



**CENTRE FOR NEUROSCIENCE STUDIES
AT QUEEN'S UNIVERSITY**

GRADUATE STUDENT HANDBOOK

REVISED JANUARY 2013

INTRODUCTION

The Graduate Student Handbook brings together information that we believe will be helpful to new graduate students in the Centre for Neuroscience Studies. This booklet contains information about the Centre itself, the guidelines and policies of the graduate program in Neuroscience, along with services that Queen's University offers. Our aim is to provide information that will give you a greater understanding of how graduate education proceeds and a context within which to make effective decisions about your graduate program.

The regulations and guidelines in this document are in addition to those specified in the calendar of the School of Graduate Studies and Research. Although every effort is made to keep the information in this booklet as accurate and up to date as possible, from time to time certain policies or regulations may change. Any questions that you have concerning the information in this booklet can be directed to the Program Assistant in the Centre for Neuroscience Studies or the School of Graduate Studies and Research.

GENERAL INFORMATION

PROFESSIONAL AND ETHICAL BEHAVIOUR

It is expected that members of the Queen's University community will pursue their research activities in a manner that is consistent with the highest standards of ethical and scientific practice. The policies and guidelines on ethics in use at Queen's University can be found in the Queen's University's Code of Research Ethics document found at <http://www.queensu.ca/secretariat/senate/policies/resethic.html>. In addition, the Society for Neuroscience has published two documents describing the standards required for publication or presentation of the results of experimental research. These documents can be found on the Society for Neuroscience website at <http://web.sfn.org/content/AboutSfN1/Guidlines/index.html> and <http://web.sfn.org/content/AboutSfN1/Guidlines/ethics.html>. Students are encouraged to read these documents and become familiar with the responsibilities of graduate students described in these documents.

WHMIS

All graduate students who work with or in close proximity to hazardous materials will be required to take a WHMIS (Workplace Hazardous Materials Information System) course which will inform you of the hazards of materials you may use in your lab during the course of your studies. WHMIS training from another institution is not valid, you must take the Queen's version of WHMIS. The course is a half day long seminar followed by a computerized test. The WHMIS course and test should be completed as soon as possible. The training program is coordinated by the Department of Environmental Health and Safety and information regarding WHMIS training is available at: <http://www.safety.queensu.ca/courses/>

Successful completion of the test will be recognized with a certificate which is valid for one year. At the anniversary of completion of the original course a refresher test will be required in order to keep your status current.

Queen's University recognizes that all research involves some risk, and that field research may involve more and/or different kinds of risk than some other types of research. In cases where field research is necessary, it is the student's responsibility to become familiar with the Queen's University Field Research Safety Policy, which can be found at <http://www.safety.queensu.ca/safety/policy/fieldpol.htm>. A copy of this policy also is kept in the graduate office.

MAIL

Mail should be processed care of the department where the student's lab is based, normally the supervisor's department. Ensure that your supervisor requests a mail slot for you in that department. Students should inform the School of Graduate Studies and Research, Human Resources, and Financial Services where they would like their mail to be delivered care of.

LIBRARY SERVICES

Bracken Library is located on the first floor of Botterell Hall. This is the Health Sciences Library. Stauffer Library is located on the corner of Union Street and University Avenue. A course offered by library staff on the library Database Search System will be held in late September or early October. Both libraries subscribe to many journals electronically allowing you to download articles directly. Photocopy cards may be purchased from Bracken or Stauffer Libraries for use in Bracken, Douglas, and Stauffer libraries. At the Education library you must use cash only.

STRUCTURE OF THE CENTRE

ADMINISTRATIVE STRUCTURE

The Centre of Neuroscience Studies (CNS) was established in January, 2001 to act as the umbrella organization for neuroscience training and research at Queen's University. The activities of the CNS are directed by an Executive Council, composed of the Director of the CNS, five members elected from the membership of the CNS, the Graduate Coordinator, Director of the MRI Facility, Chair of the Education and Training Committee and a graduate student representative. The Executive Council advises the Director in areas of research, education, training, fund raising and relations with the private sector. The activities of the CNS are administered by the Program Manager, Mrs. Kelly Moore.

Graduate Office

The Graduate Administrative Office is located in Room 234, Botterell Hall. The Program Assistant will be available for assistance and will help make your transition to Queen's University go as smooth as possible.

