

# Guide for Biology Graduate Students

## Graduate Program Policies and Procedures Guide for Master's and PhD Students in Biology

Concordia University (Revised April 2024)

This document contains policy statements, guidelines, and operational procedures for graduate programs in Biology. All students and faculty members are encouraged to review the current Graduate Calendar for information about university regulations that govern graduate programs. Consultation with the appropriate Graduate Program Director or Graduate Program Assistant should be sought when additional clarification is needed.

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### **1. Welcome Potential Graduate Students!**

Thank you for your interest in joining the department of Biology's graduate programs! Our department features teaching labs with state-of-the-art equipment that introduce you to the various techniques used in biology research.

We offer **research-based MSc and PhD programs** as well as a **course-based [Graduate Diploma in Genomics and Biotechnology](#)**.

Research conducted within our department covers a broad range of topics ([research areas](#)), mainly supported by tri-council funding agencies. With strengths in areas ranging from ecology and conservation, cell and molecular biology, bioinformatics, to synthetic biology and genomics, our department is home to exciting and innovative research! We encourage you to explore our [faculty listings](#) to find a potential supervisor whose research interests align with your own.

### **How do I apply?**

Information on the application process is available [here](#). Once completed, your application will be evaluated by the Graduate Admissions Committee. Final acceptance into our MSc and PhD programs can only be granted once a supervisor has agreed to take you on as a student. It is highly recommended that you contact potential supervisors before finalizing your application. Click [here](#) to find our faculty members and a potential supervisor whose research interests align with your own. In addition, Conditional Acceptance *may* be granted in cases where official copies of application material have not been received (i.e. unofficial copies of transcripts)

You can also refer to the [Graduate Calendar](#) to verify your degree requirements.

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## Finding a Supervisor

When contacting potential supervisors, it is always a good idea to provide as much information about your academic background, research experience, and research interests as you can. Do your homework and become familiar with the research focus of the professor who you are contacting. **Remember: providing more information on your background and interests makes your application stand out!**

## Awards and fellowships

We offer a growing number of entrance awards, fellowships for MSc and PhD applicants, and international tuition remissions for PhD applicants. **Once you submit your application, your name will be registered for potential awards.** There is no need to apply for these awards separately. You can, of course, search and apply for awards on your own as well.

**Please note:** all graduate students are guaranteed a minimum stipend of at least \$15,000 for two (MSc) or three (PhD) years.

## 2. FAQs

### Is funding available?

*Yes, a growing number of internal and external fellowships and international tuition remissions (for PhD) are available for incoming students. These are awarded on a competitive basis and there is no additional application required beyond the graduate application. Speak to your potential supervisor about possible funding opportunities. Explore [Financial aid opportunities here](#).*

### Do I need to identify a potential supervisor before I apply?

*While not required, it is ideal to have contacted and received confirmation from a supervisor willing to take them on in his/her research group prior to applying to graduate programs. Please note: This is only required for the MSc and PhD programs. Your likelihood of successful acceptance will be stronger if you have contacted potential supervisors during the application process.*

### How do I contact potential supervisors?

*Email is the most effective way to contact potential supervisors. Ideally, you should include a CV, academic transcripts, and a brief statement regarding your interest in the specific research topic. In the brief statement, you could include your research interests and academic experiences to date, as well as propose a possible direction of research that align to and contribute to that of the potential supervisor.*

### Do I need to propose a specific research topic when I apply?

*No. The specific research topic and focus is usually decided upon in collaboration with the supervisor and committee.*

### Can I work with more than one supervisor?

*Yes, many of our students are co-supervised both within and across departments. Co-supervision is often very beneficial and allows for students to tailor their research to very specific interests.*

### How many courses do I need to take?

*Information regarding program requirements is available [here](#).*

### Can I do the program as a part-time student?

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*No, we only accept full-time students into the graduate programs.*

### **What if my grades are not quite high enough?**

*You can take a qualifying program. This may consist of some undergraduate level courses to complete before you begin graduate level courses.*

### **What if my undergraduate degree is not in Biology?**

*We accept students with backgrounds from closely related fields. If your background has some weaknesses, you may be offered admission with the provision of completing a qualifying program. This may consist of some undergraduate level courses to complete before you begin graduate level courses.*

