



Welcome to the Department of Chemistry

2019-2020

Address: Department of Chemistry
Queen's University
90 Bader Lane
Kingston, ON
K7L 3N6

Phone: (613) 533-2616
Dial (613) 533-6000
for extensions beginning with 7

Fax: (613) 533-6669

Office Hours: Monday - Friday
8:30 a.m. – 12:00 p.m.
1:00 p.m. – 4:00 p.m.

Preface

Welcome to Queen's University and the Department of Chemistry. We hope that you find this booklet helpful and use it as a resource as you begin your studies in Graduate Studies in the Department.

We hope this booklet answers many of your questions; however, we do not think it will solve all your problems! When troubles arise in your academic and research work, **we strongly encourage that you first approach your supervisor.**

Graduate studies in the Department of Chemistry are regulated by the policies and guidelines established by the School of Graduate Studies and also by internal rules and policies.

We wish you success in your studies.

David Zechel
Graduate Coordinator

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Who's who in the Department

Interim Department Head

Dr. Richard Oleschuk richard.oleschuk@chem.queensu.ca
CHE200 Ext. 36704

Coordinator of Graduate Studies

Dr. David Zechel david.zechel@chem.queensu.ca
CHE305 Ext. 33259
✓ Signs all graduate documents, hand into Graduate Assistant

Department Manager

Heather Drouillard manager@chem.queensu.ca
CHE200 Ext. 36662

Administrative Assistant to Department Head and Advancement Coordinator

Barb Armstrong adm@chem.queensu.ca
CHE200 Ext. 32624

Graduate Assistant

Michelle Boutilier gradadm@chem.queensu.ca
CHE200 Ext. 75782
✓ Processes all documents going to Grad School, Registrar's Office, HR Student Contracts

Undergraduate Assistant

Meredith Richards ugadm@chem.queensu.ca
CHE200 Ext. 75518
✓ Processes TA applications and TA forms

Financial Coordinator

Dawn Free freed@queensu.ca
CHE200 Ext. 32630
✓ Department photocopier codes, stores barcodes, Expense Reimbursement System (ERS)

Office Assistant

Elisa Bulak receipt@chem.queensu.ca
CHE200 Ext. 77378
✓ Processes incoming worksheets, book rooms, fixit (request for repair)

Electronics

Ben Geiger bsg3@queensu.ca
CHE302 Ext. 32629
✓ Equipment repairs, NMR maintenance
Ed Maracle ed.maracle@chem.queensu.ca
CHE302 Ext. 78017
✓ Computer repairs, network connections

Stores

Kim Mackinder stores@chem.queensu.ca
CHE109 Ext. 32608
✓ Purchase lab and office supplies
✓ Reserve all audio/visual equipment

First Things to Do Upon Arrival

Queen's Student netID

Your student netID will give you access to all of Queen's online services, such as the Student Online University System (SOLUS), the library and OnQ courses for which you are a student. Your netID also forms your Queen's student email address (netID@queensu.ca). This email should be checked regularly for important information as it will be the main contact used by the department and the university.

Please note that students are able to choose to hide their student email from the Queen's Global Address Listing (GAL). The GAL is available only to members of the Queen's community who have a netID. If you choose to hide your student email the department will be unable to add you to any of our distribution lists. This means that you will not receive any important emails that are sent through these lists such as, but not limited to: TA applications, award deadlines, seminar announcements, safety issues, graduate modules information, and many others. It will be your responsibility to obtain this information from other sources (i.e. website, another graduate student, or member of your group).

If you have not yet setup your Queen's netID go to <https://netid.queensu.ca/selfservice/> and follow the instructions. You will need your student number to set up your netID. If you cannot find your student number contact the School of Graduate Studies office at (613) 533-6100 during office hours.

Incoming Member Packages

To get oriented to department policies, all new grad students are required to fill in the **Incoming Member Worksheet and Safety Expectations and Student/Worker Checklist**. This will enable us to add you to the departmental e-mail lists, give you access to the photocopiers, keys to the building, and assignment to your group mailbox. Your supervisor will need to go over a few things with you before handing your completed, signed forms to the Office Assistant in the General Office along with a \$50 deposit (debit preferred, but cash accepted) for your key card and keys.

All forms can be found in the **Incoming Member Package** available from the Graduate Assistant in the General Office.

Social Insurance Number (SIN)

A Social Insurance Number (SIN) is required in order to be paid for work in Canada. It is important to apply for a SIN number as quickly as possible because you will not be able to receive pay for employment without this number. Applications must be made in person at Service Canada after arrival in Canada. The nearest office is at 1300 Bath Road in the Frontenac Mall (see website below). You will need to take your passport, study/work permit, and Offer Letter.

For complete application information and procedures visit:

<http://www.servicecanada.gc.ca/en/sc/sin/index.shtml>

Bank Account

You must have a Canadian bank account as payments to you will be deposited directly into this account. The current bank provider of Queen's University is the Canadian Imperial Bank of Commerce (CIBC); however, there are many banks to choose from. For a listing of banks and their nearest locations please refer to page 13.

University Health Insurance Plan (UHIP)

International residents who come to study, work or do research at Queen's University, or most other universities in Ontario, **must** enroll in the University Health Insurance Plan (UHIP) as this is mandatory for yourself and any dependents who arrive with you. UHIP provides basic medical insurance coverage for hospitals, doctors and some diagnostic fees. International students must visit the Queen's University International Centre (QUIC) to update their UHIP information (Room 117, JDUC).

Please note: you must enroll your dependents within 30 days of their arrival in Canada **or you will pay a penalty of \$500 plus retroactive premiums**. If you are new to Canada, please consult the International Centre's web page at <http://quic.queensu.ca/>. There you will find information of immediate assistance.

Safety Awareness Training

As part of the *Ontario Regulation 297/13* under the *Occupational Health and Safety Act* all workers must take the Safety Awareness Training. The training can be found at

http://www.safety.queensu.ca/courses/onq_inst.htm.

You will need your Queen's netID to log in. This training **must** be complete within two weeks of your arrival to the department.

WHMIS

The *Occupational Health and Safety Act* requires that all employees who work with or who are in the proximity of chemicals receive WHMIS training.

A WHMIS certificate is mandatory for all employees in the Department of Chemistry. There is no cost associated with this training. All students who do not have a valid WHMIS certificate (from Queen's) will be signed up for the course by the graduate assistant.

The sessions will be approximately two and a half hours in length and will include an online quiz. The quiz will be marked and certificates issued upon successful completion.

Once you have completed the WHMIS course you will then need to complete a refresher course annually, available at http://www.safety.queensu.ca/courses/onq_inst.htm.

AODA Training

As part of the *Accessibility for Ontarians with Disabilities Act (2005)* all employees of our department **must** complete the following training. Please send you email confirmation of completion for each to recept@chem.queensu.ca. You will need your Queen's netID to log in.

Accessible Customer Service Training – <https://webapp.queensu.ca/equity/cst/>

Access Forward – <https://webapp.queensu.ca/equity/accessforward>

Human Rights 101 – <https://webapp.queensu.ca/equity/hr101>

All graduate students who wish to hold a TA position **must** complete the following training prior to beginning their TA position.

Accessible Instruction for Educators – <https://webapp.queensu.ca/equity/aie>

Graduate Orientation Day

The Department of Chemistry holds a Grad Orientation Day for students at the beginning of September each year. The day includes presentations by various members of the department and university, safety information, and a graduate student social.

General Department Information

- ▣ The department Lost & Found is located in the Main Office, CHE200. Campus Lost & Found is located in Fleming Hall, Jemmett Wing, room 202. They can be contacted at ext. 77490.
- ▣ Black & White/Colour Photocopier is located on the 4th floor. Grad students may be assigned a copy code to use for research purposes at the request of the research supervisor. Graduate Students who hold a TA position will be provided with a separate copy code for each course they are a TA.
- ▣ Faxes can be sent through the main office. For all **personal** faxes there is a charge of \$1 for every 5 pages for North America and \$2 for every 5 pages for International. There is no charge for campus, local and 1-800 numbers.
- ▣ Large printing jobs can be sent out for printing, see Chemistry Science Stores for details.
- ▣ Fixit request for repairs can be done through the Office Assistant at ext. 77378 or email recept@chem.queensu.ca. Be sure to include a description of the repair with as much detail as possible including room location, who to contact and fumehood number if applicable (fumehood numbers are located on the fumehood and begin with FH followed by six numbers)
- ▣ Mail is distributed to group mailboxes on the 4th floor daily. Graduate students' mail will be placed in their supervisor's group mailbox. Outgoing mail (with stamps) can be placed in the Main Office or the outgoing mailbox found on the 4th floor. Stamps can be purchased through Chemistry Science Stores

Helpful Websites

Queen's University International Centre	http://quic.queensu.ca/
Queen's Library	http://library.queensu.ca
Queen's Daycare	http://www.queensu.ca/daycare
ITServices	http://www.queensu.ca/its/
Parking Services	http://queensu.ca/parking/
City of Kingston	http://www.cityofkingston.ca/home

Society of Graduate & Professional Students

The Society of Graduate & Professional Students (SGPS) advocates for its members both on and off campus, provides student-run services, and organizes many different social events.

To learn more about SGPS visit their website at <http://www.sgps.ca>

Queen's Graduate Chemistry Society

The Queen's Graduate Chemistry Society was founded in 2009 by a group of graduate students primarily to act as the representative organization of all graduate students in the Department of Chemistry at Queen's University in Kingston, Ontario. Furthermore, the society is intended to promote and organize social, recreational and educational activities for its members, help foster a relationship between the graduate students and the faculty of the Department, improve the quality of student life and education for the graduate students of the Department and to promote recruitment of new students to the Department.

<http://faculty.chem.queensu.ca/grad/QGCS/QGCS/default.htm>

Contact Email: chemggcs@queensu.ca

Current Members of the Executive

President

Morgan Lehtinen
Liu Research Group
Ext. 78755

3rd Floor Representative
Calvin Palmer
Beauchemin Research Group
Ext. 77740/75378

Union Representative

Matt Sanger
Jessop Research Group
Ext. 78658/75484

Vice President (Internal Affairs)

Igor Tadeu da Cunha
Jessop Research Group
Ext. 78658/75484

4th Floor Representative

Hailey Tomm
Ross Research Group
Ext. 74855

Secretary

Emily Groper
Loock/Oleschuk Research Group
Ext. 74581/78057/78256

Vice President (External Affairs)

Jevon Marsh
Petitjean Research Group
Ext. 75783

5th Floor Representative

Bailey Smith
Jessop Research Group
Ext. 78658/75484

Vice President (Finance)

Tina Tabrizizadeh
Liu Research Group
Ext. 78755

Outreach Coordinator

Hannah Ramsay
Stamplecoskie Research Group
Ext. 74660

Queen's Graduate Chemistry Symposium

The Queen's graduate chemistry symposium is a one day event planned, organized and executed by graduate students. It is a unique opportunity for graduate students and post-doctoral researchers to present their work. Since its inception in 2008 it has grown into an established and reputed symposium annually hosting as many as 100 researcher across various disciplines.

