Welcome!

Graduate Student Orientation
LMP Graduate Program Office

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Overview

- Communication Policy
- Program Requirements
- Graduate Student Responsibilities
- Complaints & Appeals Process
- Funding & Scholarships
- Supervisor Responsibilities
- Student-Supervisor Terms of Reference
- LMP Graduate Studies Committee
Communication Policy

• You must advise Help Desk at IST (Information Services and Technology) immediately of any problems encountered with University e-mail accounts
  • helpdesk@ualberta.ca or call 780.492.9400

• We recommend you do not forward your University directed e-mail to other non-University e-mail addresses (Hotmail, Yahoo, Shaw, Telus, etc.).
  • You could miss important communications that may affect your University career.
Communication Policy

• Communications will be sent to your **CCID (Campus Computing ID) e-mail address** originally assigned by the University
  • **CCID@ualberta.ca**

• **Check your e-mail frequently (at least once daily)**

• **You must receive or read University communications** sent to the University e-mail address in a **timely manner**
  • **Failure to do so does not absolve you from knowing, responding to or complying with the content of communications.**
Faculty of Graduate Studies and Research (FGSR)

Faculty of Medicine and Dentistry (FOMD)
Dept of Laboratory Medicine and Pathology (LMP)
Graduate Student Responsibilities

Ensure that registration is accurate, complete and done before the deadlines set out in the university’s Calendar.

“Graduate students are ultimately responsible for their own programs. They are expected to read the Calendar and any other relevant documents to become familiar with all regulations and deadlines relating to their program.”

FGSR Graduate Program Manual, Section 1

Work to develop a good relationship with your supervisor
- must keep supervisor informed your progress
- make sure you understand what is expected of you!
University of Alberta Calendar
calendar.ualberta.ca/

LMP Graduate Program
http://uab.ca/lmpgrad

FGSR Graduate Program
https://www.ualberta.ca/graduate-studies
Conduct Policies

Code of Student Behaviour
www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehavio...

Research & Scholarship Integrity
https://policiesonline.ualberta.ca/.../research-and-scholarship-integrity-policy

A Guide to Academic Integrity for Graduate Students
https://www.ualberta.ca/.../student.../graduate.../integrity-and-responsibilities

Practicum Intervention Policy
www.governance.ualberta.ca/...PracticumInterventionPolicy.aspx
MSc and PhD Program Requirements

- Required Coursework
- Academic Standing
- Rounds Attendance and Seminars
- Ethics and Academic Integrity Training
- PhD Proposal and the Candidacy Exam
- The Thesis and the Defense
- Time Limits for Program Completion

Program Milestones Completion Time:
- MSc 2 yrs
- PhD 3 yrs
• Must maintain a *minimum cumulative GPA of 3.0*

\[ GPA = \frac{\sum_{i=1}^{n} G_i U_i}{\sum_{i=1}^{n} U_i} \]

- A+ = 4.0
- A  = 4.0
- A-  = 3.7
- B+  = 3.3
- B   = 3.0
- B-  = 2.7
- C+  = 2.3
LMP Rounds Attendance

You must attend at least 60% of LMP rounds / year for first 2 y of MSc program for first 3 y of PhD program.

Remember to sign the attendance book!
• **Required** public oral presentations

<table>
<thead>
<tr>
<th></th>
<th>LMP Rounds</th>
<th>Final Oral Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc:</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>PhD:</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*All students are also encouraged to present their own research data as an oral or poster presentation at the department’s annual meeting DRIvE Days (Discovery, Research, Innovation and Education)

• $ awards for best oral, best poster
• **A minimum of 8 hours** of training required
  - **5 hours**: “Ethics & Scientific Integrity Day”
  - **3 hours**: LABMP 530  
    (mandatory for thesis-based programs)

• **Additional training is available:**
  - Graduate Ethics Training (GET) Program
  - Panel on Research Ethics tutorial:
  - Other graduate level university course on ethics or includes ethics
  - Submission of completed human or animal ethics review application to ethics review board
  - Health Sciences Laboratory Animal Services training course
Discuss potential research project with your supervisor.

