

Abridged Guide to Graduate Studies in Biology at the University of Regina

The University of Regina's Faculty of Graduate Studies & Research (FGSR) continually updates rules, procedures and regulations. This document attempts to summarize some important FGSR regulations and some specifics about the Biology Dept. Graduate programs; it's a hybrid document. In terms of FGSR regulations, this document is meant to serve as a quick-reference guide only; the authoritative version of *all regulations* is found on the FGSR website:

<https://www.uregina.ca/graduate-studies-research/>

In general, we advise graduate students to take ownership of their program; please make sure that you know the course and credit requirements, FGSR regulations, procedures, and deadlines.

Biology Dept. Graduate Program Requirements

The Biology Dept. offers **thesis-based** graduate (MSc, PhD) programs. Both programs have course requirements (including seminars), but the major focus is on the graduate thesis.

MSc

Time for completion of a Master's degree in the Department of Biology is typically 2 to 2.5 years. The Master's program consists of 9-15 credit hours of course work, and 15-21 credit hours of research (BIOL 901). Total = 30 credit hours.

- 1) BIOL 8xx* (6-12 credit hours)
- 2) BIOL 887 (1 credit hour)
- 3) BIOL 888* (1 credit hour)
- 4) BIOL 888** (1 credit hour)
- 5) BIOL 901 (Biology Research; 15-21 credit hours)
- 6) Exit seminar based on thesis research (0 credit hours)

*800-level courses from any unit; courses from outside of Biology require the approval of the supervisory committee and the Faculty of Graduate Studies and Research.

**Students register in BIOL 888 twice for a total of 2 credit hours; however, students are required to attend all BIOL 888 seminars that are offered when they are in residence. BIOL 888 is offered in the Fall and Winter semesters.

The minimum course work is 9 credit hours. Additional graduate-level courses (BIOL 8XX) would decrease the credit hour requirements for BIOL 901 (*total program credit hours remain at 30*). But, regardless of whether you take more than the minimum 9 credit hours of courses, never sign up for more than 6 credit hours in a semester; if you are taking two three-credit hour courses in a semester, then don't sign up for anything else (which does not mean that you don't need to do anything else in that semester). Credit hours, especially BIOL 901, are simply an accounting tool used by FGSR; use BIOL 901 to round out the required credit hours for the program.

Supervision of MSc Candidates

Supervisory Committee consists of:

- Student's supervisor(s).
- At least 1 additional member of the principal academic unit. Biology recommends a minimum of two committee members, in addition to the supervisor(s).

Biology also recommends that MSc supervisory committees be in place within the first semester and should meet periodically to ensure satisfactory progress through the program. However, FGSR regulations state that a Master's supervisory committee can be assembled as late as immediately prior to a defence.

PhD

Typically, the PhD program is entered following the completion of a Master's program and requires approximately 5 years for completion. The PhD program consists of 10-16 credit hours of course work and 44-50 credit hours of research (BIOL 901). Total = 60 credit hours.

- 1) BIOL 801 (3 credit hours)
- 2) BIOL 802 (3 credit hours)
- 3) BIOL 887 (1 credit hour)
- 4) BIOL 887 (1 credit hour)
- 5) BIOL 888* (1 credit hour)
- 6) BIOL 888* (1 credit hour)
- 7) BIOL 8xx** (0-6 credit hours)
- 8) BIOL 901 (Biology Research; 44-50 credit hours)
- 9) Exit seminar based on thesis research (0 credit hours)

*Students register in BIOL 888 twice for a total of 2 credit hours; however, students are required to attend all BIOL 888 seminars that are offered when they are in residence. BIOL 888 is offered in the Fall and Winter semesters.

**800-level courses from any unit; courses from outside of Biology require the approval of the supervisory committee and the Faculty of Graduate Studies and Research.

Note: BIOL 801 and 802 compose the two parts of the PhD comprehensive exam. BIOL 801 must be completed within three semesters of the start of the program and BIOL 802 must be completed within the first four semesters.

Supervision of Doctoral (PhD) Candidates

Supervisory Committee consists of:

- Student's supervisor(s).
- Two or more additional members from the principal academic unit.
- One internal/external member from a department other than the principal one.
- Graduate Coordinator (or alternate), who chairs committee meetings (this is a Biology Dept. regulation).