Graduate Committee

The Graduate Committee evaluates graduate student applications and requests for transfer from the masters to the doctoral program; establishes Advisory Committees, approves the scope of and examiners for the Ph.D. comprehensive examinations and thesis examinations, and conducts yearly reviews of the progress of each graduate student in the program. The committee composition is the Chair, three appointed faculty members and the Graduate Coordinator. This committee reports to and makes recommendations to the Education and Training Committee (ETC) for review and approval. The ETC oversees all education and training initiatives and activities within the Centre.

Facilities

The Centre for Neuroscience Studies is an interdisciplinary center with a membership that includes faculty members from multiple departments in both the Faculty of Health Sciences and the Faculty of Arts & Science. The graduate program in Neuroscience provides an enriched environment for the training of highly qualified personnel with the skills required to study fundamental questions of function and diseases of the nervous system. Faculty members participating in the graduate program in Neuroscience have access to world-class laboratory facilities applicable to all aspects of neuroscience research.

POLICIES AND REGULATIONS

ADMISSION REQUIREMENTS

The minimum requirement for admission is second class standing and the successful completion, with at least an overall “B” average, of one of the following degrees awarded by a recognized university: an honours bachelor degree in Arts or in Science; or a bachelor degree in Applied Science; or the degree of Doctor of Medicine; or equivalent. A four year degree with laboratory experience is considered the same as an honours bachelor degree.

The minimum requirement for admission into the Ph.D. program is a master’s degree in Neuroscience, or in a field with a strong neuroscience and research component. Students registered in a master’s program at Queen’s University, normally with first-class standing, and who show exceptional promise in their research, after at least two terms of full-time enrolment, may be admitted to a doctoral program without completing the requirements of the master’s degree. Such admission to a doctoral program requires the recommendation of the Centre, the approval of the Division according to its established procedures, and the approval of the Dean. (see Degree Requirements Mini-Masters)

Students with unquestionably superior standing in their honours bachelor’s degree, or equivalent, may be considered for direct admission to a doctoral program. Students admitted in this way must complete a minimum of two session-length or four term length graduate courses during the doctoral program.

Fields of Study in the Program

The Centre for Neuroscience Studies (CNS) offers programs at both the M.Sc. and Ph.D. level in four Fields of Specialization: Cellular/Molecular Neuroscience; Systems Neuroscience; Cognitive/Behavioural Neuroscience; Neurological/Psychiatric Conditions.

(1) Cellular/Molecular Neuroscience

Core faculty members in this area have representation from the Departments of Anatomy and Cell Biology, Anaesthesiology, Physiology, Pharmacology & Toxicology, Psychology, Biology, Pediatrics, and Obstetrics and Gynecology. The research interests of the faculty members include neuronal plasticity, neuronal degeneration and repair, neurophysiology, and neuropharmacology.

(2) Systems Neuroscience

Core members in this Field are from the Departments of Anatomy and Cell Biology, Biology, Physiology, Pharmacology & Toxicology, Obstetrics and Gynecology, Diagnostic Radiology, Medicine, and Rehabilitation Science. The research interests in this group include neural control of cardiovascular and gastrointestinal function,

sensorimotor control mechanisms, pain and analgesia, neural and signal transduction and neuroendocrine regulations.

(3) Cognitive/Behavioural Neuroscience

Core Faculty members in this area are from the Departments of Psychology, Pharmacology & Toxicology, Physiology, and Computing and Information Science. The research interests of this group center around the neural substrates of behaviour, including age-dependent cognitive decline, cognitive and behavioural deficits arising from prenatal brain injury, the effects of drugs on cognition and behaviour, and the effect of disease and injury on cognition and behaviour.

(4) Neurological/Psychiatric Conditions

Core Faculty members in this field are from the Departments of Anatomy and Cell Biology, Psychology, Psychiatry, Physiology, Obstetrics and Gynecology, Diagnostic Radiology, Medicine, and Rehabilitation Science. The research interests within this group include attention deficit hyperactivity disorder, autism, cerebral palsy, spasticity, Parkinson's disease, Alzheimer's disease, spinal cord injury and psychotic illnesses.

Degree Requirements

The requirements for the M.Sc. Degree include;

A research thesis which demonstrates that the candidate is capable of original and independent work. Regulations governing the examination procedure can be found in section 8.6 of the School of Graduate Studies and Research calendar. Additional information is also available from the graduate school's document General Form of Thesis. The length of a Masters thesis may not exceed 100 pages, including figures and tables, and excluding references.

