



Newfoundland & Labrador, Canada

Handbook for Graduate Studies in the Faculty of Medicine Memorial University of Newfoundland

The graduate programs in the Faculty of Medicine are structured to create an academic environment conducive to research training excellence. The programs are designed to provide formal instruction as well as to promote informal exchange in areas of health and health research. This handbook is prepared as a guide for students and faculty in the Faculty of Medicine. Details of all of the Graduate Programs can be found in the University Calendar (<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0000>). The School of Graduate Studies is the home for graduate students enrolled in 2 Graduate Diploma, 10 Master's and 7 Doctoral programs offered by the Faculty of Medicine.

Links:

School of Graduate Studies website - http://www.mun.ca/School_of_Graduate_Studies/

Graduate Studies in the Faculty of Medicine - <http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0307>

Faculty of Medicine, Office of Research and Graduate Studies Website - <http://www.med.mun.ca/graduate/home.aspx>

Student Affairs - <http://www.mun.ca/student/home/index.php>

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Areas of Concentration and Degrees Offered

Areas of Research and Graduate Concentration

There are ten areas of concentration in the Graduate Program in the Faculty of Medicine:

- Applied Health Services Research
- Cancer Research
- Cardiovascular and Renal Sciences
- Clinical Epidemiology
- Community Health
- Health Ethics
- Human Genetics
- Immunology and Infectious Diseases
- Neuroscience
- Public Health

These programs are based upon focal areas of health research within the Faculty and are dependent upon a critical mass of actively engaged faculty researchers in these areas. Each area of concentration has a program coordinator chair or director, and includes a core of graduate courses appropriate to the area of health research and mechanisms for formal and informal exchange of research ideas (journal clubs, seminar series, visiting speakers program).

Degrees Offered

The Faculty of Medicine offers:

- Diploma (only in Clinical Epidemiology and Community Health)
- MSc (Med)
- MAHRS
- MPH
- MHE
- PhD
- MD-PhD

Go to our website here: <http://www.med.mun.ca/Graduate/GraduateStudies.aspx> for details unique to each of the areas of concentration.

Acceptance into these programs requires the approval of the Dean of Graduate Studies following the recommendation from the Assistant Dean of Research and Graduate Studies (Medicine). The Assistant Dean is advised by the coordinators and/or admissions committees in the various programs.

The graduate program in Applied Health Services Research is offered by full time study only. All other degree programs are offered by part-time or full time study.

Administration and Oversight of Graduate Programs

Overall responsibility for Graduate Studies at Memorial University lies with the Dean of the School of Graduate Studies.

Within the Faculty of Medicine, academic and administrative support is provided through the Office of Research and Graduate Studies (Medicine) under the direction of the Assistant Dean, Research and Graduate Studies (Medicine) and in collaboration with the Associate Dean, BioMedical Sciences; Associate Dean, Community Health and Humanities; Director, Clinical Epidemiology and Chair, Human Genetics.

Day-to-day administration of the individual graduate programs is provided by a program coordinator in consultation with the faculty members within each of the program areas and in liaison with the Assistant Dean, Research and Graduate Studies (Medicine).

The Office of Research and Graduate Studies (Medicine) has four staff persons responsible for the day-to-day management of graduate studies in the Faculty of Medicine including general enquiries, admission, registration, fees and funding, awards, information distribution, course listings, thesis submission and arrangements for thesis defence and comprehensive examination.

Academic Council

The Academic Council is a committee of the School of Graduate Studies with representation from all academic units, the Registrar's Office and the Graduate Student Union. The Faculty of Medicine has two regular members who sit on this committee, one of which is the Assistant Dean, Research and Graduate Studies (Medicine). Academic Council is chaired by the Dean of Graduate Studies and oversees all business, academic and administrative matters related to Graduate Studies for the University. Academic Council approves regular course offerings for all university graduate programs and approves all new programs of study. There are a number of sub-committees of Academic Council which deal with fellowships and awards, appeals, etc.

Assistant Dean, Research and Graduate Studies (Medicine)

Within the Faculty of Medicine, academic and administrative support is provided through the Office of Research and Graduate Studies under the direction of the Assistant Dean, Research and Graduate Studies (Medicine).

The Assistant Dean, Research and Graduate Studies (Medicine) represents the Faculty of Medicine in all academic matters concerning the School of Graduate Studies and has a major responsibility for the education and preparation of graduate students and post-doctoral scholars.

The Assistant Dean, Research and Graduate Studies (Medicine) is responsible for coordinating and supervising graduate programs and post-doctoral scholars in the Faculty of Medicine to include (but not limited to):

- a) Admissions
 - oversight and coordination of the admissions process,
 - represents the Faculty of Medicine at graduate registration

- b) Assessing and Evaluating Processes and Programs
 - oversight and coordination of evaluation processes
 - organization of regular internal reviews of graduate programs
 - chair of PhD comprehensive examinations
 - meeting graduate students individually or in groups annually
 - facilitating review approvals of new courses within existing programs
- c) Developing, implementing and monitoring procedures for graduate studies education within the Faculty of Medicine
- d) Leading the faculty development of new graduate programs and the approval process.
- e) Implementing and monitoring compliance with Graduate Studies and university regulations and policies
- f) Coordinating activities related to graduate student stipends, awards, fellowships and other graduate student applications
- g) Promoting graduate programs externally
- h) Chairing the Graduate Studies Committee
- i) Liaising with Program Coordinators, Associate Deans (Biomedical Sciences, Community Health and Humanities), Director Clinical Epidemiology, Chairs of Clinical Disciplines, Postgraduate Residency Directors, and the Director of Clinical Research Development where applicable.

Program Coordinators

Each program area is represented by a Program Coordinator who is selected by the faculty members within the program. The program coordinators represent the link between the faculty members and students within the program and the Office of Research and Graduate Studies (Medicine) and the Assistant Dean, Research and Graduate Studies (Medicine). Coordinators are responsible for informing the Assistant Dean of the details of their graduate areas (changes in requirements, courses, new members etc.), participating as members of the Graduate Studies Curriculum Committee and reviewing graduate student applications and recommending admission.

Graduate Studies Curriculum Committee

The Graduate Studies Curriculum Committee of the Faculty of Medicine includes the Assistant Dean, Research and Graduate Studies (Medicine) (chair); the program coordinators; Associate Dean, BioMedical Sciences; Associate Dean, Community Health and Humanities and a representative from the Medical Graduate Student Society. The Graduate Studies Curriculum Committee is a sub-committee of the Faculty Council and makes recommendations for changes in areas of concentration and course offerings. The committee may also make recommendations to the School of Graduate Studies for modifications in Graduate Studies policies at the University.

Supervisory Committee

All graduate students offered admission to a diploma program or a non-thesis based degree program must have a faculty advisor. The role of the faculty advisor is to:

1. Schedule regular meetings to provide mentorship and guidance
2. Provide information concerning the program of study
3. Encourage timely completion of program of study (normally 3-semesters)
4. Recommend changes in the program of study as appropriate.

Supervisory Committee

All graduate students in a program offered by the Faculty of Medicine must have a supervisor at the time of acceptance into the program. It is the responsibility of the supervisor to identify a minimum of two other faculty with the appropriate expertise to serve as members of the supervisory committee (http://www.mun.ca/School_of_Graduate_Studies/grad_sup_guidelines.pdf). Normally, the members of the supervisory committee are not members of the thesis examining committee or the comprehensive examining committee.

The function of the supervisory committee (http://www.mun.ca/School_of_Graduate_Studies/responsibilities.pdf) is to:

1. Decide, in consultation with the student, the program of study
2. Guide the student toward timely completion of their program of study
3. Monitor the student's progress
4. Provide an annual supervisory report
5. Recommend changes in the program of study as appropriate
6. Initiate the comprehensive examination process, where applicable
7. Approve the thesis and complete Form SCHOOL OF GRADUATE STUDIES-99-05
8. Recommend, confidentially, to the Dean of Graduate Studies, via the Assistant Dean, Research and Graduate Studies (Medicine), list of potential members of the Thesis Examining Board.

Medical Graduate Student Society (MGSS)

The Medical Graduate Student Society, see their website here: <http://www.med.mun.ca/mgss/default.htm> is organized by graduate students in the Faculty of Medicine and is ratified by the Graduate Students Union (GSU). A panel of executives and various committee representatives help ensure that matters of concern to the medical graduate students are addressed in an appropriate manner. Furthermore, the executives and committee representatives plan and implement numerous social, academic, charitable, and athletic events throughout the year to support medical graduate students. Medical graduate students are invited to sit on various committees within the GSU, School of Graduate Studies, the Faculty of Medicine, and on many sub-committees that arise when required. These positions are usually filled during the first general meeting of each fall semester and are held for a minimum of one year

Advice and Guidance

Graduate students can seek advice and guidance from their faculty advisor, supervisor and members of the supervisory committee. Questions and concerns about individual programs can be raised with the Program Coordinator and/or Assistant Dean, Research and Graduate Studies (Medicine). The Office of Student Affairs (<http://www.mun.ca/student/home/index.php>) deals with issues related to all students including counseling, health services and services for international students (<http://www.mun.ca/isa/main/>).