The Supervisory Committee is expected to be in place within the first year and *required to meet at least once annually*. An *annual written report to FGSR is also required*; the form for the written report is available in the "Forms" section of the FGSR website. Progress reports are signed by the student, the supervisor(s), and, in the Biology Dept., the Biology Dept. graduate coordinator. Completed forms are emailed to grad.executiveassistant@uregina.ca.

Transfer from a Thesis-based Master's Degree to a PhD Program (FGSR Regulations)

There is no direct entry into a PhD program from a BSc. However, under certain conditions it is possible to transfer from the MSc program to the PhD program without completing the MSc program. Several Biology graduate students have done this transfer, and the guidelines below reflect the protocols used for these transfers.

General FGSR regulations:

1. The request will normally be made between 12 and 24 months of full-time study towards a thesis-based master's degree. This is to allow sufficient time to evaluate both the course work and thesis research progress of the candidate.
2. The student's academic performance in undergraduate and graduate classes must be of uniform first class (i.e. 80% or more) standing. It is normally expected that such candidates would be at the level sufficient to obtain, or be in very serious contention, for a national award, if eligible.
3. The student's research progress during the period of the master's program under consideration must exceed normal expectations. This should be documented.
4. The proposed PhD research topic should be a natural extension of, or be closely related to, the master's research topic. Therefore, it is expected that in most instances the already completed master's research will form part of the PhD thesis.
5. The request must receive the approval of the candidate's supervisor(s), departmental graduate coordinator, Associate Dean of Science (Research), and finally FGSR.

The completed recommendation for transfer will be sent to the Dean of FGSR for consideration. The proposed supervisory committee should be identified at the time the request is forwarded.

Biology Dept. regulations:

1. MSc students must have completed a minimum of one BIOL 8xx (three-credit hours) prior to application to transfer to the PhD program (two BIOL 8xx is strongly recommended). Rationale: FGSR wants to see evidence of superior academic performance (grades in the 70s in grad courses would likely result in FGSR turning down the transfer request).

Other Information Related to Transfer from MSc to PhD:

- *Students applying to transfer must complete a Request for Graduate Transfer Within a Graduate Program form through UR Self Service -> Students -> Graduate Student Requests. Requests for a transfer is to be initiated by the student.*
- *The transfer must be approved by 1) the student, 2) the student's supervisor(s), 3) the Biology Graduate Coordinator (or designate), 4) the Associate Dean of Science (Research) prior to being submitted to FGSR.*

- *Total program credit hours = 90. The request for transfer to the PhD program must include a breakdown of the 90 credit hours, including how the already-completed credit hours (from the MSc program) will transfer to the PhD program. (This is an FGSR requirement.)*
- *The PhD supervisory committee must be identified and in place at the time of request for program transfer (see minimum supervisory committee requirements for PhD students). Prior to formally applying for the program transfer, please confirm with the proposed supervisory committee members that they are willing to serve on the committee.*
- *Any subsequent changes to the approved PhD program must be approved by FGSR. Requests for changes to an approved program of studies must be initiated by the student, supported by the student's supervisor, the Graduate Program Coordinator and the Associate Dean (Graduate & Research) of the faculty associated with the program. Use the same form (Change to Program) to make changes to a graduate program.*
- *The standard package that is forwarded to the Associate Dean (Research) and ultimately to FGSR includes:*
 - *Memo from the supervisor, making the case the student requesting transfer is a superior student, with an outline of the PhD program credit hour breakdown and how existing MSc credit hours transfer into the PhD program, and describing the composition of the PhD supervisory committee.*
 - *A description of the completed MSc research and how that research will fit into the PhD research program. This is typically written by the supervisor, with input from the student. Alternatively, it has also been written by the student with editing by the supervisor.*
 - *Memo from the Graduate Coordinator, stating they support the transfer.*

When there is a transfer from MSc to PhD, the PhD program consists of 13-22 hours of course work and 68-77 hours of research (BIOL 901). Total = 90 credit hours.

