Abridged Guide to Graduate Studies in Biology (September, 2016)

Take ownership of your program; please make sure you know the course and credit requirements, rules, procedures, and deadlines. This document is meant to serve as a quick-reference guide only. For full information please consult the Graduate Calendar at:

http://www.uregina.ca/gradstudies/grad-calendar/index.html

Biology Graduate Program Requirements

M.Sc.
Requires completion of a minimum of 30 credit hours. A typical breakdown for a Biology M.Sc. is:
• BIOL 887 - 2 credit hours
• BIOL 888 - 2 credit hours
• BIOL 8XX - 6 credit hours of graduate courses
• BIOL 901 – 20 credit hours of thesis research
• TOTAL = 30 (it is ok to exceed 30)

Important notes: BIOL 887 and 888 credit hours are required as specified and can be taken at any time during your degree. Students may take more than 2 BIOL 8XX courses if necessary; the credit hours in BIOL 901 are reduced to reflect this. For example, a student taking 9 credit hours of BIOL 8XX courses may take 17 credit hours of BIOL 901. Students are not required to register in BIOL 901 every semester. Once 30 regular credit hours are acquired students may register for maintenance credits. It is up to each student to plan their program and ensure that all the required courses and credit hours are completed.

BIOL 887 – incoming M.Sc. students must give a short seminar the semester after enrolment and once per year thereafter. This is normally part of the “Grad Day of Seminars” in the department. They must give a full length exit seminar prior to their defense. Students must keep track of their BIOL 887 requirements and make sure to sign up for the correct seminars. You don’t have to be registered in the course to give a required seminar.

Supervision of M.Sc. Candidates
Supervisory Committee consists of:
• Student’s supervisor(s)
• At least 1 additional member of the principal academic unit.

The Supervisory Committee is recommended to be in place within the first semester and should meet periodically to ensure satisfactory progress.
**Ph.D.**
Requires completion of a minimum of 60 credit hours. A typical breakdown for a Biology Ph.D. program for someone starting with a M.Sc. is:
- BIOL 887 - 2 credit hours
- BIOL 888 - 2 credit hours
- BIOL 801 - 3 credit hours
- BIOL 802 - 3 credit hours
- BIOL 901 – 50 credit hours
- TOTAL = 60 (it is ok to exceed 60)

**Important notes:** BIOL 887 and 888 credit hours are required as specified and can be taken at any time during your degree. BIOL 801 is the first component of the Ph.D. qualifying exam and must be completed in the first 12 months of the program. BIOL 802 is the second part of the qualifying exam and must be completed in the first 20 months of the program. In some circumstances Ph.D. students may take a BIOL 8XX course with approval; the credit hours in BIOL 901 are reduced to reflect this. Students are not required to register in BIOL 901 every semester. Once 60 regular credit hours are acquired students may register for maintenance credits. *It is up to each student to plan their program and ensure that all the required courses and credit hours are completed.*

**BIOL 887** – incoming Ph.D. students must give a short seminar the semester after enrolment and once per year thereafter. This is normally part of the “Grad Day of Seminars” in the department. They must give a full length exit seminar prior to their defense. Students must keep track of their BIOL 887 requirements and make sure to sign up for the correct seminars. You don’t have to be registered in the course to give a required seminar.

**BIOL 801** - A departmental committee will examine the candidate’s knowledge in the area(s) of Biology related to the student’s research proposal. Students will submit a comprehensive research proposal, which will serve as the basis for an oral examination. Graded as Credit/No Credit. Required of all Ph.D. students, to be completed in the first 12 months of the program. *(Details about the format of the research proposal are available on the Biology website. For students who transfer from the MSc to the PhD programs, BIOL 801 must be completed within two semesters of the transfer).*

**BIOL 802** - The student will write and present an in-depth literature review of current knowledge in an area of biology (selected in consultation with the department Head and supervisor). At an oral examination, a departmental committee will examine the candidate’s knowledge related to the review. Assigned a numerical grade. Required of all Ph.D. students, to be completed in the first 20 months of the program. *(Details about the format*
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of the review are available on the Biology website. For students who transfer from the MSc to the PhD programs, BIOL 802 must be completed within three semesters of the transfer).

Supervision of Doctoral Candidates
Supervisory Committee consists of:
• Student’s supervisor
• Graduate Coordinator (or alternate), who chairs meetings
• Two or more additional members from the principal academic unit.
• One internal/external member from a department other than the principal one.

The Supervisory Committee is expected to be in place within the first year and required to meet at least once annually (written report to FGSR required).

Academic Standards
A grade of 70% or more must be achieved in all normal graded course work for both M.Sc. and Ph.D. students; however, students subject to a qualifying or probationary period may be required to achieve a higher overall average in the required course(s).

