are aware that individuals from different cultural backgrounds may have different expectations in the supervisory relationship, and that these should be discussed. When Indigenous students are involved seek university-sponsored training such as Indigenous Cultural Acumen Training (ICAT) (GSP 4.5-4.6).

- The student will attend the EQHR Workshop on Discrimination and Harassment within 3 months of entry into the program, which the supervisor is recommended to have completed.

For Students

☐ The student acknowledges that it is their fundamental obligation to remain in contact with their academic unit and supervisor(s), to meet with their supervisor(s) in accordance with policies outlined in the FGS Calendar and NGP Handbook and to respond in a timely, complete and respectful manner to reasonable and appropriate requests from the supervisor for information and progress on academic and scholarly matters (GSP 2.3)

☐ The student is responsible for ensuring that they are registered in the appropriate courses (following consultation with their supervisor(s) and committee) and that their tuition fees are paid on time (FGS Calendar Page 51).

☐ The student is responsible for initiating annual committee meetings and required examinations in conjunction with the Graduate Program Administrator.

☐ The student will maintain a detailed, organized, and accurate lab notebook and understands that data generated in the lab is property of the lab, and that all data and lab books must remain in the lab after completion of the degree in an accessible and organized state (GSP 9.16).
□ The student will show dedicated efforts to gain the background knowledge and skills needed to pursue and complete the research project successfully (GSP 9.5).

□ The student will accept objectively, and respond professionally, to the advice and criticisms received from the supervisor and other members of the supervisory committee regarding the project (GSP 9.11).

□ The student will apply, if eligible, as appropriate, and if available, for any internal and external stipends, scholarships, and awards (GSP 9.20).

For Supervisors

□ The supervisor acknowledges that it is their fundamental obligation to meet with the student in accordance with their academic unit, NGP, and FGS policy requirements, and to be accountable for timely, complete, and respectful communication with the student on all academic and scholarly matters (GSP 2.1).

□ To work within the academic unit's Candidacy structure and with the academic unit's Graduate Advisor and/or Graduate Program Administrator in initiating the steps required to conduct the student’s Candidacy examination(s) (GSP 7.11).

□ The supervisor is aware of, and will help the student comply with, all institutional policies and program timelines outlined in, but not limited to, the FGS Calendar, NGP Handbook, and GSP.

□ The supervisor will meet in confidence with any student about whom there is a concern, and acknowledges that the student has a right to meet either privately or in the presence of an advocate of their choice (GSP 6.8)

□ The supervisor is responsible for being knowledgeable regarding protocols and resources involved in the UVic Mental Health Initiatives (GSP 6.10) and in assessing and complying with academic and research accommodations for students with disabilities (GSP 6.9-6.10).

□ The supervisor will assist the student in requesting extensions from FGS, provide information on external scholarships and awards, and disseminate information about university and NGP policies and procedures (GSP 6.11).
Institutional Policies Regarding Student Funding and Stipend

- Faculty of Graduate Studies (FGS) recognizes that academic units have different funding policies and that any long-term commitment to students will be subject to the availability of funds (GSP 5.10).

- The NGP Handbook and NGP policy outlines whether students are entitled to funding, the minimum funding level that is to be provided, the duration and source(s) of funding, and whether/how that funding is renewable (GSP 5.10).

- No changes to the student’s stipend may be made without written justification provided a minimum of 30 business days in advance (GSP 7.13).

- All students will apply, if eligible, as appropriate, and if available, for any internal and external stipends, scholarships, and awards (GSP 9.20).
Student – Supervisor Guide

Overview and Instructions

This guide provides a framework for developing and defining the student-supervisor relationship; it is divided into two parts:

Part I: Framework for Establishing a Successful Student-Supervisor Partnership
Part II: Framework for Financial Support

Purpose: This student-supervisor guide is designed to provide a framework for discussing and developing clear expectations in areas such as communication, work habits, and financial support for graduate students. Clear expectations between the supervisor and student will help to facilitate the student’s successful completion of the program requirements.