12th Annual Queen's Graduate Chemistry Symposium – Wednesday, September 4th, 2019 in Chernoff Hall

Campus Map

Queen's University Main Campus

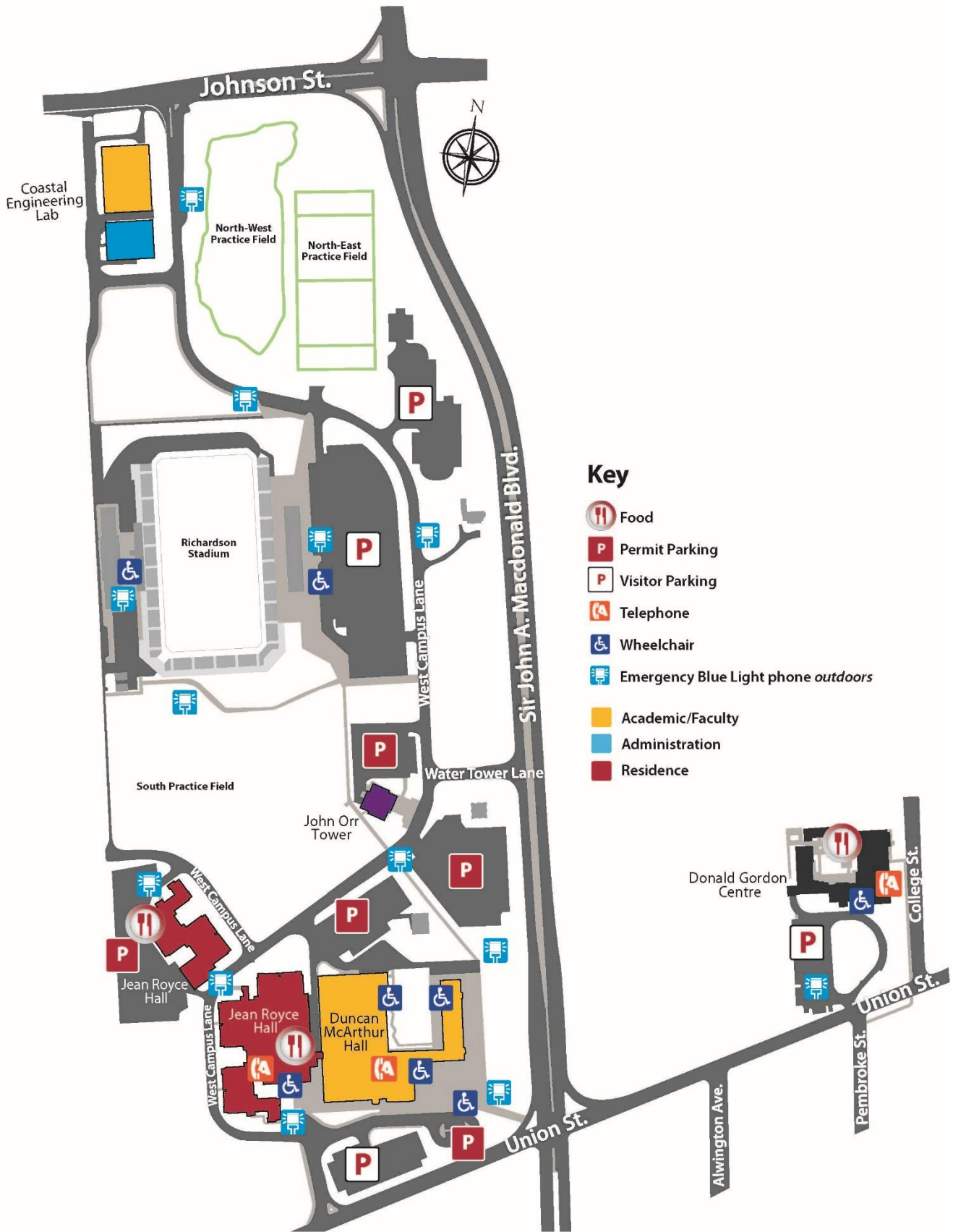


- | | | | |
|--|--|---|--|
| <p>A</p> <ul style="list-style-type: none"> 96 Albert Street B7 144 Albert Street B5 152 Albert Street B5 154 Albert Street B5 Abramsky Hall J7 Adelaide Hall E8 Agnes Benidickson Field G6 Agnes Etherington Art Centre/Agnes Extension E7 Ann Baillie Building J9 ASUS Core F1 Athletics and Recreation Centre G1 <p>B</p> <ul style="list-style-type: none"> 51 Bader Lane D7 68 Barrie Street J8 70 Barrie Street J8 78 Barrie Street J8 80 Barrie Street J7 82/84 Barrie Street J7 98 Barrie Street J6 100 Barrie Street J6 144 Barrie Street J5 146 Barrie Street J4 Ban Righ Centre E8 Ban Righ Hall E8 Beamish-Munro Hall I3 Biosciences Complex J5 Botterell Hall I8 Brant House B9 Bruce Wing H4 | <p>C</p> <ul style="list-style-type: none"> Campus Bookstore G5 Cancer Research Institute J9 Catawaqui Building J7 Carruthers Hall H5 Chernoff Auditorium D8 Adelaide Hall C8 Chown Hall D8 Clark Hall G5 Craine Building I5 David C. Smith House C9 Douglas Library F4 Dunning Hall E4 Dupuis Hall H2 <p>D</p> <ul style="list-style-type: none"> David C. Smith House C9 <p>E</p> <ul style="list-style-type: none"> Ellis Hall E5 Etherington Hall G9 <p>F</p> <ul style="list-style-type: none"> Fleming Hall G5 Four Directions Aboriginal Student Centre J4 Francophone Centre G6 Frank Tindall Field D5 <p>G</p> <ul style="list-style-type: none"> GIDRU Wing I9 Goodes Hall D3 Goodwin Hall I3 Gordon-Brockington House A10 Gordon Hall G4 Grad Club J3 Grant Hall F6 | <p>H</p> <ul style="list-style-type: none"> Harkness Hall D1 Harrison-LeCaine Hall E7 Humphrey Hall I5 <p>I</p> <ul style="list-style-type: none"> Innovation and Wellness Centre G3 <p>J</p> <ul style="list-style-type: none"> Jackson Hall H5 Jeffery Hall E6 John Deutsch University Centre F3 Joseph S. Stauffer Library E3 <p>K</p> <ul style="list-style-type: none"> Kathleen Ryan Hall I5 Kingston Hall F6 Kingston General Hospital H9 <p>L</p> <ul style="list-style-type: none"> LaSalle Building E9 Leonard Hall A8 Leggett Hall D9 Louise D. Acton Building I9 <p>M</p> <ul style="list-style-type: none"> MacGillivray-Brown Hall I1 Mackintosh-Corry Hall E5 Macklem House J10 Matheson Field B10 McLaughlin Hall F9 McNeill House B9 Miller Hall H4 Morris Hall B10 <p>N</p> <ul style="list-style-type: none"> Nicol Hall G4 | <p>O</p> <ul style="list-style-type: none"> Old Medical Building H6 Ontario Hall F5 <p>Q</p> <ul style="list-style-type: none"> Queen's Day Care Centre B4 Queen's Centre F1 Queen's Community Housing F2 Queen's Journal F1 <p>R</p> <ul style="list-style-type: none"> Rideau Building C8 Richardson Hall E5 Richardson Laboratory H8 Robert Sutherland Hall D4 <p>S</p> <ul style="list-style-type: none"> 140 Stuart Street F9 160 Stuart Street E9 School of Kinesiology and Health Studies H2 School of Medicine J7 Sir John A. Macdonald Hall E4 Stirling Hall D8 Summerhill I6 <p>T</p> <ul style="list-style-type: none"> Theological Hall H6 <p>U</p> <ul style="list-style-type: none"> University Club E9 <p>V</p> <ul style="list-style-type: none"> Victoria Hall C7 <p>W</p> <ul style="list-style-type: none"> Waldron Tower J10 Walter Light Hall I3 Watson Hall D6 Watts Hall B8 |
|--|--|---|--|

Key

- Food
- Permit Parking
- Visitor Parking
- Telephone
- Wheelchair
- Wheelchair prior arrangements necessary
- Emergency Blue Light phone underground
- Emergency Blue Light phone outdoors
- Academic/Faculty
- Administration
- Athletics/Student Life/Student Services/Support
- Community Housing
- Residence
- Non-Queen's Buildings

Queen's University West Campus



Queen's University Isabel Bader Centre for the Performing Arts "The Isabel"



Health, Counselling and Disability Services

Health, Counselling and Disability Services (HCDS) is part of a network of departments serving students at Queen's, located on the 1st Floor, Mitchell hall across from Gordon Hall on University Avenue.

Contact number: (613) 533-2506

Website: <http://www.queensu.ca/studentwellness/home>

Most visits to the Health Services are covered by your provincial health insurance plan or, if you are from outside Canada, by UHIP. If you are not covered by one of these insurance plans, you will be required to pay for the visit at the time of the appointment. You will be required to present your health card and student card at each visit. If you do not show your health card at each visit you may be asked to pay for your visit. Quebec residents are required to complete forms at the time of each visit.

Harassment Protocols

Queen's University is committed to a working and learning environment that is free from harassment and discrimination. Allegations of harassment are taken seriously and can have serious consequences. Students are encouraged to seek appropriate advice as soon as possible.

Graduate students who are involved in or witness activities that constitute an **immediate threat to health or safety** of any person should call **911** or **Campus Security (ext. 36111 or 613-533-6111)** to report the immediate threat before reporting the situation to a graduate coordinator, unit head or associate dean.