- 1) BIOL 801 (3 credit hours)
- 2) BIOL 802 (3 credit hours)
- 3) BIOL 887 (1 credit hour)
- 4) BIOL 887 (1 credit hour)
- 5) BIOL 888* (1 credit hour)
- 6) BIOL 888* (1 credit hour)
- 7) BIOL 8xx** (3-12 credit hours)
- 8) BIOL 901 (Biology Research; 68-77 credit hours)
- 9) Exit seminar based on thesis research (0 credit hours)

*Students register in BIOL 888 twice for a total of 2 credit hours; however, students are required to attend all BIOL 888 seminars that are offered when they are in residence. BIOL 888 is offered in the Fall and Winter semesters.

**800-level courses from any unit; courses from outside of Biology require the approval of the supervisory committee and the Faculty of Graduate Studies and Research.

Note: BIOL 801 and 802 compose the two parts of the PhD comprehensive exam. These two courses must be completed within three semesters of transfer to the PhD program.

Notes About Supervisory Committees

FGSR is relaxing the regulations about external/adjunct researchers serving as supervisors, but the revised regulations do not yet seem to be available on the FGSR website.

Coursework and Academic Standards

FGSR regulations state that a grade of 70% is the passing grade for all normal graded course work for both MSc and PhD students; however, students subject to a qualifying or probationary period may be required to achieve a higher overall average in the required course(s).

Important note about grades in courses: FGSR regulations stipulate that graduate students must maintain a GPA >80% to be eligible for FGSR funding. In other words, graduate students should aim for grades >80% in their coursework.

Types of Graduate Courses

FGSR lists four types of graduate courses (for details, please see <https://www.uregina.ca/graduate-studies-research/graduate-calendar/program-requirements.html#cou>):

- Graduate 800/900 level courses of specific title and description
- Graduate 800/900 Selected Topics Courses
- Graduate 800/900 level Special Topics or Directed Readings Courses
- Integrated courses

Additionally, all incoming graduate students must complete **GRST 801: Grad Thrive Plus** (non-credit). This course must be completed in the first semester of the graduate program.

For **Biology PhD students**, BIOL 801 and 802 collectively comprise the Biology Dept. “**PhD Comprehensive Exam**”.

Registration Status

FGSR 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 must register as “full-time” (6 credit hours) in the Fall and Winter semesters and can be registered as “part-time” in the Spring/Summer semester. PhD students (domestic and international) are full-time every semester.

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 situation.

Maintenance of Candidacy

Students who have completed the credit hour components of their program of studies, but have not completed all the formal approved degree requirements (e.g., written thesis, project/practicum/report and defense), are to register in one of the following:

GRST 995AA	Full-time Maintenance of Candidacy
GRST 995AB	Part-time Maintenance of Candidacy

More details at <https://www.uregina.ca/graduate-studies-research/graduate-calendar/registration-regulations.html#mai>

Credit Hour Minimum and Maximum

It is not possible to register for fewer than 3 credit hours in a semester. The maximum number of credit hours in a semester is 12; special permission is required to register for more than 12 credit hours. PhD students are always full-time (6 credit hours).

Registration Planning

Never register for more than 6 credit hours in a semester. For example, if you are taking BIOL 887 (1 credit hour) and BIOL 803 (3 credit hours), then register for 2 credit hours of BIOL 901.

If you are taking two regular courses (total = 6 credit hours) in a semester, then do not sign up for BIOL 901 (note: this does not mean that you are not expected to do any research that semester).

Registration Regulations

There are a lot of registration regulations. Please see <https://www.uregina.ca/graduate-studies-research/graduate-calendar/registration-regulations.html> for a full discussion.

Time Limits for Completion of Program

The times are set by FGSR.

PhD - maximum of 6 years; 4-5 years is typical in Biology.

MSc - maximum of 5 years; 2-2.5 years is typical in Biology.

Extensions to Graduate Program Time Limits

In general, Biology discourages the use of extensions; applications for extensions are sent to FGSR. The specified maximum time limits for the graduate degrees should be sufficient (for MSc degrees, five years is in fact far too long in most instances). However, it is possible to apply to FGSR for a one-semester extension (note that it is FGSR that makes the decision); this extension is often granted. A second extension is *sometimes* granted, while a third extension is *never* granted by FGSR.