Process: Both parts of this guide should be reviewed and discussed during a meeting with the student and supervisor at the start of graduate school after which it is to be reviewed annually or as required due to changing circumstances – in particular finances. Depending on the stage of graduate career, not all portions of the guideline will be relevant at a given time. Please be as specific as possible in your discussion so that expectations are clear for both the student and supervisor.

After the guideline forms have been signed by the student and supervisor they must be submitted to the Graduate Advisor or the designated alternate. Once the Grad Advisor (or the designated alternate) has signed the agreement, three copies of the form will be made; the original form is kept in the student’s file which is maintained by the Graduate Program Administrator and the remaining copies are provide to the student and the supervisor for their records.

If consensus cannot be reached between the student and supervisor, written documentation describing the issue should be submitted to the Graduate Advisor or designated alternate, who will then follow up with both parties.

Note: It is mandatory for students and supervisors to read the following:

- NGP Code of Conduct;
- NGP Handbook; and
- Graduate Supervision Policy (GSP).

The student should discuss with their supervisor any information in these documents that is unclear (GSP 1.9).
Part I: Framework for Establishing a Successful Student-Supervisor Partnership

Graduate school is both challenging and very rewarding. It is important to acknowledge that there is a major transition from undergraduate work - which is highly structured and prescriptive - to graduate work. Graduate work is highly flexible; requires initiative, self-motivation, self-organization; as well as the gradual development of independent direction and thought, in consultation with a supervisor. There is no manual for success; however, the challenges of graduate school are best managed when students and supervisors are open and honest with one another and communicate clearly and on a regular basis.

To facilitate communication and clarify expectations, the supervisor and the student will discuss the following points as applicable to the student’s stage in the program:

- **Project development** - Projects must be developed in consultation with the supervisor. As graduate thesis/dissertation work is supported by operating grants to the supervisor, the focus of the thesis work stems directly from the focus of the lab. Project development discussions can include: background information, relevant literature, preliminary data, working models and hypotheses, potential aims, as well as short and long term experimental goals.

- **Student-supervisor meetings** - This can include: the type (group lab meeting, one-on-one etc.), frequency (once a week, once a month etc.) and meeting expectations (data updates, level of preparedness, etc.).

- **Supervisory committee make-up** - The supervisor and student will collaborate to form a supervisory committee which considers the project and the relevant expertise of potential committee members. There should be an element of arm’s length relationship among the committee’s membership and the primary supervisor. The first supervisory meeting should take place within the first semester of entry into the program.

- **Course work** - When choosing courses, the student should consider both the program’s course requirements as well as how a course’s content aligns with the project and experimental goals. Course choices must be discussed with the supervisor and approved by the supervisory committee.

- **Expectations for work hours** - The student and supervisor should come to an initial agreement on the student’s typical working hours/schedule; typically this would constitute a full-time level of commitment. This information is important as the supervisor might want to ensure that the student is in the lab during their typical working hours so that they can be available to help the student. It is important to understand the expectations of the experiments and the field of research they are undertaking. Students should be aware that on occasion their experiments may require them, within reason, to work outside of their pre-determined working hours.
Goal setting, productivity, time-management - It is important to differentiate between “busy” vs “productive”. Recognize that being in the lab for long hours does not necessarily equate to adequate progress; this is an especially important distinction to understand when a student is enrolled in courses and managing experiments in parallel.

Communication and honesty - Students should keep their supervisor informed if they don’t feel they are progressing well or if their goals/workload feels unmanageable. In a respectful manner, the supervisor should provide the student with constructive and descriptive feedback on their progress.

Providing feedback – Review the expectations regarding the maximum amount of time allocated for the supervisor to return comments on a thesis, dissertation or research proposal. The maximum time allotted cannot exceed 20 business days without extenuating circumstances (GSP 5.9).