### **Can I work while on a student Visa?**

*Please see the guide below from the ISO, however it should be noted that students admitted to the graduate programs in Biology are not ordinarily permitted to work outside the University.*

*<https://www.concordia.ca/content/dam/concordia/offices/advocacy/iso/docs/How-many-hours-can-i-work.pdf>*

### **Do I need a GRE?**

*No, GRE results are not required for applications to our graduate programs.*

### **How do I get a Permanent Code?**

*The Ministère de l'Éducation, Loisir et Sport du Québec (MELS) requires that all students who are registered at a Québec University have a "permanent code", a unique identifying number which is assigned by the ministry. Students who do not provide a valid code with their application must apply for one upon acceptance. Students who do not submit or apply for a permanent code will be charged an additional tuition premium.*

*Information on how to apply for a permanent code and a link to the on-line "Permanent Code Data" form can be found at <http://permanentcode.concordia.ca>. The on-line Permanent Code Data form must be completed and submitted to the Birks Student Service Centre. Please note: all students who have attended elementary, high school, or CEGEP in Québec have already been assigned a permanent code. The permanent code appears on all Québec High School Leaving and CEGEP transcripts.*

### **Do I need to provide a TOEFL score?**

*If your primary language of instruction was not in English, you will need to provide TOEFL scores (or the equivalent). Please note: this applies to International Students only. Important information on language proficiency may be found [here](#).*

### **What should I know about living in Montreal?**

- Lowest tuition fees in Canada
- Montreal is second only to New York for the number of restaurants per capita in North America
- A UNESCO city of design since 2006
- Has an exciting summer festival scene
- Home to several professional sports teams
- More facts about Montreal - visit <http://www.concordia.ca/campus-life/life-in-montreal.html>

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## 3. Guidelines for PhD Students

Required Classes: BIOL 801, BIOL 802, BIOL 850

For admission and degree requirements, click [here](#).

In order to graduate, doctoral/PhD students must take three required classes: BIOL 801, BIOL 802 and BIOL 850. In addition, they must successfully defend their thesis (BIOL 890).

1. **Courses.** *To graduate, students must meet the following requirements:*
  1. *3 credits from BIOL 616, BIOL 670, BIOL 671, BIOL 680 or any of the Advanced Topics or Reading Courses listed at the end of the Biology calendar entry. Other courses in the list may be chosen upon recommendation of the supervisory committee and the Graduate Program Director.*
  2. **BIOL 801: Pedagogical training** (3 credits). *Candidates are required to give four lectures (normally 75 minutes each) to undergraduate classes. Two lectures are in introductory level courses (200 level classes) and two in advanced (300 and higher level classes) undergraduate courses. Tutorials are provided to introduce students to teaching methods. The course is marked on a pass/fail basis.*
  3. **BIOL 802: Research seminar** (3 credits). *Students are required to give one seminar to the Department based upon their research project. Normally, the seminar is given in the second or third years of residency. Seminars are graded on a standard scale (A+ to F). The grade is based upon the presentation, content, and the student's ability to answer questions. The grade is assigned by the Graduate Program Director in consultation with the candidate's supervisory committee and other faculty members present at the seminar.*
  4. **BIOL 850: Research proposal and qualifying exam** (6 credits). *The student prepares a written research proposal based upon the research topic chosen for thesis research. The proposal is prepared in consultation with the supervisory committee and contains a literature review, a progress report and a detailed description of future experiments. The proposal should demonstrate a good understanding of the background of the project, the questions to be answered, and the experimental approaches needed to answer these questions. Both the written proposal and an oral summary of the proposal are presented to the examining committee within one year of entry into the PhD program.*
  5. **BIOL 890: Research and thesis** (75 credits).
2. **Research Proposal and Qualifying Exam.** *The examining committee consists of the student's supervisory committee plus two additional members of the Department of Biology and is chaired by the Graduate Program Director (GPD) or another faculty member appointed by the GPD. The student is evaluated based on the quality of the oral and written presentations of the proposal as well as their ability to respond to questions from the examining committee. These questions extend into general areas as well as focusing directly on the thesis topic. The examining committee assigns one of the following three grades:*
  1. *PASS: The student is admitted to candidacy for a PhD in Biology.*
  2. *CONDITIONAL PASS: The student is admitted to candidacy but is required to complete at least one additional course. This grade is assigned only if the background preparation of the student is judged to be insufficient.*
  3. *FAIL: The student must withdraw from the program.*