**MSc**
- Supervisor may have a project for you
- You may develop a project after research of topic

**PhD**
- Supervisor’s research area provides direction for research
- You must develop your own research proposal
Professional Development Requirement

Individualized Professional Development Plan

• Explore possible career paths
• Identify a career mentor
• Minimum of 8 h of professional development activities
Time to Program Completion

- **Maximum program length**

  - **MSc**: course & practicum-based  2 yrs
  - **MSc**: thesis-based  4 yrs
  - **PhD**: thesis-based  6 yrs
  - **PhD transfer from thesis-based MSc**:  6 yrs
Supervisor Responsibilities

• Treat each student with respect
  – as a fellow academic / junior colleague

• Ensure student:
  – is aware of all program requirements, degree regulations, general regulations of LMP department and FGSR

• Meet with student regularly
  – to plan program, discuss progress, any concerns

• Promote professional development of the student

• And many more … see LMP Graduate Program Handbook
Student-Supervisor “Conversation”

- Have a meeting to establish expectations
  - What does your supervisor expect from you?
  - What do you expect from your supervisor?

- Document *signed* by student and supervisor
  - Kept in student file, copies to student and supervisor

- Discuss and revise expectations periodically
  - At the start of your program
  - Annually or as expectations change/evolve

- Reduces conflicts due to differences in expectations
Complaints & Appeals Process

Coursework
- Instructor
- LMP Chair
- FOMD

Thesis Supervision
- Supervisor
- Supervisory Committee
- Graduate Coordinator
- LMP Chair
- FGSR

Remember Student OmbudService!
Funding & Scholarships

- Stipend support for thesis-based students

- *You are responsible & expected* to apply for *external funding*
  - CIHR, NSERC, Alberta Innovates, etc.

- Supervisor is responsible for facilitating your applications

- LMP Department also facilitates applications for awards

- See the LMP Graduate Program Handbook and the LMP website for more information
Bell McLeod Educational Fund Travel Award

• Travel for educational events including:
  – oral/poster presentation at national/international meetings
  – participating in field work
  – visiting a major archive where:
    • information critical to their thesis research is lodged
    • resident experts can be consulted

• Maximum of $600 per event

• Available for all LMP graduate students
  – once for MSc students
  – twice for PhD students

• Application form on LMP website
Bell McLeod Educational Fund
Professional Development Funding

• Support for participation in Professional Development activities such as teaching, presentations, workshops, courses, and seminars designed to enhance communication, career development, and professional practice.

• Maximum of $200 per year per student

• Available for all LMP graduate students

• Application form on LMP website
LMP Graduate Studies Committee

• **Role:** to promote & enhance graduate programs
  – includes setting policy
    • as defined in LMP *Graduate Program Handbook*
  – review/decide on admissions, supervisors, student awards
  – assist in monitoring student progress, appeals/grievances

• **Membership:**
  – LMP Chair, Graduate Studies Coordinator, Graduate Program Advisor, Dept APO, Faculty Representatives
  – **Graduate Student Representative**
    • Represents ideas or concerns of *LMP Graduate Student Group*

• **Meetings:** once per month
Other Resources

- Graduate Teaching & Learning Program
- FGSR Teaching Development Week
- Career Centre (CAPS).
- FGSR
- Student Success Centre
- Centre for Writers (C4W)
- Graduate Students’ Association (GSA),
- Student Ombudservice
- LMP Graduate Student Group
Remember…

On the way to your graduation…
Make the Most of Your Experience...
Make the Most of Your Experience…

Have a life outside of the lab!
Make the Most of Your Experience…

Explore Edmonton…
Make the Most of Your Experience...

Explore Alberta...
Make the Most of Your Experience

throughout the seasons …
There are little nuggets of joy everywhere.

ZenSationalLiving.com
LMP Graduate Program

... more details on

Thesis-based Program Requirements...
MSc and PhD Program Requirements

- Required Coursework
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Program Milestones
Completion Time:
- MSc 2 yrs
- PhD 3 yrs
**Coursework**

- **Minimum Requirements:**
  
<table>
<thead>
<tr>
<th>Program</th>
<th>Units of Course Weight</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc</td>
<td>9 (3 full grad courses)</td>
<td></td>
</tr>
<tr>
<td>PhD with MSc</td>
<td>6 (2 full grad courses)</td>
<td>depends on program specialization</td>
</tr>
<tr>
<td>PhD without MSc</td>
<td>12 (4 full grad courses)</td>
<td></td>
</tr>
</tbody>
</table>