The equivalent of two full courses to be determined in consultation with the graduate student's supervisor and the advisory committee. One of these courses shall be NSCI 800* Current Concepts in Neuroscience (See Graduate Courses Students without a broad background in neuroscience may be required to broaden their background in specific areas related to their research interests. Courses in neurosciences which are available at the University are listed in the School of Graduate Studies and Research course calendar. In accordance with the rules set by the School of Graduate Studies and Research, students must obtain a minimum mark of 65 in courses that are core to the degree program. Otherwise, the student may be required to withdraw. In addition, a graduate course which is offered jointly with an undergraduate course cannot be taken for credit by any student who previously obtained credit for the undergraduate course.

The requirements for the Ph.D. Degree include;

A research thesis, describing original research conducted by the candidate. Regulations governing the examination procedure can be found in section 8.6 of the School of

Graduate Studies and Research calendar. Additional information is also available from the graduate school's document General Form of Thesis.

Some courses may be required by the student's advisory committee to prepare the student for the comprehensive examination (see below), which all Ph.D. candidates are required to successfully complete, and/or to provide additional formal training in a particular area of research. Students who enter the Ph.D. program from another discipline may be required to take NSCI 800*.

Comprehensive Examination Regulations

A comprehensive exam in Neuroscience is designed to meet two objectives: 1) to examine the problem-solving skills of Ph.D. candidates, and 2) to test the ability of Ph.D. candidates to articulate, both verbally and in writing, concepts and facts relevant to the study of neuroscience. To meet these goals, each student will be assigned four 'take-home' questions normally chosen by the student's Comprehensive Examination Committee. These questions will address four themes:

1. Ethical issues or historical events or science policy as set by granting agencies, government organization, etc. that affect the pursuit of neuroscience research.
2. A current topic in the student's field of specialization.
3. Cross-disciplinary studies that illustrate the interactions between two or more fields of specialization. This question can include scientific disciplines outside neuroscience, such as immunology, mathematics, etc. where contributions from these disciplines have directly influenced the advancement of neuroscience.
4. A topic in neuroscience chosen by the committee that is directly related to the career aspirations of the student.

The student will have four contiguous weeks to complete the written component of the exam. Each answer should be no longer than 20 pages (double spaced, including figures, references, etc.). An oral exam, based on the above four questions, will be conducted normally within 3 to 5 days (no more than 14 days) of submitting the exam.

There are two forms that need to be filled out regarding the comprehensive exam. Form A (Composition of Exam Committee) is to be completed prior to the exam and Form B (Exam Result) is to be completed after the exam by the Chair of the examining committee. Both of these forms are to be returned to the CNS Graduate office who will notify the School of Graduate Studies and Research regarding the results. These forms are available from the Graduate Office or on the CNS web site.

The oral exam will normally not exceed three hours in duration. This exam will be structured in the form of a defense. The examiners will confine their questioning to issues which have arisen from the written answers. Questions should be used to assess the

student's understanding of concepts rather than details. Minutes of the examination will be taken by the Chair of the committee, who will record the subject area of questions as well as the responses to the student and comments of the examiners. The minutes remain on file in the Graduate office for twelve months. As in a thesis defense, the Chair offers members of the examination committee the opportunity to ask follow-up questions in a brief second round of questioning. At the end of the examination, the student will be asked to withdraw while the committee members discuss the student's performance. The Chair will communicate the committee's decision to the student, as well as any major or minor deficiencies identified by the committee. This communication will occur first orally immediately after the committee has reached a decision, and subsequently in writing, within two days of the examination.

The student's performance will be graded as either a "Pass" or "Required to repeat". The assessment, "Required to repeat", will be used if a) the student obtains a failing grade (less than 65%, consistent with the regulations of the School of Graduate Studies and Research) in 2 or more questions, or b) the student obtains a failure in 1 question and an overall average of less than 65%. This strategy is designed to foster a proactive learning environment and is equivalent to interaction between authors, reviews and journal editors that occurs during the review process of manuscripts. The second comprehensive exam will normally be scheduled within 2 months of the first exam, but must take place no later than 12 months after the first exam. The second exam will be organized in the same manner as above, but will be restricted to only those questions where a mark of less than 65% was obtained. Failure to pass this exam will result in a recommendation for withdrawal.