*If the examining committee judges that the proposal has weaknesses that can be corrected with minor revisions, it may suspend assigning a mark for a period not exceeding three months. The revised proposal then is assigned one of the three above grades.*
3. **Thesis.** *A major portion of the PhD program involves the planning and execution of innovative and original research under the direction of a supervisor. It is expected that this research should result in publication in reputable journals, on which the candidate is the first author and the major contributor*

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*of ideas and experimental data. The thesis will be examined by a Thesis Examining Committee and will be defended orally.*

### What do I need for BIOL 801, BIOL 802 and BIOL 850?

#### ❖ BIOL 801: Pedagogical Training (3 credits)

- Candidates are required to give four lectures (normally 75 minutes each) to undergraduate classes. Two lectures are in introductory level courses and two in advanced undergraduate courses. **You cannot do the same course twice.** Any course outside of BIOL should be approved by the GPD beforehand.
  - Introductory levels courses: classes whose course code begins with '2' (ex. BIOL 201).
  - Advanced level courses: classes whose course code begin with '3' or higher (ex. BIOL 368, BIOL 466, BIOL 510).
- Tutorials are provided to introduce students to teaching methods.
- The course is marked on a pass/fail basis.
- To apply to teach the class, you must contact the professor in advance and find a compatible date to teach the class. Be sure to send an email to the Graduate Program Assistant (GPA) at [biograd.fas@concordia.ca](mailto:biograd.fas@concordia.ca) indicating the date, class number, and professor name for the classes you will be teaching.
- The GPA will provide you with the necessary digital form link through which students can provide lecture feedback, and a separate link for the lecturer version of the form for the instructor of the course to complete.
- Professors fill out the lecturer form by following the link, where they will provide their name, the student's name, and the mark (Pass/Fail). They may then digitally submit the form and it will be added to the Graduate Program Assistant's records.
- **Note:** Students may request to review the submitted feedback by contacting the Graduate Program Assistant.

#### ❖ BIOL 802: Research Seminar (3 credits)

- Students are required to give one seminar to the Department based upon their research project. **Normally, the seminar is given in the second or third year of residency and after they've completed their 850.**
- Seminars are graded on a standard scale (A+ to F). The grade is based upon the presentation, content, and the student's ability to answer questions. The grade is assigned by the Graduate Program Director in consultation with the candidate's supervisory committee and other faculty members present at the seminar.
- Students must contact the Graduate Program Assistant to schedule the date of the research seminar. The department, faculty and students are invited to attend the talk, and offer feedback. Candidates are able to review the feedback and integrate suggested changes to their research focus prior to returning the forms for the Graduate Program Assistant's records.

#### ❖ BIOL 850: Research Proposal and Qualifying Exam (6 credits)

- The **written proposal and an oral summary presentation of the proposal** are presented to the examining committee **usually within the first four terms of entry into the PhD program.**
- The **examining committee** is composed of the student's supervisory committee, plus two additional members of the Department of Biology, or "externals." It is chaired by the Graduate Program Director or another faculty member appointed by the GPD.

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- The student is evaluated on the basis of the quality of the oral and written presentations of the proposal and on responses to questions from the examining committee. These questions may extend into general areas as well as focusing directly on the thesis topic.
- The examining committee assigns one of the following three grades:
  - PASS: The student is admitted to candidacy for a PhD in Biology.
  - CONDITIONAL PASS: The student is admitted to candidacy but is required to complete at least one additional course. This grade is assigned only if the background preparation of the student is judged to be insufficient.
  - FAIL: The student must withdraw from the program, or in some cases the student may be given a chance to undertake revisions.
- Students must submit a written research proposal to the Graduate Program Assistant. The supervisor communicates with the Graduate Program Director regarding possible dates and prospective externals. Once the names and potential dates have been decided upon, the Graduate Program Assistant schedules the exam and circulates the proposal and any relevant documents/manuscripts. The delay between the proposal submission and the examination is normally six weeks.