Human Rights Office: <http://www.queensu.ca/humanrights/>

Information for Graduate Students about Harassment and Harassment Protocols at Queen's University:

[http://www.queensu.ca/humanrights/sites/webpublish.queensu.ca.hrowww/files/files/2017-10-10_Info%20for%20Graduate%20Students%20about%20Harassment%20and%20protocols\(1\).docx](http://www.queensu.ca/humanrights/sites/webpublish.queensu.ca.hrowww/files/files/2017-10-10_Info%20for%20Graduate%20Students%20about%20Harassment%20and%20protocols(1).docx)

Response Protocol:

[http://www.queensu.ca/humanrights/sites/webpublish.queensu.ca.hrowww/files/files/2017-10-13_Response%20protocol%20-%20grad%20students%20reporting%20harassment%20by%20facultystaff\(1\).pdf](http://www.queensu.ca/humanrights/sites/webpublish.queensu.ca.hrowww/files/files/2017-10-13_Response%20protocol%20-%20grad%20students%20reporting%20harassment%20by%20facultystaff(1).pdf)

Kingston City Living



Transportation

Kingston Transit

Kingston Transit operates 7 days a week with routes servicing the urban area of the city. It provides frequent service to Via Rail, Coach Canada bus terminal, malls, Queen's University and St. Lawrence College. Fulltime graduate students can

ride the bus free of charge by showing their validated student card. For complete schedule and fare information visit <http://www.cityofkingston.ca/residents/getting-around> or phone (613) 546-0000 Monday to Friday between the hours of 8:00 a.m. and 5:00 p.m.

Taxis

Amey’s Greenwood Taxi Ltd (613) 546-1111
 Kingston and Amherst Taxi Co (613) 384-7000 or (613) 542-3333
 Modern Taxi Cab Limited (613) 546-2222

Train Services

The VIA rail station is located on Counter Street. For schedules and more information visit <http://www.viarail.ca/en>

Bus Services

The Coach Canada terminal is located at 175 John Counter Blvd. For more information call (613) 547-4916 or visit <http://www.coachcanada.com> for schedules.

Airport

Kingston’s municipally owned airport offers five daily scheduled flights from Kingston to Toronto. The airport is also a home base for private business and recreational flying. For information on the flights servicing the Kingston region via Air Canada visit <http://www.aircanada.com/en/home.html>.

Weather

Kingston Average Temperatures (°C)

	J	F	M	A	M	J	J	A	S	O	N	D
Max	-3	-2	3	10	16	21	25	24	20	13	7	0
Min	-12	-11	-5	1	7	12	16	15	11	5	0	-8
Mean	-7	-6	0	6	12	17	20	20	15	9	3	-3

Banks

Bank of Montreal

<http://www4.bmo.com>

297 King St E.
 42 Bath Rd.
 945 Princess Street, Cataraqui Town Centre

Royal Bank of Canada (RBC)

<http://www.rbcroyalbank.com/personal.html>

65 Princess St.
 823 Princess St.
 523 Gardiners Rd

Canadian Imperial Bank of Commerce (CIBC)

<http://www.cibc.com/ca/personal.html>

256 Bagot St.
 Gardiners Rd & Taylor Kidd Blvd.
 Kingston Centre 117 Bath Road

Scotiabank

<http://www.scotiabank.com/>

168 Wellington
 660 Gardiner’s Rd
 145 Princess St
 863 Princess St

Kingston Community Credit Union

<http://www.kccu.ca/>

18 Market St
 795 Gardiners Rd
 1201 Division St
 Kingston General Hospital

Toronto Dominion (TD) Canada Trust

<http://www.tdcanadatrust.com/>

94 Princess Street
 750 Gardiners Road
 750 Bayridge Drive
 1062 Princess Street

Grocery Stores

Food Basics

33 Barrack St.
1225 Princess St
1300 Bath Rd.

Metro

corner of Barrie St. and Princess St.
775 Bayridge Dr.
466 Gardiner's Rd

Loblaws

Kingston Centre
1030 Midland at Princess St.

No Frills

1030 Cloverdale Drive
1162 Division Street

After Hour Clinics

Queen's Family Health Team

Family Medicine Centre
220 Bagot Street.
(613) 533-9303

Family Medicine Urgent Care Centre

Cataraqui Mall
(613) 389-3348

After-Hours Medical Clinic

775 Strand Blvd
Bayridge Plaza,
(613) 546-5506

Housing

Accommodation in residence or in the community can be found on the Queen's housing website. Here you will find information about finding a place to live, rental agreements and services.

<http://community.housing.queensu.ca/>

Gas & Electrical

If you require Electric service in the West or East areas of the City please contact Hydro One at 1-888-664-9376 or visit them online at www.hydroone.com.

If you require Natural Gas in the West or East areas of the City please contact Union Gas at 1-888-774-3111 or visit them online at www.uniongas.com.

Garbage & Recycling

For more information on collection routes and other relevant information visit <https://www.cityofkingston.ca/residents/waste> or call Customer Service at 613-546-0000.

Graduate Studies General Information

The School of Graduate Studies

<http://www.queensu.ca/sgs/current-students>

Gordon Hall, Room 425 Ext. 36100 Fax 36015

Director, Admission & Student Services

Monica Corbett corbettm@queensu.ca Ext. 77309

Coordinator of Graduate Studies in Chemistry

Dr. David Zechel david.zechel@chem.queensu.ca Ext. 33259

Graduate Assistant in Chemistry

Michelle Boutilier gradadm@chem.queensu.ca Ext. 75782

[Graduate Calendar](http://www.queensu.ca/sgs/graduate-calendar) - <http://www.queensu.ca/sgs/graduate-calendar>

This Calendar is a comprehensive guide to our graduate programs and courses. It also provides information on admissions, awards and registration, and serves as a record of the policies and procedures of the School of Graduate Studies at Queen's University. The course listings and academic programs described in this Calendar represent Senate- and Faculty-approved requirements and electives for completion of degree requirements.

Admission Assistants

Admissions Assistants in the School of Graduate Studies assist current students with all tasks associated with their student status such as registration, adding/dropping courses, changing study status and reviewing program details.

Student Last Name	Admission & Registration Assistant Name	Extension	Email
A – D	Karen Arnold	78088	kca4@queensu.ca
E – K	Ola Okomski	77304	okomski@queensu.ca
L – R	Janet Dudek	77305	dudekz@queensu.ca
S – Z	Tanya Broadfoot	77306	tb120@queensu.ca

Awards Assistants

A number of internal and external awards for graduate students are processed and prepared for adjudication by the School of Graduate Studies' Awards Assistants. These staff members work with graduate programs and departments to administer and disburse internal awards, such as fellowships and departmental awards, and external awards, such as Ontario Graduate Scholarships and federal and tri-council agency awards.

Chemistry's Award Assistant in Grad Studies

Lisa Marzano marzanol@queensu.ca Ext. 77308

Degree Assistants

Degree completion staff in the School of Graduate Studies assist graduate programs, departments and students in the final stages of completing graduate degrees, including oral thesis examinations, thesis formatting, thesis submission and completion requirements in general.

Thesis Coordinator

Rose Silva thesis@queensu.ca Ext. 77313

Program Assistant

Darlene Homer homerd@queensu.ca Ext. 77419

School of Graduate Studies Guidelines and Policies

Guidelines on the Roles and Responsibilities in Graduate Supervision

Of the many metaphors - consumer, client, partner and product - that are used to describe a student's role in the university enterprise, it is that of partner which best fits graduate studies. Whether in teaching or research activities, graduate students participate as junior partners, and it is in terms of this partnership that their roles and responsibilities are defined. This partnership, however, is usually established with the parties involved having little or no prior acquaintance with one another. Yet it is a relationship in which mutual respect and trust are essential. It is through a shared enthusiasm for the pursuit of knowledge and the basic principles of personal and academic integrity, freedom of inquiry and expression and respect for others free of any form of discrimination, intimidation or harassment that trust and respect are built. But it is also through good and sensible practices that trust and respect are maintained and fostered.

The aim of this document is to promote good practices in graduate supervision by providing guidelines on the roles and responsibilities of those involved: students, supervisors, supervisory committees, graduate coordinators and departments. The document also includes mediation procedures for the resolution of disputes related specifically to issues in graduate supervision, although it is hoped that the guidelines will help anticipate and avoid potential problems.

It must be recognized, however, that some of the most serious problems in graduate supervision do not arise because of failures to meet a specific regulation or guideline. Rather, they result from actions which are - or are perceived to be - insensitive, discriminatory or abusive. To prevent problems from developing, everyone involved in graduate supervision should become familiar with Queen's University human rights policies.[1]

While it is important to acknowledge that graduate students are partners in the university enterprise, it is equally important to recognize their differential power status, in particular with respect to their supervisors. Students may feel at risk if they complain or disagree with their supervisors. Therefore, the onus is on departments and supervisors to promote an environment where expectations and concerns are discussed openly.

Role and Responsibilities of Graduate Students

By embarking on a program of studies at the graduate level, students make a commitment to strive for the highest levels of academic achievement and contribute fully to the intellectual life of the University. Their prime responsibility is to meet the requirements of their degree programs in a timely manner. Graduate students play a central role in the University. They contribute to the teaching and research activities to which they bring assistance, cooperation and inspiration. By agreeing to a supervisor, they embark on a partnership that can succeed only if it is built on trust and respect. Students should acknowledge the senior role that is played by their supervisors. They should seek their advice and give it serious consideration. Similarly, students should seek advice and guidance from their supervisory committee members and from their Graduate Coordinator. They should also be informed of the help lines, advisory offices and counseling services available at Queen's regarding sexual harassment, race relations and special needs. Specifically, the responsibilities of graduate students include:

Regulations / Procedures

- To meet all appropriate deadlines and regulations associated with registration, award applications and graduation requirements as specified by their department, the School of Graduate Studies and Research and the University.
- To comply with the Ethics Review procedures when conducting research involving human subjects or animals.
- To provide reasonable evidence of satisfactory research progress, as requested by the supervisor or supervisory committee.

Intellectual property and Publication

- To become aware of and adhere to the University policy on the ownership of intellectual property and the retention of any information relevant to the research program by the University for educational and research purposes. To respect any contractual terms under which thesis research is conducted.
- Prior to the submission of a thesis or documents for publication co-authored by their supervisor, to discuss a draft of the submission with the supervisor. The student must respect a supervisor's request to review any original data associated with the submission.

Communication / Absence

- To maintain regular communication with the supervisor or designate and interact with the supervisory committee as appropriate. Students should inform their supervisors of any prolonged absences, including absences during the spring and summer sessions, and keep their supervisors informed of where they can be contacted.
- To communicate with the supervisor on the progress and anticipated submission dates of major papers or theses. Students must work towards meeting any agreed upon deadlines and must inform their supervisor of any anticipated delays.

Safety

- To comply with the safety regulations of the department and University.