Students are normally expected to write the Doctoral Comprehensive Examination by the end of the second year of Ph.D. studies, and must indicate their intent to do so on the Annual Student Report. Notice of intent should specify the student's field(s) of study.

Appeal Process

An informal appeal should be directed initially to the Graduate Coordinator (within two weeks of receipt of the negative result). If an agreement is not possible at the informal level, a formal appeal should be directed in writing to the Director of the Centre for Neuroscience Studies. Appeal to the Director of the Centre for Neuroscience Studies may not be made until the student has exhausted all normal re-take possibilities. Beyond this level, the student may have recourse to the procedures laid down by the University Senate.

The requirements for a Mini-Master's;

Acceleration into a Ph.D. program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have completed at least one term, full time, and completed at least two graduate course, or equivalent
2. Must complete all course requirements for both the masters and Doctoral degree (if applicable) prior to graduation

3. Should have an undergraduate honours degree with a minimum B+ standing or equivalent
4. Must have an overall A average in completed graduate courses
5. Must demonstrate exceptional promise and ability at research. Evidence of exceptional progress in research such as, for example, first authored papers in peer-reviewed journals or first authored abstracts of presentations at national or international meetings. Letters of support from faculty familiar with the student's progress
6. Must apply to Division following one term of enrolment (4 months) and prior to the end of the fifth term of study (20 months). All requirements for completion of the mini- master's must be satisfied by the end of the sixth (6th) term.

The student, the Thesis Advisory Committee and the Graduate Committee of the CNS must agree that the student apply to the Ph.D. program. The request for Mini-Masters requires approval by the Division Chair. If approved, the student will be required to submit a written report, that normally should not exceed 10 pages in length, single spaced (excluding Figures, Tables and References), to the Thesis Advisory Committee outlining the background of the thesis project, progress to date and proposals for its further development. The student will defend this report at an oral examination chaired by the Director of the CNS or delegate. The examination committee will be composed of the supervisor and three additional faculty members. One examiner shall be at arms length from the student and the supervisor, and must hold a primary appointment in a department different from that of the student's supervisor.

An oral examination will be held normally no later than 2 weeks (10 working days) after submission of the written report to the members of the examining committee. At the examination, the candidate will present a 15-20 minute talk on his/her research report and proposal. This talk will be followed by an oral examination.

Questioning or comments of the examining committee will primarily relate to the background of the project, what the student has accomplished, and the basis for expanding the project. This should normally last no longer than 1.5 hours.

At the end of the examination, the candidate will be asked to leave the room while the examining committee members discuss the performance of the candidate. The examining committee will decide if the student will be recommended for direct advancement to the Ph.D. or not. Two or more negative votes by the examining committee will result in failure of the mini-masters examination. The decision of the examining committee shall be forwarded to the School of Graduate Studies and Research. Once the decision has been made by the examination committee the Mini Masters Defense Form found on the Centre for Neuroscience Studies webpage is required to be filled out and then forwarded to the School of Graduate Studies.

Students who pass their mini-master's examination will be allowed to transfer to the doctoral program either in September, January or May of that year. Division members will be informed at the next Division meeting of the promotion. Students who do not pass the mini-masters examination will be allowed to complete the M.Sc. thesis, according to Graduate School regulations.

AWARDS

Students admitted into the graduate program who applied prior to March 1 of each year will automatically be considered in their first year for internal awards offered by Queen's University. Continuing upper year students will also be considered for internal awards but are also expected to apply to external granting agencies for fellowships or scholarships in order to remain eligible for internal awards. A complete list of awards available to graduate students can be found on the School of Graduate Studies & Research website: <http://www.queensu.ca/sgrs/current/fundingawards.php>

Centre for Neuroscience Studies

Entrance Award - *Effective January 2013 this award has been suspended until further notice*

The Centre for Neuroscience Studies offers an Entrance Award to the top ranked student (Masters or Doctoral) entering the Neuroscience Graduate Program in each academic year. The Graduate Committee of the Centre for Neuroscience Studies will select the recipient of this award based on academic excellence and/or achievements in research. To be eligible for this award, application to the program must be received by April 1. This one-time award is offered over and above the minimum guaranteed stipend and any other awards the student may receive. Currently, the value of the Centre for Neuroscience Studies Entrance Award is \$1,000.