#### 4. Your One-Stop Shop to Resources:

- ❖ **Concordia Graduate Students' Association (GSA)**: Improving the quality of graduate student life.
  - The Graduate Students' Association (GSA) represents the collective interests and promotes the general welfare of the graduate students at Concordia University
  - The GSA is located at 2030 Mackay Street, Montreal Quebec, H3G 2J1
  - Phone number: (514) 848-2424 ext. 7900
  - Email: [info@gsaconcordia.ca](mailto:info@gsaconcordia.ca)
- ❖ **How to contact your Graduate Program Director for academic advising**: Dr. Robert Weladji at [robert.weladji@concordia.ca](mailto:robert.weladji@concordia.ca), 514-848-2424, ext. 3408
- ❖ **How to contact your Graduate Program Assistant**: Ms. Kelly Pingel at [biograd.fas@concordia.ca](mailto:biograd.fas@concordia.ca), 514-848-2424, ext. 3401
- ❖ **Biology department**
- ❖ **Student Hub**: your online web tool for key academic and campus resources and service departments. Note: the registration system is accessed via the Enroll option in the Student Centre under My CU Account.
- ❖ Familiarize yourself with **Important Academic Dates** and the **Graduate Calendar**
- ❖ **Research Assistance** and **RefWorks**
- ❖ **Guidelines for Supervisors and Students**
- ❖ **International Student Office**
- ❖ **Thesis Preparation Guide**
- ❖ **School of Graduate Studies**
- ❖ **Student Success Centre**
- ❖ **Next Steps: CAPS (Career Advising and Professional Success)**
- ❖ **Access Centre for Students with Disabilities (ACSD)**
- ❖ **LIVE Centre**
- ❖ **Tech Support** – contact IITS at [help@concordia.ca](mailto:help@concordia.ca) or 514-848-2424 ext. 7613
- ❖ **Registering for courses at another institution - BCI**
- ❖ **GradProSkills** – workshops, online resources and tools to enrich the graduate experience and transition into a future career – [GradProSkills@concordia.ca](mailto:GradProSkills@concordia.ca)
- ❖ **Tuition, fees, and financial assistance (Financial Aid and Awards Office (FAAO))**

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## ❖ What is [Intellectual Property](#)?

### Work with your supervisor to stay on track.

- ➔ Develop a written plan or timetable of target dates to help you meet the degree requirements on schedule.
- ➔ Annual Progress Report.
- ➔ It is your responsibility to be aware of and comply with the regulations and deadlines as outlined in the [Graduate Calendar](#), [Graduate Registration Guide](#), and [Graduate Academic Dates](#)
- ➔ Consider presenting scholarly papers or research at academic conferences to connect with other researchers/scholars. This will motivate you to complete your work!
  - Did you know you can apply for funding for Conference Presentations? Contact the [Graduate Awards Office](#)

## 5. [Progress Reports for MSc and PhD Students](#)

There are two types of progress reports graduate students are required to complete during their degree program.

- ➔ SGS Progress Report – this is done annually every Winter semester via the Student Centre.
 

**PLEASE NOTE:** If a student does not complete their Winter SGS Progress Report before the deadline, a ‘hold’ may be placed on their student account, and they risk withdrawal from the program.
- ➔ Program Progress Report – you should have an annual committee meeting on the progress of your research and fill out a report for the GPD through Cognito ([M.Sc Annual Progress Report](#) or [PhD Annual Progress Report](#)).

## 6. [Navigating Payroll](#)

- ❖ **Bursaries:** Most students make part of their income through their supervisor’s bursary or grant. Coordinate with your supervisor to submit a bursary contract to Payroll that includes a void cheque. This ensures your banking info will be on file for future bursaries and contracts, and you will not have to provide this information again.
- ❖ **Direct deposit:** Concordia offers direct deposit if you are currently receiving payments via cheque. With direct deposit, we deposit automatically into your bank account, with immediate access to funds. To set up direct deposit you must sign into your [employee account](#) and access your UNITY HR Profile. You can then update your banking information and payment preference by filling in the Payment Information section.
- ❖ For information on [Graduate Fees Billing Structure and University Fees](#)
  - Includes information on Time Limit Extension (TLE), Continuing in Program (CIP), international student rates, and other fees.
    - Time Limit Extensions (TLE) are for students who have completed the academic time limit for their degree yet haven’t completed the degree requirements to graduate. Students may apply for a TLE through their Student Centre and the request will be assessed by the GPD.