Procedures and Paperwork

Student Files and Program of Study

The Office of Research and Graduate Studies (Medicine) maintains a confidential file on each graduate student in the program. The files contain all forms and correspondence received by the Office of Research and Graduate Studies (Medicine) during the course of the graduate student's program of study.

Application and Admission

Application Procedure

Specific information about Faculty of Medicine Graduate Programs including application deadlines and links to departmental websites are available on the School of Graduate Studies website:

<http://www.mun.ca/become/graduate/programs/medicine.php>. Departmental websites include information about graduate programs and a directory of faculty members and their research areas.

General information regarding all Memorial University graduate programs, including tuition and fees, application deadlines and process, and admission requirements, as well as online application forms are available online:

<http://www.mun.ca/become/graduate/apply>.

Applicants **must** have a supervisor to be accepted into one of the research-based programs in the Faculty of Medicine. Therefore, applicants are advised to contact the Program Coordinator or individual faculty members who share their research interests and discuss opportunities for supervision. The listing of departmental research expertise is available online: <http://www.med.mun.ca/Medicine/FacultyAffairs.aspx>. **Note:** Securing a potential supervisor **cannot** be interpreted as admission to the program.

There is a \$50 (CDN \$) application fee for Canadian applicants and an \$100 (CDN\$) application fee for non-Canadian applicants that must be paid before an application will be processed.

Applications to programs with fixed admission deadlines must be complete to be considered for admission. Applicants to programs with no fixed admission deadline are advised to apply at least four months prior to intended start date. This allows time for the supporting documentation to arrive to make the application complete. It also gives sufficient time for the Program Coordinator or the Admissions Committee to review an application.

Applicants are strongly encouraged to complete the web application on-line. Applications may also be submitted by mail to the School of Graduate Studies Office at the following address:

**School of Graduate Studies
Memorial University of Newfoundland
Bruno Centre for Research
Room 2012
St. John's, NL A1C 5S7**

Normally, applications must be complete to be considered for admission. A complete file will have an official transcript, two (2) letters of reference, TOEFL score where applicable and a statement of interest or a research proposal (for research programs).

The School of Graduate studies forwards completed applications to the Office of Research and Graduate Studies, (Medicine). The application will be reviewed for completeness before it is directed to the appropriate Graduate Program Coordinator or Admissions Committee of the program specified by the applicant.

Where applicants have not indicated a potential supervisor, faculty interested in supervising a particular candidate will discuss with the appropriate Program Coordinator whether the candidate is likely to meet the admission requirements of the School of Graduate Studies and whether the necessary space and sources of funding are available.

Recommendation for Admission

Where agreement is reached by a Program Admissions Committee or between the Program Coordinator and a potential supervisor to recommend admission of a applicant, the potential supervisor will recruit a minimum of two other faculty members with appropriate expertise to serve on a supervisory committee. In consultation with the Program Coordinator and, where possible, with the candidate, the supervisor will submit to the Office of Research and Graduate Studies (Medicine) the Program of Study form (<http://www.med.mun.ca/getdoc/6250d299-89e0-4d25-8768-9b91a7b7dbd7/Program-of-Study-Form.aspx>) and an Agreement Form for Faculty Member(s) to Provide Financial Support to Graduate Students.

All applications will be reviewed by Assistant Dean, Research and Graduate Studies (Medicine) who will recommend acceptance, or not, into the graduate program and forward the application to the Dean, School of Graduate Studies.

Applicants for whom there is no supervisor will **not** be accepted into a Faculty of Medicine graduate program. The Assistant Dean will request that the School of Graduate Studies close these files.

Offer of Admission into the Program

The final decision for offering admission into the program rests with the Dean, School of Graduate Studies. The Dean of Graduate Studies will send an official letter giving details of the proposed program. Where documentary proof that the candidate has obtained the necessary entrance qualifications is still required (e.g. TOEFL score or completion of undergraduate degree) the candidate may be sent a conditional letter of offering admission.

Minimum Academic Requirements

Normally, students must have a minimum of a second class degree from a recognized university to be admitted into the Diploma or master's programs and hold a master's degree from a recognized university to be admitted into a doctoral program. In addition, individual programs may specify unique requirements. This information can be found in the University Calendar (<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0307>).

Student Status and Funding Requirements

In order for a supervisor to accept a full-time MSc/PhD student, a full-time graduate student devotes full time to his or her graduate program and may not commit more than 24 hours a week working time, including teaching assistant or research assistant duties, to matters other than the degree program.

Supervisors will normally be expected to ensure that each full-time graduate student under their supervision will receive a minimum of \$12,000 per annum.

Part-time status is available to students who wish to engage in graduate studies but who are otherwise employed or for whom funding stipend is not available. A part-time student is registered for the duration of a semester and may engage in full-time work opportunities.

Go to our website here: <http://www.med.mun.ca/Graduate/GraduateStudies/Studentships-and-Fellowships.aspx> for other funding sources for graduate students.

How Do I Register?

Students must be registered in the graduate program before they are able to register for individual courses. Students registering for graduate courses will log-in at (<http://www.mun.ca/regoff/>). Graduate registration indicates to the Cashier's Office to bill the student's account appropriately.

New Students are required to register for MED 9900 001 in order to be in their graduate program. It is then possible to register for individual courses (see below).

Continuing Graduate Students excluding international students (see below), are automatically registered in MED 9900 001. Current graduate students should check to see that MED 9900 001 has rolled over for the current semester. If for some reason it has not, call the Office of Research and Graduate Studies (Medicine) (777-6762).

Students Returning after Leaves of Absence are not automatically registered. They must initially register for MED 9900 001. It is then possible to register for individual courses.

International Students upon arrival to Memorial University are required to report to the International Student Advisor located in Corte Real, Burtons Pond Apartment, 1st Floor; and to the School of Graduate Studies General Office located in the Bruneau Centre, Room 2012 and present their Study Permit. Once the study permit is presented, international students may register as new students by registering for MED 9900 001. Students must register for this in order to be in their graduate program. It is then it is possible to register for individual courses. International Student Services link: <http://www.mun.ca/isa/main/>

Visiting Research Students must register for GRAD 9900 by submitting a course change form to the School of Graduate Studies. This form may be obtained from the Office of Research and Graduate Studies (Medicine) or found online at http://www.mun.ca/regoff/registration/Course_Change_Form.pdf This must be done at the beginning of every new semester.

Course Registration begins in early August for the fall semester; in mid-December for the winter semester; and in late April for the spring semester. The exact dates can be found in the University Calendar <http://www.mun.ca/regoff/calendar/sectionNo+GENINFO-0086>

This policy is based on regulations set forth by the School of Graduate Studies.

How Long Is The Program?

The master's and doctoral degrees in the Faculty of Medicine require the completion of both course work and research, including a written thesis. It is expected that a master's student will spend a minimum of two years (six semesters) completing these requirements and that a doctoral student will spend a minimum of four years (12 semesters) completing these requirements.

The maximum period of study for a Graduate Program (full time or part-time) at Memorial University is seven years (21 semesters) beyond the first registration (excluding official leaves of absence).

How Do I Apply for a Leave of Absence?

Graduate students may apply for a Leave of Absence from their graduate programs. The Research and Graduate Studies policies on Leave of Absence is based on regulations governing all graduate students and are available on the School of Graduate Studies website, here: http://www.mun.ca/School_of_Graduate_Studies/loa.pdf

A leave of absence is normally permitted only when circumstances prevent a student from making progress on any of his/her graduate program requirements. A Leave of Absence may be granted for five reasons:

1. Academic (e.g. supervisor absent from University, courses not offered, equipment failures),
2. Family (e.g. pregnancy, unusual or exceptional family care responsibilities),
3. Employment (relocation, etc.),
4. Medical (e.g. medical certificate of inability to continue in program), or
5. Financial (e.g. change in material circumstances).

During a Leave of Absence the student is not required to register, no fees will be applied and the time granted in the leave is not counted in the period of study. While a student is on a Leave of Absence the student is not permitted to work toward the completion of graduate program requirements.

Normally, a request will be made before the end of the registration period in the first semester for which a leave is requested.

Normally, a student may take one leave of absence during their program of study.

Normally, a leave may be requested for up to one year.

Students who want to apply for a Leave of Absence will complete the appropriate form which can be obtained from the Office of Research and Graduate Studies (Medicine) or downloaded at http://www.mun.ca/School_of_Graduate_Studies/loa.pdf

The student will meet with the supervisor to discuss the leave request. The supervisor will complete the appropriate section indicating the level of support for the leave.

The student will forward the completed and signed form to the Office of Research and Graduate Studies (Medicine).

The Assistant Dean, Research and Graduate Studies (Medicine) will review the application for Leave of Absence and make a recommendation to the Dean of the School of Graduate Studies. The final decision to grant a Leave of Absence rests with the Dean of the School of Graduate Studies. A denied leave may be appealed through the normal appeal channels.

How Do I Change My Program of Study?

The **Program of Study** includes a list of all the courses required to complete the indicated degree and is the key document used by the School of Graduate Studies to confirm that a student has completed the requirements for their degree. Any changes to the program of study must be made through a Change of Program form.