Centre for Neuroscience Studies

Awards for Outstanding Achievement

The Centre for Neuroscience Studies offers two awards (one each for students registered in the M.Sc. and Ph.D. programs, respectively) to recognize outstanding achievement by students registered in the Neuroscience Graduate Program in a given academic year. To be eligible for this award, the student must have completed at least three full terms of graduate study. The recipients of these awards will be selected by the Graduate Committee of the Centre for Neuroscience Studies. The criteria upon which these awards will be adjudicated include, but are not limited to: (1) academic excellence in Neuroscience graduate courses; (2) achievements in research (e.g., peer-reviewed publications, presentations at national and international scientific meetings); (3) scholarships and fellowships awarded by provincial or national organizations; (4) activities that promote and/or enhance neuroscience research and education at Queen's

University. These one-time awards are offered over and above the minimum guaranteed stipend and any other awards the student may receive. Currently, the value of the Centre for Neuroscience Award for Outstanding Achievement is \$1,000.

Centre for Neuroscience Studies **Travel Awards**

The Centre for Neuroscience Studies will provide travel awards for graduate students registered in the Neuroscience Graduate Program to attend national or international conferences. Graduate students may only receive this award once in each calendar year. The student must be first (presenting) author for an abstract submitted for presentation at the conference. Students who apply for the CNS travel award must submit a copy of the meeting abstract and include a notification of acceptance.

Procedures for Obtaining the Award: Must apply for the award **prior** to attending the conference. Since this is a new process beginning September 1st, 2009. Please refer to the CNS web site for additional information or contact the Graduate office.

Centre for Neuroscience Studies **Award for Excellence** – * **Effective January 2013 these awards have been suspended until further notice**

The Centre for Neuroscience Studies acknowledges outstanding achievement by graduate students enrolled in the neuroscience program. In recognition of students who win external awards**, the CNS will provide a supplement to the minimum guaranteed stipend. Students in the PhD program who receive an external award** will receive \$3000 from the CNS over and above the minimum guaranteed stipend for each year that the award is held. Students in the M.Sc. program who receive an external award** will receive \$2000 from the CNS over and above the minimum guaranteed stipend for each year that the award is held.

Beginning September, 2007, all incoming new students holding Tri-Council awards (CIHR, NSERC, SHRRC) will receive an automatic top-up payment of \$5,000 directly from the School of Graduate Studies and Research for the first year of graduate studies. These students will **not** receive the CNS top-up in the first year. However, the CNS will provide top-up awards as outlined above for all subsequent years that external fellowships/scholarships are held by the student.

** Definition of external award: An external award is defined as any competitive award granted by an agency external to Queen's University that is equal to or greater than \$15,000. External agencies include, but are not limited to: CIHR, NSERC, OGS, Heart & Stroke, Ontario Mental Health, and OGSST.

The Heart and Stroke Foundation of Ontario Master's Studentship Awards are awarded to highly qualified candidates who have completed or are in the last year of a Baccalaureate degree. Candidates will undertake full-time training in cardiovascular/cerebrovascular research under an identified academic supervisor. Candidates must not hold another major award concurrently. Awardees will receive an annual stipend of \$18,000.00. Each award may be granted for up to 2 years. Applicants will be ranked by the Graduate Committee of the CNS. Nominations will then be submitted to the School of Graduate Studies by the Graduate Coordinator of the CNS.

Several Fellowships and awards are available to top graduate students through the School of Graduate Studies & Research. Information can be obtained through their web site at <http://www.queensu.ca/sgrs/current/fundingawards.php>. Nominees will be selected by the Education and Training Committee of the CNS. Nominations will then be submitted to the School of Graduate Studies & Research by the Graduate Coordinator of the CNS.

It is expected that you will apply to external granting agencies for fellowships available to you. Be sure to speak to your supervisor early in the first term about funding opportunities.

The Student Awards Office at Queen's administers *need-based* financial assistance to graduate students. Of all Canadian universities, Queen's consistently ranks among the top for the percentage of its total budget spent on student assistance.

Need-based funding (bursaries/awards and work-study) is non-repayable and is disbursed on the basis of a student's demonstrated financial need. To qualify for this assistance, you will have exhausted resources available through the School of Graduate Studies & Research and other sources, such as government student financial assistance: <http://www.queensu.ca/registrar/awards/government.html>. More information can be found at <http://www.queensu.ca/registrar/awards/>.