Financial Support of Graduate Students - Dept. of Biology Policies

- The Biology Dept. requires that all incoming MSc students be guaranteed a minimum stipend of \$18,000 (= total from all sources) for the first year of the program. Ideally, the guaranteed stipend extends beyond one year.
- As part of the Guaranteed Minimum Funding program, FGSR requires that PhD students are guaranteed four years of funding. Biology minimum stipend for PhD students is \$18,000 per year.
- “Self-funded” graduate students may be considered for admission, but this is an unusual situation and must be clarified in writing (with all relevant details) prior to admission. Biology rarely accepts self-funded students.
- Sources of funding for graduate student stipends: a combination of scholarships, TAships, and research stipends.
- The financial support package should be discussed in detail with your faculty supervisor(s) prior to starting the program, and financial arrangements (amount of funding, duration of funding) should be clearly documented in writing (see “Letter of Understanding” below). Funding is partially contingent upon availability of research funds and is also contingent upon satisfactory progress through the graduate program.
- Students should check regularly for scholarship opportunities both within the University of Regina and elsewhere.

International Students - Extra Form to Fill Out

All international graduate students must fill out the **Verification of Academic Status for the Eligibility to Work on Campus** form prior to each semester in which they perform paid work on campus. This work includes TAships, but scholarships are not considered to be paid work. This form is available from UR International (international.studentservices@uregina.ca). Late submission of this form results in payroll delays, as payroll cannot be processed without this form.

Letter of Understanding

The Canadian Association of Graduate Studies (CAGS; <http://www.cags.ca/index.php>) strongly suggests that there should be a “letter of understanding” between each graduate student and supervisor (see “Best Practices” section of the CAGS website, which also includes a possible template for the letter); the Faculty of Science highly recommends this practice.

This letter should outline expectations and responsibilities for both the student and the supervisor, will be written by the supervisor, signed by both the student and the supervisor, and will be kept on file with the Biology Dept. Office. Note: this letter does not represent an official acceptance into the graduate program (a “letter of offer” may only come from FGSR) but rather represents an agreement between student and supervisor if the student is accepted into the graduate program by FGSR.

Templates for the LOU are available in the Science section of the U of R intranet (Science section).

Tuition & Fees

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

<https://www.uregina.ca/graduate-studies-research/future-students/tuition-and-fees.html#>

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.

Information about Theses and Thesis Defences

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” in terms of credit hours will register in GRST 995AA (Maintenance of Status Full-Time) or GRST 995AB (Maintenance of Status Part-Time).

Thesis Formats (<https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html>)

There are two acceptable thesis formats:

- Monograph-style.
- Collected manuscripts-style.

FGSR Regulation: Theses Must Contain a Transparency Statement About the Use of AI

From the Graduate Calendar:

All theses submitted to FGSR require a Transparency Statement to describe the use of artificial intelligence (AI) assisted technologies in the preparation of the thesis or to confirm that no such technologies were used. All thesis committee members who review the thesis will be required to confirm on the Thesis Committee Release form they are aware of, and have approved, the use of AI-technologies as described in the Transparency Statement.

No use of AI-assisted technology:

If no AI-assisted technology has been used, the following statement must be included:

I declare no AI-assisted technology was used in the preparation of this thesis.

For additional details regarding the use of AI in theses, please see the thesis format section of the FGSR website: <https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html>

Statement of Contributions

This is an FGSR requirement and supersedes the former Biology Dept. guidelines regarding “Attribution of Work.”

Monograph-style thesis: A statement of contributions is generally not required for monograph-style theses because a monograph (by definition) doesn't include previously written manuscripts (e.g. as a chapter in a thesis). Students who quote, paraphrase, or summarize their own manuscripts - but who have not included those manuscripts as chapters in their thesis - will cite and reference their work as they would the work of any author.

Collected manuscript-style thesis: A statement of contributions is required. The student must:

- Provide an overview of the manuscripts, including a brief explanation of how the manuscripts are related to each other and come together to tell a coherent, unified story about the student's work.
- Clearly explain their contribution to any co-authored manuscript. If a co-authored manuscript is to be used in the theses of more than one student who is first or second author on the manuscript, each student co-author must sign an agreement that details how each student contributed to the work contained in the manuscript in question. The agreement must indicate that the signatories agree with the characterization of each co-author's contributions, and this page must be included in each thesis using the co-authored manuscript as an Appendix.
- If the manuscripts are published, note here that permission to include the manuscripts in the thesis has been obtained from the copyright holder (i.e. the publisher of the journal or volume in which the manuscripts are published). Please review the Archer Library Copyright web page <https://library.uregina.ca/copyright/home> for details about ownership of copyright of the thesis and the manuscripts contained in it. Any costs associated with receiving copyright clearance are the responsibility of the student.
- Include letters of permission from the copyright holders as Appendices.

