**Cover Photo:** Cortical pyramidal cell from layer V obtained from a rat brain and stained with Dil.

*Juan Trivino-Paredes, PhD student, Christie Laboratory 2018*

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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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 interdisciplinary 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 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; offering both MSc and PhD degree programs) is to produce well-trained and fundamentally sound neuroscientists within a multi-disciplinary environment that fosters crosstalk and collaboration. The multi-disciplinary approach of the program reflects the future of neuroscience research and allows students to develop a diversity of skills and engage in collaborative work across campus and in our community. As such, the program hosts faculty across the Division of Medical Sciences (DMSC), the Departments of Biology (BIOL), Psychology (PSYC), Exercise Science, Physical and Health Education (EPHE), and Mechanical Engineering (MEng)*. The program draws top-tier graduate students from Canada and abroad who continue to thrive in the program (and beyond) 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 including policies and procedures for program administration. Its formation was headed by the Academic Head of the Division of Medical Sciences, with faculty, staff and student consultation. All students are provided with a copy of this handbook upon entry to the program and it should 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 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>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervisor</strong></td>
<td></td>
<td>The person who acts as the student’s principal advisor on all matters pertaining to the graduate program as outlined in this document and the UVic official calendar.</td>
</tr>
<tr>
<td><strong>Co-Supervisor</strong></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><strong>Supervisory Committee</strong></td>
<td></td>
<td>This committee is responsible for guiding the research and academic progress of the student.</td>
</tr>
<tr>
<td><strong>Graduate Program Administrator</strong></td>
<td>TBA</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><strong>Graduate Advisor</strong></td>
<td>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><strong>Neuroscience Graduate Committee (NGC)</strong></td>
<td></td>
<td>This committee is composed of regular faculty members from across PSYC, 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><strong>NGC Student Representative</strong></td>
<td></td>
<td>A graduate student who represents graduate students on the NGC. 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</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Head of Academic Unit</td>
<td>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 Studies 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 but may take additional time (see Unit Funding information). 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. The minimum stipend is guaranteed for 2 years however, financial support beyond this time depends on the ability for the supervisor to support the student or existing scholarships and awards. Students should discuss this topic with their supervisor upon entry into the program and following completion of the first year of studies. Agreement on 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 3rd (and subsequent) year begins, indicating the annual stipend and the term for which this stipend will be provided (Student-Supervisor Memorandum of Understanding Part II: Finances). In order to extend the graduate program beyond 5 years an extension request with good rationale must be completed. See the FGS policy or the Graduate Program Administrator for more information about this procedure.

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 2018-2019 Calendar is available here: https://web.uvic.ca/calendar2018-09/grad/index.html

Required coursework: see Course Requirements section below

Example Timeline of Major Program Requirements for MSc Program

<table>
<thead>
<tr>
<th></th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1</td>
<td>NRSC 500 + NRSC 501 + NRSC 595 until 1st Committee Meeting</td>
<td>NRSC 500 + NRSC 501 + NRSC 599 + Elective*</td>
<td>NRSC 599 + 2nd Committee Meeting** + Elective*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y2</td>
<td>NRSC 502 + NRSC 599 + Elective*</td>
<td>NRSC 502 + NRSC 599 + 3rd Committee Meeting + Elective*</td>
<td>NRSC 599 until completion of thesis &amp; oral defense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Note: All MSc students must be perpetually enrolled in either NRSC 595 or NRSC 599. Until completion of the first committee meeting students must be enrolled in NRSC 595. Following the first committee meeting students must be enrolled in NRSC 599 until the end of their degree.

* Electives may be taken at any time during first or second year
** If switching to PhD program this must be approved by the supervisory committee before the 18th month of enrollment.
The PhD program is a research degree that typically requires 4 years of full-time study (see Unit Funding Information). 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. 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 for the supervisor to support the student or 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 on financial support beyond 4 years should be confirmed in writing and signed by both the supervisor and the student indicating the annual stipend and the term(s) for which this stipend will be provided. In order to extend the graduate program beyond 7 years an extension request with clear rationale must be completed. See the FGS policy or the Graduate Program Administrator for more information about this procedure.

Program Extension Form:  

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 that from 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. See the MSc transfer section below.