Scientific integrity - It is of the utmost importance that students understand scientific integrity as documented in the Neuroscience Graduate Handbook and Code of Conduct. Student review of the preceding documents is mandatory.

Time off - Graduate students are entitled to a minimum of 10 working days of vacation per year, not including weekends, statutory holidays, or university closure days (FGS Calendar pg. 39). The student should provide advance notice pertaining to their intention to take vacation days or leaves of absence, as set out in the FGS Calendar (GSP 9.18). If a student requires additional time off they must speak to their supervisor.

Writing/study for special degree requirements - Define the expectations for the amount of time that a student can be away from the lab/research to write their thesis/dissertation/candidacy exam.

Signatures:

__________________________________________  ______________________________________
Student (please print)                           Student Signature

__________________________________________  ______________________________________
Supervisor (please print)                       Supervisor Signature

__________________________________________  ______________________________________
Grad Advisor/designated alternate (please print) Grad Advisor/designated alternate

________________ __________
(y/m/d)

Note: This form must be reviewed and updated at a minimum of once per year or more frequently as required by changing circumstances.
Part II: Framework for Financial Support

Graduate Student Stipend

As per the GSP (5.10), the supervisor(s) must identify the student’s annual stipend amount, its duration, general source(s), and whether/how it is renewable.

☐ **Minimum amount** - A stipend of $20,000 per year is guaranteed to graduate students. Students can expect that the precise sources of funding will often change due to changes in resources (e.g. grants from different funding bodies starting and ending, award announcements, etc.), however, the overall general funding sources should be identified (i.e. grant, scholarship, TA).

As per FGS policy, a month’s written notice is required to restructure, reduce or withdraw financial support from a student (e.g. requirement of TA ship to meet the minimum amount) (GSP 7.13); these changes should be discussed openly and be agreed upon. All funding information will be provided to the student from the student’s home department.

☐ **Duration** - The minimum stipend is guaranteed for 2 years for a Master’s program and 4 years for a PhD program. Financial support beyond the timeframes noted above depends on the ability of a supervisor to support a student or on pre-existing scholarships and awards. If a student is graduating or approaching the end of the 2 or 4 year timeframes described above, they should initiate a discussion with their supervisor, well in advance, regarding a possible extension of funding.

Presentations at Scientific Conferences – Guidelines

A student should discuss/review with their supervisor the following prior to submitting an abstract or registering for a conference:

☐ the details of the conference in order to determine if attendance/abstract submission is appropriate;
☐ that all co-authors are informed and provide written approval for abstract submission. If the co-author is a student who has graduated, please speak to your supervisor regarding the process for obtaining approval; and
☐ if financial support is being provided, the amount of the agreed-upon financial support is documented in writing (email).

Students are expected to apply for travel awards/grants from their home department, from the Faculty of Graduate Studies and other available sources to offset the costs incurred during travel to conferences.
Signatures:

__________________________________________
Student (please print)                              Student Signature

__________________________________________
Supervisor (please print)                           Supervisor Signature

__________________________________________
Grad Advisor/designated alternate (please print)    Grad Advisor/designated alternate

__________________________________________
(y/m/d)

Note: This form must be reviewed and updated at a minimum of once per year or more frequently as required by changing circumstances.
Supervisory Committee’s Student Progress Report

_Students: Complete the first page of this form and bring to your committee meeting_

Student Name: _________________________                      V#: __________________

Program Start Date: _____________________                    Degree Sought: _________

Current Meeting Date: _________________   Previous Meeting Date: ______________

Scholarly Contributions:

<table>
<thead>
<tr>
<th></th>
<th>Total #</th>
<th># First author</th>
<th>Comments</th>
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<tr>
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<tr>
<td>Presentations</td>
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Other Measures of Progress (see Instructions): ______________________________

________________________________________

________________________________________

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Short-term objectives (to be completed within ~3-6 months)
Long-term objectives (to be completed within 6-12 months)