***For the complete document visit:

<https://www.queensu.ca/sgs/current-students/graduate-supervision>

Funding

Graduate students enrolled on a full time basis in a research degree program and who are within the first 4 years of a Ph.D. program, the first 2 years of a two year Master's program are eligible to receive financial support. The financial package offered to students varies within departments/programs and across disciplines, but in the case of doctoral students cannot be less than the published university minimum guaranteed funding (excluding the International Tuition Award or equivalent for international doctoral students). Financial packages may be composed of funds from the supervisor's research grants or contracts, departmental teaching assistantships, research assistantships, internal and/or external scholarships or fellowships and from other available sources. The financial package may change from year to year; students should discuss this with their supervisor or graduate coordinator.

The terms of the financial commitment including the source(s) of funds (e.g. supervisor, department/program, School of Graduate Studies, etc...), the time period, amount and conditions must be communicated clearly and in writing to the student by the department/program. Because of the importance of the funding package for recruitment and retention, departments/programs are strongly encouraged to make offers as early as possible. Financial packages for students continuing in the program will normally be communicated in writing. In all cases the commitment must be honoured while the contractual relation between the student and the University is in effect and the terms of the agreement are met.

Registration

All graduate students must be registered in the School of Graduate Studies in order to attend classes, defend their thesis and receive financial awards and assistance. Registration must be renewed annually up to and including the term of completion or withdrawal.

Registration information for graduate students can be found on the Office of the University Registrar's website <http://www.queensu.ca/registrar/registration>

Information for Trent Graduate Students

Registration in the Queen's/Trent Agreement

This is an agreement with Trent University to permit suitably qualified faculty at Trent University to offer graduate courses and undertake the supervision of graduate students enrolled at Queen's University. All graduate students in courses offered by, and/or supervised by, faculty at Trent University who are participating in this agreement will be registered at Queen's University.

Arrival

Upon arrival make an appointment with the Graduate Coordinator to discuss the desk you will be assigned to and to go over safety sheets. A signature is required to obtain keys and a group mailbox.

Supervisor Signatures

The Graduate Coordinator will sign forms required to go to Grad School after he receives confirmation of approval by email from your supervisor at Trent University.

Mail

Your mail will be put in the group mailboxes on the far right located on the 4th floor. Please contact the main office if you are unsure which mailbox it will be placed in.

Tuition Fees

Students pay fees for 12 months, including the summer months. Information on fee payment methods and deadlines is available on the Office of the University Registrar's website <http://www.queensu.ca/registrar/financials>

All graduate students must choose and set up a fee payment method prior to registering, annually. Full payment of tuition and fees must be made before you register and by September 30th (Fall term), by January 10th (Winter term) and by May 1st (Summer term), OR you must enroll in the Pre-authorized-payment-plan (PPL) through the Office of the University Registrar's website. **If this step is not complete you will not be able to be enrolled into your courses and you will not be able to obtain your student card.**

Information on the Preauthorized Payment Plan (PPL) can be found at <http://www.queensu.ca/registrar/students/financials/payment-methods/pre-authorized-payment-plan-ppl>

Call the Fees Hotline 613-533-6894 with any questions about tuition assessment or payment.

Refund Schedule

Degree Completion: A student who completes a program mid-term is eligible for a partial refund of student activity and tuition fees assessed for that term. Students are required to return their student card to the Office of the University Registrar - Records & Services for a refund of student activity fees. Health and Dental fees are not refundable if the completion date is after the opt-out period. Students who complete their program during the benefit year remain on the Health & Dental Plan until August 31.

For more information on fee refunds see the University Registrar web page <http://www.queensu.ca/registrar/financials/refunds>

Term	100% of full term fees - withdraw / complete by	50% of full term fees - withdraw / complete by	25% of full term fees - withdraw / complete by	0% of full term fees - withdraw / complete between
Fall	30 September	31 October	30 November	1 - 31 December
Winter	31 January	28/29 February	31 March	1 - 30 April
Spring/Summer	31 May	30 June	31 July	1 - 31 August

Financial Information

Guaranteed Minimum Stipend

The current minimum annual stipend for 2019-2020 is \$24,990 for MSc and \$26,010 for PhD (international students receive an additional \$6,000). Students are responsible for tuition and fees. This support is guaranteed for all full-time graduate students up to two years of a M.Sc. program and up to four years of a Ph.D. program.

This support may come from several sources, either individually or in combination: National or Provincial scholarships, Queen's University scholarships and awards, supervisor research grant support (GRF), Graduate Teaching Assistantships (TA) and Research Assistantships (RA). Students who hold scholarships and awards will receive a top-up in addition to the minimum stipend. NSERC scholarship holders are guaranteed an additional \$8,000 for MSc and \$10,000 for PhD in their first year and \$6,000 for both MSc and PhD in subsequent years.

To receive the minimum stipend, students are required to apply for four TA units unless their supervisor volunteers to increase the GRF portion. Note: One unit/position of a teaching assistantship (TA) corresponds to 60 hours per academic term.

Financial Support Forms and Contracts

At the beginning of August, an email will be sent to all graduate students indicating the guaranteed financial stipend for the upcoming academic year (which will be no less than the previous year's stipend). This email will provide a summary of financial support for the upcoming academic year.

In late August, as soon as TA assignments are finalized, a detailed Financial Support Form will be sent to your supervisor. Your supervisor will be asked to approve the financial support you are to receive over the academic year. Once approved, you will receive a copy of the completed form. This form will outline the specific breakdown of your guaranteed financial stipend.

The GRF and TA/RA information indicated on your "Financial Support Form" will reflect the amounts filled in on your GRA and TA/RA student employment contracts.

Student Fellowship (GRA) and Employment Contracts (Research Assistant (RA) and Teaching Assistant (TA)) are processed through the Human Resources PeopleSoft System (SOLUS). Payment is made by direct deposit into your bank account at the end of each month.

You will be notified by email to let you know when your contract is ready to be e-signed. The e-mail will be from Contracts@queensu.ca. To receive your pay at the end of the month, your contract must be e-signed before payroll's cut-off date. Below is an example of a non-award domestic MSc graduate student's funding support.

Domestic MSc Stipend

2019-2020	QGA	ITA	Awards	GRF	RA	TA ¹	Monthly Total
Sept	2,000	0	0	322.80	0	1,259.70	3,582.50
Oct	0	0	0	322.80	0	1,259.70	1,582.50
Nov	0	0	0	322.80	0	1,259.70	1,582.50
Dec	0	0	0	322.80	0	1,259.70	1,582.50
Fall Session Total:							8,330
Jan	2,000	0	0	322.80	0	1,259.70	3,582.50
Feb	0	0	0	322.80	0	1,259.70	1,582.50
Mar	0	0	0	322.80	0	1,259.70	1,582.50
Apr	0	0	0	322.80	0	1,259.70	1,582.50
Winter Session Total:							8,330
May	1,000	0	0	1,832.50	0	0	2,832.50
Jun	0	0	0	1,832.50	0	0	1,832.50
Jul	0	0	0	1,832.50	0	0	1,832.50
Aug	0	0	0	1,832.50	0	0	1,832.50
Summer Session Total:							8,330
Annual Totals:	5,000	0	0	9,912	0	10,078	24,990

Awards and Scholarships are processed and paid through SGS by direct deposit, normally in three equal instalments.

Important Note: All new students must submit their Social Insurance Number to Human Resources. International students must submit a copy of their student visa. SIN numbers beginning with 9 have an expiry date so please ensure that the Human Resources office and our office always have a copy of your current SIN showing the expiry date.

Changes to your SIN must be reported to Human Resources and the Graduate Assistant, with supporting documents.

Payroll information and forms can be found at: <https://www.queensu.ca/financialservices/forms>

Queen's Employee netID

Your employee netID will give you access to MyHR and onQ courses that you are a TA for. Your netID also forms your Queen's employee email address (netID@queensu.ca). This email should be checked regularly, along with your student netID, for important information as it will be the main contact used by the department and students in regards to TA positions.

Once you have accepted your first TA contract(s) on SOLUS, you will need to activate your employee netID at <https://netid.queensu.ca/selfservice/>

If you have issues activating your netID contact the IT Support Centre at 613-533-6666.

MyHR Portal

MyHR is a user-friendly way for Queen's employees to access human resources-related information from anywhere. The MyHR portal allows all paid employees of the university to view and print e-pay advice slips and T4/T4A forms, change home address and banking information, update emergency contact information, as well as other features.

To access the MyHR portal go to <https://my.queensu.ca> and log in using your employee netID.

For more information and quick guides on how to access MyHR and the various MyHR services go to <http://www.queensu.ca/humanresources/peoplesoft>

Direct Deposit Set up for RA and TA Payment

All employees are required to submit a Direct Deposit Authorization form. This ensures that earnings are deposited to the correct bank account.

Employees can only have their pay be deposited into one bank account – you cannot split your pay between accounts.

Note: This banking information is separate from the banking information entered into SOLUS. In order to receive award payments the banking information needs to be entered into SOLUS. In order to receive GRF or TA/RA payments the banking information needs to be entered into MyHR.

Pay Advices

MyHr allows you to view and print your current or historical pay advices for TA payments.

TAs will be able to view their pay information seven days prior to the bank deposit day. Each pay advice will display details on earnings, taxes, deductions and benefits. Pay advices will be viewed as pdf files and can be printed if desired. You must have Adobe Acrobat installed on your Machine/computer for viewing your pay advices.

Employees can choose to opt-out of the online pay advice option and choose instead to receive paper copies. These individuals will not be able to view their statements online. Employees can choose to opt back in to this service at any time.

Note: Students will not receive a pay advice for GRF payments. Instead, students will receive an email advising them of when their GRF payment will be deposited into their account.

T4/T4A Forms

All employees that receive a Queen's T4 (TA earnings) and/or T4A (GRF earnings/Awards) form have the ability to receive an electronic form through MyHR rather than a mailed printed form. Users must consent to receive the electronic form and have the ability to revoke consent.

This feature allows users to view and reprint current and previous years T4 and T4A forms from the 2015 tax year forward.

Payment of Awards – Administered by/through SGS

At Queen's University, all awards (scholarships, fellowships, prizes, QGA, etc.) administered by or through the School of Graduate Studies, are paid through direct deposit to the award holder's bank account of record in SOLUS.

The bank account of record must be held at a valid Canadian bank. The bank account of record will receive award payments for any award you receive, for the duration of your enrolment as a graduate student. This direct deposit method is only for those internal and external awards, fellowships, scholarships, Queen's Graduate Award (QGA), etc. administered by the School of Graduate Studies.