Any proposed change from the program as detailed in the letter of admission must have the prior approval of the Assistant Dean, Graduate Studies (Medicine) and the Dean of the School of Graduate Studies. Forms for this purpose (covering changes in courses to be taken, full-time/part-time status, supervisor, supervisory committee members, thesis title, as well as extensions of the program or withdrawal from the program) are available from the Office of Research and Graduate Studies (Medicine). The completed form, signed by the student and/or supervisor, must be returned to the Office of Research and Graduate Studies (Medicine) for recommendation to the Dean of Graduate Studies, with whom the final decision rests.

If students are submitting a course change form after the regular registration period they will require a "Course Change Form" which must be supported by the instructor indicating one of the following; student has been attending since the beginning of September/January or, the student may catch up on the material already taught. Please drop the course change form to the Office of Research and Graduate Studies (Medicine) for processing and it will be forwarded to the registrar's office for final approval.

How Do I Submit My Thesis for Examination?

All thesis submitted to the School of Graduate Studies by Department Heads must be accompanied by a "Supervisory Committee Approval Form" (http://www.mun.ca/School_of_Graduate_Studies/supervisory_approval_fill.pdf) and an "Appointment of Examiners" (http://www.mun.ca/School_of_Graduate_Studies/Appoint.Masters.pdf) form, which is normally signed by the Assistant Dean, Research and Graduate Studies (Medicine) or delegate. The thesis is the intellectual property of the author. Although it is expected that, on successful completion of all the School of Graduate Studies degree and departmental requirements, the candidate will submit a thesis to the Dean for examination with the approval of the supervisor and Head, the absence of such approval cannot prevent submission.

Masters' Thesis, Reports, Folios

Submission

Students who wish to graduate must normally submit their thesis for examination at least four months before the University convocation at which the awarding of the degree is expected. The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest convocation unless the thesis is submitted by the prescribed date. Candidates expecting to graduate at any particular Convocation must apply online through Memorial Self-Service (https://www3.mun.ca/admit/twbknbis.P_WWWLogin) at least by the time of the submission of the Thesis/Report required by their program. Please consult the University Diary contained in the current edition of the calendar for precise deadline dates (<http://www.mun.ca/regoff/calendar/sectionNo=GRAD-0026#GRAD-0809>).

Three copies (single-sided) of the completed thesis along with completed and signed "Thesis Deposit Form" (http://www.mun.ca/School_of_Graduate_Studies/thesis_deposit.pdf), "Non Exclusive License to Reproduce" (<http://www.collectionscanada.gc.ca/obj/s4/f2/frm-n159-2-e.pdf>), "Request to Include Copyright Material" if required, must be submitted to the supervisor who, subsequent to completion of the "Supervisory Committee Approval Form" (http://www.mun.ca/School_of_Graduate_Studies/supervisory_approval_fill.pdf), submits the thesis to the Assistant Dean, Research and Graduate Studies (Medicine). Each copy of the thesis must be enclosed in a large envelope, with a copy of the thesis title page attached to the envelope and must be accompanied by a signed "Appointment of Examiners" form (http://www.mun.ca/School_of_Graduate_Studies/Appoint.Masters.pdf) for submission to the School of Graduate Studies.

Examiners

Two examiners (one internal and one external to the Faculty of Medicine or to the University) are appointed by the Dean, School of Graduate Studies on the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine). Normally, examiners will have PhD and be a recognized expert in a related field of study. Medical clinicians who are actively engaged in research and who have experience with student supervision may serve as examiners. Examiners must not have been involved in the research or in the preparation of the thesis. Examiners are expected to declare any other conflict of interest.

The thesis is normally approved for examination by the Dean on receipt of a completed "Appointment of Examiners: Masters' Degree" form (http://www.mun.ca/School_of_Graduate_Studies/Appoint.Masters.pdf) from the Head, Dean or Director of the Academic Unit. For external examiners it is advisable that the "Appointment of Examiners: Masters' Degree" form be accompanied by an up-to-date publication list.

Examination Procedures

A Master's thesis received in proper order by the School of Graduate Studies is normally sent within five working days for examination by two examiners. The thesis examination is an arm's-length process. Therefore, there should be no contact between the supervisor or student and the examiners while a thesis or report is under examination.

Examination Results

The candidate generally receives the written thesis examination or re-examination report within 6-8 weeks of submission to the School of Graduate Studies. Examination of the thesis will result in one of the following recommendations (see Section 4, Graduation Procedure on the School of Graduate Studies website: http://www.mun.ca/School_of_Graduate_Studies/go/guid_policies/guidelines_intro.php#note4) to the Dean of the School of Graduate Studies:

1. the thesis is acceptable without modifications;
2. the thesis is acceptable after minor modifications and will not require re-examination;
3. the thesis is unacceptable as submitted and requires major modification and must be re-examined;
4. the thesis is totally unacceptable and is failed.

The Dean of the School of Graduate Studies makes a final determination of the outcome of the examination on the basis of the examiners' recommendations and informs the candidate and the Head of the Academic Unit by letter within 6-8 weeks after initial receipt of the thesis by the School of Graduate Studies. Required revisions and corrections are made by the student in consultation with the supervisory committee for final approval and submission to the School of Graduate Studies by the Head, Dean or Director of the academic unit.

Time Limit for Corrections and Revisions

Minor modifications required: Revisions must be made to the satisfaction of the supervisory committee in accordance with the recommendations of the examiners. The final, corrected version of the Master's thesis shall be submitted to the School of Graduate Studies within six months of the date on which the thesis and the examiners' reports are returned to the student's Academic Unit. ***If a corrected thesis/report is not submitted within six months the student is considered to have withdrawn from the program.*** After this time, the student must apply to be re-admitted.

Major modifications required: Masters' theses requiring re-examination shall be re-submitted to the School of Graduate Studies within 12 months of the date on which the thesis and the examiners' reports are returned to the student's Academic Unit. ***Failure to re-submit the revised thesis within 12 months will result in termination of the student's program.***

Students should note that they must maintain their graduate registration until all academic requirements for the degree including thesis corrections have been met.

Doctoral Theses

Submission

Students who wish to graduate must normally submit their thesis for examination at least **four** months before the University convocation at which the awarding of the degree is expected. The School of Graduate Studies does not accept any responsibility for completing the prescribed procedure in time for the nearest convocation unless the thesis is submitted by the prescribed date. Candidates expecting to graduate at any particular Convocation must apply online through Memorial Self-Service (https://www3.mun.ca/admit/twbknbis.P_WWWLogin) at least by the time of the submission of the Thesis/Report required by their program. Please consult the University Diary (<http://www.mun.ca/regoff/calendar/sectionNo=GENINFO-0086>) contained in the current edition of the calendar for precise deadline dates.

Five (six for co-supervised theses) copies of the completed thesis along with completed and signed "Thesis Deposit Form" (http://www.mun.ca/School_of_Graduate_Studies/thesis_deposit.pdf), "Non Exclusive License to Reproduce" (<http://www.collectionscanada.gc.ca/obj/s4/f2/frm-nl59-2-e.pdf>), "Request to Include Copyright Material" (http://www.mun.ca/School_of_Graduate_Studies/copyright_fill.pdf) if required, "Dissertation Abstracts International Submission Form" (<http://www.med.mun.ca/getdoc/71c03558-bbce-4af4-b838-970483aa2586/UMI-form-PbD.aspx>), must be submitted to the supervisor who, subsequent to completion of the "Supervisory Committee Approval Form" (http://www.mun.ca/School_of_Graduate_Studies/supervisory_approval_fill.pdf), submits the thesis to the Head, Dean or Director of the Academic Unit. Each copy of the thesis must be enclosed in a large envelope, bearing the student's name, academic unit, thesis title, date, and degree sought and must be accompanied by a signed "Appointment of Examiners: Doctoral Degree" form (http://www.mun.ca/School_of_Graduate_Studies/pbd_appoint.pdf) for final submission to the School of Graduate Studies.

Examination Procedures

A thesis received in proper order by the School of Graduate Studies is normally sent for examination within five working days. The examiners are asked to examine the thesis and return their evaluations within four weeks. In addition to a written dissertation deemed acceptable by the University, doctoral candidates must demonstrate their ability to defend their work in a public oral examination. For this reason, the final decision on whether a candidate will be recommended for the award of the degree is made only at the conclusion of the oral examination. The Chair of the oral examination communicates the result of the thesis examination in writing to the examination board, the supervisor (or co-supervisor) and Department Head or delegate at the oral defence pre-meeting which is generally held approximately eight weeks after initial receipt of the thesis by the School of Graduate Studies. The candidate receives the written thesis examination reports subsequent to conclusion of the oral examination.

Examiners

A doctoral dissertation is examined by an Examination Board consisting of four members and a chair. All members of the Examination Board will be appointed by the Dean of the School of Graduate Studies on the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine). At least one examiner will be external to the University with two examiners will be internal to the University. One or both internal examiners may be from the Faculty of Medicine although a second external examiner may be substituted for one of the internal examiners with the permission of the Dean. The fourth member of the examining board is the supervisor who serves in a non-voting capacity. Other than the supervisor, members of the supervisory committee and members of the candidate's comprehensive examination committee are not eligible for appointment to the board. Normally, the members of the Examination Board will have PhD, be a recognized expert in the field of study, and be actively engaged in research with experience in student supervision.