The statement of contributions must be formatted as follows:

- Start at the top of a new page.
- Page number(s): Lower case Roman numeral(s) on the bottom center of the page.

Submission of Thesis, and Relevant Forms and Procedures:

The thesis, with the forms listed below, can be submitted to grad.defense@uregina.ca (please include the student name in the subject line) or paper copies can be brought to FGSR. The submission can be made by the student or the supervisor. The submission must include:

- The ready to defend thesis (as a PDF). (Once submitted, no further edits of the thesis are permitted until after the defence).

- If the External Examiner or the Defence Chair request a hard copy of the thesis, it is the student's responsibility to provide one (FGSR does not provide hard copies).
- Copies of your ethics forms if the research involves human or animal subjects.

Required Forms for a Defence:

1. **Committee Thesis Release Form** signed by all committee members, and the department head or designate, agreeing to the acceptability of the thesis to go to defence
2. **Nomination Form: External Examiner** - a current CV is required for nominees who are not accredited members of the U of R Faculty of Graduate Studies & Research (this includes all non-U of R examiners)
3. **External Examiner Conflict of Interest Form**
4. **Checklist for Submission of a Thesis Form**
5. **Lab Departure Checklist**

#1 - #4 to FGSR

#5 to Science

The *thesis and the forms #1 - #4* should be sent to FGSR (grad.defense@uregina.ca); form #5 is submitted to the Faculty of Science (Coordinator of Science Operations, Trent Kostelny; science.cso@uregina.ca).

Either the student or the supervisor may submit the thesis and the forms (typically the student submits the documents). Forms #1 - #4 are available at <https://www.uregina.ca/graduate-studies-research/current-students/forms.html>, while form #5 is available at <https://www.uregina.ca/science/assets/files/safety/Lab-Departure-Checklist.pdf>. Forms #1 - #4 may also be submitted as hard copies to FGSR (but do not submit a hard copy of the thesis; and let's be honest, why bother with hard copies of the forms?).

Faculty of Science Lab Departure Procedure (Form #5): All departing graduate students (and other personnel) in the Faculty of Science must participate in the official lab departure process (see <https://www.uregina.ca/science/safety/index.html>). This is a Faculty of Science regulation and is enforced by FGSR (e.g. the Checklist for Submission of a Thesis Form requires that the process be carried out).

The Lab Departure Procedure involves a Biology Dept. technician and the soon-to-be-completed graduate student jointly inspecting the student's work and desk areas to fill out the Lab Departure Checklist. The student's supervisor is welcome (encouraged) to attend the inspection, but this not obligatory. The Lab Departure Checklist states that keys must be submitted to Science Keys as part of the Lab Departure Procedure. However, in the Biology Dept. we do not insist that keys be handed back to Science Keys until after the graduate defence.

The form must be filled out for all soon-to-departing graduate students. In the case of **graduate students who did not perform any work on campus and who do not have desk space on campus**, the form must still be submitted. In this case, the supervisor should please append a note to the form indicating that the student did not have an on-campus presence. The signature of a technician is not required.

For graduate students who will **remain in the same laboratory** (post-defence) as research personnel, the Faculty of Science Lab Departure must be completed; this is required by the Faculty of Science.

Signatures on Forms Related to a Defence: FGSR regulations stipulate that all defence-related forms must be signed by the department head or designate, and that the same person signs all the forms. In the Biology Department, all forms are signed by the graduate coordinator; there is no need to send forms to the department head.

Research involving Humans or Animals: For students whose research has involved humans (somewhat rare in the Biology Dept.) or animals (common in Biology), the appropriate ethics approval forms must be submitted along with the thesis but not included in the thesis. All work involving humans (including simple questionnaires) must have prior approval from the U of R Research Ethics Board (REB), and all work involving animals (including observation) must have prior approval from the U of R President's Committee on Animal Care (PCAC). Biology recommends that theses that include work involving humans or animals include a statement in the Materials & Section indicating that *the appropriate ethics approvals (REB or PCAC) were obtained*.