International Tuition Awards (ITA) are not deposited to your bank account; they are paid directly to your fees account, as a portion of your tuition assessment.

Change or Verify Bank Information in SOLUS for Payment of Awards

To set up, change or verify your bank account of record, log onto SOLUS <http://www.queensu.ca/registrar/solus> and scroll down to the “Finance” section and click on “Enter/Review Banking Information”. The “DATE POSTED” is the date that the direct deposit is INITIATED. Please note that you must add 4 to 5 business days after the “DATE POSTED” date, or to the date that you have completed registration, set up your bank account of record, and/or met any other eligibility requirements, for these funds to appear in your bank account of record.

For more information go to <http://www.queensu.ca/registrar/solus/finances>

Awards and Scholarships

NSERC and OGS Scholarship

Normally in the Fall Term, the department receives NSERC and OGS Scholarship information and application deadlines from the School of Graduate Studies. This information will be distributed by email to students and their supervisors and posted on the chemistry website. Applications are due in the fall for NSERC and spring for OGS.

All **eligible** students must apply for OGS and NSERC to be considered for internal fellowships.

Guidelines, instructions and on-line applications can be found on the web sites below.

Ontario Graduate Scholarships

<http://osap.gov.on.ca/>

NSERC

<http://www.nserc.ca>

Other Awards

The department receives Award and Scholarship information on other awards from the School of Graduate Studies. This information and the departmental deadlines for application will be forwarded by email to students and their supervisors.

Conference Travel Application and Claim Forms

Full-time graduate students are eligible to apply for a student conference travel award of **\$300 each academic year (September 1 – August 31st)**. Awards may be used to provide partial support for travel, accommodation, food and registration fees associated with a recognized conference at which the student is presenting an authored or co-authored paper or a poster.

PLEASE NOTE:

- You must apply prior to the conference by submitting an application to the Chemistry Office.
- You must be registered full-time in a graduate degree program in (years 1 and 2 MSc), (years 1-4 in PhD), at the time of the conference.

To receive payment of the award claim forms must be filled out and submitted to the Chemistry Office upon your return from the conference.

Applications and claim forms as well as full details on Conference Travel Awards can be found at <https://www.chem.queensu.ca/graduate/conference-travel-awards>.

Department of Chemistry TA Guidelines

Teaching assistants (TAs) working for the Department of Chemistry at Queen's University have an extremely important role to play by assisting professors in delivering the academic program to undergraduate students. **The teaching assistantship is an integral part of the learning and training process that graduate students go through in our graduate program, enabling them to develop skills needed to advance in their respective future careers.** To assist the TAs in developing the skills required to ensure that they will provide a meaningful service to the undergraduate students, the Department of Chemistry would like to provide TAs with the following information.

Teaching Responsibilities

The duties of TAs in the department of chemistry include:

- Scheduled TA assignments to an average of 5 hrs per week, for each TA assignment, to carry out tutorial, laboratory based and TA training duties.
- This time may be used in preparation for, or delivery of, the tutorial/laboratory assignment, discussions with supervising professors, attending or facilitating training sessions, marking quizzes and examinations or carrying out other duties assigned by the supervisor.

Training Responsibilities

The Chemistry Department believes in TA training practices with the goal of creating a comprehensive approach to TA development. It feels that all TAs should participate in workshops and self-directed programs to improve: teaching, marking skills, safety awareness and other interpersonal skills, such as in dispute resolution. The Department also feels that graduate students doing TA work for the first time require more training than more experienced TAs. Therefore, there will be a reduced emphasis on TA training and a greater emphasis on leadership roles in TA training, as TAs become more experienced. It is hoped that the more experienced and skilled TAs will pass on their skills to the less experienced TAs by facilitating a number of teaching related exercises.

TA Union - PSAC Local 901, Unit 1

Graduate Teaching Assistants in the Department of Chemistry are part of the labour union PSAC 901 who represent all Graduate-Student Teaching Assistants, Teaching Fellows and postdoctoral Fellows at Queen's University.

For more information see the PSAC 901 website at <http://www.psac901.org/>

Graduate Modules and Course Registration

<http://www.chem.queensu.ca/graduate/current-students/graduate-courses>

Graduate level courses in the Department of Chemistry may be either primary to the graduate degree program or audit courses. Graduate courses are selected in consultation with your supervisor and departmental graduate coordinator.

Primary Courses: The courses prescribed for a student's approved program of study are designated as primary. The number and type of courses depend upon the degree program for which the student is registered, the field of study, and the departmental requirements. Courses offered are normally graduate courses (800 and 900 series) however, some Departments may offer advanced undergraduate courses with additional work and a proviso for a higher standing to be obtained. In the primary courses the student must attain a minimum of second class standing (GPA – 2.7 (B-)).

Audit Courses: Students registered in a graduate degree program may audit graduate or undergraduate courses, provided they obtain the permission of the Department/Program and the instructor. Some undergraduate faculties have restrictions on what courses may be audit.

Registration in courses must be recorded via an Academic Change Form before or by the beginning of the term in which the course or courses will be offered. The same form is used to add/drop graduate courses. Permission to register in a course after the course has begun (see Sessional Dates) is at the discretion of the instructor. Students who want to add or drop a course after the course registration deadline (see Sessional Dates) must obtain (SGS) Divisional approval. Any subsequent changes in Grad Modules must be approved and recorded on an academic change form, no later than two weeks after commencement of instruction.

Graduate Course Modules

Graduate courses offered in the Department of Chemistry are 6 week module courses, rather than 12 week term courses. You may also take graduate courses from other departments; however, you should consult with your supervisor as to the courses that would be most beneficial in regards to your research program.

All students will be automatically enrolled in CHEM 801 (Safety in the Laboratory) in the Fall Term and CHEM 803 (Principles of Scientific Communications) in the Winter Term of their first year; in CHEM802 (Chemistry Seminar Program) and either CHEM 899 (Master's Thesis) or CHEM 999 (Ph.D. Thesis) for all terms every year of their program.

To achieve a PASS mark in the Seminar Series, students must maintain an attendance record of 75% at regular departmental seminars, including named and distinguished lecture series. Seminar attendance is monitored using sign-in attendance sheets. Students with legitimate excuses and/or teaching conflicts will not be penalized for missing seminars. Furthermore, students will be credited for seminars attended in other departments which may be relevant to their research (typically in physics, biochemistry, environmental science, etc.). To obtain a seminar credit, a student must provide a note signed by the seminar coordinator of the other department.

Students who do not attend the required 75% of the departmental seminars will obtain an "incomplete grade". In the subsequent terms, the students who have attended less than 75% of the seminars will have to attend more seminars in the following terms so that a minimum attendance is accomplished for any past terms where an incomplete grade was assigned in addition to 75% attendance for the current term.

Any subsequent changes in courses must be approved and recorded on an academic change form, no later than two weeks after commencement of instruction.

Academic Change Forms are available from the Chemistry Main Office or on the Office of the University Registrar's website at

http://www.queensu.ca/registrar/sites/webpublish.queensu.ca.uregwww/files/files/SGS_Academic_Change_Form.pdf

Please review times and dates on the Module Schedule found on the Chemistry Website at:

<https://www.chem.queensu.ca/graduate/graduate-courses>

Module Policies

Evaluation Scheme

The Department of Chemistry shall only offer graduate courses in which there will be more than one mode of assessment such as, for example, midterm exam, final exam, essay, and/or class presentation, to arrive at a final grade for the course. A written course outline which includes the student evaluation scheme is to be distributed to students at the beginning of the course.

Reassessment of grade

Graduate students in the Department of Chemistry shall have the right to a formal reassessment of their course grade and/or final exam by one or two faculty in addition to the course instructor. If this process fails to resolve the dispute then the student is free to appeal the grade through procedures as outlined by the School of Graduate Studies. The student contacts the Graduate Coordinator to initiate the re-read process. The Head is responsible for having the re-read carried out.

Notes: Reasonable efforts should be made by the student and the Grad Coordinator to have the instructor carry out an informal reassessment before initiating the above formal procedure.

The re-read process makes use of a form available from the Graduate Assistant.

Publication of Exam Marks and Distribution

Exams in graduate courses in the Department of Chemistry shall have the distribution of marks clearly explained on the exam paper.

Statement on Plagiarism

All course outlines for graduate courses in the Department of Chemistry must contain the following statement on plagiarism:

The Senate document on Academic Dishonesty states that "Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own." Plagiarized work could result in an automatic failure in any Chemistry course and a subsequent request to withdraw from the program. Make sure to consult the Senate document (<http://www.queensu.ca/academicintegrity/index.html>) or to talk to the course instructor when in doubt about how best to refer to the work of others

Grading System

Procedure for dealing with failing grades in graduate courses

A final grade below 2.7 (B-) is to be reported immediately to the Grad Coordinator and the Head of the Department. The Grad Coordinator will check the student's overall academic progress as displayed in the student's file and consult the course instructor, the Supervisor and, if necessary, the Supervisory Committee. The Grad Committee will then consider the situation and recommend to the Head one of the following options:

- a) student is required to repeat a component of the course, write a supplemental exam, repeat the course, or to take a suitable replacement course;
- b) the failing mark stands and the formal withdrawal process is to be eventually initiated within the grad school.

In the process of considering the situation and forming a recommendation, the Grad Committee will provide an opportunity for the student and the course instructor to submit written material and/or to address the Committee in person.

A final decision will be made by the Head, the Grad Coordinator, and the Associate Head (Academic Programs), normally acting on the recommendation of the Grad Committee.

The failed mark will then be reported on the mark sheet and sent to the grad school which will in turn issue the usual letter asking the department if it wants to follow option (a) or (b).

Notes: The Head will not initial mark sheets containing marks at, or very close to, 2.7 unless he/she understands the basis for such a mark.

Academic Integrity

Queen's students, faculty, administrators and staff all have ethical responsibilities for supporting and upholding the fundamental values of academic integrity.

Please review the policies and information on Academic Integrity @ Queen's website: <http://www.queensu.ca/academicintegrity/>

Program Requirements for Students who initially registered in or after Sept 2012

M.Sc. and M.A.Sc. (Eng.) Program Degree Requirements

Listed below are the degree requirements for satisfactory completion of a M.Sc. and M.A.Sc. degree in the Chemistry department under the auspices of, the School of Graduate Studies (SGS) and the faculties of Arts and Sciences / Engineering & Applied Sciences.