- **Mandatory Course(s):**
  
  - LABMP 530 Experimental Design & Scientific Communication
    - (3 units of course weight) taken within first year
  
  - depends on program specialization
Courses for LMP Specializations

For specialization in:

- **Analytical & Environmental Toxicology**
  - *must take* LABMP 550
  - *recommended* to also take LABMP 551

- **Biopreservation**
  - *must take* LABMP 510
  - *recommended* to also take LABMP 511

- **Molecular Pathology**
  - *must take either* LABMP 500 *or* LABMP 581
  - *recommended* to take both LABMP 500 and LABMP 581

For no specialization (General degree)

- courses approved by supervisory committee
Other Course Requirements

• Determined in cooperation with your supervisor & supervisory committee - course content required to complete your program

• Graduate courses are listed at:
  » UAlberta calendar:
    – any dept within FOMD
    – other faculties outside FOMD at UAlberta
Graduate Student Responsibilities

- *Inform* your Supervisor *regularly* about progress

- *Provide* your Supervisor with *an annual report*
  - for distribution to the Supervisory Committee prior to meetings

- *Make research results accessible* to appropriate audiences
  - beyond their appearance in a thesis

- *Be aware of possible scholarship application deadlines*
  - Seek preparation advice & assistance from LMP Program Office

- *Maintain open communication* with your Supervisor and Graduate Studies Coordinator *concerning any problem* either real or perceived
• Includes:
  – a review of the pertinent literature
  – hypotheses
  – objectives
  – detailed planned experimental approach
  – early results
  – significance of the anticipated results

• **Submit** for review by LMP GSC *by the end of year 2*

• **Must be approved by LMP Graduate Studies Committee** before student can proceed to PhD Candidacy Examination
PhD Candidacy Examination

• **When:** within 6 months of PhD proposal approval

• Select 2 “arm’s length” examiners and select date
  – Send candidacy exam document to examiners
    • *at least* 2 weeks prior to exam

• **Format:**
  – review student’s background
  – set exam process
  – 20 min oral presentation
  – oral examination (2-3 hrs)
  – evaluation

• **Purpose:** to assess the breadth of the candidate’s:
  – knowledge in her/his general field of research
  – knowledge of the technical aspects of the proposed thesis research
  – reasoning and critical thinking abilities
The Thesis

Format: see FGSR guidelines and LMP Handbook
Master’s Thesis Requirements

• should reveal that the candidate is:
  ➢ able to work in a scholarly manner
  ➢ acquainted with publications on the thesis subject
  ➢ as far as possible, it should be an original contribution
Doctoral Thesis Requirements

• must embody results of original investigations & analyses

• be of such quality as to merit publication

• must constitute a substantial contribution to the knowledge of the candidate’s field of study
Thesis is a public document

• University has a policy of public access to theses

• Thesis is a publication

• Publishing research before the thesis is desirable
  – some journals will not accept work previously published in a thesis

• Carefully consider where you want your work to be published and be familiar with journal policies

• Request to restrict access to thesis
  – work already submitted for publication
  – patent application
Timeline for convening the final oral exam is long,

so *plan ahead* and keep in mind…
Prior to MSc Final Oral Exam

• **Approval** of examining committee is required

• **At least 6 weeks prior:**
  - Select 1 “arm’s length” examiner/reader (within UAlberta)
  - Select defense date

• **At least 4 weeks prior:**
  - Send thesis to Examination Committee
  - Submit “Notice of Examining Committee & Examination Date” form
Prior to PhD Final Oral Exam

• **Supervisory committee must certify thesis quality**
  - Submit draft thesis & *allow 1-2 wks* for review

• **At least 8 weeks prior:**
  - Select 2 “arm’s length” examiners/readers (1 outside UAlberta)
  - Select defense date

• **At least 4 weeks prior:**
  - Send thesis to Examination Committee
  - Submit “*Notice Examining Committee & Examination Date*” form
Final Oral Examination

- Review student program, set exam process
- Oral presentation
  - **PhD**: to public audience including examiners
    - ~45 min
  - **MSc**: option to be public
    - ~20 min
- Oral examination (2-3 hrs)
  - Private: chair, examiners, student
- Evaluation
After the Final Oral Exam

• Submit Final Version of Thesis
  – After supervisor approval of revisions (if necessary)

• Convocation Ceremony
  – Formally receive degree

• Celebrate!