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 2018-2019 Calendar is available here:  
https://web.uvic.ca/calendar2018-09/grad/index.html

Required coursework: see Course Requirements section below
### Example Timeline of Major Program Requirements for PhD Program

<table>
<thead>
<tr>
<th>Y1</th>
<th>Y2</th>
<th>Y3</th>
<th>Y4</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP</td>
<td>OCT</td>
<td>NOV</td>
<td>DEC</td>
</tr>
<tr>
<td>NRSC 600 + NRSC 601</td>
<td>NRSC 600 + NRSC 601</td>
<td>NRSC 600 + NRSC 601</td>
<td>NRSC 600 + NRSC 601</td>
</tr>
<tr>
<td>NRSC 603 until completion of candidacy + 1st Committee Meeting</td>
<td>NRSC 601 + NRSC 603 + Elective 1*</td>
<td>NRSC 603 + Elective 1*</td>
<td>NRSC 603 + Candidacy Exam</td>
</tr>
<tr>
<td>Y2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSC 602 + NRSC 603 + Elective 1/2* + 2nd Committee Meeting**</td>
<td>NRSC 602 + NRSC 603 + Candidacy Exam</td>
<td>NRSC 603 + Candidacy Exam</td>
<td></td>
</tr>
<tr>
<td>Y3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSC 602 + NRSC 603 + Elective 1/2*</td>
<td>NRSC 602 + NRSC 603 + Elective 1/2* + 3rd Committee Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSC 602 + NRSC 603 + Elective 1/2*</td>
<td>NRSC 602 + NRSC 603 + Elective 1/2* + 4th Committee Meeting</td>
<td>NRSC 603 until completion of thesis and oral defense</td>
<td></td>
</tr>
</tbody>
</table>

Note: All PhD students must be perpetually enrolled in either NRSC 603 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 from their current program to the PhD program in the NGP. This process must be initiated by a discussion first with the academic supervisor(s) then with 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 enrollment bearing in mind that requests initiated after the 18-month mark will not be accepted. 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 through the online Netlink service. 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 for the supervisor to support the student or 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 on financial support beyond 4 years should be confirmed in writing and signed by both the supervisor and the student indicating the annual stipend and the term(s) for which this stipend will be provided.

Example Timeline of Major Program Requirements MSc → PhD Transfer

- **Y1**: NRSC 500 + NRSC 501 + NRSC 595 until 1st Committee Meeting
- **Y2**: NRSC 602 + NRSC 693 until completion of candidacy + Elective 1/2*
- **Y3**: NRSC 602 + NRSC 693 + Candidacy Exam
- **Y4**: NRSC 602 + NRSC 699 + 4th Committee Meeting + Elective 1/2*
- **Y5**: NRSC 602 + NRSC 699 + 5th Committee Meeting + Elective 1/2*

* Electives may be taken at any time during any year of the program
** If switching to PhD program this 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 (see section 8 of the policy) 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 for the student 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
A student can choose to have additional members beyond the minimum requirements stipulated above (in consultation with the Supervisor). 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. Note that in the case of co-supervision of students, it is recommended that a third supervisory member be involved in the supervisory committee. Departmental member positions can also be held by non-departmental members at the discretion of the student in consultation with their supervisor. Depending on the student’s research project and faculty availability, they may, in consultation with their supervisor, elect non-departmental members or members outside of the University of Victoria. It is a common practice to involve faculty outside of the university given its proximity to other campuses and the use of 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 also that 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 for many components of the NGP (See Elective courses, MSc transfer, Candidacy examination, 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 above including arbitration of student-supervisor problems.
3. At least one formal committee meeting must be held annually, however more frequent meetings (e.g. once each in the fall and winter terms) are recommended in order to maintain sufficient progress through the program.
   a) For MSc: In order to maintain good progress in the program, students must hold 2 meetings within their first academic year, with one meeting occurring in each of the first two terms.
4. The **first meeting of the supervisory committee must occur within the first term of entry** into the NGP (see example timelines). Students must complete their first committee meeting in order to enroll in NRSC 599 (for MSc) or NRSC 693 (for PhD). See the Course Requirements section below for more information about enrollment in required courses.

5. Students should complete the first two pages of the formal progress report and circulate this document to their committee members 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 (appendix). See the following section for detailed instructions. 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 hypotheses, 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 (see appendix for form).
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 (N.B: 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. Criteria used to evaluate a student’s progress are detailed below as well as definitions for the different assessments (Excellent, Good, Needs Improvement, Unsatisfactory).

**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 through this documented evidence. The following criteria are evaluated 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 (appendix) 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>Excellent</th>
<th>Good</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student has met/exceeded all expectations and made exceptional progress on identified experimental timeline</td>
<td>The student has met most expectations and has made significant progress on the identified experimental timeline</td>
<td>The student has met some, but struggles to meet most expectations, and experimental progress is below what is reasonably expected</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. All unsatisfactory reports must be reviewed and signed by the Graduate Advisor prior to digitization and filing with the Graduate Program Administrator.

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.

**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 on a formal review of student progress from the Supervisory Committee.

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 (see sections 6.15, 12.3 1nd 12.4 of the Graduate Supervision Policy) and is done in consultation with the supervisor(s), members of the supervisory committee, the Neuroscience graduate council 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.
      ii. 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

Please note that the program is currently undergoing changes regarding course requirements. Please contact the Graduate Advisor if needed. All course descriptions below are derived from the University of Victoria Graduate Studies Calendar for 2017-2018.