TEACHING ASSISTANTSHIPS

The Centre for Neuroscience Studies is not directly involved with assigning Teaching Assistantships. A very limited number of TA positions may be available through academic departments affiliated with the Centre. Graduate students who are interested in obtaining TA positions should apply directly to the department involved, with copies of all correspondence sent to the Graduate Office of the Centre for Neuroscience Studies. The CNS does not guarantee Teaching Assistantships to students enrolled in the program.

SEMINAR SERIES

The Centre for Neuroscience Studies invites Canadian and international speakers to participate in its seminar series. The seminar program runs on an irregularly basis from September to April, and is held on Wednesday's from 4:00 to 5:00 p.m. in Botterell Hall.

Participation in the seminars is a requirement for all graduate students of the CNS. Ph.D. students in year two or three will be expected to present their current research findings.

A trainee (graduate students and Postdoctoral Fellows [graduate students having the first opportunity to attend]) lunch will be held with the speaker on the day of the seminar to provide an opportunity to talk casually with the speaker and gain more insight into the seminar topic. The lunches will take place from 12:00 to 1:30 p.m. An email will be sent to all graduate students giving them the opportunity to sign-up to participate in the lunch, but attendance will be limited. It is advised that students participate in the lunches that are relevant to their current research interests in order to allow all students equal opportunity to attend.

THESIS INFORMATION

Oral Examination Procedures

The regulations governing the preparation and submission of a research thesis, may be found on the School of Graduate Studies & Research website (Degree Completion) at: <http://www.queensu.ca/sgsr/current/current.php>

The master's thesis should demonstrate that the candidate is capable of original and independent work; that of a doctoral student must be original and be of such value as to merit publication.

An *Oral Thesis Examination Form (Master's)* must be completed before a thesis examination can be scheduled. The form for the Master's program can be found on the Centre for Neuroscience Studies website. Please do not use the form that the School of Graduate Studies has posted on their website. This form outlines the composition of the Thesis Examining Committee. The completed form and 1 copy of the thesis (in temporary binding; no binders), must reach the CNS graduate office no later than: Master's: 10 working days before the tentative examination date (weekends and statutory holidays do not count towards these time requirements). Distribution of thesis copies to all examining committee members by the student must follow the same deadlines as outlined above. The thesis copy submitted to the CNS Graduate office will be forwarded to the Chairperson of the Thesis Examining Committee who will return the copy to the candidate after the examination is complete.

The Master's Thesis Examining Committee will be composed of the Chairperson (who may not be a member of the CNS but who must be a member of Division 1), Director of the Centre (*or delegate*), Supervisor, and two additional faculty members. One of these examiners must be at arms length from the student and the supervisor, and must hold a primary appointment in a department different from that of the student's supervisor.

An *Oral Thesis Examination Form (Ph.D)* must be completed before a thesis examination can be scheduled. The form for the Master's program can be found on the Centre for Neuroscience Studies website. Please do not use the form that the School of Graduate Studies has posted on their website. This form outlines the composition of the Thesis Examining Committee. The completed form and 1 copy of the thesis (in temporary binding; no binders), must reach the School of Graduate Studies no later than 25 working days before the tentative examination date (weekends and statutory holidays do not count towards these time requirements). Please ensure that a copy of the thesis form is delivered to the CNS Graduate Office prior to dropping off the form and bound thesis to the School of Graduate studies. Distribution of thesis copies to all examining committee members must follow the same deadlines as outlined above. The thesis copy submitted to the Graduate School will be reviewed for formatting errors, and then forwarded to the Chairperson of the Thesis Examining Committee who will return the copy to the candidate after the examination is complete.

The Doctoral Thesis Examining Committee will be composed of the Chairperson, Director of the Centre (*or delegate*), Supervisor, two additional faculty members from Queen's University [One of these examiners must be at arms length from the student and the supervisor, and must hold a primary appointment in a department different from that of the student's supervisor], and an external examiner from outside Queen's University.

Final approval of the Thesis Examining Committee membership lies with the Dean of the Graduate School. With the exception of the Chairperson for Doctoral Programs, it is the responsibility of the Centre to select, verify eligibility, and invite all members of the Thesis Examining Committee.

