

PATHOLOGY AND LABORATORY MEDICINE 2014-2015 GUIDELINES

GRADUATE STUDENTS IN RESEARCH-BASED PROGRAMS

Department of Pathology and Laboratory Medicine
Schulich School of Medicine & Dentistry
Western University

MSc Program Acknowledgement of Student Expectations & Responsibilities, and Criteria for Graduation

I understand that to graduate from the MSc program in Pathology and Laboratory Medicine, I have to fulfill the following requirements:

I have to:

- 1- Review the guidelines for research-based students provided to me.
- 2- Pass the following courses (unless exempted) with a minimum average of 70%;
 - a) Pathology 9240, Understanding Disease (lecture and WebCT portion)
 - b) Pathology Journal Club Seminar Series
 - c) One statistics course (approved courses are provided in the guidelines)
 - d) Any additional courses I take including courses suggested by my supervisor and/or Advisory Committee
- 3- Attend and participate in departmental activities including but not limited to;
 - a) Departmental seminars, Zhong Research Seminars, PhD public lectures, and Grand Rounds
 - b) Annual Pathology and Laboratory Medicine Research Day
- 4- Apply for scholarships (e.g. *Ontario Graduate Scholarship, Canada Graduate Scholarships-Master's Award, etc.*)

I have to:

- 1- Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
- 2- Schedule my Advisory Committee meetings at least once a year and present my research progress report
- 3- Submit my thesis and pass an oral defense examination of the thesis

I have to:

- 1- Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
- 2- Observe all safety regulations established by Western University

Student Name (print)

Student Signature

Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 26th.

PhD Program Acknowledgement of Student Expectations & Responsibilities, and Criteria for Graduation

I understand that to graduate from the PhD program in Pathology and Laboratory Medicine, I have to fulfill the following requirements:

I have to:

- 1- Review the guidelines for research-based students provided to me.
- 2- Pass the following courses (unless exempted) with a minimum average of 70%;
 - a) Pathology 9240, Understanding Disease (lecture and WebCT portion)
 - b) Pathology Journal Club Seminar Series
 - c) Pathology 9687, Effective Proposal Writing
 - d) One statistics course (approved courses are provided in the guidelines)
 - e) Any additional courses I take including courses suggested by my supervisor and/or Advisory Committee
- 3- Attend and participate in departmental activities including but not limited to;
 - a) Departmental seminars, Zhong Research Seminars, PhD public lectures, and Grand Rounds
 - b) Annual Pathology and Laboratory Medicine Research Day
- 4- Apply for external scholarships (e.g. *Ontario Graduate Scholarship, Canadian Institutes of Health Research Doctoral Awards, Canada Graduate Scholarships, etc.*)

I have to:

- 1- Set up my Advisory Committee, in consultation with my supervisor, and present my research plan to the committee within the first 6 months of registration
- 2- Schedule my Advisory Committee meetings at least once a year and present my research progress report
- 3- Schedule and pass a comprehensive examination (see guidelines for deadlines)
- 4- Submit my thesis and pass an oral defense examination of the thesis

I have to:

- 1- Abide by all the rules and the regulations as required by the Graduate Education Committee, Department of Pathology and Laboratory Medicine, Western University
- 2- Observe all safety regulations established by Western University

Student Name (print)

Student Signature

Date

Please return your signed form to Tracey Koning, 4044 Dental Sciences Build, by September 26th.

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1. PATHOLOGY AND LABORATORY MEDICINE GRADUATE PROGRAM

1.1 Introduction

The Department of Pathology and Laboratory Medicine at Western University offers course-based (Master of Clinical Science, MCISc) and research-based (MSc and PhD) graduate programs. The research-based program is offered on a full-time or a part-time stream. These guidelines apply to all graduate students in the research-based MSc and PhD programs (full-time and part-time).

Students entering our program come from a variety of different programs including four-year undergraduate science, dental science, or medical science (e.g. residency programs). There are no set degree or course prerequisites for the program although entering students are encouraged to have taken courses in anatomy, physiology, biochemistry, immunology, or molecular biology. Students admitted into the MSc or PhD program are assigned to a thesis supervisor. The supervisor, together with the student, sets up an Advisory Committee and determines a research project for the student. Students should meet regularly with their Advisory Committee to assess progress; a minimum of once a year is a requirement. The Graduate Education Committee (GEC; *see structure of GEC in section 17*) meets on a regular basis to oversee the program and to monitor the progress of all students. Training of students in methods and techniques necessary for their research work takes place in the supervisor's laboratory. The supervisor and the Advisory Committee monitor adequate progress in mastering the required technical skills. The students also have to submit and defend their thesis in order to graduate. Upon graduation from the program, the students should demonstrate specific skills as enumerated in sections 1.2 and 1.3.

All students in our program have to take an introductory pathology course to provide a basic understanding of the pathological mechanisms underlying disease, a biostatistics course to provide understanding of experimental design and statistical analysis of collected data, and to participate in the weekly Journal Club Seminar course. Successful completion of a comprehensive examination is a requirement for those students in the PhD program and students transferring from the MSc program to the PhD program. In addition, student enrolled in the PhD program and students transferring from the MSc to the PhD program are required to take pathology 9687B (Effective Proposal Writing) course. In addition to taking courses and carrying out individual research projects, graduate students are also expected to participate in departmental seminars, workshops, and other departmental/academic events.

1.2 Goals at the MSc level

During the MSc program, the student is introduced to the research process and obtains elementary research skills. The student learns how to pose a relevant scientific question;

determine the most appropriate technology (methodology) to answer that question; master that technology and answer the question posed. By the time of graduation, the student should have demonstrated a general knowledge of the discipline of pathology and a more detailed knowledge of a specific area of current pathology research forming the basis of his/her thesis.

The student should have excellent written communication skills and should have demonstrated these in the production of a thesis proposal and progress reports throughout their two-year program and the successful production and defense of a written thesis. Additionally at the MSc level, the student should present abstracts at local, national or international meetings and at least one publication in a refereed journal. Although it is not a requirement of Western's School of Graduate and Postgraduate Studies (SGPS) that the MSc research be published at time of thesis defense, it is an expectation of our program that at least one high-quality research publication be produced from the MSc research project. The student should also have excellent verbal communication skills and have demonstrated these in presentations to the supervisor and the Advisory Committee, at journal club course meetings and in successfully defending a thesis.

It is essential that the student have some familiarity with computers and their use in word-processing; data collection and statistical analyses; searching the medical literature; communications and preparing material for presentations.

1.3 Goals at the PhD level

Doctoral students are expected beyond mastering basic technical skills to have demonstrated some degree of independence and originality in their thesis work. At this level, publication of research material is a requirement. An introduction to basic teaching skills is also strongly recommended. By the time of graduation, the student should have demonstrated a general knowledge of the discipline of pathology and a more detailed and in-depth knowledge of a specific area of current pathology research.

The student should have gained fundamental skills in teaching and research. At the completion of the PhD, the student should be someone who is well on the way to becoming an independent investigator in that they can pose a relevant scientific question, determine the best methodology to answer that question, and apply that methodology to answer the question. In many cases, the student may "invent" the methodology to be used or improve upon existing techniques.