Requirements

- a) Students who intend to work in a chemical laboratory must pass departmental safety (CHEM 801) and WHMIS training at the earliest possible opportunity.
- b) CHEM 802 – Chemistry Seminar program (Students who registered as of May 2016 or later)
- c) CHEM 803 - Principles of Scientific Communication (and attend weekly seminars)
- d) CHEM 899 - M.Sc. Thesis Research (each year)
- e) Six graduate modules (or the equivalent of three term lecture courses) beyond the B.Sc. degree. Unless permission is obtained from the supervisor and coordinator of grad studies in chemistry, at least four modules must be from among those offered by the Department of Chemistry.***Note that CHEM892 and CHEM894 are treated as external to the department.
- f) Annual Research Progress Reports
- g) Thesis

Ph.D. program degree requirements

Listed below are the degree requirements for satisfactory completion of a Ph.D. in the Chemistry department under the auspices of the School of Graduate Studies (SGS) and the faculty of Arts and Science. Note that students directly entering a Ph.D. from a bachelor's degree have different requirements from those entering after having obtained a Masters degree.

Students who start a M.Sc. program and are promoted to the Ph.D. program after the Ph.D. Candidacy Examination have the same requirements for the Ph.D. degree as a student who has already completed a M.Sc. degree.

Requirements for students with a Master's

- a) Students who intend to work in a chemical laboratory must pass departmental safety (CHEM 801) and WHMIS training at the earliest possible opportunity.
- b) CHEM 802 - Chemistry Seminar Program
- c) CHEM 803 - Principles of Scientific Communication
- d) CHEM 999 - Ph.D. Thesis Research (each year)

- e) Six graduate modules (or the equivalent of three term lecture courses) beyond the B.Sc. degree. Unless permission is obtained from the supervisor and coordinator of grad studies in chemistry, at least two modules must be from among those offered by the Department of Chemistry.

***Note that CHEM892 and CHEM894 are treated as external to the department.

- f) Annual Research Progress Reports

- g) Ph.D Candidacy Examination

PhD students must attempt the PhD Candidacy Examination (Comprehensive Examination, in the Calendar of the School of Graduate Studies) within the first 18 months of program.

- h) Departmental Research Seminar

All Ph.D. students must present a departmental seminar on their research work (15 minutes plus 5 minutes questions).

The student's seminar will usually be given in the fourth year of their research program and before their thesis is submitted for internal review. **It is the student's responsibility to arrange the scheduling of their research seminar with the seminar coordinator**, or a member on the seminar committee.

- i) Thesis

Requirements for direct-entry students (without a Master's)

- a) Students who intend to work in a chemical laboratory must pass departmental safety (CHEM 801) and WHMIS training at the earliest possible opportunity.

- b) CHEM 802 - Chemistry Seminar Program

- c) CHEM 803 - Principles of Scientific Communication

- d) CHEM 999 - Ph.D. Thesis Research (each year)

- e) Six graduate modules (or the equivalent of three term lecture courses) beyond the B.Sc. degree. Unless permission is obtained from the supervisor and coordinator of grad studies in chemistry, at least four modules must be from among those offered by the Department of Chemistry. ***Note that CHEM892 and CHEM894 are treated as external to the department.

- f) Annual Research Progress Reports

- g) Ph.D. Candidacy Examination

PhD students must attempt the Ph.D. Comprehensive exam (Candidacy exam) within the first 18 months of program.

- h) Departmental Research Seminar

All Ph.D. students must present a departmental seminar on their research work (15 minutes, plus 5 minutes questions).

The student's seminar will usually be given in the fourth year of their research program, and before their thesis is submitted for internal review. *It is ultimately the student's responsibility to ensure that a seminar slot is scheduled before they submit their thesis.*

All seminars will take place as part of the regular seminar program, 11:30 on Friday mornings throughout the fall and winter terms. Three seminars will be scheduled in each slot.

- i) Thesis

Supervisory Committee

A Supervisory Committee must be formed upon initial registration in the M.Sc. or Ph.D. program. The Supervisory Committee consists of the supervisor(s) and two faculty members with cognate research interests chosen by the supervisor(s) in consultation with the student. The responsibilities of Supervisory Committee members include participation in annual progress report meetings, internal review of the thesis, evaluation of the research seminar and participation in the thesis defense.

Once the supervisory committee members have been chosen their names and signatures should be entered on the blue supervisory committee sheet. This form should be completed and returned to the Chemistry Graduate Office as soon as possible.

More information on Supervisory Committees and other aspects of graduate studies may be found at: <http://www.chem.queensu.ca/graduate/current-students/policies-guidelines>

Progress Reports and Meetings

A student must meet with the Supervisory Committee before or at the end of the third term following the student's initial registration in the Ph.D. or M.Sc. program so that the student's research progress status (satisfactory, marginal, or unsatisfactory) is known before the registration date for the 4th term. For the Supervisory Committee meeting, the student will prepare a progress report (maximum 3 pages + figures) and submit it to Committee members and Chemistry Graduate Office at least five working days prior to the meeting. The Supervisory Committee meeting will begin with a short (ca. 20 minute) oral presentation by the student, after which the report (written and oral) will be discussed. Copies of all progress reports will be placed in the student's file. In each subsequent year in the program, students will submit a progress report to the Committee members and the Chemistry Graduate Office. It is the supervisor's responsibility to ensure that reports are filed on an annual basis. In cases where progress is deemed satisfactory (see Section (3)) Supervisory Committee meetings are not required after the first year in the program, but may be requested by the supervisor(s), and/or Supervisory Committee, and/or the student. A Supervisory Committee meeting is required if the Progress Report is deemed marginal or unsatisfactory in any year to make a complete assessment of the student's progress.

More information on Supervisory Committee Meetings and other aspects of graduate studies may be found at: <http://www.chem.queensu.ca/graduate/current-students/policies-guidelines>

The relevant general regulation in the SGS Calendar can be found at: <http://www.queensu.ca/sgs/graduate-calendar/general-regulations>

Committee Reports

After each meeting and/or progress report, the Supervisory Committee must file a report with the Chemistry Graduate Office, summarizing the student's research progress and plans for the future. Committee reports must be signed by all members of the supervisory committee and must conclude with a definitive assessment of the student's research progress as Satisfactory, Marginal or Unsatisfactory. The student will be provided with a copy of each Committee report at the time it is filed with the Chemistry Graduate Office.

If the assessment of the Committee is Marginal, a probationary period will not be imposed but instead the following procedure will be followed. The Coordinator of Graduate Studies will meet with the student within one week of filing of the report to explain the implications of Marginal status. There will be two Supervisory Committee meetings in the fourth month period following a Marginal assessment: one after 2 months and the second after 4 months. Each meeting will follow the format described in Sec. 2. After the second meeting (at the 4 month point), the Supervisory Committee will provide an assessment of the student's research progress as Satisfactory or Unsatisfactory. A re-assessment as Marginal is not permitted.

If the assessment of the Committee is Unsatisfactory, a follow-up meeting of the Supervisory Committee with the student will be called by the Coordinator of Graduate Studies within two weeks of receipt of the report. During this meeting, which will be chaired by a member of the Graduate Committee, the Supervisory Committee will impose a three to six month probationary period during which the student will be asked to demonstrate

satisfactory research progress according to a specific set of goals. The terms and possible outcomes of this probationary period (vide infra) will be issued in writing by the Coordinator of Graduate Studies to the student, with copies to the Supervisory Committee and with a copy placed in the student's file. During the probationary period, the Supervisory Committee, will meet with the student on a regular basis and at least three times before a final assessment is made. Interim Committee reports will be filed with the Graduate Assistant. If the assessment of research progress remains Unsatisfactory at the end of the probationary period, the student may be asked to withdraw from the program.

If unsatisfactory progress is caused by a breakdown in the working relationship between student and supervisor(s), the Supervisory Committee or the student may recommend that a change in supervisor(s) be considered. It is the responsibility of the student to communicate to the Supervisory Committee any special circumstances that should be considered by the Supervisory Committee in reaching its recommendations

Internal Appeal of Finding of Unsatisfactory Progress

Appeal Process

If the assessment of research progress remains Unsatisfactory at the end of the probationary period, the Coordinator of Graduate Studies will so inform the Head and provide the Head with a complete copy of the student's graduate file. After reviewing the student's file in timely fashion, the Head shall then proceed in one of two ways. If the Head supports the Supervisory Committee's finding of unsatisfactory progress, the Head will inform the student in writing that he/she may be asked to withdraw from the program. The Head will also inform the student in writing of his/her right to a formal Departmental Appeal to be requested in writing within two weeks. Alternatively, the Head may immediately appoint a Review Committee (vide infra) and refer the case to it. If the Head is also the supervisor or a member of the Supervisory Committee, a designated faculty member who is at "arm's length" will handle the case.

Upon receiving a written request for a formal Departmental Appeal from the student, or on his/her own initiative, the Head will appoint a Review Committee consisting of three faculty members who are at arm's length and the Coordinator of Graduate Studies acting as Chair. If the Coordinator is not at arm's length, a designated faculty member will act as Chair. The Review Committee will report to the Head within two weeks on whether or not the previous decision of the Supervisory Committee should be upheld. The Review Committee will interview the student and may interview the supervisor(s) and other members of the department in reaching its decision. Upon receiving the advice of the Review Committee, the Head (or designate) will advise the student in writing on whether the recommendation for dismissal on the grounds of unsatisfactory research progress will be upheld and forwarded to the appropriate Division of the School of Graduate Studies. If the decision is upheld, the Head will notify the Chair of the Division in writing and inform the student in writing of his/her right to appeal the Division according to Sections 8.8c and 8.9 of the Regulations of the School of Graduate Studies.

Financial Support during an Appeal Process

In the event that a student is asked to withdraw from the program, it is the responsibility of the supervisor(s) to ensure that the student continues to receive the guaranteed minimum stipend (provided that he/she is still eligible) until all channels of appeal or grievance have been exhausted. According to Article 41 of the Queen's University Senate Statement on Grievance, Discipline and Related Matters:

“No sanction or penalty other than a reprimand or a warning may be put into effect until the person affected has either exhausted all channels of appeal or grievance, or has allowed the time for appeal to lapse. The university administration retains the power, where necessary, to relieve a staff member of his/her duties or to suspend a student from all or some of the student's courses or programs pending the outcome of his or her appeal, provided that any salary or other benefit shall continue.”

Change of Supervisor

The initial selection of a supervisor(s) is normally considered to be a permanent arrangement and cannot be terminated by the supervisor(s) without due process. Termination of a supervisory relationship without mutual consent is highly undesirable for the student and the supervisor, and reflects poorly on the Department. Nevertheless such breakdowns, although rare, do occur from time to time.