MSc

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSC500</td>
<td>3.0</td>
<td>Fundamentals of Neuroscience</td>
</tr>
<tr>
<td>NRSC501A</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience I</td>
</tr>
<tr>
<td>or 501B</td>
<td></td>
<td>or Advanced Topics in Cognitive Neuroscience I</td>
</tr>
<tr>
<td>NRSC502A</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience II</td>
</tr>
<tr>
<td>or 502B</td>
<td></td>
<td>or Advanced Topics in Cognitive Neuroscience II</td>
</tr>
<tr>
<td>NRSC595</td>
<td>1.5</td>
<td>MSc Thesis Preparation</td>
</tr>
<tr>
<td>NRSC599</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>
</tbody>
</table>

PhD

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSC600</td>
<td>3.0</td>
<td>Fundamentals of Neuroscience</td>
</tr>
<tr>
<td>NRSC601A</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience I</td>
</tr>
<tr>
<td>or 601B</td>
<td></td>
<td>or Advanced Topics in Cognitive Neuroscience I</td>
</tr>
<tr>
<td>NRSC 602A</td>
<td>1.5</td>
<td>Advanced Topics in Cellular Neuroscience II</td>
</tr>
<tr>
<td>or 602B</td>
<td></td>
<td>or Advanced Topics in Cognitive Neuroscience II</td>
</tr>
<tr>
<td>NRSC693</td>
<td>3.0</td>
<td>Candidacy Examination</td>
</tr>
<tr>
<td>NRSC699</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>
</tbody>
</table>

Course Descriptions

NRSC 500 Units: 3.0 Fundamentals of Neuroscience Provides graduate students with a foundational basis in neuroscience. Students cover the essentials of neuroscience, and receive comprehensive instruction in cellular, molecular, systems, behavioral and cognitive neuroscience from resident experts. Note: This course is required for all students enrolled in the Neuroscience Graduate Program. This course runs from September to April. Prerequisite(s): Registration in a graduate program.
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 595 Units: 1.5 MSc Thesis Preparation Students will be engaged in preparing a thesis proposal for presentation to their supervisory committee. This course will need to be completed by all MSc students enrolled in the Graduate Program in Neuroscience before having a thesis proposal evaluated by their supervisory committee. **Grading:** INP, COM, N, F.

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. **Prerequisite(s):** • NRSC 595; or • permission of the program. **Grading:** INP, COM, N, F.
NRSC 600 Units: 3.0 Fundamentals of Neuroscience This is a team-taught course that provides graduate students with a foundational basis in neuroscience. Students cover the essentials of neuroscience, and receive comprehensive instruction in cellular, molecular, systems, behavioral and cognitive neuroscience from resident experts. Note: This course is required for all students enrolled in the Neuroscience Graduate Program. This course runs from September to April.

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 (minimum 10 page) on the student’s proposed dissertation research project and an oral exam based on the background material and research components of the proposal. The exam committee will be composed of a chair (current director 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. 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. 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 Program. 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 21 units to fulfill the program requirements. Students possessing a BSc will require 30 units to fulfill the program requirements. **Prerequisite(s):** • NRSC 693; or • permission of the program. **Grading:** INP, COM, N, F.
**List of 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>EPHE 582</td>
<td>Neuromotor Control</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 skillset and knowledge bases 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 enrollment 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:** Complete a small side-project related or unrelated to thesis for publication, learn a new skill or technique and develop a standard operating procedure

**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:** Meet weekly to discuss or present recent publications in a particular research area, write a review paper on a given research topic

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/calendar2018-05/undergrad/info/regulations/academic-integrity.html](https://web.uvic.ca/calendar2018-05/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 ([here](#))

a. Outline course content including the general aims and main topic areas being covered in the course
b. You must indicate the types of evaluation (paper, test, oral presentation, etc.)
c. Assign a weight (percentage) and due date for each item
d. Include a description of expectations for each item (page number, presentation length, depth and breadth of knowledge of topic)
e. Outline the number of contact hours expected by the student and 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).

f. Obtain approval of supervisory committee (via email is acceptable).

g. Signature of course instructor

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>Completion of scheduled experiments, acquisition of technical skills required to reliably collect data independently by end of term</td>
<td></td>
</tr>
<tr>
<td>Final Presentation</td>
<td>25%</td>
<td>One 15-minute presentation outlining introduction, method and experimental results obtained to be presented to the instructor and their laboratory</td>
<td></td>
</tr>
<tr>
<td>Research Paper</td>
<td>50%</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>
<td></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 is available in the University Calendar and can be found at the link below.
https://web.uvic.ca/calendar2018-05/grad/academic-regulations/academic-integrity.html#

This policy 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 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 has been 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 their research must be approved by the Human Research Ethics Committee, the Institutional Animal Care Committee and the Biosafety Committee.