At PhD level, the student should also have had the opportunity to write and submit a request for funding for salary support (student's own salary) and, at the discretion of the supervisor, participated in a written submission to a granting agency for external research support. Further skills in written and verbal communication should be demonstrated in written reports submitted to the supervisor and the Advisory Committee throughout their research program; a successfully defended thesis; abstracts and journal articles submitted to refereed

scientific journal; and presentations at local, national and/or international meetings. PhD students are expected to have produced at least 3 high quality publications from their PhD research project.

The student should have a greater familiarity with computers for word-processing, data collection and statistical analysis, presentation of materials for seminars and for teaching, searching and following the medical literature through computer-based retrieval systems and using the computer to solve specific problems in their research area (e.g. via genetic databases).

The student should also have had the opportunity to act as a "peer" reviewer for a fellow student in either a written or verbal presentation (e.g. at journal club) and at the discretion of the supervisor to act as a reviewer for a journal manuscript or grant proposal. Although, teaching assistant (TA) positions in this department are limited, there are opportunities to apply for TA positions in other Western Faculty of Science or Schulich School of Medicine and Dentistry departments. We also recommend that graduate students take advantage of the training courses and workshops offered through the Teaching Support Centre at Western University (see 'Academic & Professional Development").

1.4 Part-time program in Pathology and Laboratory Medicine

The Department of Pathology and Laboratory Medicine also offers part-time MSc and PhD programs. These part-time programs are designed to provide a solid research foundation for clinical residents/fellows and other medical science professionals to facilitate their career as scientists. The goals and expectations for students in these part-time programs are the same as for full-time students including attendance and participation in departmental seminars and research days. However, the part-time program essentially uses the assumption that two terms of part-time study is equivalent to one term of full-time registration.

The applicant must have an Undergraduate degree in Science (or equivalent; with minimum average of 80%) and a professional degree such as a MD, DDS, or a DVM degree from an accredited institution for admission into the part-time MSc program. For direct admission to the PhD program, the candidates must have a MSc degree. However, students admitted to the MSc program may also transfer to a PhD program following a similar procedure as in the full-time program. The period for the transfer for a part-time student will be adjusted (contact the *Graduate Program Administrator* for more details).

2. COURSE REQUIREMENTS

2.1 Required courses for all research-based MSc students

MSc – Year 1		
Course Number	Title	Term
PATHOL 9240A	Understanding Disease	September – December
PATHOL 9510Y	Journal Club Seminar Series	September – April

MSc – Year 1 (Ecosystem Stream)		
Course Number	Title	Term
PATHOL 9240A	Understanding Disease	September – December
PATHOL 9514B	Ecosystem Health	January - April
PATHOL 9510Y	Journal Club Seminar Series	September – April

MSc – Year 2		
Course Number	Title	Term
PATHOL 9511Y	Journal Club Seminar Series	September – April

2.2 Required courses for all research-based PhD students

PhD – Year 1		
Course Number	Title	Term
PATHOL 9240A ¹	Understanding Disease	September – December
PATHOL 9610Y	Journal Club Seminar Series	September – April
PATHOL 9687B ¹	Effective Proposal Writing	January - April

¹ If not taken during MSc (transfer students)

PhD – Year 1 (Ecosystem Stream)		
Course Number	Title	Term
PATHOL 9240A ¹	Understanding Disease	September – December
PATHOL 9514B ¹	Ecosystem Health	January - April
PATHOL 9610Y	Journal Club Seminar Series	September – April
PATHOL 9687B ¹	Effective Proposal Writing	January - April

¹ If not taken during MSc (transfer students)

PhD – Year 2		
Course Number	Title	Term
PATHOL 9240A ¹	Understanding Disease	September – December
PATHOL 9611Y	Journal Club Seminar Series	September – April
PATHOL 9687B ¹	Effective Proposal Writing	January - April

¹ If not taken during MSc (transfer students)

For all PhD Students: Participation in the Journal Club Seminar Series will be required for the duration of your enrollment in the program. The course numbers will be adjusted accordingly to reflect the program year (i.e. year 1 = Path 9610, year 2 = Path 9611, year 3 = Path 9612, year 4 = Path 9613 and so on).

2.3 Other required courses for all MSc & PhD students

Biostatistics course

All students (MSc/PhD, full-time/part-time) are required to take one statistical analysis course. We recommend the following courses offered by the Departments of Statistical Sciences, Biology, and Health Sciences. If a student has taken a course, which the student and the Advisory Committee believe satisfies the requirement; a waiver request (see forms section) may be submitted to the Graduate Education Committee.

Course Number	Title	Term
Statistical Sciences 2244 A/B	Statistics for Science	September or January
Biology 2244 A/B	Analysis & Interpretation of Biological Data	September or January
Health Sciences 3801 A/B	Measurement and Analysis in Health Sciences	September or January

Important note

The supervisor and/or the Advisory Committee may suggest additional courses for the students. These will be required and the students will be expected to obtain a minimum average of 70%.

2.4 Optional courses

Course Number	Title	Term
PATHOL 9500B*	The Biology of Human Cancer	January - April
PATHOL 9520B*	Public & Private Partnerships	January – April
MEDHINFO 9100A	Health Informatics	September – December

MEDHINFO 9110B	Introduction of Health Information Management	January – April
PATHOL 9687B**	Effective Proposal Writing	January - April

* Offered in alternate years

** Optional only for MSc students (required for all PhD students and students transferring from the MSc to the PhD program).

2.5 Course descriptions

Understanding Disease (PATHOL 9240)

This is a survey course for students covering the fundamental mechanisms of common disease processes. The lectures will be delivered conjointly with undergraduate students. The graduate students will also have to participate in case studies of disease.

Format/Assessment: Lectures/assessment is by written examinations, labs

Biostatistics

There are a number of statistics courses offered through different departments/faculties at Western University. They differ in content and emphasis; hours/week and tutorial time. You are required to take one of the following:

- Biology 2244 A/B
- Statistical Sciences 2244 A/B
- Health Sciences 3801 A/B

Format/Assessment: Variable, see departments offering these courses for more details

Journal Club/Seminar Course

(Old MSc course numbers PATHOL 9555, 9556, 9557, 9558)

(Old PhD course numbers PATHOL 9665, 9666, 9667, 9668)

(New course numbers PATHOL 9510, 9511 for MSc; 9610, 9611, 9612, 9613, 9614 for PhD)

Current students in the program will still be using the old course numbers as per above. Students beginning September 2013 – we have implemented new course numbers.

This course will emphasize critical review of the literature and gives the student an opportunity to practice presentation skills. Research papers published in journals such as *Nature*, *Cell*, and *Science* are assigned for reading and PowerPoint (oral) presentations. The students also give presentations of their own research (in the form of research proposals and progress reports).