Procedure

If the working relationship (or lack thereof) between student and supervisor(s) hinders satisfactory research progress, a request to change supervisor(s) may be made by the student in writing to the Coordinator of Graduate Studies. In all cases, it is recommended that the student discuss any proposed change with members of his/her Supervisory Committee and with the Coordinator of Graduate Studies before a formal request for change is made. Submission of a change-in-supervisor request should be made in timely fashion and not delayed beyond the time required for the consultations mentioned immediately above. If necessary, the Coordinator and/or the Head will assist the student by facilitating the search for, and acquisition of, a new supervisor or co-supervisors.

Financial Support

i. Cessation of supervisory relationship not associated with probationary periods, request to withdraw, or appeals

It is the responsibility of the original (outgoing) supervisor(s) to ensure that the student continues to receive the guaranteed minimum stipend (provided that he/she is still eligible for the mandated graduate funding) for a period of two months after cessation of the supervisory relationship. The date of cessation will be determined by the Head based on available documentation and discussions with the student, the supervisor, the Supervisory Committee, and the Coordinator. The cessation date will not necessarily coincide with submission by the student of a written request for change of supervisor and may be deemed to have occurred at an earlier date.

ii. Cessation of supervisory relationship associated with probationary periods, request to withdraw, or appeals.

Breakdown of the supervisory relationship can arise in preparation for, or during, the process of a student being requested to withdraw from graduate studies or during a student appeal thereof. The supervisor is obligated to continue financial support during the request-to-withdraw period and during any associated appeals. In the event that a student appeal of a request-to-withdraw is successful, support for the two-month changeover period will begin on the date of notification of the result of the final appeal.

Student Grievance

A student who is dissatisfied with his/her progress, and/or feels that the commitments made by the supervisor(s) are not being fulfilled, should call a meeting of the Supervisory Committee or meet individually with members of the Supervisory Committee to discuss the problem. A student who is dissatisfied with a Supervisory Committee member should first discuss the situation with his/her supervisor. If this process is unsatisfactory or inappropriate, the student should meet with the Coordinator of Graduate Studies who will recommend an appropriate course of action. In some circumstances, a student may be advised to meet with a University grievance officer so that an official documentation of complaint(s) is recorded by an impartial party.

PhD Departmental Seminar

Seminar Committee - Chair, Guojun Liu

All PhD students must present a departmental seminar on their research work (15 minutes, plus 5 minutes questions).

The student's seminar will usually be given in the fourth year of their research program, and before their thesis is submitted for internal review. *It is ultimately the student's responsibility to ensure that a seminar slot is scheduled before they submit their thesis.*

All seminars will take place as part of the regular seminar program, 11:30 on Friday mornings throughout the fall and winter terms. Three seminars will be scheduled in each slot.

<http://www.chem.queensu.ca/graduate/current-students/policies-guidelines>

If you are in year 4 or earlier in the PhD program, and intend to submit your thesis in the 2015-2016 academic year, you should email the Seminar Coordinator and Graduate Assistant with a request to present your seminar, giving an estimated date for your thesis submission.

It is the student's responsibility to also contact the Office Assistant (ext.77378 or recept@chem.queensu.ca), with seminar information (seminar title, abstract and time). From this information, a room will be booked and announced to faculty and graduate students.

PhD Candidacy/Comprehensive Examination

Graduate students enrolled in a Ph.D. program in Chemistry at Queen's University are required to pass a Comprehensive Examination as part of their degree program (Calendar of the School of Graduate Studies, Section 8.4). In the Department of Chemistry, the Comprehensive Examination will be known as the Candidacy Exam. This examination is aimed at assessing the student's research ability, academic appreciation of his or her field of research and his or her scholarly qualifications for the degree.

Graduate students enrolled in a M.Sc. program, normally with a first-class standing and who show exceptional promise in their research, may be considered for admission to a doctoral program without completing the requirements for the M.Sc. degree (see Section 2.2 (b) of the Calendar). One of the requirements for transferring from a M.Sc. program to a Ph.D. program in the Department of Chemistry is the successful completion of the Ph.D. Candidacy Examination.

1A. Eligibility (Registered Ph.D. students)

All Ph.D. students must take the candidacy exam within 18 months of first registration in the program. In order to attempt the exam, the candidate must first meet the following minimum criteria:

- a) They must have completed a minimum of one research progress meeting with their Supervisory Committee. The student's status, as assessed at the last meeting before applying for the Candidacy Exam must be "satisfactory" ("unsatisfactory" or "marginal" disqualifies a student for the candidacy exam).
- b) They must have successfully completed at least two graduate modules in Chemistry at Queen's.

1B. Eligibility (Registered M.Sc. students wishing to transfer to the Ph.D. program)

All M.Sc. students who wish to transfer to the Ph.D. program must first attempt the candidacy exam. In order to attempt the exam, the candidate must first meet the following minimum criteria:

- a) They will normally have a first class overall average on at least 4 graduate modules or equivalent, plus CHEM 803 (Principles of Scientific Communication) with a majority of A's in these courses.
- b) They must have completed a minimum of one research progress meeting with their Supervisory Committee. The student's status, as assessed at the last meeting before applying for the Candidacy Exam must be "satisfactory" ("unsatisfactory" or "marginal" disqualifies a student for the candidacy exam). In addition, the committee must certify that the student is exhibiting exceptional promise in their research.
- c) They must have normally completed at least 16, but normally no more than 20, months of their M.Sc. program, from date of first registration.

2. The Examining Committee

The examining committee will consist of four voting members and a Chair. The four voting members shall consist of the student's supervisor, one member of the student's supervisory committee and two other chemistry faculty members selected by the Graduate Committee. The Graduate Committee will also choose a chemistry faculty member to act as impartial Chair. The chair will have no vote. In cases where the student is

co-supervised by a faculty member from outside the Chemistry Department, the Graduate Committee may choose to select a faculty member from the co-supervisor's department to sit on the examining committee. If the student has more than one supervisor, only one of the supervisors will be a member of the examining committee, while the other is permitted to attend the examination as an observer. He or she will have no vote.

3. Components of the exam

The candidacy examination shall consist of three components: a written report, an oral presentation by the candidate to the examiners, and oral questions to the candidate by the examiners.

- a) The written report will consist of 12–20 pages, single spaced, plus appropriate figures. It will contain three sections. The first will be an introductory section consisting of a comprehensive literature review of the candidate's research topic. The intention is that this section will serve as a template for the Introduction of the candidate's eventual Ph.D. thesis. The second section will outline the research results obtained so far. The third section will discuss the future long and short-term goals of the candidate's research project and overall expected significance of the results.
- b) The oral presentation will consist of a 15–20 minute talk given to the examiners. The presentation will summarize those parts of the written report that the candidate feels to be most significant.
- c) The candidate will answer questions posed by the examiners at a formal candidacy examination (see section 4, below). The examiners may ask questions which allow them to judge the candidate's mastery of their thesis topic, to assess the candidate's ability to undertake independent and original research, and to determine the comprehension of the candidate in chemistry in his or her research area.

4. Examination Procedure

- a) The student shall initiate the examination procedure by requesting that a date for the oral component of the candidacy examination be scheduled. This may be done by submitting an application form to the Graduate Assistant at least five weeks prior to the requested oral examination date. The Graduate Committee will confirm the student's eligibility for the candidacy examination, select the examining committee and schedule the oral examination for a date four weeks following the student's request.
- b) Two weeks before the scheduled date of the oral examination, the student shall submit copies of their written report to the examiners and the Chair. Within 10 days after receiving the written report, the examiners shall indicate to the Chair whether they believe the written report is of sufficient quality for the oral portion of the candidacy examination to proceed. Should their opinion be negative, they must submit an explanation of their concerns. If any two of the examiners recommend that the oral not proceed, the candidate, the supervisor and the Chair of Graduate Studies (or designate) should be consulted by the Chair of the Examining Committee to see if they wish to proceed with the oral defence. The onus is on the candidate to make the decision to proceed or not. If the candidate agrees that the oral be postponed, the Chair of the Examining Committee must convey to the candidate, through the supervisor, the nature of the revisions to the written report that are advised, and the candidate has the right to present the written report at an agreed upon later date, but normally within two weeks. At the subsequent submission of the written report, the oral defence must be held.

Students are reminded that plagiarism (see the definition from the Calendar of the School of Graduate Studies below) is considered academic dishonesty and can result in expulsion from the program. Details concerning academic dishonesty may be found on the School of Graduate Studies web page

<https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy> **Academic dishonesty:** Academic dishonesty includes plagiarism as well as any deliberate attempt to unfairly gain advantage academically. Dishonest practices include fabrication of data, cheating, or the uttering of false statements relating to academic work by a student.

Plagiarism: Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism should be distinguished from cooperation and collaboration. Often, students may

be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem as long as it is clearly understood whose work is being presented, for example, by way of formal acknowledgment or by footnoting.

- c) The oral examination will have the structure of a thesis defence. Before the examination begins, the candidate will be asked to leave the room and the chair will invite the examiners to discuss their opinions on the written report. The chair will then determine the order in which the examiners will ask questions, and the examiners will outline the general form of the questions that they intend to ask the candidate. The chair will also remind the examiners that they should remain in the examination room for the duration of the examination.
- d) The candidate will then return to the room and the chair will outline the examination procedure to the candidate. The candidate will then give their 15–20 minute oral presentation. Following the presentation, each of the four examiners will question the student, following the predetermined order, with the supervisor last. The Chair will not examine the student directly, but will moderate the questioning and record the nature of the questions posed by the examiners. There will be two rounds of questions. In the first round, each examiner will question the candidate for 15 minutes. A second round of follow-up questions may follow, with each examiner permitted 5 minutes of questioning.
- e) Following the second round of questioning, the candidate will be asked to leave the examination room. The candidate, the examiners and the chair will be given a confidential assessment form on the conduct of the Candidacy Exam. The candidate should fill out this form (in private), as will all the examiners and chair. The examiners will then discuss and vote on the outcome of the examination. The candidate will be informed of the exam outcome after the vote by the examiners and following receipt of his/her assessment form by the Chair.

5. Mode of Assessment

The charge to the examining committee will be to judge the candidate's mastery of their thesis topic, to assess the candidate's ability to undertake independent and original research, to judge the ability of the candidate to defend their report, to determine the comprehension of the candidate in chemistry in his or her sub-discipline, and to recommend whether or not the candidate should be allowed to proceed on the Ph.D. program.