**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. Through this process, 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 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.

1. The candidate’s supervisor is not a participant in the exam and does not normally attend the exam.

2. 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 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 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.

4. Schedule a date for your exam with the help of the Graduate Program Administrator in accordance with the availability of your examiners 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 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 given for each component.
6. The exam may be adjourned if the candidate fails any of the three components of the exam (see section 7 in the case of failing all 3 components): 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 (see below).

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 be transitioned into the MSc program if they and their supervisor agree on this move and petition the Neuroscience Committee to be re-classified as an MSc candidate in the Neuroscience Program. Faculty of Graduate Studies approval for the move 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 the makeup of this 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 that is revisited annually and 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. 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. For more information, follow the link below or contact the Graduate Program Administrator, Graduate Advisor or the scholarships officers in the Faculty of Graduate Studies. 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: schollof@uvic.ca
Kathy McCarthy: fgsaward@uvic.ca
Internal and external awards and scholarships are advertised through emails from the NGP Graduate Program Administrator, Faculty of Graduate Studies, Graduate Advisor and through 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).

Recipients of awards will be notified by email, through digital application submission portals or by post as appropriate according to the granting agency.

**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) that are 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 $15,000 (Master’s) and $18,000 (PhD) to students of high academic standing. These awards are merit-based and should be applied for individually.

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:

**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.

**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.

**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 upon 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 of (non-comprehensive) potential donor awards for which NGP students may be eligible. Read carefully the terms of reference for each award and determine those which apply to you/your work. 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. Biology, DMS, EPHE) will be based upon 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 Greskiv 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 additional criteria can include leadership, volunteerism and employment experience 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 (TAships) 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, TAships are sought from departments surrounding the NGP (e.g. Biology, EPHE) however availability of
appointments to students in the NGP can never be guaranteed. Before applying for a TAship, students are strongly encouraged to consult with their supervisor.

Earnings from TAships 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 TAships are not included in a student’s regular stipend, then a student may still participate in TAships pending permission from their supervisor and 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 TAships:

- It is the student’s responsibility to apply for TAships in a timely manner. If a student fails to apply for a necessary TAship 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 TAships are not included in the regular stipend outlined in their signed expectation document.

Outside Employment

The NGP is a full-time program that 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 VISAs 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 Tuition Income Offset program 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.


For more information about how to pay fees see: https://www.uvic.ca/vpfo/accounting/services/ tuition/index.php

University Calendar regulations regarding tuition and fees: https://web.uvic.ca/calendar2018-09/grad/tuition/index.html

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline for Payment</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

What’s Included in Student Fees

- Graduate Student Society (GSS) Health & Dental Insurance
  - Students may wish to opt out of the health insurance plan, however they must provide proof of other health coverage
  - http://gss.uvic.ca/health-dental/#optout
- U-pass bus pass plan
  - Students may opt out of the bus pass plan under limited circumstances described in the link below
  - [https://gss.uvic.ca/about-gss/services/bus-pass/](https://gss.uvic.ca/about-gss/services/bus-pass/)

- 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 students and faculty of the program. 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 where students have the 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 Kickoff Event

At the beginning of each new academic year in September the NGP hosts an annual kickoff event featuring 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 have included Dr. Massimo Scanziani and Dr. Serena Dudek at previous kickoff events. 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 alike) to join together and share in the academic success of this program.
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/Checklists)

1) Request permission to write from Supervisory Committee
2) Prepare thesis/dissertation
3) Review guidelines for oral exams
4) Establish examination committee with your supervisor(s)
5) Liaise with examination committee to establish a date and time for your oral exam
6) Send thesis/dissertation to exam committee members for their review (cc grad secretary)
7) Upload thesis/dissertation to CourseSpaces before your defense. No changes can be made to document once it has been uploaded to CourseSpaces.
8) Submit 3 forms together to FGS
   a. Request for Oral Exam
   b. Dissertation withholding form
   c. Human Ethics Approval or Waiver form (if applicable)
9) For PhD Students, arrange a time for departmental talk (strongly encouraged)
10) Bring thesis/dissertation approval form to oral exam
11) Apply to graduate
12) Register for UVic Space and Upload Finalized thesis

Thesis & Dissertation Preparation

Please see Faculty of Graduate Studies for guidelines, templates, and other resources: 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 below guidelines 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 the student's 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 should have publications at the time of student's defense, it is strongly encouraged that students have prepared their thesis 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 see:

https://web.uvic.ca/calendar2018-01/grad/examinations.html

**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 any 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 see FGS Guidelines for Oral Examinations, Chair’s and External’s Thesis Guidelines below:


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.

b. 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).