Format/Assessment: Presentations/assessment is by peer-review and participation

Ecosystem Health (PATHOL 9514)

This multi-disciplinary graduate course will include a seminar presentation related to the student's research project, a critical review of one contemporary ecosystem health research article in the peer-reviewed literature, a critique of one article in the popular press (newspaper or internet), and preparation of a case study involving ecosystem health issues at either the

national or international level. There will also be specialist guest lecturers discussing ecosystem health issues from different perspectives to assist in preparation of the case studies.

Format/Assessment: Check with course coordinator for details on the format and assessment

The Biology of Human Cancer (PATHOL 9500)

This course covers recent developments in carcinogenesis, including etiology, control of gene expression, oncogenes, suppressor genes, initiation, progression, mechanisms of chemical carcinogenesis and types of treatment. The course is offered in alternate years.

Format/Assessment: Check with course coordinator for details on the format and assessment

Public and Private Partnerships (PATHOL 9520)

This course has been developed in association with the Western University Richard Ivey School of Business, the Department of Oncology, Department of Pathology and Laboratory Medicine, and the London Regional Cancer Program. Basic and clinical researchers, industrial research partners, and business faculty will participate in developing the ability of cancer researchers to work with the private sector in translating new technology into clinical and community practice.

Format/Assessment: Check with course coordinator for details on the format and assessment

Health Informatics (MEDHINFO 9100)

The course will cover fundamental theories and principles of health informatics including: an overview of the health care system, computer systems, communications and information theory, data types, and data uses and users. The course will introduce the students to the wide range of health informatics applications and uses of computers in health care with emphasis on various clinical support and clinical information systems and on the electronic health record and its achievability.

Format/Assessment: Check with course coordinator for details on the format and assessment

Introduction to Health Information Management (MEDHINFO 9110)

Present day healthcare relies on the sharing of health information across integrated hospital, health facility, and clinical information systems. The course will look at the flow of data and health information across the care continuum, the uses and users of health data and health information, and various information systems in current use and how these systems may be integrated from a technological and management perspective. Pathology 9100 is a prerequisite.

Format/Assessment: Check with course coordinator for details on the format and assessment

Effective Proposal Writing (PATHOL 9687)

This course will provide strategies for effective proposal (grant) writing. A wide range of topics will be presented including identifying funding sources, formulating a hypothesis, designing experiments, requirements for preliminary data, formatting of research proposals, budget requirements, and ethics and biohazard issues.

Format/Assessment: Mini-proposal and critical appraisal of a research grant.

2.6 Exemption from required courses

A student may submit a request, in writing to the Graduate Education Committee, for exemption from taking any of the Department's required courses. The request form is on the Western Pathology and Laboratory Medicine website. The request must be accompanied by documentation that details the equivalent course. The course documentation may include the course outline or course notes/exams/evaluation scheme. The equivalent course must have been taken within the last 5 years and the student must have received a mark of 80% or higher.

3. OTHER EXPECTATIONS AND RESPONSIBILITIES

All graduate students (MSc and PhD; full-time and part-time) **are responsible** for:

A) Courses

- 1- Registering for all required courses
- 2- Obtaining at least 70% in all courses

B) Advisory Committee Meetings

- 1- Setting up the Advisory Committee in consultation with the supervisor
- 2- Schedule the first meeting with the Advisory Committee within the first 6 months
- 3- Schedule regular meetings with the Advisory Committee (at least one per year)
- 4- Provide an overview of the project and the progress in writing to the Advisory Committee members at least 1 week before the scheduled meeting

C) Comprehensive Examination

- 1- In consultation with the supervisor, setup a comprehensive examination committee
- 2- Schedule and pass the comprehensive examination

D) Departmental Activities

- 1- Attending departmental seminars & workshops
- 2- Attending Grand Rounds
- 3- Attending Dr. Robert Zhong Research Seminar Series
- 4- Attending and participating in the Pathology and Laboratory Medicine Research Day (held in March – May)
- 5- Attending and participating in the departmental reviews and other special seminars
- 6- Attending and participating in other departmental activities as requested by the Graduate Chair and/or the Graduate Education Committee.

E) Other Professional Expectations

- 1- Learn skills and approaches to thinking about problems that are suitable for an advanced degree
- 2- Exhibit independent judgment, academic rigor, and intellectual honesty
- 3- Devote full time to scholarly studies and make timely progress towards completion of degree (greater flexibility is only for part-time students)
- 4- Review and understand the “10-hour rule”. The maximum acceptable time spent on university-related (or other) employment for full-time graduate students is ten hours per week. More time off research and graduate studies will be negotiated in advance with the supervisor. For more information, consult:
<http://www.cou.on.ca/policy-advocacy/graduate-education/policy>

F) Thesis Examination

- 1- In consultation with the supervisor, setup a thesis examination committee
- 2- Schedule and pass the thesis examination

3.1 Failing to meet the expectations and responsibilities:

All students should meet the expectations and responsibilities as outlined above. The Department of Pathology and Laboratory Medicine has specified these expectations and milestones for satisfactory progress towards student's graduate degree. These are devised specifically for the benefit of the student and to provide quality graduate education. Failure to meet these expectations will result in ineligibility to apply for all internal awards. The department may require students to withdraw from the program if they continue to fail in meeting these requirements.

4. GUIDE TO NORMAL PROCEDURES FOR GRADUATE STUDENTS

- 1- A prospective graduate student applies to the program offered by the Department.
- 2- The application is assessed by members of the Graduate Faculty and by the Graduate Education Committee. If the application is incomplete or does not meet the minimum criteria for admission to the program, the application is rejected and the applicant is notified.
- 3- If the student is acceptable, the student may be invited for an interview with interested graduate faculty members. Following the interview and consideration of the application, a supervisor is identified. The supervisor then submits evidence of student salary and research support and a project outline (1-page summary of the thesis project) to the Graduate Chair. For students in the part-time program, a detailed program timeline and research project outline needs to be provided to the Graduate Chair. The purpose of this detailed timeline and project outline for part-time studies is to confirm that adequate time will be dedicated to the project and program responsibilities, and that the research project can be completed on a part-time basis. Final acceptance depends on availability of a supervisor who is willing to supervise the prospective student and has research funds available to support the student's salary and research activities. No student will be accepted to the program unless there is assurance of sufficient salary and research support. The level of salary support is set according to School of Graduate and Postdoctoral studies (SGPS) guidelines.
- 4- The student is notified of acceptance. In general, students enter the MSc program with the privilege of applying for transfer to the PhD program in their second year (See guidelines for transfer from MSc to PhD program) and having attained an overall average of 80% or higher.
- 5- The supervisor, in consultation with student, then sets up an Advisory Committee. The first meeting is scheduled within the first 6 months.
- 6- The supervisor and Advisory Committee will monitor the progress of the student, with an expected report in writing at least once a year to the Graduate Education Committee - or sooner if problems arise with progress or changes are required (such as transfer to the PhD program). The written report must be received by the Graduate Education Committee before registration in the next term is allowed. Failure to hold regular meetings may also result in ineligibility to apply for internal awards and recommendation to withdraw from the program.
- 7- At least once a year, the student shall be informed in writing as to his/her general progress through the program. A copy of the Advisory Committee's report may be used for this purpose.