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- Continuing in Program (CIP) requests are usually for two types of students:
  - students who have switched programs or fast-tracked into a PhD program without completing a Master's, and this request is for the student's transcript to reflect this change.
  - students who have been accepted into a program but who are not registered for courses in their first term. A CIP is required for the system to consider the student 'active' and eligible for TA-ships.
- [Explore the Students Accounts Office for finance related topics.](#)

### 7. Thesis Submission

- ✓ **Where can I find thesis formatting requirements?**
  - For more information, see the [Thesis Preparation and Thesis Examination Regulations](#)
- ✓ **What is the deadline for submitting my thesis?**
  - All thesis deadlines can be found under [important dates](#). Be sure to verify dates with the Graduate Program Assistant!
- ✓ **How do I submit my first submission?**
  - All students must submit two electronic copies of the thesis to [thesis@concordia.ca](mailto:thesis@concordia.ca) and CC the supervisor and Graduate Program Assistant ([biograd.fas@concordia.ca](mailto:biograd.fas@concordia.ca)).
  - One copy must be prepared in an editable format (i.e. Word, LaTeX etc.) and one copy must be in PDF/a format.
  - Make sure to understand the [difference between Master's thesis submission requirements and Doctoral thesis submission requirements here](#).
  -
- ✓ **How do I submit my final submission?**
  - All students must submit the final version of their thesis electronically in PDF/a format using the Library Repository, [Spectrum](#). Theses are available online and to the public.
  - **It is critical that you submit a Screenshot of your submission when you upload your thesis onto Spectrum and send it to your Graduate Program Director and Graduate Program Assistant.**
  - See the [Graduate Registration Guide](#) or consult the Graduate Program Assistant for exact dates of registration, dates for initial and final electronic submissions of theses through Spectrum, and for academic advice.
- ✓ **When can I defend my thesis?**
  - A Master's student can defend their thesis generally 4 weeks after the first submission.
  - For Doctoral students, the examination date must be set a minimum of 6 weeks from receipt of the thesis and the Doctoral Thesis Examination Committee Form submitted by the student's program.
- ✓ **For more information, you can contact the Thesis Office at:**
  - Sir George Williams Campus
  - GM Building, GM-930.21
  - 514-848-2424, ext. 3813

### Deadlines to Graduate

- You must Apply to graduate in order to obtain your Degree or Diploma.
- **Deadline to apply for Fall Convocation: July 15**



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- **Deadline to apply for Spring Convocation: January 15**
- A graduation fee of \$40 will be charged to your student account.

### 8. Accelerated Admission to PhD Programs (fast tracking)

*Accelerated admission (fast tracking) describes a process whereby exceptional students are admitted to PhD programs without a Master's degree in the same discipline. Students who follow this process must show high academic performance or potential evidenced by an outstanding GPA, appropriate research publications in a field of study, a research topic at the Master's level which is advanced enough for a doctoral thesis proposal, or other similar demonstrations of achievement. Students who are:*

- *accepted for accelerated admission, and*
- *currently registered in a Master's degree program*

*OR*

- *accepted for accelerated admission, and*
- *are admitted directly from a Bachelor's degree*

*are expected to complete the course component of a Master's (Thesis option) program in the same discipline in addition to the standard academic requirements for the doctoral program.*

*Since this is a new admission, the PhD program Academic Time Limit and nominal fees billed begin anew. All nominal fees billed in the Master's program are non-transferable and will not be applied to the PhD.*

*Students who have not completed a Master's degree and are admitted directly to a Concordia PhD program may be required to take a course(s) in addition to their PhD program requirements. All pre-requisite and deficiency course credits are registered under a Qualifying Program and are charged tuition & other fees on a "per credit" basis.*

### Leaves of Absence from Program

If circumstances in your life prevent you from being able to meet the requirements of your degree for the semester (i.e. injury, pregnancy, parental leave) and you do not wish to withdraw from the program, you may submit a Leave of Absence request.

There are three types of requests:

- Leave of absence with access - permits the student access to university services (example: library). There is a fee associated with this type of leave. This is granted in exceptional circumstances.
- Leave of absence without access - the student has no access to the university services. Students with healthcare should consult their provider to ensure they remain covered.
- Parental leave - the student has access to university services. There is no fee for this type of leave. It's applicable for maternity or paternity leave and a proof of birth or doctor's note is required.