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

d. 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.

The possible results of oral examinations are (See FGS Guidelines):

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.

Refer to FGS Oral Exam guidelines for more detailed information: https://web.uvic.ca/calendar2018-01/grad/examinations.html

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

<table>
<thead>
<tr>
<th>PhD Students</th>
<th>Submit your dissertation to your exam committee members</th>
<th>Minimum of 10 business days time for them to review it</th>
<th>Submit Request for Oral Exam form to FGS by</th>
<th>Mandatory 30-business day waiting period before defense</th>
<th>Defend and work on revisions</th>
<th>Submit your finalized dissertation no later than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 20</td>
<td>Jan. 10</td>
<td>Jan. 12</td>
<td>Jan. 12- Feb. 27</td>
<td>Feb. 28 – Apr. 27</td>
<td>Apr. 29</td>
<td></td>
</tr>
</tbody>
</table>
# MSc Oral Defense Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Establish the Examination Committee with Your Supervisor(s)</td>
<td>Confirm the exam committee structure meets UVic regulations: an Examination Chair (appointed by FGS), your supervisory committee members, plus an external examiner who has had no prior involvement with your supervision. 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. <a href="https://web.uvic.ca/calendar2018-09/grad/examinations.html">https://web.uvic.ca/calendar2018-09/grad/examinations.html</a></td>
</tr>
<tr>
<td>3</td>
<td>Liaise with Your Examination Committee to Establish a Date and Time for Your Oral Exam</td>
<td>Then inform the Graduate Program Administrator (GPA), who will then book a room and send a formal calendar invitation to the exam committee members.</td>
</tr>
<tr>
<td>4</td>
<td>Send Your Thesis to Exam Committee Members for Their Review (cc Grad Administrator)</td>
<td>Allow them a minimum of 10 business days to review it. Then follow up with each member to confirm it is examinable and that they agree to sign your Request for Oral Exam form.</td>
</tr>
<tr>
<td>7</td>
<td>Bring Your Thesis Approval Form to the Oral Exam</td>
<td>Grad Program Administrator (GPA) will email it to you before the exam. Have the examiners sign and date the form, then return it to the GPA. <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf</a></td>
</tr>
<tr>
<td>8</td>
<td>Apply to Graduate</td>
<td><a href="http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreg/index.php">http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreg/index.php</a></td>
</tr>
</tbody>
</table>

**9. After your oral exam, once all revisions have been made and your exam committee has approved your thesis, convert the final document to PDF. Deadline: last business day of the term you held your oral exam.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline for Graduation Application</th>
<th>Convocation Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Nov. 15</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Winter</td>
<td>Feb. 15</td>
<td>Spring (June)</td>
</tr>
<tr>
<td>Summer</td>
<td>Jul. 15</td>
<td>Fall (Nov.)</td>
</tr>
</tbody>
</table>