The thesis examination is an arm's-length process. Therefore, examiners must not have been involved in the research or in the preparation of the thesis. There should be no contact between the supervisor or student and the examiners while a thesis or report is under examination.

The examiners are appointed and the thesis is normally approved for examination by the Dean of Graduate Studies on receipt of a completed "Appointment of Examiners: Doctoral Degrees" form (http://www.mun.ca/School_of_Graduate_Studies/pbd_appoint.pdf) from the Head, or delegate, of the Academic Unit. For external examiners it is advisable that the "Appointment of Examiners: Doctoral Degrees" form be accompanied by an up-to-date publication list.

Examination of the Written Thesis

Examination of the thesis will result in one of the following recommendations by the Dean:

1. the thesis is acceptable and the candidate be allowed to proceed to the oral defence of the thesis;
2. the thesis is unacceptable and requires re-examination; the candidate is not allowed to proceed to the oral defence at this time;
3. the candidate should be failed.

Oral Defence

A formal oral defence will normally take place only if a majority of examiners recommend, in their written evaluations of the thesis, that an oral examination and defence should be scheduled. If a PhD thesis is accepted by the Dean for oral defence, the oral examination is normally scheduled to take place approximately three weeks after the receipt of the examiners' reports, depending upon the availability of the candidate and the members of the examining board. All members of the Examination Board are required to participate. The written examiners' reports are discussed at a pre-oral meeting. The oral examination is public and is chaired by the Dean or delegate.

All oral defences are conducted as eDefences, for more information, see the School of Graduate Studies website: (http://www.mun.ca/School_of_Graduate_Studies/current/edefence/). Requests to fly external examiners to St. John's will be decided on a case-by-case basis. (See the eDefence Departmental Procedures on the School of Graduate Studies website: http://www.mun.ca/School_of_Graduate_Studies/current/edefence/departmentalprocedures.php)

The procedure for requesting funds from the School of Graduate Studies to fly external examiners to participate in person at an oral defense is below:

1. Departments will have to make a formal, written request to the Dean, detailing the reasons why the examiner should be physically present and not attending via web-conferencing.
2. Decisions are based solely on merit, i.e. the examiner's pre-eminence in his/her field, and not on a first-come-first-serve basis. Departments who wish to fly in an examiner should start planning well in advance.
3. If the request is approved, the maximum amount of funding from the School will remain at \$1500.
4. Additionally, a strict requirement will be that the external examiner must give at least one graduate seminar during his/her visit.
5. The deadline to make the request should be no less than 2 months before the oral defense.

The candidate should be prepared to give a 15-20 minute presentation outlining the major contributions made by the thesis. Following the presentation by the candidate, the Chair will direct at least two rounds of questions from the members of the Examination Board. Doctoral candidates should be prepared to defend the contents of the thesis in its entirety. Questions relating to detailed content of the thesis and/or the relation of the general body of knowledge of the discipline to the body of material presented in the thesis are permitted.

At the conclusion of the public portion of the examination, the members of the Examination Board hold an *in camera* meeting to evaluate the performance of the candidate during the oral examination. The three voting members recommend to the Dean one of the following:

1. the candidate has passed with distinction;
2. the candidate has passed (modifications or corrections to the thesis may be required);
3. the candidate has failed but should be permitted a re-examination;
4. the candidate has failed and should not be re-examined.

The Chair will inform the candidate of the Examination Board's recommendation and provide copies of the thesis examination reports subsequent to the *in camera* meeting. In cases where the Examination Board cannot agree on the decision, the final decision is deferred pending further consultation with the Dean.

On the basis of the recommendation, the Dean makes a final determination of the outcome of the examination and informs the candidate by letter.

In case 1 (above), this designation must be unanimous and recognizes theses of truly outstanding quality in both written and oral components.

In case 2 (above) the required revisions and corrections to the thesis as outlined in the examiners' reports must be made to the satisfaction of the supervisory committee for the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine). The Assistant Dean, Research and Graduate Studies (Medicine) submits two copies of the final corrected version of the thesis, one of which must be on acid-free (or equivalent) paper accompanied by a completed "Recommendation for the Award of a Graduate Degree" form (http://www.mun.ca/School_of_Graduate_Studies/Award.pdf), to the Dean of the School of Graduate Studies. If the Dean accepts this recommendation, the candidate's name will be presented to the Academic Council of the School of Graduate Studies for final approval, and then to the Registrar for transmission to the Senate.

In case 3 (above) the Examination Board may attach a list of any further requirements which are deemed to be appropriate. The oral re-examination is arranged by the School of Graduate Studies, normally within twelve months. Only one oral re-examination is permitted.

In case 4 (above), this designation must be unanimous. Failure of the oral defence will result in termination of the candidate's program.

Convocation

Diploma Students (Clinical Epidemiology/Community Health)

If students have the academic requirements met for the diploma program and are not transferring to the Master of Science they are required to do the following in order to initiate the convocation paperwork with the Office of Research and Graduate Studies (Medicine):

1. Send message from @mun.ca e-mail account
 - requesting to graduate with the diploma indicating (May or October) convocation to [Office of Research and Graduate Studies \(Medicine\).thesis@med.mun.ca](mailto:Office_of_Research_and_Graduate_Studies_(Medicine).thesis@med.mun.ca)
 - Indicate student number in e-mail
2. Apply to graduate by logging on to www.my.mun.ca to fill out the application for graduation.
3. Ensure mailing address is up-to-date on Memorial self-service (as the university will be sending important documentation concerning convocation once paperwork is approved).
4. Contact Cashier's office at (709) 864-2599 to confirm no outstanding fees on your student financial account.

Master of Science/ Doctor of Philosophy

Final Submission of the thesis is an electronic copy submitted by email to rgs.thesis@med.mun.ca and the Recommendation for the Award of Degree form (http://www.mun.ca/School_of_Graduate_Studies/Award.pdf) signed by the supervisor, supervisory committee and the Assistant Dean, Research and Graduate Studies (Medicine). The date the Recommendation for Award of Degree form is signed is the date that completion of all program requirements has been met. Once this form is approved, students are required to upload the final version of their thesis through www.my.mun.ca portal.

Apply to graduate and ensure your address is up-to-date at www.my.mun.ca if you have not already done so.

Withdrawal

Students wishing to withdraw from the program should notify their supervisor, the Assistant Dean, Research and Graduate Studies (Medicine) and the School of Graduate Studies.

Students should send a message from their @mun.ca e-mail account to Ms. Sharon Winsor, School of Graduate Studies, sharonf@mun.ca, please copy email to Ms. Paula Browne, [Office of Research and Graduate Studies \(Medicine\).admissions@med.mun.ca](mailto:Office of Research and Graduate Studies (Medicine).admissions@med.mun.ca) and include the following information.

- Full name, student number and department
- Intention to withdraw from graduate program
- Effective date of withdrawal
- Address email to the Dean, School of Graduate Studies.

Academic Information

General Degree Requirements

The Graduate **Diploma** is a course based program offered in Clinical Epidemiology and Community Health and Humanities. The course requirements are listed at the Research and Graduate Studies (Medicine) website.

The **MSc** program requires the completion of course work, research and a written thesis. Normally the thesis is examined by one external and one internal examiner. Details of the specific requirements for each of the Areas of Concentration can be found in the University Calendar and Research and Graduate Studies (Medicine) website.

The **PhD** program requires the completion of course work, independent research, comprehensive examination, written thesis (acceptable to proceed to oral defence) and an oral defence of the thesis. Normally, the thesis examination board consists of one external and two internal examiners. Details of the specific requirements for each of the Areas of Concentration can be found in the University calendar and Research and Graduate Studies (Medicine) website.

Courses

The course requirements for each of the Areas of Concentration are listed in the details for each of the areas (see the Office of Research and Graduate Studies (Medicine) Programs). In addition all graduate students are required to take the Personal Health Information Act (PHIA, <http://www.mun.ca/School of Graduate Studies/current/PHIATraining.php>).

Thesis

Both the MSc and PhD require a written thesis. Guidelines for preparation of the thesis can be found at http://www.mun.ca/School of Graduate Studies/go/guid_policies/guidelines_intro.php or from the Office of Research and Graduate Studies (Medicine). Students and supervisors are reminded that thesis examination is an arm's-length process and therefore, there should be no contact between the supervisor or student and the examiners while a thesis is under examination. Students should allow a minimum of 6 weeks for the thesis to be reviewed.

Appointment of Examiners: Members of the examination board are appointed by the Dean of Graduate Studies on the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine). The supervisor (**NOT** the graduate student) provides a list of potential examiners to the Assistant Dean, Research and Graduate Studies (Medicine), indicating the area of expertise and suitability for each potential examiner. There are two examiners for a Master's thesis and three examiners for a PhD thesis (two from within the University and one from outside the University). The Office of Research and Graduate Studies (Medicine) confirms with the examiners their availability and recommends the potential examiners to the Dean of the School of Graduate Studies. The final appointment of examiners rests with the Dean of Graduate Studies.