REVIEW OF PROGRESS

Student progress is assessed annually. More frequent assessments may be made if the Education and Training Committee believes it to be necessary.

Annual Graduate Student Report

The purpose of the Annual Graduate Student Report is to monitor the progress of the student and to gain a formal assessment of the student's progress by the supervisor and thesis committee. The due date for submission of the annual report to the graduate office is May 1.

Selection of the Thesis Advisory Committee

To further assist the student, a committee shall be formed by the supervisor to advise the student and supervisor regarding the scientific merit and feasibility of the thesis project. This committee will be composed of three faculty members, including the student's supervisor. Members of this committee will normally represent at least two fields of specialization within the Neuroscience graduate program, and will be chosen based on their expertise and supervisory experience. Faculty from other graduate programs may also be selected to supplement the expertise of the committee. The committee will be chaired by a senior member of the CNS to ensure that regulations governing student training are applied uniformly. This committee will meet two times per year to review the student's progress and, if necessary, to make recommendations for specific remedial actions to be followed by the student. The first meeting shall take place prior to April 1 of the first year enrolled in the program. This meeting is the time when the student presents their research proposal: See Selection of Research Topic and Preparation of Proposal below. The second meeting is to help with the filling out of the student's annual report form which is due into the Graduate Office no later than May 1 of each year. Students will be encouraged to consult with members of this committee regarding their research program. This committee may also serve as the examining committee of the comprehensive exam.

Selection of Research Topic and Preparation of Proposal

The student and the supervisor should discuss as soon as possible a suitable research topic.

After a research topic is chosen and approved by the supervisor, the student must prepare a written research proposal under the guidance of the supervisor. The preparation of the proposal will typically involve a review of the existing literature and may include a small number of pilot studies. The appropriate length of the proposal will vary by field of study and by supervisor preference. The proposal should be considered as a planning document that may undergo modifications as a result of early experiments or new insights from the literature.

A research proposal should contain a succinct statement of the problem to be addressed, a review of the major and relevant literature, and a description of the research methodology and data analysis to be employed. The proposal should also contain a feasibility assessment including an estimation of the time required to complete the project. The research proposal may be submitted to the Thesis Advisory Committee at any time after the committee is struck. Normally, the Thesis Advisory Committee will approve the proposal before the student proceeds with the proposed research.

APPEAL AND GRIEVANCE PROCESS

Grievances arising during the graduate program not outlined below should be directed to the Graduate Coordinator of the Centre for Neuroscience Studies. If you feel that your grievance has not been satisfactorily handled by the Graduate Coordinator you can at that point appeal to the Director of the Centre.

Students should be familiar with the Queen's University Senate Policy on Student Appeals, Rights and Discipline, which can be found at http://www.queensu.ca/secretariat/senate/policies/SARD_Policy.pdf.

Review of Course Grades

Informal Appeal

If the student wishes to appeal a course grade he or she should first appeal informally to the instructor of the course and ensure that the instructor is aware of all the facts which the student believes should bear on the decision. This informal appeal should be made as soon as possible after the grade is announced and, in all cases, within a month of the decision.

Formal Appeal

If the student is not satisfied by the informal review outlined above and still feels the decision is not academically just, then he or she may appeal to the Director for a further review. This request should be in the form of a letter to the Director and should outline all the relevant facts presented at the informal review and should be lodged within two weeks of the informal review.

The Director of the Centre for Neuroscience Studies will then appoint an ad hoc committee consisting of at least three faculty members, of which one will be chosen by the graduate student, to undertake the review. The student and the course instructor in question will be interviewed by the committee to ensure that all the pertinent facts are taken into consideration. The committee will submit a written report which will represent the final decision of the Centre for Neuroscience Studies in the matter.

MEDIATION BETWEEN SUPERVISOR AND STUDENT

It is recognized that despite the best intentions on the part of supervisors and/or students, problems may arise during the course of a degree program. Queen's University encourages speedy and informal resolution. To ensure the fair treatment of graduate students by supervisors any unresolved disputes between a graduate student and a supervisor will be addressed by the Graduate Coordinator of the Centre for Neuroscience Studies. If warranted, the Graduate Coordinator will request that the Director of the Centre for Neuroscience Studies become involved.