*NB: There is a mandatory 20-business day waiting period after submitting your ROE form. Oral exam can’t be held until after this.*
PhD Oral Defense Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REVIEW THE GUIDELINES FOR ORAL EXAMS</td>
<td><a href="https://web.uvic.ca/calendar2018-09/grad/examinations.html">https://web.uvic.ca/calendar2018-09/grad/examinations.html</a></td>
</tr>
<tr>
<td>2</td>
<td>ESTABLISH THE EXAMINATION COMMITTEE WITH YOUR SUPERVISOR/S</td>
<td>Confirm the committee structure meets UVic regulations: an Examination Chair (appointed by FGS), your supervisory committee members, and at least one other examiner from outside UVic. <a href="https://web.uvic.ca/calendar2018-09/grad/examinations.html">https://web.uvic.ca/calendar2018-09/grad/examinations.html</a> Your supervisor must arrange for an external examiner to be on this committee. They must submit a Confirmation of Arm's Length Status Form and the external examiner's CV to the Faculty of Graduate Studies for approval. <a href="http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ExternalExaminerstatus12.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ExternalExaminerstatus12.pdf</a> Guidelines for the appointment of external examiners for UVic doctoral candidates <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/PhDExtExamGuide.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/PhDExtExamGuide.pdf</a></td>
</tr>
<tr>
<td>3</td>
<td>LUASE WITH YOUR EXAMINATION COMMITTEE TO ESTABLISH A DATE AND TIME FOR YOUR ORAL EXAM</td>
<td>Then inform the Graduate Program Administrator (GPA) of this info, who will book a room and send a formal invitation to the exam committee members.</td>
</tr>
<tr>
<td>4</td>
<td>SEND YOUR DISSERTATION TO EXAM COMMITTEE MEMBERS FOR THEIR REVIEW (cc GRAD SEC)</td>
<td>Allow them a minimum of 10 business days to review it. Then follow up with each to confirm that they agree it is examinable and they agree to sign your Request for Oral Exam form. <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf</a></td>
</tr>
<tr>
<td>5</td>
<td>UPLOAD YOUR DISSERTATION TO COURSESPLAYES before your defense. The course is GS 69.</td>
<td>*No changes can be made to your document after uploading to CourseSpaces <a href="https://www.uvic.ca/cas/login?service=http%3A%2F%2Fcoursesplayes.uvic.ca%2Flogin%2Findex.php">https://www.uvic.ca/cas/login?service=http%3A%2F%2Fcoursesplayes.uvic.ca%2Flogin%2Findex.php</a> Date dissertation distributed to exam committee: ________</td>
</tr>
<tr>
<td>6</td>
<td>SUBMIT THESE 3 FORMS TOGETHER TO FGS</td>
<td>Request for Oral Examination form: <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf">http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20-%20Doctoral.pdf</a> Dissertation Witholding form: <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Withholdingform.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Withholdingform.pdf</a> Human Ethics Approval or Waiver form (if applicable): <a href="http://www.uvic.ca/research/conduct/home/regapproval/humanethics/">http://www.uvic.ca/research/conduct/home/regapproval/humanethics/</a> *NB: There is a mandatory 30-business day waiting period after submitting your ROE form. Oral exam can’t be held until after this.</td>
</tr>
<tr>
<td>7</td>
<td>BRING YOUR DISSERTATION APPROVAL FORM TO THE ORAL EXAM</td>
<td>Grad Program Administrator (GPA) will email it to you before the exam. Have the examiners sign and date the form, then return it to the GPA. <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/ThesisApproval.pdf</a></td>
</tr>
<tr>
<td>8</td>
<td>APPLY TO GRADUATE</td>
<td><a href="http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php">http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php</a> Term you hold your oral exam in/final registration/graduation application/convocation ceremony:</td>
</tr>
<tr>
<td>9</td>
<td>REGISTER FOR UVCISPACE &amp; UPLOAD YOUR FINALIZED DISSERTATION</td>
<td>Review dissertation format requirements in advance: <a href="https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/Thesis%20Format%20checklist%20and%20sample%20pages%20-%20UVic%202016.pdf">https://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/Thesis%20Format%20checklist%20and%20sample%20pages%20-%20UVic%202016.pdf</a> After your defense, once all revisions have been made and your exam committee has approved your dissertation, convert the final document to PDF. Deadline: last business day of the term you held your oral exam. <a href="http://libguides.uvic.ca/c.php?g=256796&amp;p=1715173">http://libguides.uvic.ca/c.php?g=256796&amp;p=1715173</a></td>
</tr>
</tbody>
</table>

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Dates & Deadlines for Graduation

Please see below for most recent requirements and deadlines:
https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/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>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
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</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.

CPFA (Completion Postponement Fee Adjustment (CPFA))

Students who have defended their project, thesis or dissertation within the first 15 days of a term may be eligible for the Completion Postponement Fee Adjustment ($250 in lieu of a full tuition fee payment). Students must be registered in the term in which the defense takes place, and have paid their minimum program fee instalments prior to that term. Final documents must be received by the Graduation Admission and Records Office by the final business day of the month.

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

- Register in your thesis/dissertation course for the new term (full tuition will be assessed)
- Defend your thesis on or before the 15th of the first month of the new term
Submit everything to GARO by the last day of the first month of the new term: January 31, May 31, September 30
GARO will adjust your tuition from the regular fee assessment to the reduced CPFA amount. See the graduate calendar for details: CPFA
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 (see below).

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:

1. Workplace hazardous materials information system (WHMIS)  
   https://www.uvic.ca/ohse/training/whmis/index.php

2. Laboratory Safety  

3. Biosafety Training  
   https://www.uvic.ca/ohse/training/research-safety/biosafety/index.php#acc-biosafety-course

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) that 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.

Human Research Ethics Board:
https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php

Please note that in the Division of Medical Sciences the Research Operations Manager can assist students in arranging their training modules.
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.

This code of conduct must be reviewed by the student and their supervisor(s) upon entry in the program, and the code itself is available in the appendix of the 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 that are described in the appendix of this handbook in addition to being 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 if available through the Discrimination and Harassment Policy (GV0205).

Policy: https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf

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 Council, 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.