<table>
<thead>
<tr>
<th>Progress Recommendations:</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Transfer to PhD Program</td>
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<tr>
<td>Proceed to Candidacy Exam</td>
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<tr>
<td>Approval of Requested Elective</td>
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<tr>
<td>Coursework Complete</td>
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<tr>
<td>Write Thesis</td>
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Elective Permission Requested: __________________________________________

Evaluation of Progress (check one; see definitions below):

- [ ] Excellent
- [ ] Good
- [ ] Needs Improvement
- [ ] Unsatisfactory

<table>
<thead>
<tr>
<th>Excellent</th>
<th>The student has met/exceeded all expectations and made exceptional progress on identified experimental timeline</th>
</tr>
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<tbody>
<tr>
<td>Good</td>
<td>The student has met most expectations and has made significant progress on the identified experimental timeline</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>The student has met some but struggles to meet most expectations and experimental progress is below what is reasonably expected</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>The student has not met expectations and/or the student has committed a serious Code of Conduct violation. Should such a violation arise, a student may be expelled from the program.</td>
</tr>
</tbody>
</table>
In the case of an unsatisfactory assessment the committee must specify a desired time for the next meeting. Two sequential unsatisfactory assessments are sufficient grounds for removal from program.

By signing this document, the student and committee members acknowledge that the experimental plan and timeline should proceed as stated. Progress being made towards these ends will be assessed at the next committee meeting.

Signatures

_______________________________        _______________________________
Committee Member     Committee Member

_______________________________       _______________________________
Committee Member     Committee Member

_______________________________
Student

If any committee member is absent from the meeting described above this form must be circulated and any concerns regarding the experimental plan should be made within 10 business days of receipt.

Note: If progress is deemed unsatisfactory this report must be forwarded to the Graduate Advisor for assessment and signature below.

_______________________________       _______________________________
Graduate Advisor      Date
Candidacy Exam Form

Guiding Questions

Part 1 – Presentation of Written Proposal:

1. Does the student show the ability to speak clearly, concisely and to convey ideas and concepts in a coherent manner?
2. Was the presentation well organized?
3. Was the quality of the overhead/slides adequate?

The student’s preparation to undertake the proposed research and to successfully complete the dissertation will be evaluated in two parts:

Part 2 - Oral Examination of Proposed Dissertation Research

Knowledge specific to the proposed experimental work:

1. Does the student demonstrate knowledge of the fundamental neuroscience concepts that are specific to the proposal?
2. Does the student demonstrate a thorough understanding of the technical aspects of the proposed experiments and their possible limitations?
3. Can the student relate the proposed research to the field as a whole and show how the research questions or hypotheses address critical areas of the field?
4. Can the student defend the choice of experiments as appropriate to address their research question or hypotheses?

Part 3 - Oral Examination of General knowledge

Knowledge of assigned neuroscience subject areas:

1. Does the student demonstrate competency to understand, and to effectively communicate their understanding of fundamental neuroscience concepts as they relate to the subject areas that were assigned by the examining committee prior to the candidacy examination.
Neuroscience Graduate Program PhD Candidacy Exam Chair’s Report Form

Ph.D. Candidate: __________________________

Supervisor(s): __________________________

1. Written Proposal *(Please circle)*  PASS  FAIL

If “FAIL”, provide detailed comments indicating rationale for the grade assigned below.

2. Oral Exam of Written Proposal *(Please circle)*  PASS  FAIL

If “FAIL”, provide detailed comments indicating rationale for the grade assigned below.

3. Oral Exam of General Knowledge *(Please circle)*  PASS  FAIL

If “FAIL”, provide detailed comments indicating rationale for the grade assigned below.

Candidacy Exam Committee:

<table>
<thead>
<tr>
<th>Member #1:</th>
<th>(print name)</th>
<th>(signature)</th>
<th>External to supervisory committee</th>
<th>External to supervisor’s department</th>
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<th>(signature)</th>
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<th>(signature)</th>
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Chair: __________________________  __________________________  Date: __________________________

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