Final examination of the PhD includes acceptance of the written thesis and an oral defence of the thesis. The PhD proceeds to the oral examination only if the written thesis has been approved by the majority of the examination board and recommended to be scheduled. Normally, all members of the examination board must attend the final oral defence. The examination is chaired by the Dean of Graduate Studies (or delegate) and includes a brief (15-30 min) presentation by the candidate followed by questioning by the examination board. Although the defence is open to the public, only the examination board may ask questions. At the conclusion of the public portion of the examination the thesis examination board meets in camera to evaluate the performance of the candidate and determine the outcome of the oral defence.

PhD Comprehensive Examination

PhD students are required to take a comprehensive examination in their Program Area of Concentration. The comprehensive examination normally takes place no later than the end of the 7th semester in the doctoral program (beginning of 3rd year). The purpose of this examination is to test, in both written and oral forms, the specific, broad and general knowledge of the student in the area of concentration. The examination will be conducted by a committee consisting of the Assistant Dean, Research and Graduate Studies (Medicine), the supervisor and not less than three other members. The members of the comprehensive examining committee will be recommended by the supervisor, with the assistance of the supervisory committee. The Office of Research and Graduate Studies (Medicine) will contact the potential examiners and recommend to the Dean of the School of Graduate Studies members of the examination board. The final appointment of examiners will be made by the Dean of Graduate Studies. Details on the format and procedures for the Comprehensive Examination in the Faculty of Medicine are provided on the School of Graduate Studies website, here: http://www.mun.ca/School_of_Graduate_Studies/PhD_examinations.pdf

Supervisory Committee Meetings

The supervisor must convene a meeting of a student's supervisory committees at least once a year for all students under her or his supervision. The meetings must include the supervisor, all members of the committee and the student. Typically, the meetings will be held face-to-face but members may attend by phone or e-mails.

The purpose of this meeting is to assess and provide constructive feedback on student progress in completing program requirements, demonstrating a capacity for independent scholarship in the discipline, and meeting generally accepted standards of quality and style for graduate level work. Discussion may also involve funding, leaves of absence, revising milestones for completion of program requirements, transfer to PhD, recommendation for continuation in the program, and other issues or problems that have arisen since the last meeting.

Supervisors are encouraged to convene the first meeting of the supervisory committee during a student's first semester. Typically the meeting is held during the same month every year. Supervisory meetings may occur more frequently if either the supervisor or the student wants to discuss problems or issues that have arisen between regularly scheduled meetings.

The student will assist the supervisor in preparing for the meeting by providing relevant documents or information including the Detailed Time Table (<http://www.med.mun.ca/getdoc/db1dc3fa-e341-4a7a-bbbf-ee83a15b2643/Time-Line-Form.aspx>). The Detailed Time Table includes information about progress to date and projected milestones for completion of program requirements.

In consultation with the student and members of the supervisory committee, the supervisor will complete the Graduate Student Annual Program and Supervisory Report (http://www.mun.ca/School_of_Graduate_Studies/Supervisory_Report.pdf)

The supervisor will submit to the Office of Research and Graduate Studies (Medicine) the Detailed Time Table and the completed Graduate Student Annual Program and Supervisory Report.

The forms will be reviewed and signed by the Assistant Dean, Research and Graduate Studies (Medicine) and forwarded to the School of Graduate Studies.

This policy is based on regulations approved by the Academic Council of the School of Graduate Studies in June 2000.

Program Transfers

Transfer from Diploma Program to Master's Program

Students who entered the Graduate Program in the Faculty of Medicine in a Diploma Program may be eligible to transfer to the MSc (Medicine) program.

1. The student will discuss with her or his advisor or the Program Coordinator their interest in transferring from the Diploma to the MSc program.
2. The advisor or Program Coordinator will discuss with the student the differences in program requirements for the Diploma and the master's program.
3. The student will be responsible for securing a supervisor (who may or may not be the student's advisor).
4. The student will work with the potential supervisor to define a research project.
5. The student and supervisor will discuss the membership of the supervisory committee.
6. The student will prepare a written report or research proposal for the potential members of the student's supervisory committee.
7. The committee will determine if the student is eligible for transfer to the MSc based on the written report or research proposal and the overall progress in the program. The committee in consultation with the student will complete the Graduate Student Annual Progress and Supervisory Report http://www.mun.ca/School_of_Graduate_Studies/Supervisory_Report.pdf stating that "based on the written report [or research proposal] and the student's overall progress" the student is recommended for transfer to the MSc program.
8. The potential supervisor will submit a completed Program of Study indicating a "transfer" <http://www.med.mun.ca/Graduate/Forms.aspx>, a Faculty Committee Approval Form <http://www.med.mun.ca/Graduate/Forms.aspx>, the completed Graduate Student Annual Progress and Supervisory Report, http://www.mun.ca/School_of_Graduate_Studies/Supervisory_Report.pdf, and a copy of the written report or research proposal to the Admissions Officer in the Office of Research and Graduate Studies.
9. The potential supervisor will meet with the Administrative Specialist in the Office of Research and Graduate Studies (Medicine) to discuss funding options. Funding forms are available from the Office of Research and Graduate Studies. If the student is eligible for funding and funding is available, these completed forms should be submitted together with rest of the student transfer documentation.
10. The Assistant Dean, Research and Graduate Studies (Medicine) will review the transfer request and make a recommendation to the School of Graduate Studies based on the supporting documentation.
11. The final decision for transfer from Diploma to MSc rests with the Dean of School of Graduate Studies.

Transfer from Master's Program to Doctoral Program

Students who entered the MSc program in the Faculty of Medicine may be eligible, after a minimum of 12 months in the Master's program, to request a transfer to the PhD program. Typically, a transfer will occur between the 3rd and 5th semesters of the MSc program.

1. The student will discuss with her or his advisor or the Program Coordinator their interest in transferring from the MSc to the PhD program.
2. The student and supervisor will notify the Program Coordinator of the intention to request a transfer from the MSc to the PhD.
3. The Program Coordinator or supervisor will discuss with the student the differences in program requirements for the master's and doctoral programs.
4. The student will submit a written report or research proposal and give an oral presentation of this material to the supervisory committee. This will normally occur at the annual meeting of the supervisory committee.
5. The committee will determine if the student is eligible for transfer to the PhD program based on the written report or research proposal, the oral presentation and the overall progress in the program.
6. The committee in consultation with the student will complete the Graduate Student Annual Progress and Supervisory Report http://www.mun.ca/School_of_Graduate_Studies/supervisory_approval_fill.pdf stating that "based on the written report [or research proposal], oral presentation and the student's overall progress" the student is recommended for transfer to the PhD program.
7. The potential supervisor will submit a completed Program of Study indicating a "transfer" <http://www.med.mun.ca/Graduate/Forms.aspx>, a Faculty Committee Approval Form <http://www.med.mun.ca/Graduate/Forms.aspx>, the completed Graduate Student Annual Progress and Supervisory Report, http://www.mun.ca/School_of_Graduate_Studies/Supervisory_Report.pdf, and a copy of the written report or research proposal to the Admissions Officer in the Office of Research and Graduate Studies.
8. The Assistant Dean, Research and Graduate Studies (Medicine) will normally meet with the supervisor and student to discuss the implications of the transfer, including changes to program of study, funding, and completion time.
9. The supervisor will consult with the Administrative Specialist in the Office of Research and Graduate Studies (Medicine) to discuss funding options. Funding forms are available from the Office of Research and Graduate Studies (Medicine). If the student is eligible for funding and funding is available, these completed forms should be submitted together with rest of the student transfer documentation.
10. The Assistant Dean, Research and Graduate Studies (Medicine) will review the transfer request and make a recommendation to the School of Graduate Studies based on the supporting documentation.
11. The final decision for transfer from MSc to PhD rests with the Dean of School of Graduate Studies.

Special Events and Lectureships

In addition to course work and thesis requirements the broad education of graduate students includes the opportunity to attend and participate in a number of special events and lectureships. Although these opportunities are not formally required by the program of study students are strongly encouraged to attend and participate in these events.

Visiting Speakers Program

The Faculty of Medicine supports a visiting speakers program for each of the Research and Graduate Areas of Concentration. The purpose of the program is to provide funds to each of the program areas to invite speakers from outside Memorial University to give research presentations within the Faculty. Each of the eight areas of concentration is provided an allocation of money to cover the costs of travel, honoraria, hosting and accommodation for the visiting speaker.

Gairdner Lecture

The Faculty of Medicine participates in the Gairdner Lecture Series sponsored by the Gairdner Foundation. Guest speakers are noted international medical research scientists who have made substantial achievements in medical research and received the distinguished Gairdner Award. Information on this organization can be found at their website: <http://www.gairdner.org/aboutus.html>.

BioMedical Sciences Upcoming Events <http://www.med.mun.ca/biomed/home.aspx>

Community Health and Humanities News and Events <http://www.med.mun.ca/CommunityHealth/Home.aspx>

Genetics Visiting Speakers Seminars <http://www.med.mun.ca/Genetics/Discipline-Research.aspx>

Financial Information

Fees and Payment Plans

Fees are payable at the time of registration. All graduate students must be registered in each of the three semesters of the academic year throughout the period of their program until all academic requirements are met and they have been deemed eligible to graduate by the School of Graduate Studies. The final date in each semester for notification of completion of academic requirements, in order to be deregistered from Graduate Registration 9000/MED 9900, without incurring liability for continuance fees, is included in the University Calendar. There is a minimum fee for all graduate degrees and this will depend on the semester fees in effect at the time of first registration. Semester fees are subject to review at least annually.