- 8- The Advisory Committee considers the results of examinations in courses designated, presentations at Journal/Seminar Clubs and advises Graduate Education Committee of developments and changes if necessary.
- 9- At the end of the first year of the MSc program, the Advisory Committee may recommend a transfer to the PhD program (see sections 7 and 8). Requests will not be considered for transfer to the PhD program if the student fails to follow the prescribed timeline.
- 10- The supervisor and the Advisory Committee select a research topic and set up the comprehensive examination committee. The comprehensive examination is taken at the end of the first year (see deadlines in section 8).
- 11- Any recommendations made by the Advisory Committee are discussed by the Graduate Education Committee. If the Advisory Committee recommendations are not accepted, the two committees will meet for resolution of the problem. If necessary, the matter is referred to the whole department.
- 12- The supervisor and Advisory Committee supervise the thesis and ensure it is in an acceptable form/content in accordance with the university regulations. Each advisor must inform the Graduate Education Committee in writing that they have reviewed the thesis and find it in a form acceptable for examination. Graduate Education Committee recommends examiners for the thesis defense on the advice of Advisory Committee and supervisor.
- 13- Appeal/Petition mechanisms are as specified by the School of Graduate and Postdoctoral Studies Calendars and departmental guidelines.

5. ACADEMIC & PROFESSIONAL DEVELOPMENT

Western University offers workshops and courses that may be of benefit for your future careers. The Graduate Education Committee highly recommends that all graduate students review and enroll in these workshops. In particular, 360° Graduate Student Professional Development (<http://grad.uwo.ca/360/>) is a great resource for events, workshops and courses. These initiatives are developed to provide information on critical communication and writing, teaching and professional skills to graduate students. There are also links to workshops on teaching and research for graduate students.

6. VACATIONS AND TIME OFF

Graduate students in the research-based program, are allowed **2 weeks** (10 business days) of vacation per year (not including statutory holidays). Any additional time off must be negotiated, in a clear and transparent manner, with the supervisor in advance. When considering time off, the student should make sure not to compromise the research project (e.g. laboratory work, experimentation, and other time-sensitive activities should be either completed, or other arrangements be made in advance).

7. GUIDELINES FOR TRANSFER FROM MSc TO PhD PROGRAM

Most students entering the Department of Pathology and Laboratory Medicine register in the MSc program unless there is clear evidence of outstanding performance [for example, exceptional grades in all courses taken during undergraduate or professional degree (BSc; MD; DDS or DVM); receiving the Dean's Honour List and/or other major awards (e.g. Canadian Graduate Scholarships), or having received a previous accredited postgraduate degree (MSc)].

If after the first year of MSc, a student wishes to transfer to the PhD program, the following procedure is to be used:

- 1- The student will call an Advisory Committee meeting (see section 8.1 for details on deadlines). The supervisor and the Advisory Committee will determine whether the student meets the criteria and should be admitted to the PhD program. The criteria for entering the PhD program will include:
 - a) Academic Performance – performance in undergraduate and graduate courses
 - b) Research Progress - as evaluated by departmental progress reports; publications; presentations; graduate research seminars and departmental research seminars
 - c) Thesis Proposal – the quality and scope of the thesis proposal
 - d) Awards - scholarship or studentship from an external granting agency
 - e) Funding Support – salary and research support availability
- 2- The student must, in writing, request permission from the Graduate Education Committee to transfer to the PhD program. This request must be accompanied by supporting letters from the student's thesis supervisor and the Advisory Committee stating clearly the reasons for recommending the transfer. The letters should comment on the research project scope (suitability for PhD-level research), student performance, and availability of salary and research funds. Evidence should be provided for items 1a-e above (criteria for entering the PhD program).
- 3- Consideration of the request for transfer will be made at the first regular Graduate Education Committee meeting after which all the supporting documentation has been compiled. The Graduate Education Committee will review all documentation and evidence for criteria listed in item 1 to approve the transfer. The student will be notified of the Committee's decision in writing immediately following the meeting.
- 4- A student may appeal the Committee's decision by reinstating the request for transfer with complete documentation.

- 5- Following a positive decision to transfer to the PhD program, the student will be required to register and pass Pathology 9687B (“Effective Proposal Writing” – offered in January).

8. GUIDELINES FOR PhD COMPREHENSIVE EXAMINATION

Guidelines

Students entering the PhD program or transferring from the MSc program to the PhD program are required to a) register and pass PATHOL 9687B (“Effective Proposal Writing”) and b) pass a comprehensive examination (qualifying examination). The comprehensive examination **must be completed within 22 months** (specific deadline breakdown is given below) of being registered in the MSc or PhD program. The result of the comprehensive examination may be a factor in determining whether a student can continue with his or her studies in the Department of Pathology and Laboratory Medicine.

The supervisor and the Advisory Committee members, in consultation with the student, will 1) formulate a research proposal topic, and 2) suggest and set-up an examining committee. See below for details.

Research Topic – “Grant application”:

- 1- The proposed content of the examination and a suggested examination committee consisting of three examiners will be presented by the supervisor, in consultation with the Advisory Committee and the student, to the Graduate Education Committee for approval. The proposed Research Topic must be received by the Graduate Education Committee **within 18 months** following initial registration in the program.
- 2- Once the topic is approved, the student will prepare a research proposal of up to 10 single-spaced typewritten pages (excluding literature references, tables and figures), in the format of a Canadian Institutes of Health Research (CIHR) grant proposal. The range of topics is unrestricted and may include student’s own thesis project. The grant is to be written by the student as an independent exercise. A primer to grant writing (Pathology 9687) will be provided to the students outlining the format, the key components of winning grant applications, and budget requirements (see course description). The student will also schedule a meeting with Dr. Zia A. Khan (zia.khan@schulich.uwo.ca) to discuss the format of the application.
- 3- The student should initially submit the summary page (one page) to the supervisor and the Advisory Committee for their approval before proceeding with the complete application. The Advisory Committee may provide feedback as to the scope of the research and the specific aims during the preparation of the initial summary page only. The student’s Advisory Committee may also be consulted on matters of grant format.
- 4- The proposal should include background information, hypothesis and specific aims, experimental design, expected outcome, significance, references, figures, and tables. A CIHR budget module also must be completed.

- 5- The supervisor and the Advisory Committee members must first approve the proposal before being considered by the Graduate Education Committee. The student must submit the Research Proposal to the Graduate Administrator. The deadline for receipt of the proposal is **21 months** following registration in the program.

Comprehensive Examination Committee

The Advisory Committee and the supervisor, in consultation with the student, will suggest the examiners appropriate for the selected research topic. The Comprehensive Examination Committee will be comprised of three faculty members. There are no restrictions on the departmental affiliation as long as the examiners are able to critically evaluate the comprehensive research proposal. Members of the students' Advisory Committee will not serve as examiners. The supervisor/co-supervisor will be present on the examination day but will not participate in the examination and/or the evaluation.