INTERNATIONAL STUDENTS

International Centre

The International Centre is a meeting place and resource centre for international and Canadian students, staff and faculty as well as members of the Kingston community. As a student service of Queen's University, the Centre supports international students and internationally-minded Canadians through services and programs which serve their needs and promote an internationally informed and cross-culturally sensitive university community. Consult the website for more information at <http://www.queensu.ca/quic> . Keep in mind that the Program Assistant is available to assist you during your transition as well.

UHIP/OHIP

All Queen's University international students residing in Ontario during their period of study must enroll in the University Health Insurance Plan (UHIP) through the International Centre within the first thirty days of being in Canada before being allowed to register. All international students attempting to pre-register or register through QCARD must complete a UHIP application to enroll/waive themselves and their family members who reside in Ontario before pre-registration can be completed. Please note that the payment deadline is mid-August, the same deadline as your tuition payment.

Information regarding UHIP can be found on

<http://www.queensu.ca/quic/intlstu/uhip/index.htm> . Information on UHIP can also be obtained from the Queen's University Human Resources web page at <http://www.hr.queensu.ca/uhip.htm> .

Visas and Permits

To obtain a Study Permit you must contact a Canadian embassy or consulate or government representative outside of Canada. This will cost \$125 Canadian and the process can take up to 3 months.

You will need to provide: a valid passport which you will get from your government; evidence of acceptance in the form of an unconditional letter of acceptance from Queen's University offering you admission; evidence of adequate funds to cover the cost of tuition and living expenses for you and your dependents coming to Canada with you. Evidence includes personal bank statements, letters pledging financial support from family or other sponsors or letters from your academic department offering you employment, bursary, scholarship or fellowship money; and a medical examination may be required.

No Work Permit is needed to work on campus. Students may not work off campus.

Note: International students changing institutions within Canada may be required to apply for a new Study Permit. Consult a Canada Immigration Centre or the International Student Advisor. Check the [Canadian government website](#) for further information.

Further information regarding applying to Queen's, living in Kingston, employment, taxation, and English language support can be found at <http://www.queensu.ca/quic/intlstu/index.htm> .

To obtain more information regarding transportation, a pre-arrival guide, accommodation, an orientation schedule, and how to contact an international student advisor go to <http://www.queensu.ca/quic/intlstu/arrival/index.htm> .

Social Insurance Number

International Students are required to have a Social Insurance Number (SIN) in order to work at the University. Students can obtain an application for a SIN card from the Employment office at 299 Concession Street. You are required to bring the original copies of the following documentation with you when you apply: passport, student authorization (issued by Citizenship and Immigration Canada ) , second piece of identification, and original employment contract or letter of employment from the University. Keep in mind that it will take approximately 3 weeks to receive your SIN card but when you apply you will receive a receipt that may be used as proof of application if needed.

WEBSITES OF INTEREST

School of Graduate Studies and Research:

<http://www.queensu.ca/sgs/index.html>

Queen's Community Housing

http://housing.queensu.ca/community_housing/

Queen's Accommodation Listing

<http://www.queensu.ca/dsao/housing/alist1.htm>

Queen's Residences

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

Queen's Society of Graduate & Professional Students

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

Queen's International Centre

<http://quic.queensu.ca/>

Queen's Writing Centre

<http://www.queensu.ca/writingcentre/>

Queen's Parking Information

<http://www.queensu.ca/pps/>

Queen's University Athletics and Recreation:

<http://www.gogaelsgo.com/index.aspx>

Grad Club:

<http://www.queensu.ca/gradclub/>

Student Affairs:

<http://www.queensu.ca/studentaffairs/index.html>

Career Services

<http://careers.queensu.ca/>

Office of the Chaplain

<http://www.queensu.ca/chaplain/index.html>

Research Services:

<http://www.queensu.ca/vpr/>

Queen's Day Care Centre

<http://www.queensu.ca/daycare/index.html>

Town-Gown Relations

<https://housing.queensu.ca/towngown/>

QLINK and QCARD Information:

http://www.queensu.ca/registrar/process/pin_info.html

Queen's University Registrars:

<http://www.queensu.ca/registrar/>

How to connect to Queen's from home:

http://library.queensu.ca/libguides/webproxy_connect.htm

Campus Security:

<http://www.queensu.ca/security/programs.html>

Alma Mater Society:

<http://www.myams.org/>

Information about Kingston

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

City of Kingston

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