For a brief overview of their services, please visit https://www.uvic.ca/equity/

Discrimination and Harassment Policy (GV0205)

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

1) Discrimination and Harassment Policy: Overview
2) Discrimination and Harassment Policy: Formal Complaint Process Flow Chart
3) Discrimination and Harassment Policy: Step by Step Guide to the Formal Complaint Process

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.
Sexualized Violence Prevention Policy

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
3) Sexualized Violence Prevention and Response Policy: Consent and Respect

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 Teaching Centre (LTC)**

The LTC 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 LTC offers the Learning and Teaching in Higher Education certificate (LATHE) for a competitive edge on your academic CV. LTS also offers intensive workshops to improve academic English skills for those whose first language is not English.

Website: https://www.uvic.ca/learningandteaching/
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/](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/](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 studying 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](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/
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 Line: 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

BC Alcohol and Drug Referral Service: 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/

BC Schizophrenia Society
http://www.bcss.org/

Early Psychosis Intervention
https://www.earlypsychosis.ca/

Mood Disorders Association of British Columbia
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/

Addictions Help Guide
https://www.helpguide.org/home-pages/addictions.htm
Depression Hurts

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.here2help.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

Addressing mental health stigma: Stigma Free Zone
https://stigmafreezone.com/help-resources-british-columbia/

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

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
E-mail: rmmarx@uvic.ca

**MITACS**
Website: [https://step.mitacs.ca/en](https://step.mitacs.ca/en)

**Centre for Biomedical Research (CBR)**
Website: [http://cbr.uvic.ca/](http://cbr.uvic.ca/)

**Let’s Talk Science (LTS)**
Website: [http://outreach.letstalkscience.ca/uvic](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](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](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](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](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 however they have important information regarding program procedures and policies.

https://www.uvic.ca/medsci/students/neuroscience/index.php

This appendix contains the following forms:

- Code of Conduct
- Student-Supervisor Agreement
- Progress Report Form
- Candidacy Exam Form
University of Victoria 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.
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).
University of Victoria Neuroscience Graduate Program
Student – Supervisor Agreement

**Purpose:** The student-supervisor agreement is designed to guide a discussion on work expectations and financial support for students. An understanding of, and adherence to, this agreement will help to specify the roles of each party and help to establish and maintain open lines of communication along with providing a positive mentoring relationship between the supervisor and the student.

**Procedure:** Upon entry into the program students and their supervisor(s) must discuss and fill out both parts of this form in order to outline roles and expectations for the duration of the supervisory relationship. Both parts of this agreement may be revisited at any time by the student or supervisor(s) however Part II must be reviewed and revised on a regular schedule once at the beginning of each semester (within 2 weeks of the official start of classes for each term – refer to the University Calendar for specific dates) as financial obligations (scholarships, awards & grants) are subject to change.

The completed form is to be submitted to the Graduate Advisor. Three copies of the form will be made; one will be kept in the student’s file with the Graduate Program Administrator, the others will be provided to the student and the supervisor for their records.

Not all questions are relevant to each student depending on the stage of their graduate career. Please answer all questions that are applicable to this student’s degree (include “N/A” for any non-applicable sections). Please be as specific in your discussion as possible so that the expectations are clear for both parties. This agreement is to be completed by both the student and the supervisor together. If consensus cannot be met between the student and supervisor, please document the discrepancy and submit to the Graduate Advisor (or alternate designate), who will follow up with both parties.

**Part I: Laboratory-Specific Expectations**

**Part II: Finances**

*Failure of either the student or the supervisor to adhere to the agreements established in this document will be recorded by either party and provided to the Graduate Advisor or alternate designate. The Graduate Advisor, or alternate designate, will make a determination with respect to the appropriate action required, in accordance with relevant policies, and will follow up with both parties for mediation and resolution of the documented incident.*
PART I: LABORATORY-SPECIFIC EXPECTATIONS

The student and supervisor(s) should discuss and check off the items listed below. Doing so ensures clear communication and the basic expectations of the supervisory relationship.

☐ The student and supervisor have read, discussed, understood and will abide by the policies and expectations specified in the **NGP Code of Conduct, NGP Handbook and Graduate Supervision Policy**.

☐ The student and supervisor will meet on a regular basis (frequency has been discussed).

☐ The supervisor will be provided updates of the student’s progress and the results of experiments (frequency has been discussed).

☐ The student and the supervisor will work together to develop a project.

☐ The student and the supervisor will select a committee together (*GSP 2.1*) within **3 months** of starting the program, subsequent supervisory committee meetings should occur **at least annually** thereafter.
  - **Note:** this meeting **must occur within the first term of entry into the program** (*NGP Handbook*).

☐ The student will attend, and participate in, regular lab meetings.

☐ Expectations for **average work hrs/week** and/or **recommended daily work hrs** have been outlined and agreed upon.

☐ The composition of work hours has been discussed. The table below outlines examples of potential work hour tasks to be discussed.