Each examiner will evaluate the quality of the written report before the oral examination takes place, and will not communicate their opinions to other committee members before the start of the exam. During the examination, each examiner will assess the quality of the candidate's oral presentation and the candidate's responses to the various questions from each of the examiners, including themselves. The Chair of the examining committee will record the nature of the questions posed by each of the examiners. Once the candidate has left the room, the examiners will begin the assessment process. Discussion on the quality of the student's examination performance will take place amongst the examiners. Based on their overall assessment of the written report, oral presentation and response to the questions, each examiner will determine whether the student has passed or failed the candidacy exam. No examiner has the option of abstaining. The examiners shall record this determination on a grading sheet, and may also record their written assessment of any or all of the components of the examination. Two or more votes to fail by any of the committee members will result in the student failing the candidacy examination. The Chair will collect the assessments and announce the overall result – pass or fail. The Chair's notes, along with the grading sheets from each of the examiners, will be retained in the General Office for a period of twelve months after the examination. A failure of the candidacy exam will result in the student being required to withdraw from the Ph.D. program or, if attempting transfer from the M.Sc. program, require them to continue in the M.Sc. program.

6. Appeal of the Outcome of the Examination

- (a) If a student wishes to appeal the outcome of the candidacy examination on procedural and/or academic grounds, the appeal must be lodged formally with the Head of the Department (Section 8.8 of the Calendar), setting forth in writing the reasons why the student believes the academic decision is unjust.

This should be done as early as possible after the decision is announced and, normally not more than ten working days thereafter.

- (b) If the matter has not been resolved by the Head, and the student continues to believe that the academic decision is unjust, a formal request may be lodged for a review of the appeal by the faculty members of the Graduate Committee, less any faculty members who were among the four examiners on the student's candidacy examination committee.
- (c) After reviewing the appeal, including interviewing the student and the members of the examination committee, the Graduate Committee may find that:
 - (i) The decision is academically and procedurally sound.
 - (ii) An error in procedure or academic judgment has been made. In this case the Graduate Committee will proceed to rectify the error.
- (d) If the Head and Graduate Committee find that the decision of the Candidacy Examination Committee was academically and procedurally sound, and recommend to the appropriate Division of the School of Graduate Studies that the student be required to withdraw, the student may appeal the recommendation for withdrawal by following the procedures outlined in Section 8.9(c) of the Graduate School Calendar.
- (e) The appeal may be based not on academic or procedural matters, but rather be based on a Grievance. In this case, the Head will recommend to the student that he or she directly address the Senate Statement on Grievance, Discipline and Related Matters and the University's Grievance and Appeal Procedures.

Two regulations are listed in the SGS Calendar which applies to all students admitted from September 2013 onward, and the previous regulation, which applies to all students admitted prior to September 2013

Extension of Time Limits and Time Limits for Completion of Program

<http://www.queensu.ca/sgs/graduate-calendar/general-regulations>

Thesis Scheduling

<https://www.chem.queensu.ca/graduate/current-students/thesis-submission> Prior to scheduling a thesis, the student must submit their thesis to the supervisor for approval. The supervisor indicates approval by signing/dating the Internal Review Form and forwarding the thesis to the internal reader(s).

Master's: 1 internal reader

Doctoral: 2 internal readers

*the internal reviewers have one week to approve or reject the thesis for submission to the full examining committee

Students are encouraged to use their supervisory committee members as internal readers & examiners at the thesis defence.

Internal Review Forms and information sheets are available in the Chemistry Main Office.

Completed forms go into the student's file.

To ensure that your plans to complete your degree are well in hand, please review each stage carefully. Information for COMPLETING YOUR DEGREE is provided on the School of Graduate Studies web site at, <http://www.queensu.ca/sgs/current-students/degree-completion>

MSc Thesis Examination

The period leading up to the defense of the MSc thesis involves two phases:

1. Preparation of the thesis, and selection of the examining committee.

2. Review of the thesis and examination of the student.

1. Preparation of the thesis and selection of the examining committee:

The following should take place before the thesis is submitted for internal review.

- i. The student prepares the thesis
<http://www.queensu.ca/sgs/thesis-formatting-other-resources>
Please ensure you follow all necessary copyright rules described at
<http://library.queensu.ca/copyright/thesis>
- ii. The student and supervisor agree on a tentative date for the exam so a timeline for review can be established. Note that the shortest period of time between the submission of the thesis for internal reading and the thesis defense is 15 working days as defined by the School of Graduate Studies.
- iii. The supervisor identifies and confirms the internal reader and the examining committee. The roles of internal reader and structure of the examination committee for MSc theses are described below. The supervisor should ensure the committee members can review the document by the tentative date of the exam and are available on that date to participate in the exam.

2. Review of the thesis and examination of the student:

The following steps must take place before the examination of the thesis takes place. The minimum period for the review of the thesis by the internal reviewer and examination committee is 15 working days for a MSc thesis, where a working day is defined according to the rules set out by the School of Graduate Studies.

<http://www.queensu.ca/sgs/preparing-your-oral-examination>

- i. The supervisor reviews the thesis and indicates its suitability to be submitted for internal reading by signing the internal review form.
- ii. The student submits the document to the internal reader for review. For a MSc thesis only one faculty member from the Department of Chemistry is required to act as the internal reader. The reader has a period of five working days to review the document and provide feedback. Once the document is in an acceptable form, the internal reader signs the internal review form.
- iii. Once the internal review is complete, the supervisor schedules the examination through the Chemistry Graduate Office by filling out the Oral Thesis Examination Form. The supervisor will list the examining committee members identified in step 1 iii, and suggests a tentative date, time and location for the exam. The Graduate Assistant will find a Chair for the oral exam. Once the Chair is identified, the departmental form will be updated and signed by the supervisor and Chemistry Graduate Coordinator. The graduate assistant will email the notice of the examination and the Examination Report Form to all members of the Examining Committee. A copy of the complete Oral Thesis Examination Form is copied to SGS.
- iv. The student hands in one copy of the thesis to all committee members, including the Chair. The thesis can be provided to the examiners once they have been confirmed and the internal reading has taken place. The examiners and Chair have 10 working days from that point to review the document.

Composition of the M.Sc. Thesis Examination Committee

The Examination Committee for the M.Sc. thesis defense consists of:

1. A Chair identified by the Graduate Assistant (Department Head or Delegate)
2. The supervisor
3. Two faculty members in the Department of Chemistry

Student Registration Information and Completion of Degree

All graduate students working on a thesis must register for each term until they have completed the requirements for their degree program.

Please note that requirements are considered complete when one electronic copy of the thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, is submitted to the School of Graduate Studies through the E-Thesis Submission process in QSpace.

<http://www.queensu.ca/sgs/thesis-formatting-other-resources>

Inquiries should be directed to Rose Silva, Thesis Coordinator

Monday to Friday

8:30 a.m. to noon, 1:00 to 4:30 p.m.

Gordon Hall, Room 425

Graduate Studies Office

E-mail: thesis@queensu.ca

Phone: (613) 533-6000 ext #77313

Fax: (613) 533-6015

PhD Thesis Examination

The period leading up to the defense of the Ph.D. thesis involves two phases:

1. Preparation of the thesis, and selection of the examining committee.
2. Review of the thesis and examination of the student.

1. Preparation of the thesis and selection of the examining committee:

The following should take place before the thesis is submitted for internal review.

- i. The student prepares the thesis

<http://www.queensu.ca/sgs/thesis-formatting-other-resources>

Please ensure you follow all necessary copyright rules described at <http://library.queensu.ca/copyright/thesis>

- ii. The student and supervisor agree on a tentative date for the exam so a timeline for review can be established. Note that the shortest period of time between the submission of the thesis for internal reading and the thesis defense is 30 working days as defined by the School of Graduate Studies.
- iii. The supervisor identifies and confirms the internal readers and the examining committee. The roles of internal readers and structure of the examination committee for PhD theses are described below. The supervisor should ensure the committee members can review the document by the tentative date of the exam and are available on that date to participate in the exam.

2. Review of the thesis and examination of the student:

The following steps must take place before the examination of the thesis takes place. The minimum period for the review of the thesis by the internal reviewers and examination committee is 30 working days for a PhD thesis, where a working day is defined according to the rules set out by the School of Graduate Studies.

<http://www.queensu.ca/sgs/preparing-your-oral-examination>

- i. The supervisor reviews the thesis and indicates its suitability to be submitted for internal reading by signing the internal review form.
- ii. The student submits the document to the internal reader for review. For a PhD thesis, two faculty members from the Department of Chemistry are required to act as internal readers. The readers have a period of five working days to review the document and provide feedback. Once the document is in an acceptable form, the internal readers sign the internal review form.

- iii. Once the internal review is complete, the supervisor schedules the examination through the Chemistry Graduate Office by filling out the Oral Thesis Examination Form. The supervisor will list the examining committee members identified in step 1 iii, and suggests a tentative date, time and location for the exam. It is the supervisor's responsibility to ensure the suitability of all members of the examining committee. This information will be filled in on the Examination Report Form, which will be signed by the supervisor, and the Chemistry Graduate Coordinator, and then forwarded to the School of Graduate Studies. The School of Graduate Studies will find a Chair for the oral exam. The Oral Thesis Examination Form must be submitted 25 working days prior to the date of the exam. Final approval of the Examination Committee lies with the Dean of the School of Graduate Studies.
- iv. The student hands in one copy of the thesis to all committee members, including the Chair. The thesis can be provided to the examiners once they have been confirmed and the internal reading has taken place. The examiners have 25 working days from that point to review the document. A copy should be provided to the Chair once the Chair is identified by SGS.

Composition of the Ph.D. Thesis Examination Committee

The Examination Committee for the Ph.D. thesis defense consists of:

1. A chair identified by the School of Graduate Studies
2. The supervisor
3. The Head's delegate in the Department of Chemistry
4. One faculty member in the Department of Chemistry (internal)
5. One faculty member from another Department at Queen's in the same Division (internal/external)
6. An external examiner from outside Queen's University.

Student Registration Information and Completion of Degree

All graduate students working on a thesis must register for each term until they have completed the requirements for their degree program.

Please note that requirements are considered complete when one electronic copy of the thesis, in PDF format revised as recommended by the Thesis Examining Committee and finally approved by the supervisor/committee, is submitted to the School of Graduate Studies through the E-Thesis Submission process in QSpace.

<http://www.queensu.ca/sgs/thesis-formatting-other-resources>

Inquiries should be directed to Rose Silva, Thesis Coordinator

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