More information and steps on how to request a Leave of Absence through your Student Hub can be found [here](#).

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## 9. Life as a Graduate Student

### Teaching Assistantships

Many students' financial support packages include Teaching Assistantships or TAs. "Eligible students" are those who are within normal residence, have been offered support for less than a total of five years in the graduate program, are enrolled on a full-time basis, and do not hold a scholarship equal or greater in value to two teaching assistantships (i.e.: \$7,500 for 2017-8).

Students must **apply** to be considered for TA-ships, for a maximum of two TA-ships per year.

A contract and TA workload form must be signed by both professor teaching the course and the student. The TA workload form is a contract which outlines all expectations in terms of marking, attendance at lectures, etc. The TRAC (Teaching and Research Association of Concordia) form must also be signed before the TA contract can be sent to Payroll. Students are notified of their TA assignments and sign their workload form and contract as they become available, normally 1-2 weeks after notification.

### What does it mean to be a Research Assistant (RA)?

Many faculty members provide graduate students with financial support to continue their research, this is the bursary for research or Research Assistantship. If the faculty member has a lab space, a [key request](#) is needed to ensure necessary access. Ian Tonnies ([ian.tonnies@concordia.ca](mailto:ian.tonnies@concordia.ca)) should be put down as the approver of the request.

### Receiving Office Space

Most Biology faculty members provide their graduate students with desk space in their laboratories, and many are provided desk space in an office as well. Biology graduate students may be assigned a carrel for studying, correcting, or writing.

Requests for key assignments must be made with the Biology Department Administrator, Ian Tonnies, at [ian.tonnies@concordia.ca](mailto:ian.tonnies@concordia.ca). Students must apply to receive an office space.

### Support for attending and/or presenting at international conferences

Student conference travel support

- Funding is provided by the [School of Graduate Studies](#) and the [Faculty of Arts and Science \(FAS\)](#). Typically, the FAS matches support offered by the department.
- Students need to fill in and submit the online [Cognito form](#) for Conference Travel Support.

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### 10. Biology Department PhD Thesis Completion and Defense Checklist

The purpose of this checklist is to familiarize students and faculty members with the EXPECTED timeline for PhD thesis submission and completion. All efforts will be made to ensure the efficient processing of all requirements (pre-submission, submission, defense, corrections, and final thesis deposit to Spectrum). Following the steps described below will assist with the successful completion of this process.

#### What you need to know about submitting your thesis:

A major portion of the PhD program involves the planning and execution of innovative and original research under the direction of a supervisor. It is expected that the research should result in publication in reputable journals, on which the candidate is an author and the major contributor of ideas and experimental data.

The thesis will be examined by a Thesis Examining Committee and will be defended orally.

The **Thesis Examining Committee** is composed of:

- Supervisor(s)
- Two committee members
- Two external examiners (One external the university and one arm's length)
- Chair

The thesis is evaluated on two levels:

- Accepted (as is, with minor modifications or with major modifications)
- Not accepted

#### Example PhD Study Plan (4-years)

<b>Year One – Entry into the program</b>	Have your advisory committee formed (supervisor and two committee members). Discuss this with your supervisor
	Complete the Research Proposal and Hold a committee meeting
	Within the <b>first four terms</b> , complete the <b>BIOL 850</b> Research Proposal and Qualifying Exam
	Course work: <b>One 3 credits course</b> from BIOL 616, BIOL 670, BIOL 671, BIOL 680 or any of the Advanced Topics or Reading Courses listed at the end of the Biology calendar entry. Other courses in the list may be chosen upon recommendation of the supervisory committee and the Graduate Program Director. If course taken is not a Biology course, you must have supervisor permission and professor of the course permission by email as this will be required to complete a student request for a course substitution for our Biology 600 level courses
	Plan data collection (experiment, lab, field, etc.), plan analysis
<b>Year Two</b>	<b>BIOL 801</b> – Pedagogical Training in at least two lower-level classes (200-levels), ideally more.
	If not done yet – <b>BIOL 850 MUST be completed in the first term of year 2</b>
	Collect data, start analysis, start writing manuscripts
<b>Year Three</b>	<b>BIOL 801</b> – Pedagogical Training in two higher-level classes (during first term). A total of four classes are required to be completed
	<b>BIOL 802</b> – Research Seminar
	Continue writing manuscripts for publication