Comprehensive Examination

The Comprehensive Examination must take place within **22 months** of the initial registration in the program. On the day of the examination, the candidate will give a 15-20 minute oral presentation on the research project. The examination committee will assess the student on the proposed research and its defense, his/her intellectual capabilities and perseverance, and background knowledge in relation to the general field of research. This generally will entail 2 rounds of questions. Typically, each examiner will have 15-20 minutes in the first round and 5-10 minutes in the second round for questions.

The student will be given a final Pass/Fail mark based on the written proposal and the oral defense. The numerical pass mark is 70% (corresponding to a score of at least 3.5 on a CIHR scale; see below). A fail mark will be discussed at a joint meeting of the Graduate Education Committee and the Advisory Committee of the student. A recommendation for a repeat examination may be made. Ordinarily, a student may repeat the comprehensive examination once. Any appeal of the result of the examination will be conducted according to the guidelines set out by the School of Graduate and Postdoctoral Studies in the Calendar (see next section).

Evaluation Criteria:

1. The Department of Pathology and Laboratory Medicine allows students to pick the topic of the grant application (comprehensive examination). The candidate's performance is to be evaluated using CIHR guidelines with the understanding that the candidate may not have preliminary data to support his/her hypothesis if the topic selected is not the same as the candidate's thesis project. In this regard, published work from the supervisor's laboratory or other research groups may be used to support of the hypothesis. However, the candidate will clearly indicate that the work has been previously published (for example by using the subheading "Published studies supporting the hypothesis"). In this case, emphasis will be placed on the background preparation, methodology, and significance when evaluating the candidate's

performance. The following criterion will be used in evaluating the candidate's research proposal:

Criterion #1: Research Approach

1. Is the research question presented in a clear manner?
 2. Is the rationale for the study and experiments clear?
 3. Is the literature review adequate?
 4. Is the research design appropriate?
 5. Did the candidate anticipate potential difficulties and alternative strategies?
-

Criterion #2: Originality and Impact of the Proposal

1. Is there potential for the creation of new knowledge?
 2. Does the proposal address a significant gap in knowledge?
 3. Is there potential for improvement of people's health?
 4. Did the candidate indicate the means of knowledge dissemination and knowledge transfer?
-

2. Scoring: A CIHR-style rubric will be used for the evaluation. Both written report and oral defense will be taken into account when assigning a score. Each examiner will give a score according to the scale below. A minimum overall (average of all examiners) score of 3.5 is required to pass the comprehensive examination.

Description	Score	Outcome
Outstanding	4.5 - 4.9	Pass
Excellent	4.0 - 4.4	
Very Good	3.5 - 3.9	
Acceptable but low priority	3.0 - 3.4	Fail
Needs revision	2.5 - 2.9	
Needs major revision	2.0 - 2.4	
Seriously flawed	1.0 - 1.9	
Rejected	0.0 - 0.9	

8.1 Summary of Deadlines

Students starting their programs in September

These deadlines also apply to students entering the PhD program directly.

Month 16

1. Schedule an Advisory Committee meeting to request transfer to the PhD program.
2. The student will inform the Graduate Chair (in writing) of intent to transfer to the PhD program

Month 17

1. Register for Pathology 9687B

Month 18

1. Student will submit the request to transfer to the PhD program to the Graduate Education Committee. This written request will include 1) letters from supervisor/advisory committee members outlining reasons for recommending transfer (see section 7 for criteria), 2) the research topic for comprehensive examination, and 3) names of potential examiners.
2. The Graduate Education Committee will review the request and supporting documents and notify the student on its decision.

Month 21

1. The student will submit the final Research Proposal to Graduate Administrator

Month 22

1. Schedule and pass the Comprehensive Examination

Students starting their programs in January

These deadlines also apply to students entering the PhD program directly. Students starting their programs in January will need to take Pathology 9687B immediately after their first year as the course is only offered in the winter term.

Month 13

1. Register for Pathology 9687B

Month 16

1. Schedule an Advisory Committee meeting to request transfer to the PhD program.
2. The student will inform the Graduate Chair (in writing) of intent to transfer to the PhD program

Month 18

1. Student will submit the request to transfer to the PhD program to the Graduate Education Committee. This request will include 1) letters from supervisor/advisory committee members outlining reasons for recommending transfer (see section 7 for criteria), 2) the research topic for comprehensive examination, and 3) names of potential examiners.
2. The Graduate Education Committee will review the request and supporting documents and notify the student on its decision.

Month 21

1. The student will submit the final Research Proposal to Graduate Administrator

Month 22

1. Schedule and pass the Comprehensive Examination

9. APPEALS PROCEDURES

Within the department, there are resources available to you in the form of your supervisor, Advisory Committee, the Graduate Chair and the Graduate Education Committee. Please feel free to use them for help and advice.

Full documentation on graduate programs, regulations, appeals and thesis preparation is available on the School of Graduate and Postdoctoral Studies website at http://grad.uwo.ca/current_students/regulations/index.html

The procedures to be followed in cases of conflict in this department are outlined below:

If a conflict or difference of opinion arises between a student and supervisor which cannot be resolved:

- 1- You may ask your supervisor to convene a meeting of your Advisory Committee. A compromise or mutually agreeable settlement may be reached at that meeting.
- 2- If this agreement is not reached or is unsatisfactory, you may appeal to the Graduate Chair. You should put in writing your appeal and specify what you would like to see happen. At this step, the Graduate Chair may act alone to resolve the issue or depending on the nature of the case, bring the matter before the departmental Graduate Education Committee. The Chair of the Graduate Education Committee will inform you and your supervisor in writing of its decision.
- 3- If you are unsatisfied with the final decision of the Graduate Education Committee, you may appeal its decision to the Chair of the Department. Upon review, the Chair will either uphold or overturn the decision.
- 4- If the problem cannot be resolved at the departmental level, you are entitled to appeal to the Dean of the School of Graduate and Postdoctoral Studies. At that level, the Dean may settle the issue or establish an *ad hoc* appeals committee (See the School of Graduate and Postdoctoral Studies website for more details).
- 5- Your final appeal of the School of Graduate and Postdoctoral Studies ruling is to the Senate Review Board Academic.

9.1 Appeal of Grades

Grades in courses given through the Department of Pathology and Laboratory Medicine should be appealed in the first instance to the course manager/coordinator. If the issue cannot be resolved at that level, an appeal may be made to the Graduate Chair and departmental Graduate Education Committee (steps 2 to 5 above).

10. RESPONSIBILITIES OF GRADUATE SUPERVISOR

Before accepting a graduate student into the department, it is the responsibility of the proposed supervisor to ensure the availability of adequate space and facilities for the proposed research project. It is desirable that the supervisor also have existing grant support or a reasonable expectation of funding for the student and the project.