Program	Fee per Semester for Canadian Citizens and Permanent Immigrants	Fee per Semester for International Students	# of Semesters Fee must be Paid
MSc in Medicine *: Plan A	\$733	\$953	6
Plan B	\$486	\$632	9
Plan C	\$1,010	\$1,312	3
MSc in Medicine (Applied Health Services Research)	\$2,000	\$2,000	6
Graduate Diploma	\$323	\$420	9
PhD (for candidates admitted prior to Sept. 1, 2004)	\$911	\$1,183	9
PhD (for candidates admitted after Sept. 1, 2004)	\$683	\$887	12
Continuance Fees (for candidates entering prior to Sept. 1, 2004)			
Diploma	\$162	\$210	
MSc	\$334	\$434	
PhD	\$570	\$741	
Continuance Fees (candidates entering Sept. 1, 2004)	Percentage of total program fee	Percentage of total program fee	
Diploma	8.15%	8.15%	
MSc	8.15% of Plan A	8.15% of Plan A	
PhD	8.15%	8.15%	

* At the time of first registration each MSc candidate must select a payment plan. The fee payable in the first and subsequent semesters will depend upon the payment plan selected. Once selected, the payment plan will remain in effect for the duration of the student's period of registration, and cannot be changed. Payment Plan C is available for selected programs only.

MD-PhD Program:

M.D. component – standard M.D. fee for four years

Ph.D. component – standard Ph.D. fees plus continuance fees, if required, during the Ph.D. component

Financial Support of MSc and PhD Students in the Faculty of Medicine

All full-time MSc and PhD students will normally be required to have a minimum of \$12,000 per annum for the first two or four years of their programs, respectively. After this time faculty supervisors are encouraged to maintain funding to the end of each student's program; however in the event that continuous funding is no longer available the status of full-time or part-time will be at the discretion of the graduate student (in consultation with their supervisor) following the regulations established by the School of Graduate Studies for these designations.

All graduate students are strongly encouraged to apply for internal and external studentships or fellowships while they are students in the Faculty of Medicine.

Supervisors will normally be expected to ensure that each full-time graduate student, under their supervision, will receive a minimum of \$12,000 per annum.

As described below there are funding opportunities available for Graduate Students in the Faculty of Medicine. These funds are made available through a baseline allocation from the School of Graduate Studies and support to the Office of Research and Graduate Studies (Medicine). Use of the School of Graduate Studies funds is based on the document "Guidelines for the Awarding of SCHOOL OF GRADUATE STUDIES Fellowships to Graduate Students" (http://www.mun.ca/School_of_Graduate_Studies/support_guidelines.pdf).

Fellowship and Scholarship Opportunities

The criteria for obtaining Financial Support from the Faculty of Medicine are given in **Appendix A**.

Dean's Fellowship

There are several Dean's Fellowships awarded annually in the Faculty of Medicine depending on the availability of funds. The awards are competitive and based on academic excellence. A competition is held in the spring for students entering in September. A student may be entered in only one fellowship competition during their program of study.

The Dean's Fellowship award at the MSc level is valued at \$18,000 and at the PhD level is valued at \$20,000.

More information (including application procedures and eligibility criteria) are given in **Appendix A**.

External Fellowships

There are a significant number of external agencies that offer scholarships to both MSc and PhD graduate students. Below is a list of the highest paying external fellowship/scholarship opportunities:

1. NSERC Postgraduate Scholarship (PGS) and Alexander Graham Bell Canada Graduate Scholarship (CGS) Competition - http://www.nserc-crsng.gc.ca/Students-Etudiants/pg-cs/index_eng.asp.
2. CIHR - Frederick Banting and Charles Best Canada Graduate Scholarships - Master's Awards. www.cibr-irsc.gc.ca.
3. SSHRC Doctoral Fellowships and the Canada Graduate Scholarship (CGS) – www.sshrc-crsb.gc.ca.

For a complete list of graduate student awards, refer to the School of Graduate Studies Graduate Awards webpage: www.mun.ca/School_of_Graduate_Studies/current/scholarships/awards.php

Leveraged Funding

The objective is to provide financial assistance for as many graduate students as possible. Leveraged funding (from the Faculty of Medicine and School of Graduate Studies) is available to supervisors who have supporting funding to supply. The distribution of funds is determined by a “first-come, first-serve” basis depending on availability, on the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine).

The funds are available for graduate students but the amount available to any given supervisor for students under their supervision is limited (see **Appendix A** "Three Student Rule").

Financial Support for Travel

Full-time and part-time students may apply for graduate travel awards to travel to meetings to present their research. Awards may be available once to MSc students and twice to PhD students during the course of their studies and prior to submission of their thesis for examination. The student must be presenting at the meeting. Funds will be dispersed at the discretion of the Associate Dean, Research and Graduate Studies (Medicine).

Applications are to be made on the “Graduate Student Request for Travel Assistance” form (<http://www.med.mun.ca/getdoc?id97f416-6f2a-4fb3-aaa5-f9d492e8ff6/Graduate-Student-Request-for-Travel-Assistance-%281%29.aspx>) available at the Office of Research and Graduate Studies (Medicine). A letter of support from the supervisor must accompany the application for travel award, indicating that the student will be presenting at the meeting. Applications must be made prior to the travel taking place.

The number of travel awards and the level of support will be based on the number of requests received and the availability of funds. Below is a list of available funds from different University sources:

School of Graduate Studies – allocates funding for travel within the Atlantic region (maximum \$100); for travel to other parts of Canada and to the U.S. (the maximum is \$300); and for travel outside of North America (the maximum is \$400).

Faculty of Medicine – the amount of the award will be up to a maximum of \$450.

Graduate Studies' Union – all graduate students are eligible to receive (from the GSU) up to \$250 per Master's degree or up to \$500 per PhD program (with a maximum of \$250 per conference) to aid in conference-related costs. Students may choose to split this amount over several conferences, rather than applying for the entire sum at once. Thus, conference funding may be available more than once during a graduate program. Students are also eligible for up to \$150 of the above amounts for research trips, field trips, conferences at which they are presenting, workshops, societal meetings or seminar series that are related to their academic program.

For procedure on Request for Travel Funding, see **Appendix B**

Awards

Program Awards

Graduate awards are available internally to the Faculty of Medicine and are awarded to MSc and PhD students specifically within the Faculty of Medicine. The following scholarships and awards will be awarded by the Dean of Graduate Studies on the recommendation of a Committee including the Assistant Dean, Research and Graduate Studies (Medicine) and the Graduate Program Coordinators (Medicine). The program Coordinators evaluate and rank graduate students for funding awards and program awards (Colman and Burness Awards) and recommend students for program prizes for their areas of concentration.

1. **Burness Graduate Student Award**, valued at up to \$5,000, is awarded annually to a full-time MSc student in the Faculty of Medicine deemed to have excelled in all aspects of his/her program of study. The competition is held in the fall of the year.
2. **Colman Graduate Student Award**, valued at \$1,000, is made annually to a full-time PhD student in the Faculty of Medicine deemed to have excelled in all aspects of his/her program of study. The competition is held in the fall of the year.
3. **The Heart and Stroke Foundation Graduate Scholarship**, was established through a generous contribution of the Heart and Stroke Foundation of Newfoundland and Labrador, is valued at \$1,500. The scholarship is awarded annually to a full-time graduate level student in the Faculty of Medicine, who is pursuing a research program related to heart health or heart diseases. Consideration will be given to the student's course work, research, and other related accomplishments.

Program Prizes

Program prizes recognizing noteworthy achievement are awarded annually to a student or students by each of the nine areas of concentration. The value of the prize will vary annually depending on the conditions established by each of the programs. Information of these awards can be found at the Research and Graduate Studies (Medicine) website Programs of Study.

Each program awards specific prizes to their students:

Cancer and Development

Mary Pater Award for excellence in Cancer Research - This prize, valued at \$400, is awarded to the graduate student who gives the best presentation judged in an annual research forum held at the end of the Winter Semester. The participants of the forum are judged both on their research results and quality of their presentation. The award is presented by the Associate Dean for Research and Graduate Studies upon the recommendation of the program coordinator.

Cardiovascular and Renal Science

Cardiovascular and Renal Graduate Student Award -- A \$400 award will be given to the graduate student with the highest 'A' level grade average in Medicine 6140.

Community Health

Dr. Jorge Segovia Scholarship in Health Services Research - This scholarship was established in honor of Dr. Jorge Segovia (former Associate Dean of Community Health and Professor Emeritus of Social Medicine). The recipient of this scholarship will be selected on scholarship standing through such accomplishments as best paper, best thesis, and best research project. The scholarship will be awarded by the Dean of Medicine on the recommendation of the Associate Dean of Community Health & Humanities. The value of the award is \$500, for full-time students doing health research in a graduate program at Memorial University. The application deadline is normally in March of each year.

Immunology and Infectious Diseases

Prizes of \$200 are generally awarded for the best PhD and MSc research presentations at the annual Immunology and Infectious Diseases Research Forum. These prizes are awarded by the Assistant Dean, Graduate Studies (Medicine) upon recommendation of the Immunology and Infectious Diseases graduate program coordinator.