Length of Thesis (page limits according to FGSR)

MSc - 50-110 pages of text

PhD - 150-300 pages of text

Note: figures, illustrations, and appendices that push the thesis beyond the maximum are acceptable; the length limits refer to text. Also, please check the FGSR thesis formatting requirements; FGSR is very picky about thesis format (see <https://www.uregina.ca/graduate-studies-research/thesis-project-prac/writing.html>).

Notice of Defence - Procedures differ slightly for Master's and PhD defences

Master's defence

- Supervisor co-ordinates a date and time for the defence
- Supervisor arranges a Chair for the defence
- Supervisor completes Notice of Defense form after approval of thesis.
- Notice of Defense is to be sent to all defence participants, FGSR (grad.defense@uregina.ca) and all academic staff in the Biology Department.
- At the request of the supervisor, the Notice of Defense may also be sent to the graduate students and post-doctoral fellows in the Biology Department.

PhD defence

- FGSR co-ordinates a date and time for the defence
- FGSR arranges a Chair for the defence
- FGSR completes Notice of Defence form after approval of thesis.
- Notice of Defense is to be sent to all defence participants by FGSR
- All academic staff in the Biology Department should receive a copy of the Notice of Defense.
- At the request of the supervisor, the Notice of Defense may also be sent to the graduate students and post-doctoral fellows in the Biology Department.

Thesis Oral Defence Procedures

MSc Defences

- Chair, supervisor or co-supervisor, and at least 1 committee member must be present for the defence.
- The External Examiner must participate in the defence (video or telephone conference is acceptable).
- The Biology graduate coordinator does not attend the defence.

PhD Defences

- Chair, supervisor or a co-supervisor, and two members of the supervisory committee (other than a co-supervisor) must be present for the defence.
- The External Examiner must participate in the defence (video or telephone conference is acceptable).
- The Biology graduate coordinator does not attend the defence.

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 defence is a formal event, and appropriate conduct is required of all participants.

The Defence Chair must be accredited with FGSR and be external to the Biology Department. For Master's defences in which the External Examiner is from the University of Regina, the Defence Chair must be from a different unit than the External Examiner (this is an FGSR regulation).

Timelines for Defence

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 defence.*

Additional details about MSc and PhD defences are available on the FGSR website. Everyone involved in arranging a defence needs to understand that trying to organize a meeting with many busy people can sometimes be a challenge. It is recommended to get started on this process well

in advance of the anticipated defence date, and perhaps to use Doodle or similar software to arrange a date and time.

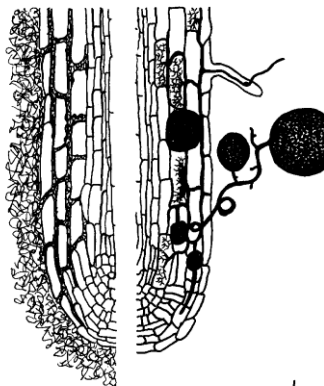
Post-Defence Procedures (condensed from the FGSR website)

- Committee members should give corrections to the candidate or the candidate's supervisor.
- After a successful defence, you have until the end of the next semester to submit an electronic corrected copy of the thesis. If you do not submit the final corrected thesis within this time a registration may be required.
- If revisions were required, then the supervisor or external examiner (typically the supervisor) will send an email to FGSR (grad.defense@uregina.ca) confirming that the edits were completed.
- The date on the thesis title page should be the month and year that the thesis was submitted to FGSR for Library approval. The name on the title page should be the student's full name as listed on the university system.
- Please ensure that there are no personal signatures within the document (e.g. on the Research and Ethics Approvals).
- Please submit the final corrected thesis in PDF format to FGSR (no paper copies are required) to grad.defense@uregina.ca. If you do not receive confirmation that the thesis has been received at FGSR and that the format is acceptable within a week of submission, please contact FGSR.
- An **application for graduation** is required at the time of submission (if not already submitted).
- FGSR will send the thesis to the Library for approval.

Thesis Binding

Information about hard cover binding is available at via Printing Services (<https://www.uregina.ca/is/printing/assets/pdf/binding.pdf>). None of FGSR, the Library nor the Biology Dept. require submission of a hard copy of the thesis. Electronic copies of these are made available via oURspace (<https://uregina.scholaris.ca/home>).

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