The research supervisor should provide:

- 1- Guidance in the choice of a suitable Advisory Committee and help in setting up regular meetings of the Advisory Committee with the student.
- 2- Advice in the selection of a research topic and selection of appropriate course work in conjunction with the Advisory Committee.
- 3- Guidance in the choice of a suitable Examination Committee and help in setting up comprehensive examination.
- 4- Help in acquisition of the requisite technical skills to complete the research project and advise in the critical and scholarly interpretation of scientific literature.
- 5- Guidance in the presentation and interpretation of scientific data.
- 6- Guidance in the preparation of abstracts, scientific papers and theses.
- 7- Adequate access to the supervisor and other resource persons to facilitate successful completion of the graduate program and the thesis.
- 8- Opportunities to attend scientific meetings.
- 9- A guaranteed minimum level of funding. The amount will be determined in consultation with the Graduate Education Committee. In the case of acceptance of a student ineligible for Western Graduate Research Scholarship (WGRS) funding, this is an absolute requirement before acceptance into the program.
- 10- Graduate supervisors must be members of the School of Graduate and Postdoctoral Studies.
- 11- Guidance in setting up the Comprehensive Examination Committee and scheduling the examination.
- 12- Guidance in setting up the thesis Examination Committees and scheduling the thesis examination.

11. GUIDELINES FOR ESTABLISHMENT OF ADVISORY COMMITTEE

- 1- The supervisor is the chair of the Advisory Committee and should be responsible for nominating the other members of the committee. The Chair of the Graduate Education Committee, or designate, will sit as an *ex officio* member on each committee.
- 2- The student should have an opportunity to discuss the committee membership and make suggestions.
- 3- The committee, including the supervisor, should have at least three members.
- 4- One member other than the supervisor should be a member of graduate faculty and preferably should have an appointment in the Schulich School of Medicine & Dentistry.
- 5- One or more members could be from other faculties, from other universities or from outside the university community (e.g. industry, government labs, etc.).
- 6- The committee membership, when nominated by the supervisor, must be approved by the Graduate Education Committee.

12. ROLE OF AN ADVISORY COMMITTEE

- 1- The principle role of the committee is to act as a resource to the student in dealing with problems related to studies and research, and to the supervisor in planning the student's program and assessing progress.
- 2- Members, in accepting an appointment, must recognize a commitment to these roles and be prepared to give help and advice when needed.
- 3- The committee is required to meet, at a minimum, once every year and review the progress of the student.
- 4- Committee members should try to attend the student's formal seminars and presentations at Journal Club Seminar series.
- 5- The Advisory Committee members determine whether the student meets the criteria and should be allowed to proceed with the PhD comprehensive examination. The committee will also offer guidance in formulating the research topic and setting up of the examination committee.
- 6- The Advisory Committee is required to approve the research proposal for the comprehensive examination.
- 7- The committee must review the results of comprehensive examinations and are responsible for making recommendations to the Graduate Education Committee on the continuation or cessation of the program.
- 8- The committee is responsible for making recommendations to the Graduate Education Committee on matters such as changes in the research project and the suitability of the thesis for defense.
- 9- Each advisor should signify in writing that he/she has reviewed the thesis and finds it acceptable for submission and defense.

12.1 The first meeting

The first meeting will be scheduled in the first 6 months of entering the graduate program. At the first meeting, the student will provide an outline of “broad objectives” of his/her project and the “specific short-term goals” to be achieved in the first year. A written report (a template is provided on the Western Pathology and Laboratory Medicine website) is to be provided to the Advisory Committee at least one week in advance of the meeting. This written report will be submitted to the Department along with the evaluation reports (Pathology website) and recommendations.

12.2 Subsequent/regular meetings

Regular meetings are to be scheduled at least once per year. In addition to “broad objectives”, the student should outline the progress made since the last meeting. A written report which includes the proposal, all progress, and future directions is to be provided to the Advisory Committee at least one week in advance of the meeting. This written report will be submitted to the Department along with the evaluation reports and recommendations. The written report must be received by the Graduate Education Committee before registration in the next term is allowed. Failure to hold regular meetings will also have financial consequences such as ineligibility to apply for internal awards (OGS, Dutkevich Travel Award, Luney Awards, and Cameron Wallace Award etc).

12.3 Lack of sufficient progress

If the overall progress of the student in the program is deemed insufficient by the Advisory Committee, the student will receive a written report identifying areas needing improvement. Another meeting with the Advisory Committee will then be scheduled within 3 months of the notification. If the student does not show satisfactory performance, then he/she may be required to withdraw from the program. On a case-by-case basis, the student may be permitted to stay in the program. However, the Advisory Committee and/or the Graduate Education Committee may establish strict conditions to ensure that the progress is closely monitored.

12.4 Other Responsibilities of the Advisory Committee

The Advisory Committee is also responsible for discussing the issues/concerns raised by the Graduate Education Committee regarding the student. A summary of the discussion and the response from the Advisory Committee is required. This will be submitted through the Advisory Committee meeting Evaluation report.

13. GUIDELINES FOR VOLUNTARY WITHDRAWAL FROM GRADUATE STUDIES

In the case where a student voluntarily chooses to withdraw from a program he/she must complete the following steps:

- 1- Review the current information on withdrawal procedures provided on:
http://grad.uwo.ca/current_students/graduate_regulations/section_4.htm
- 2- The student must formally notify his/her program.
- 3- The student must go to the secure Graduate Student Web Services Portal (<https://grad.uwo.ca/student/index.cfm>) to withdraw from the program.
- 4- The request will be forwarded to the School of Graduate and Postdoctoral Studies (SGPS) for processing.
- 5- The request will be forwarded to the Program for final approval.
- 6- The Change of Status will be entered into PeopleSoft and the student will be officially withdrawn. After the change of status, he/she will no longer be a student and may not attend classes, receive supervision, or have access to any resources of the University.
- 7- An annual meeting will take place between the Coordinator of Graduate Student Recruitment and Retention (CGSRR) and the Associate Dean of SGPS to review reasons for withdrawal across programs and possible modifications to curricular structure/milestones.

14. GUIDELINES FOR REQUEST FOR TRANSFER FROM PhD to MSc

School of Graduate and Postdoctoral Studies (SGPS) is introducing a new procedure for students to request a transfer from their current doctoral degree studies to master's degree studies. This procedure will apply to all doctoral students including those who were admitted through the direct entry option. Students wishing to request a transfer from doctoral to master's studies must complete the following steps:

- 1- The student must formally notify his/her program.
- 2- The program, along with the student, must submit a completed Request for Transfer from Doctoral to Master's Degree form to SGPS (use link below).
- 3- Submission of this form to SGPS will be followed up by a brief meeting between the student and the Coordinator of Graduate Student Recruitment and Retention (CGSRR).
- 4- The Request form will be reviewed by the Associate Dean of SGPS and if approved, the transfer will be made official in PeopleSoft. Please note that these transfers may only occur at the beginning of a term.
- 5- Paperwork will be forwarded to the Graduate Program.
- 6- An annual meeting will take place between the CGSRR and the Associate Dean of SGPS to review reasons for doctoral to master's degree transfers across programs and possible modifications to curricular structure/milestones.