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<b>Year Four</b>	Finalize manuscripts
	Complete and defend thesis

### First submission deadlines are:

- February 11 for Spring Convocation
- July 14 for Fall Convocation

See details:

<https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-final-submission.html>

<https://www.concordia.ca/academics/graduate/calendar/current/thesis-regulations.html>

### Final submission deadlines are:

- April 1 for Spring Convocation
- September 1 for Fall Convocation

Students must [apply to graduate](#) by January 15 for Spring Convocation and by July 15 for Fall Convocation

### The Thesis Office

School of Graduate Studies, 1550 de Maisonneuve West GM building 930-21

Contact Email: [thesis@concordia.ca](mailto:thesis@concordia.ca)

See details: <https://www.concordia.ca/sgs/resources/thesis.html>

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## PhD Thesis Defense – Process

- 1) When the PhD thesis is completed, the supervisor sends an email to the Graduate Program Director and the Graduate Program Assistant confirming the thesis is ready for submission.
- 2) The supervisor suggests an Examining Committee (that includes the name of the examiner exterior to the university along with their CV and address) and arranges for a potential date for the defense. The student's thesis supervisor(s) should have had no demonstrated collaboration (joint research, grants, or publications) with the suggested external examiner for at least six years. For more details, please refer to the [Thesis Regulations](#).
- 3) The student completes the Doctoral Thesis Examining Committee form and sends it to the GPD for approval (<https://www.concordia.ca/content/dam/sgs/docs/forms/phd-committee-form.pdf>).
- 4) Once approved by the GPD, the GPA sends the thesis submission form to the School of Graduate Studies (SGS) with the examining committee members, along with proposed dates and times for the defense.
- 5) The student delivers the thesis to the SGS following the thesis submission guide found here: <https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-initial-submission.html>
- 6) The SGS schedules the defense, the examination date must be set a **minimum of 6 weeks** from receipt of the doctoral examination committee form. SGS sends the thesis as well as the thesis evaluation forms to all committee members, and a chair is appointed (the GPA will look for a chair, but the supervisor may recommend).
- 7) The candidate **MUST** attend the defense in person. If the external to the university is unable to attend in person or via videoconference, he/she can submit questions to the Graduate Program Director in advance and the chair will read those during the defense.
- 8) A thesis defense report is filled out by the chair of the exam and returned to the GPA or Thesis office.
- 9) If the external examiner is participating by videoconference, the chair signs on their behalf.
- 10) If the thesis is accepted with major modifications, the Biology GPD and GPA need to be informed, and the agreement of the entire examining committee is necessary in order to complete the grade form.
- 11) Signature pages are provided by the Thesis office and not by the student.
- 12) If minor revisions are required, then once corrected and approved by the supervisor by email, the student can submit the thesis to SPECTRUM.
- 13) Completed thesis is submitted as per the Doctoral thesis final submission guidelines (<https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-final-submission.html>)
- 14) Once the final submission is done, and a screenshot of the SPECTRUM confirmation is sent to the GPA, then the Grade completion form for the thesis Biol 890 is signed by the supervisor, the GPD, and Department Chair and sent to the Dean's office.
- 15) Once completed at the Dean's office, it is sent to the Registrar's office for processing. Only after this will the grade appear on your transcripts.

# Guide for Biology Graduate Students

## Biology Department MSc Thesis Completion and Defense Checklist

The purpose of this checklist is to familiarize students and faculty members with the EXPECTED timeline for MSc thesis submission and completion. All efforts will be made to ensure the efficient processing of all requirements (pre-submission, submission, defense, corrections, and final thesis deposit to Spectrum). Following the steps described below will assist with the successful completion of this process.

### **What you need to know about submitting your thesis:**

A major portion of the MSc program involves the planning and execution of innovative and original research under the direction of a supervisor. It is expected that the research should result in publication in reputable journals, on which the candidate is an author.

The thesis will be examined by a Thesis Examining Committee and will be defended orally.