Neuroscience

The Golden Synapse Award – a special seminar is held once a year during which students give a 10-15 minute presentation of their research. The presentations are judged by faculty and prizes are awarded for the best presentations.

Travel Awards

1. **Dean M. Ian Bowmer Graduate Travel Award** is awarded annually to a full-time graduate student pursuing a research program at the Masters or Doctoral level in the Faculty of Medicine, to assist with the presentation of the student's research at a conference. The competition is competitive and based on an abstract or paper to be presented at the meeting.
2. **Barrowman Community Health Graduate Travel Awards** are available to graduate students in the Division of Community Health and Humanities so they may attend scientific conferences. The awards are made by the Dean of Graduate Studies on the recommendation of the Assistant Dean, Graduate Studies (Medicine). Recipients will have demonstrated high academic standing and research potential.
3. **The Very Reverend Edward and Marjorie Rusted Harlow Travel Award** is an award for graduate students who wish to travel to Harlow either to undertake graduate thesis-related research or who have enrolled in a graduate course that is offered at the Harlow Campus. One award will be made annually to help defray the expenses for airfare and accommodations.

Other Awards

1. **The Medical Graduate Students' Society Scholar and Community Involvement Award** are two annually funded awards given in the fall of each year to full-time current graduate level students in the Faculty of Medicine, one to a Master's student and one to a PhD student. Candidates must provide a statement of eligibility as well as details of their area of research and progress; a written paragraph about the candidate's community involvement and participation in extracurricular activities.
2. **The Graduate Students' Union Award for Leadership** – this scholarship has been established by the Graduate Students' Union (GSU) of Memorial University of Newfoundland to provide financial assistance and recognized outstanding contributions by graduate students. The GSU Award for Leadership will be awarded annually to a full-time graduate student in any discipline at either the masters or doctoral level. Applicants must have demonstrated leadership ability, either through participation in student and university activities, and/or contribution to the larger community.
3. **The Graduate Students' Union Award for Academic Excellence** - this scholarship has been established by the Graduate Students' Union (GSU) of Memorial University of Newfoundland to provide financial assistance and recognized outstanding contributions by graduate students. The GSU Award for Academic Excellence will be awarded annually to a full-time graduate student in any discipline at either the masters or doctoral level. Applicants must have a strong academic record, and have made significant contributions to their field of study.
4. **Fellow of the School of Graduate Studies** is a distinction that is annotated on the student's Memorial University transcript, and the student will receive a pin and a certificate at the Award Ceremony in May. Please note that the first sentence "...will be awarded only once to successful nominees during the last year of their graduate program" permits the same student to be nominated for both a master's program and a doctoral program.

Appendix A

Fellowships and Studentships

Leveraged Funds

Faculty is able to take advantage of School of Graduate Studies and Research and Graduate Studies (Medicine) funds to leverage their grant funds to support stipends for their graduate students. The purpose of this opportunity is to allocate money from the Office of Research and Graduate Studies (Medicine) (School of Graduate Studies and/or Research and Graduate Studies (Medicine) funds) in such a way that up to three students can be supported for an individual faculty member. The intention is to spread the financial support across the Faculty to as many students as possible. This opportunity is referred to as the “*Three Student Rule*”.

Supervisors will normally be eligible to receive leveraged dollars, from the Office of Research and Graduate Studies (Medicine) (School of Graduate Studies and/or the Office of Research and Graduate Studies (Medicine) funds). “Leveraged funds” is understood to mean leverage between School of Graduate Studies / the Office of Research and Graduate Studies (Medicine) funds and the supervisor. The guidelines for the School of Graduate Studies allocation are those described in the document: “Guidelines for Awarding of SGS Fellowships to Graduate Students”.

Funds from the School of Graduate Studies baseline are only available for two years for MSc and four years for PhD and students must have a minimum average of 75%.

Application Process

1. Supervisors are required to submit an email to the Administrative Specialist (rgs.funding@med.mun.ca), in the Office of Research and Graduate Studies (Medicine), the names of students they wish to have funded through the leveraged fund opportunity. Ideally, this request would be made two-three months prior to the student entering the program.
2. Students must meet the eligibility criteria for acceptance into the Graduate Program as outlined in the University Calendar.
3. Students must have full-time status at the time of accepting the studentship.
4. The objective is to provide support for as many students as possible. Normally the distribution of funds will be determined by the Assistant Dean, Research and Graduate Studies (Medicine); however, in the case where there are limited funds available input will be sought from the program coordinators.

Supervisors with students holding Competitive Awards

1. Supervisors with students that have external awards will still be eligible for the School of Graduate Studies/the Office of Research and Graduate Studies (Medicine) leveraged funding under the Three-Student Rule for other students under their supervision. For example, if a faculty member has two students who are on external funding, that faculty member would be eligible for funding three additional students under the Three-Student Rule.
2. The award must be (i) for high academic achievement and (ii) based on a competitive process. These would include the Dean’s Fellowship, Hatcher Award, Aldrich Award and awards provided by agencies external to the University such as (but not limited to) Social Sciences and Humanities Research Council (SSHRC), National Sciences and Engineering Research Council of Canada (NSERC), Canadian Institute of Health Research (CIHR), Heart and Stroke Foundation, Kidney Foundation, Liver Foundation, etc.
3. The Hatcher and Aldrich awards are University awards, external to the Faculty of Medicine, but are limited to one year with a maximum of one year renewal. Funding will be guaranteed (from the School of Graduate Studies/the Office of Research and Graduate Studies (Medicine) for these students for the first two years of the MSc and the first four years of the PhD as outlined above under fellowship. This guide will apply to any such funding award.

Duration

1. Normally leveraged funds will be available for up to two years for an MSc student and up to four years for a PhD student.
2. Students may be eligible for up to one semester extension (MSc students) or two semester extension (PhD students) from the Office of Research and Graduate Studies (Medicine), pending availability of funds. Supervisors must request these funds, in writing, prior to the end of the last semester of eligible funding. To be eligible for extension students need to be in good standing in the program, with a clear indication of program completion.

“Three-Student Rule” for Leveraged Funds

Leveraged funds are available for up to \$18,000 for three students, up to \$12,000 for two students and up to \$6,000 for one student. The required minimum for full-time graduate students will remain \$12,000 although faculty may provide more financial support to provide higher stipends.

Deans’ Fellowship

The Dean’s Fellowship is a competitive award based on academic excellence. There are several Dean’s Fellowships awarded annually in the Faculty of Medicine depending on the availability of funds. A competition is held in the spring for students entering in September. A student may be entered in only one fellowship competition during their program of study.

The Dean’s Fellowship award at the MSc level is valued at \$18,000 and at the PhD level is valued at \$20,000.

Information for Supervisors and Students

The Dean's Fellowship Award recognizes academic excellence and is awarded to Masters and Doctoral students by the Dean of Medicine on the recommendation of the Assistant Dean, Research and Graduate Studies (Medicine).

To apply for the Dean's Fellowship Award, a student **or** their supervisor is required to submit the following:

1. A letter requesting to be considered for a Dean's Fellowship
2. A letter of reference from his/her supervisor
3. A C.V. which includes a list of academic accomplishments

A. For new students (i.e. entering students or students that transferred to a PhD program)

The applicant/student must have a complete file in the Office of Research and Graduate Studies (Medicine). A "complete file" means - a completed web application for admission to graduate studies, two (2) letters of appraisal, and a letter of support from a potential supervisor willing to sponsor the student. Refer to the Dean's Fellowship Guidelines for complete eligibility criteria.

Students are expected to apply for studentships external to the Faculty of Medicine (e.g., Tri-Council agency or non-governmental agencies). In addition, these students are encouraged to apply for internal awards and fellowships offered through the School of Graduate Studies (<http://www.mun.ca/School of Graduate Studies/current/scholarships/>).

B. For current Graduate Students

Refer to the Dean's Fellowship Guidelines for complete eligibility criteria. The application at the time of entrance into the graduate programme will be used for the Dean's Fellowship Competition. Leveraged Fund Studentships

Description & Criteria:

- The number of Dean's Fellowships awarded is dependent upon the quality of candidates as well as the availability of funds. Awards are available in the amount of \$18,000 per annum for two years for candidates entering the MSc programme and \$20,000 per annum for four years for those entering the PhD programme. The length of time one may hold the award will be less for current students; one year for current MSc students and up to a maximum of 3 years for current PhD students.
- Students who transfer from the MSc to the PhD programme must re-apply and compete for the Dean's Fellowship at the PhD level. If successful, fellowship funding will not be carried beyond year 5 of the initial start of the programme.
- Students who accept a Dean's Fellowship may apply to other academic programmes (e.g., medical school) only after completing the 1st year of their MSc or 3rd year of their PhD graduate programme.
- A student awarded a Dean's Fellowship is expected to apply for an external award at least once during his or her programme of study. Continuation of the Dean's Fellowship is contingent upon verification of an application for external funds.
- Canadian and International students are ranked equally based on grades converted using the World Education Services (WES) International Grade Conversion Guide for Higher Education criteria.