Program Transfer
In exceptional circumstances, a candidate may transfer into the Ph.D. program without completion of a M.Sc. In these cases, the Ph.D. program consists of a minimum of 16 to 22 credit hours of course work and 68 to 74 credit hours of BIOL 901 for a total of 90 credit hours. A memo requesting a program transfer is forwarded to the Dean of FGSR by the program coordinator and Department Head for consideration. Academic units are expected to reserve this option for only those students with demonstrated superior scholarly performance at the undergraduate and graduate levels.

Registration Status
Faculty regulations require that domestic Master's students register in a minimum one out of three semesters. No more than two semesters may elapse between registrations. International Master's students and PhD students must register in every semester.

Full-time
• registration in 6 credit hours or more in a semester;
• registration in GRST 995AA for post program for students who have completed course and other program credit hour requirements, but have not finished writing or defending the thesis/project/practicum;
• registration in GRST 996AA, for students who have received approval for an extension;
Part-time:
- Registration in less than 6 credit hours in a semester.
- Registration in GRST 995AB for post-program students using university facilities.
- Registration in GRST 996AB, for students who have received approval for an extension.
- Registration must be for a minimum of 3 credit hours for students who have credit hours remaining on their program

Note: scholarship eligibility, tax status, and student loan repayment status are all impacted by your status as full vs. part time. Make sure you understand the consequences of your particular situation.

Credit Hour Minimum
It is not possible to register for fewer than 3 credit hours in a semester. There is no maximum number of credits per semester.

Registration in the Semester of a Thesis Defence
A student must be registered in the semester in which the thesis, project, practicum, or exhibition is examined. Students who are program complete will register in GRST 995 or 996 as may apply.

Submission of Thesis:
Your thesis is a collaborative work between you and your supervisor(s) and should be extensively reviewed before you submit it to your committee for defense approval. When the time comes, the thesis must be submitted to FGSR with the following documents:
1. Committee Thesis Release Form signed by all committee members agreeing to the acceptability of the thesis to go to defense.
2. Nomination Form: External Examiner - a current CV is required for nominees who are not accredited members of the Faculty
3. Checklist for Submission of a Thesis Form

Length of Thesis (page limits)
M.Sc. - 50-110 pages of text
Ph.D. - 150-300 pages of text

Note: figures, illustrations, and appendices that push the thesis beyond the maximum are ok; the length limits refer to text.

Thesis Oral Defense
M.Sc.
- Academic unit co-ordinates a date for the defense
- Supervisor arranges a Chair for the defense
- Supervisor completes Notice of Defense form after approval of thesis
• Chair, supervisor or co-supervisor, and at least 1 committee member must be present for the defense.
• The External Examiner must participate in the defense (video or telephone conference is acceptable).

Ph.D.
• FGSR co-ordinates a date for the defense
• FGSR arranges a Chair for the defense
• FGSR completes Notice of Defense form after approval of thesis
• Chair, supervisor or a co-supervisor, and two members of the supervisory committee (other than a co-supervisor) must be present for the defense.
• The External Examiner must participate in the defense (video or telephone conference is acceptable).

The Chair of the examination committee is impartial and ensures that the treatment of the candidate is fair. The Chair is not an additional examiner, but rather is the facilitator of the examination process. The defense is a formal event, and appropriate conduct is required of all participants.

**Timelines for Defense**
Students should be aware that determining a mutually agreeable date for the examination might require additional time and should take this into consideration when planning for completion and graduation. *At least four weeks for master’s candidates and six weeks for doctoral candidates is required from the time of submission of the draft of the thesis to the FGSR office to the date of the defense.*

**Time Limits**
Ph.D. - maximum of 6 years; 4-5 years is typical.

M.Sc. – maximum of 5 years; 2-2.5 years is typical.

**Financial Support of Graduate Students**
• Minimum Stipend: $15,000 per year.
• Source: combination of scholarships, TAships, and research stipends.
• Financial package should be discussed in detail with your faculty supervisor.
• Students should check regularly for scholarship opportunities both within the University of Regina and elsewhere.

**Tuition Fees**
The cost of tuition changes periodically; consult the Faculty of Graduate Studies & Research webpage for the most current information:

http://www.uregina.ca/gradstudies/current-students/tuition-fees/index.html
M.Sc. 2016
- $1,695.65 / full time semester
- International students add $1,000 / semester

Ph.D. 2016
- $1,821.65 / full time semester
- International students add $1,000 / semester

**Additional Information & Special Circumstances**
If you cannot find the information you need in this document, please consult with the Graduate Calendar, the Biology Graduate Coordinator or Department Head, and/or the Faculty of Graduate Studies & Research directly. You should keep your supervisor informed of your program status throughout your degree, and ask questions as necessary. Ultimately the responsibility to ensure that program requirements are met belongs to the student.