You will find the Request for Transfer from Doctoral to Master's Degree on the following website:

http://grad.uwo.ca/doc/academic_services/academic_request/Request_d-m_transfer.pdf

15. SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES: STUDENT ROLE AND RESPONSIBILITIES

- 1- The student should make and maintain a strong commitment to devote the required time and energy needed to engage successfully in graduate work and research, write a thesis, and contribute fully to the scholarly and intellectual life of the University. The student should show dedicated efforts to gain the background knowledge and skills needed to pursue graduate work successfully, and adhere to the highest standards of ethical behaviour to assure academic integrity and professionalism.
- 2- The student should discuss with the supervisor, very early on, any expectations concerning authorship on publications, and issues surrounding ownership of intellectual property (this may include patents/licenses). This may result in written agreements or contracts between the student and supervisor covering these issues. In this regard, the student should become familiar with relevant policies in these domains.
- 3- The student should become aware of, very early on, all program requirements and deadlines, information about various sources of funding, and university policies covering the proper conduct of research, race relations, sexual harassment, AIDs, appeals, and any other relevant safety and/or work place policies and regulations.
- 4- The student should, very early on, discuss and formulate with their supervisor a plan of study for completion of degree requirements and thesis work, with clear milestones denoting progress. This would include, for example, setting a viable time schedule and adhering to it for all graduate work, including thesis progress and completion. Any variations to this schedule, including prolonged absences by the student, should be discussed. More generally, the student should maintain open communication and feedback with the supervisor on all issues, including supervisory practices.
- 5- The student and supervisor should discuss and agree on an appropriate schedule for supervision meetings. This discussion should also include agreement regarding appropriate time frames for the submission of student materials to be reviewed by the supervisor, and the supervisor providing feedback to the student.
- 6- The student should be reasonably available to meet with the supervisor and supervisory committee when requested, and be able to report fully and regularly on thesis progress and results.
- 7- The student should give serious consideration and response to comments and advice from the supervisor and committee members.

- 8- The student should maintain registration throughout the program and ensure, that where required, visas and employment authorization documents are kept up to date. The student should be aware of and conform to program, The School of Graduate and Postdoctoral Studies, and University requirements relating to deadlines, thesis style, award applications, and other graduate requirements, etc.
- 9- The student should pay due attention to the need to maintain a workplace which is safe, tidy, and healthy. The student should respect the work and equipment of others, and show tolerance and respect for others sharing the same facilities. This would include, for example, cleaning up work space when finished, and complying with all safety and work regulations of the program/university.
- 10- The student should be thoughtful and reasonably frugal in using resources, and assist in obtaining resources for the research of other group members, when applicable.
- 11- Where applicable, the student should comply with all ethical policies and procedures governing human or animal research.
- 12- The student should meet agreed performance standards and deadlines of funding organizations, to the extent possible, when financing has been provided under a contract or grant. This would include adherence to any contractual terms under which the thesis research is conducted.
- 13- The student should meet the terms and conditions of any financial contractual agreements, such as RA or TA positions.
- 14- The student should inform the program (i.e., graduate chair or chair), in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.

NOTE: This document is also available on the School of Graduate and Postdoctoral Studies Web Site at: <http://grad.uwo.ca/>. This website also contains information on further topics of interest, such as: admission requirements, registration and progression requirements, funding sources and eligibility criteria, the appeals process, general program requirements, and thesis examination and submission regulations.

16. THESIS GUIDELINES

For the most up-to-date information on thesis regulations, time frames, and formatting, please see The School of Graduate and Postdoctoral Studies web site http://grad.uwo.ca/current_students/thesis/

It is your responsibility to make sure you complete all requirements in a timely manner as the stipend support from your supervisor is guaranteed only for a limited time (see below).

MSc students

MSc students are guaranteed stipend support for 2 years (6 terms).

Students transferring from the MSc to the PhD program

For students who transfer from the MSc program to the PhD program, the stipend is provided for a total of 5 years from the initial MSc entrance date (15 terms).

Direct PhD entrance after completing MSc

Students who enter the PhD program directly after having completed a MSc program, the stipend will be guaranteed for 4 years (12 terms).

Direct PhD entrance after completing an undergraduate degree

Students who enter the PhD program after having completed a BSc or other undergraduate degree, the stipend will be guaranteed for 5 years (15 terms).

17. THE GRADUATE EDUCATION COMMITTEE / RESEARCH-BASED PROGRAM

17.1 Terms of Reference

1. Review the objectives and progress of the research-based programs and make recommendations to the Department for future modifications or developments.
2. Meet on a regular basis, and furnish reports of deliberations to the department as a whole.
3. Review graduate student applications and make recommendations for acceptance or rejection.
4. Review standards and criteria for acceptance into research-based graduate programs
5. Review and establish rules, standards, and regulations for the content and format of examinations.
6. On recommendation from supervisors, approve examining committees and general content of the examination and ensure that proper arrangements are made for the examination.
7. Review the examination performances and biannual reports of the Advisory Committees of graduate students and make recommendations on their respective programs.
8. Review applications and make recommendations concerning awards and scholarships to graduate students.
9. Ensure proper liaison between the Graduate Education Committee and Advisory Committees; department members.
10. Periodically evaluate performance and operational methods of the committee.
11. The committee structure consists of:
 - a. Departmental Chair
 - b. Graduate Education Committee Chair (nominated/appointed by the Departmental Chair)
 - c. Research Director or his/her delegate
 - d. Education Director or his/her delegate

- e. Program Director of Masters of Clinical Sciences, Pathologists' Assistant Program (MCISc)
 - f. Three graduate faculty members (up to three nominated/appointed by the Departmental Chair from the departmental graduate faculty members).
 - g. A graduate student representative.
12. The tenure of office for faculty members will be three years; for the student representative, two years. The committee chair will be appointed by departmental Chair. The student representative will be elected by all departmental graduate students.
13. Committee members concluding a term elected office will be eligible for re-election or re-nomination.
14. Committee members who miss four consecutive meetings must be removed from the committee and a new member elected.
15. Members who go on sabbatical are to be replaced and a new member elected.
16. Nominations for membership to the graduate faculty are made by the Chair of the Department after review by the Graduate Education Committee.

18. GRADUATE STUDENT AWARDS / DEPARTMENTAL AWARDS

18.1 The Dutkevich Memorial Foundation Award

Introduction:

The School of Graduate and Postdoctoral Studies does not provide any funds for graduate students to attend and present papers at Scientific Meetings. It is the responsibility of the supervisor to provide funds for students to present their work at scientific meetings. By offering partial funding, the Department of Pathology and Laboratory Medicine will support students who present at scientific meetings.

Eligibility:

- 1- All graduate students registered in Pathology and Laboratory Medicine program (full-time and part-time students).
- 2- Students must have the abstract accepted for presentation at a National or International meeting.

Deadline:

June 1st and December 1st

Application:

The applications should be submitted to the Chair, Graduate Education Committee. The application form is available on the Western Pathology and Laboratory Medicine website. Briefly, the application should include a) a copy of the abstract as submitted, b) a notification of abstract acceptance for presentation at the meeting, c) a full description of the meeting (place, time, registration fee, etc.), and d) a letter from the supervisor indicating the importance and benefit for the student to be able to attend the meeting. The letter of support from the supervisor should indicate the need for travel support.