Eligibility:

1. Entering students must have a complete file in the Research and Graduate Studies Office. A "complete file" means – a completed graduate web application for admission to graduate studies; two (2) letters of appraisal; and a letter of support from a potential supervisor. Faculty members who are aware of individuals that are interested in graduate studies but have not yet applied should advise them to submit their application **immediately**.
2. A student may apply for the Dean's Fellowship only once unless transferring from the MSc to the PhD programme. Recipients of the Dean's Fellowship who transfer from an MSc to a PhD programme must re-apply upon successful transfer.
3. The Dean's Fellowship is primarily based on academic excellence in the student's last 20 courses (or one-semester equivalents), with other accomplishments being considered (i.e. publications, presentations, scholarships). Ranking for grades for new MSc applicants will be based on undergraduate grades; ranking for current MSc and PhD applicants will include a combination of the last 20 graduate and undergraduate grades (or one-semester equivalents).
4. First-class standing (an 'A' average; 80% or better) is required.
5. In order receive or retain the Dean's Fellowship award, a student must: register as a full-time student in an MSc or PhD programme in the Faculty of Medicine at the time of receiving the award; maintain full-time status; be in good standing in the programme; maintain an 80% average in course work; and have satisfactory supervisory committee reports throughout his or her programme (filed annually in the Office of Research & Graduate Studies).

Guidelines for the Awarding of SGS Fellowships and Graduate Student Support

1. General principles

- a. The School of Graduate Studies baseline funds for the awarding of SGS Fellowships will be allocated to academic units by the Dean of Graduate Studies on a fiscal-year (April 1- March 31) basis for the support of their graduate students according to the “Guidelines for Allocation of Academic Unit Baselines”.
- b. It is recommended that academic units develop and make known program level funding norms. While the School of Graduate Studies does not specify floor funding, academic units are encouraged to design funding norms that combine SGS Fellowship support with other sources (Graduate Assistantship), external or internal scholarship, supervisor’s grant or contract support, etc.) in order to achieve financial packages that best reflect estimated costs of living.
- c. Recommendations for awarding SGS Fellowships must be forwarded to the School of Graduate Studies for approval and disbursement according to the criteria and procedures below.

2. Student Eligibility Criteria

- a. Students must normally have and maintain an overall MUN, or equivalent, average of 75% and be registered as full-time in a baseline supported master’s or doctoral program in order to receive a SGS Fellowship.
- b. Academic standard
 - i. On admission, students must normally have an overall MUN, or equivalent, average of 75% determined by using either the last 20 attempted courses for which grades are available, or by using all courses attempted for which grades are available excluding those in the first year of an undergraduate program. Attempted post baccalaureate courses for which grades are available are included in both calculations.
 - ii. In-program students must normally have successfully completed at least one full semester and achieved a mark of at least 75% in each program course attempted or an overall average of at least 80% for all program courses attempted (minimum of two program courses), or where one course or less is required, evidence of academic standing acceptable to the Dean.
- c. Time in program
 - i. Master's students must be within the first 12 program-months of a one-year program, excluding any leave period.
 - ii. Master's students must be within the first 24 program-months for other than one-year programs, excluding any leave period.
 - iii. PhD students must be within the first 48 program-months excluding any leave period.
 - iv. PhD students who transfer from a master's program in accordance with General Regulation 1.2.1.3.1) must be within the first 48 program-months of the master's commencement date excluding any leave period.
- d. In exceptional cases, an academic unit may recommend an extension of SGS Fellowship eligibility from baseline funds for one additional semester beyond the periods outlined in 2.c
- e. A student who was the recipient of a major scholarship or award, and as a result was ineligible for a SGS Fellowship under 4 below, may be recommended in exceptional circumstances for a SGS Fellowship for one semester beyond the periods outlined in 2.c.

3. Procedures for awarding SGS Fellowships

For students meeting eligibility as in 2:

- a. SGS Fellowships will normally be offered at the time of admission for a one-year period. Details should be specified in the “Program of Study” form. If the admission is deferred, the SGS Fellowship may, on the recommendation of the academic unit, be deferred for a maximum of three semesters.
- b. SGS Fellowships are renewable subject to the eligibility criteria in 2.a and 2.c and, in the case of thesis students, a satisfactory annual progress report. SGS Fellowships will normally be renewed at a value which is at least equal to that received in the offer of admission from the University and administered by the School of Graduate Studies in the initial program year.
- c. On commencement of a semester, academic units may recommend allocation of uncommitted or previously committed the School of Graduate Studies baseline funds that become available to:
 - i. applicants, newly admitted students, or in-program students who were not offered SGS Fellowship support,
 - ii. in-program students who did not meet eligibility criteria on admission but are being reconsidered on the basis of improved performance as in 2.b.ii, units not specifying baseline funding norms, every attempt should be made to minimize the financial impact to the student. Or
 - iii. increase SGS Fellowship support to in-program students. Normally, such allocations will not be retroactive and will be in effect for the remainder of the student's eligible funding period, subject to renewal as in 3.b. above.
- d. Students receiving SGS Fellowships who transfer from a master's program to a PhD program shall receive the standard baseline differential support awarded to master's vs. PhD students currently in place in the student's academic unit of record. This differential support will be paid only for semesters in which a Master's SGS Fellowship was received. The cost will be attributed to the academic unit's School of Graduate Studies baseline.

4. SGS Fellowship Limitations

Normally, the maximum allowed SGS Fellowship is as follows: Academic Units in Group 2 Master's student \$15,000 per annum (per annum PhD student \$20,000 per annum. All other Groups Master's student \$12,500 per annum PhD student \$16,500 per annum

SGS Fellowships may not be awarded to:

Master's students receiving in excess of \$27,500 per annum from all sources in a program year (September - August; January - December; May - April), excluding graduate assistantships, or

PhD students receiving in excess of \$35,000 per annum from all sources in a program year (September - August; January - December; May - April), excluding graduate assistantships.

5. Administration of graduate student support (regardless of source)

Graduate student support will be paid bi-weekly. Academic units are responsible for initiating payments to students (including renewals) by submission of a Graduate Student Support Payroll form. It is also the responsibility of the academic unit to stop payments to students by means of the same form (e.g., program completed, leave of absence, academic standing, etc.).

Recommendations for adjustments to the level or source(s) of bi-weekly funding received by any student must be submitted to the School of Graduate Studies prior to the beginning of the semester in which these changes will take effect. Changes in SGS Fellowship amounts will normally remain in effect for the remainder of the student's eligibility period.

Lump sum payments from sources other than the School of Graduate Studies baseline allocation may be made at any time, but will result in adjustment of SGS Fellowship amounts for the program year if limitations in 4 above are exceeded. However, where special circumstances warrant, and on approval of the Dean, the SGS Fellowship may be maintained.

6. Graduate Assistantships

Graduate Assistantships are an integral part of graduate student funding. The remuneration for Graduate Assistantship duties forms a portion of the student's financial support, and is awarded and paid on a semester basis. The duties to be performed by a student holding an appointment as a Graduate Assistantship will be assigned by the academic unit. Normally, a Graduate Assistantship unit consists of 56 hours of work over a 14-week period within a semester (i.e., an average of 4 hours per week). Required duties may include assisting in research and/or teaching, including marking of assignments, invigilation of examinations, or laboratory demonstration.

External Sources of Funding:

Africa Initiative
Alzheimer's Society of Canada
Beatrice Hunter Cancer Research Institute
Bloorview Research Institute
Canadian Agri-Food Policy Institute (CAPI)
Canadian Cystic Fibrosis
Canadian Diabetes Association
Canadian Institutes for Health Research (CIHR)
Canadian Liver Foundation
Canadian Mental Health Associate of Newfoundland and Labrador
Canadian Student Health Research Forum (CSHRF)
Cancer Research Society
Crohn's & Colitis Foundation of Canada
Heart & Stroke Foundation
International Development Research Centre (IDRC)
Kidney Foundation of Canada
Leukemia Research Society
Lymphatic Research Foundation
National Cancer Institute of Canada
Newfoundland and Labrador Centre for Applied Health Research (NLCAHR)
NSERC
Parkinson Society of Canada
Scottish Rite Charitable Foundation of Canada
Soroptomist Foundation of Canada
SSHRC
Students for Development (SFD)

Appendix B

Guidelines for Graduate Student Travel

Criteria

1. Awards may be available once to MSc students and twice to PhD students during the course of their studies and prior to submission of their thesis for examination.
2. The student must be presenting at the meeting.
3. Funds will be dispersed at the discretion of the Assistant Dean, Research and Graduate Studies (Medicine) who will seek the advice of the Dean's Advisory Committee on Graduate Studies.

How to Apply

1. Applications are to be made on the form: "Graduate Student Travel Request" available in the Office of Research and Graduate Studies (Medicine).
2. A letter of support from the supervisor must accompany the application for travel award, indicating that the student will be presenting at the meeting.
3. Applications must be made prior to travel (it is recommended 2-3 months prior).

Additional Sources of Funds for Travel

1. The School of Graduate Studies may provide \$100, \$200 or \$300 (depending on destination) for travel once in a graduate student's program.
2. The Graduate Student Union may provide \$250 for travel once in a graduate student's program.
3. Faculty may allocate travel money from their grants for students to attend meetings.
4. Travel for students in the Applied Health Services Research program to attend program requirements are covered by that program.

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