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thesis Laboratory Work</strong></td>
</tr>
<tr>
<td><em>(including but not limited to experiments, and lab duties)</em></td>
</tr>
<tr>
<td><strong>Coursework</strong></td>
</tr>
<tr>
<td><em>(including but not limited to attending classes and seminars, studying)</em></td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td><em>(including but not limited to TAships, non-thesis laboratory work, colony management, mentorship of students, technician training, award applications, other measures of student success as described in the NGP Handbook)</em></td>
</tr>
</tbody>
</table>

☐ Planned vacation days: ______________________
Note: 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 Page 39*).

- The student and the supervisor will provide each other with notice pertaining to their intention to take vacation days or leaves of absence, as set out in the *FGS Calendar* (*GSP 9.18*).

- Expectations for the amount of time that the student can be away from the lab/research to prepare for the **candidacy exam**

- Expectations for the amount of time that the student can be away from the lab/research to write their thesis/dissertation

- Amount of time for the supervisor to provide feedback on written documents submitted to them (such as drafts of thesis/dissertation/research proposal).  
  *Note: this time cannot exceed **20 business days** without extenuating circumstances* (*GSP 5.9*)

- Amount of time for **the student** to respond to requests from the supervisor for information and progress on academic and scholarly matters.

- Amount of time for **the supervisor** to respond to requests from the student regarding academic and scholarly matters.

**Signatures:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Supervisor</th>
<th>Graduate Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: ____________________
PART II: FINANCES

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

- Student stipend for the current year: ________________________________.
  Note: A minimum of $20,000 per year is guaranteed to graduate students (NGP Handbook).

- Guaranteed student stipend period ends (Month/Year): ________________.
  Note: A minimum stipend is guaranteed for 2 years (MSc program) and 4 years (PhD program). Financial support beyond this time depends on the ability of the supervisor to support the student or pre-existing scholarships and awards.

- If the guaranteed period of student stipend provision ends immediately after the next semester:
  - Will funding be provided for the semester after guaranteed funding expires? YES / NO.  
    (e.g. If guaranteed funding expires May 2020, then determine whether funding will be available every semester starting Sept 2019)

- Student stipend for the current year will come from (identify any and all sources):

<table>
<thead>
<tr>
<th>Contribution to Student Stipend ($)</th>
<th>Source (i.e. Supervisor operating grant, TAship, external awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- UVic Donor awards will be (select one):
  - □ Awarded on top of the student stipend (page 2)
  - □ Contributed to offset the student stipend (page 2)
  - □ Multiple awards will be split between being added on top of the student stipend and contributed towards it (page 2)

Specify how funds will be allocated: ________________________________.

- FGS Graduate Award will be (select one):
  - □ Awarded on top of the student stipend (page 2)
  - □ Contributed to offset the student stipend (page 2)
Teaching Assistantships are permitted: YES / NO.
- If permitted, Teaching Assistant stipend will be:
  □ Collected on top of the student stipend (page 2)
  □ Contributed to offset the student stipend (page 2)

Expectations for student presentations at Scientific Conferences:
- Conference attendance is required: YES / NO.
  - If required, # conferences attended per year: __________.
  - Sources of funding to attend mandatory meetings will be provided by:

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds Available ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Operating Grant</td>
<td></td>
</tr>
<tr>
<td>Travel Awards/Career Development Allowance</td>
<td></td>
</tr>
</tbody>
</table>

- If not required, # conferences may be attended per year?: __________.
- Sources of funding to attend optional meetings will be provided by:

<table>
<thead>
<tr>
<th>Source</th>
<th>Funds Available ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Expense</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Operating Grant</td>
<td></td>
</tr>
<tr>
<td>Travel Awards/Career Development Allowance</td>
<td></td>
</tr>
</tbody>
</table>

Note: Conference days may not be counted as vacation days.

Signatures: (This form must be revisited annually)

Student  Supervisor  Graduate Advisor
___________________  ___________________  ___________________

Date: ________________
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Publications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Presentations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Measures of Progress (see Instructions) : _______________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________  

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>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to PhD Program</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Proceed to Candidacy Exam</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Approval of Requested Elective</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Coursework Complete</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Write Thesis</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Defend Thesis</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Elective Permission Requested: ____________________________________________
Evaluation of Progress (check one; see definitions below):

□ Excellent  □ Good  □ Needs Improvement  □ Unsatisfactory

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>The student has met/exceeded all expectations and made exceptional progress on identified experimental timeline</td>
</tr>
<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
University of Victoria Neuroscience Graduate Program
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>(print name)</th>
<th>(signature)</th>
<th>External to supervisory committee</th>
<th>External to supervisor’s department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member #1:</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Member #2:</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Member #3:</td>
<td></td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Member #4:</td>
<td>(optional)</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Chair:</td>
<td></td>
<td>Date: ___________________________</td>
<td></td>
</tr>
</tbody>
</table>