Selection of Award:

The award will be approved by the Graduate Education Committee. The award will be based on the merit of the abstract and letter from the supervisor. Priority will be given to students who have not received a Dutkevich award previously. In cases where a student has already received Dutkevich Travel Award, the abstract in the new application needs to be sufficiently different from the previously accepted/awarded abstract.

Amount and Number of Award(s):

The Dutkevich Foundation Award is to be used to defer some of the expenses of attending and presenting at a meeting. The maximum award will be \$500.00 per student per year. A maximum of two awards will be given out in the June competition and a maximum of two awards in the December competition. The Graduate Education Committee, however, may change the amount or number of awards.

18.2 Dr. Cameron Wallace Graduate Student Award in Pathology

Introduction:

The award recognizes student accomplishments in pathology research and course work undertaken during their graduate program. The award is given in recognition of Dr. A. Cameron Wallace who was the Head of the Department of Pathology (1965-1974) and who also served as Acting Chair of the Department on several occasions. He was the Chair of the Graduate Education Committee (1979-1983). Dr. Wallace's major research interests included the study of renal diseases, oncology and immunology. He was the first director of the Cancer Research Laboratory at Western University. He was an academic pathologist with strong commitment to the pursuit of basic research in the Department of Pathology. He worked closely with his clinical colleagues in surgery and nephrology and pursued studies related to the recognition of the early stages of organ rejection in renal transplants at University Hospital. Dr. Wallace supervised several graduate students in the Department of Pathology and Laboratory Medicine and was recognized for his excellence as a mentor and teacher.

Eligibility:

- 1- A graduate student who is currently enrolled as a full-time or part-time student in the 2nd year (or beyond) of the Pathology and Laboratory Medicine program.
- 2- A student can receive this award only once.

Application Deadline:

Deadline for the application is February 15th. Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application:

Applications must be submitted to the Graduate Chair. The application form is available on the Western Pathology and Laboratory Medicine website. In brief, the application should consist of: a) personal statement, b) description of the research project and progress, and c) updated CV. Applications will be evaluated by the Graduate Education Committee.

Selection of Award:

The emphasis will be placed on choosing a candidate who demonstrates a high level of academic achievement, excellence in research work including publications, presentations at meetings, and leadership contributions through Departmental and community activities during graduate study in Pathology and Laboratory Medicine. A student can receive this award only once.

Amount and Number of Award(s):

The value is \$1,500.00 per award (maximum one per year).

18.3 Dr. Frederick Winnett Luney Graduate Scholarship

Introduction:

Awarded annually to a graduate student in a research-based MSc or PhD Pathology and Laboratory Medicine program to encourage and promote excellence in graduate studies. Selection of the awardee will be based on academic achievement and research aptitude/contributions. The first round of competition for this scholarship will begin in 2015. The terms and other details may be updated prior to the deadline (all students will be notified).

Eligibility:

- 1- A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine program.
- 2- A student can receive this award only once.

Application Deadline:

Deadline for the application is June 1st. Notes: 1) the first round of competition will begin in 2015. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application:

Applications must be submitted to the Graduate Chair. The application form is available on the Western Pathology and Laboratory Medicine website. In brief, the application should consist of: a) personal statement, b) description of the research project and progress, c) details of marks in graduate-level courses, and d) updated CV. Applications will be evaluated by the Graduate Education Committee.

Selection of Award:

The Graduate Education Committee in the Department of Pathology and Laboratory Medicine will select the recipient. Preference will be given to applicants that pursue a collaborative research approach between basic science and clinical science. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine. The student's total financial package (stipend) will be adjusted accordingly.

Amount and Number of Award(s):

The value is \$10,000.00 per award (maximum one per year).

18.4 Dr. Frederick Winnett Luney Graduate Research Awards

Introduction:

Awarded to a graduate student who is in a MSc/MCISc or PhD Pathology and Laboratory Medicine program. These scholarships are aimed at enhancing graduate training and to promote students to present their graduate research work at scientific meetings and to pursue research-related activities. Students may use award funds to attend training workshops, attend and present at scientific conferences, and cover costs associated with their research projects. The first round of competition for these awards will begin in 2015. The terms and other details may be updated prior to the deadline (all students will be notified).

Eligibility:

- 1- A graduate student who is currently enrolled as a full-time or part-time student in the Pathology and Laboratory Medicine program.
- 2- A student can receive this award only once.

Application Deadline:

Deadline for the application is June 1st. Notes: 1) the first round of competition will begin in 2015. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Application:

Students must complete an application accompanied by detailed description of the research-related activity, and an explanation of the benefit of such activity to graduate training. For conference travel, the application must include a copy of the abstract as/will be submitted, an explanation of the meeting (association, place, date etc.) and a letter from their supervisor (sent directly to Graduate Education Committee), indicating the importance and benefit for the student to be able to attend the meeting. The letter of support from the supervisor should indicate the need for travel support.

Selection of Award:

The Graduate Education Committee in the Department of Pathology and Laboratory Medicine will select the recipient. Preference will be given to applicants that pursue a collaborative research approach between basic science and clinical science. A student can receive this award only once during their graduate program training in the Department of Pathology and Laboratory Medicine.

Amount and Number of Award(s):

The value is \$2,000.00 per award (maximum 3 per year).

19. FORMS

Revised and up-to-date forms are found on the UWO Department of Pathology and Laboratory Medicine website.

(http://www.schulich.uwo.ca/pathol/gps/research_programs/research_program_forms.html). These include:

1. Advisory Committee Meeting Report (template only)

To be completed by the student and submitted to the Advisory Committee members at least one week prior to the scheduled meeting. This report is mandatory for all Advisory Committee meetings.

2. Advisory Committee Evaluation Report

To be completed by the supervisor(s) or an Advisory Committee member and signed by all members of the Advisory Committee including the supervisor(s). Please return the form to Tracey Koning (4044 Dental Sciences Building).

3. Journal Club Seminar Series Evaluation Form

To be completed by all students and faculty members present at the Journal Club seminars. Please return this form to Dr. Chandan Chakraborty.

4. Course Exemption Request

To be completed by the student, signed by the Advisory Committee and the supervisor(s). Additional documents must be provided to support the request. Please return the form to Tracey Koning (4044 Dental Sciences Building).

5. Dutkevich Travel Award Application Form

To be completed by the student. Letter of support and additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

6. Dr. Cameron Wallace Award Application Form

To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

7. Dr. Frederick Winnett Luney Graduate Scholarship

To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

8. Dr. Frederick Winnett Luney Graduate Research Awards

To be completed by the student. Additional documents (listed on the application form) are also required to support the application. Please return to Tracey Koning (4044 Dental Sciences Building).

9. Graduate Student Exit Survey

To be completed by all graduating students and returned to Tracey Koning.

For all other forms or templates, please contact Ms. Tracey Koning, 4044 Dental Sciences Building (Tracey.Koning@schulich.uwo.ca).

**Department of Pathology and Laboratory Medicine
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