The **Thesis Examining Committee** is composed of:

- Supervisor(s) (Co-Supervisor, if any, should be clearly marked)
- Two committee members
- One external examiner (ideally from the department)
- Chair (appointed by the GPD, usually one of the committee members)

**The thesis is evaluated on four levels:**

- Accept as-is
- Accept with slight modifications
- Accept with major modifications
- Reject

### **Example MSc Study Plan**

<b>Year One – Entry into the program</b>	Complete the course work, i.e. <b>three 3-credits courses</b> (9 credits) of within the first 2-4 terms. Discuss this with your supervisor. If the course taken is not a Biology course, you must have email permission from your supervisor and the professor teaching the course as this will be required to complete a student request for a course substitution for our Biology 600 level courses.
	Have your advisory committee formed (supervisor and two committee members). Discuss this with your supervisor and inform the GPA of the names by email and copy all members as confirmation.
	Complete the Research Proposal and hold a committee meeting. Discuss this with your supervisor.
	Present proposal at our “ <b>MSc Interim Progress Seminar</b> ” that occurs in <b>May</b> (this is a 10-minute presentation with 3-5 minutes of questions). All students <b>MUST</b> complete this even if they started in January or May of the previous year.
	Plan data collection (experiment, lab, field, etc.), plan data analysis
<b>Year Two</b>	Collect data, analyse data, start writing manuscripts
	Finalize manuscript(s)/thesis
	Complete and defend thesis

### **Accelerated admission to PhD (fast-tracking):**

Admission of exceptional students to the PhD program without completion of an MSc degree in Biology:

## Guide for Biology Graduate Students

- Request must be made on **the first term of year 2 at the latest** (as soon as your GPA from year 1 is available the process should start) and **a letter of justification from supervisor is required.**
- Candidate must have completed MSc courses AND have Outstanding academic performance (A GPA).
- Submit a research proposal.
- Submit a statement of purpose.
- Approval by the student's supervisory committee (committee meeting – progress report submitted via [Cognito](#)).

# Guide for Biology Graduate Students

## MSc Thesis Defense - Process

- 1) When the MSc thesis is completed, the supervisor sends an email to the Graduate Program Director and the Graduate Program Assistant confirming the thesis is ready for submission.
- 2) The supervisor identifies an external examiner and arranges for a potential date suitable to all examining committee members for the defense. He/she sends this information to the GPA.
- 3) The student submits the thesis to the GPA who schedules the defense, **generally 4 weeks** from the submission date (i.e. after examining committee is formed and a potential defense date is known).
- 4) The GPA sends the thesis as well as the thesis evaluation forms to all examining committee members (Evaluation forms to be returned 1 week before the defense), and the GPD appoints a chair.
- 5) The candidate **MUST** attend the defense in person. If a member of the examining committee is unable to attend in person or via videoconference, he/she can submit questions to the Graduate Program Director in advance and the chair will read those during the defense.
- 6) A thesis defense report is filled out by the chair of the exam and returned to the GPA.
- 7) If a committee member is participating by videoconference, the chair signs on their behalf.
- 8) If there is a major revision, the agreement of the entire examining committee is necessary in order to complete the grade form.
- 9) If minor revisions are needed, then once corrected and approved by the supervisor by email, the student can then submit to SPECTRUM.
- 10) Completed thesis is submitted as per the Master's thesis final submission guidelines (<https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-final-submission.html>)
- 11) Once the final submission is done, and a screenshot of the spectrum confirmation sent to the GPA, then the Grade completion form for the thesis Biol 696 is signed by the supervisor, the GPD, and Dept Chair and sent to the Dean's office.
- 12) Once completed at the Dean's office it is sent to the Registrar's office for processing. Only after this will the grade appear on your transcript.

### First Submission

Deadline to submit to students' department are:

March 4 for Spring Convocation

August 4 for Fall Convocation

See details <https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-initial-submission.html>

<https://www.concordia.ca/content/dam/sgs/docs/forms/masters-examiner-evaluation-form.pdf>

<https://www.concordia.ca/content/dam/sgs/docs/forms/masters-thesis-committee-report.pdf>

### Final Submission

Final submission deadlines are:

April 1 for Spring Convocation

September 1 for Fall Convocation

Students must apply to graduate by January 15 for Spring Convocation and by July 15 for Fall Convocation

See details <https://www.concordia.ca/gradstudies/students/thesis-based/process/send-your-final-submission.html>