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*School of Natural Sciences***Handbook for the Master of Science program in Biology  
(BIOL MSc)**

For potential students, current students, supervisors and BIOL MSc Coordinator.

**1. Background**

As one of the first graduate programs at Laurentian University, the Master of Science program in Biology is one of the largest graduate programs at Laurentian University. Graduates of the MSc Biology program pursue careers in environmental consulting, federal and provincial ministries, mining, conservation agencies, biomedical research, chiropractic, dentistry, physiotherapy, human and veterinary medicine, naturopathy, teaching, wildlife, fish, habitat, park management, conservation, and many others. Graduates also continue their graduate studies in PhD programs across Canada and internationally, including in two doctoral programs offered at Laurentian, Boreal Ecology and Biomolecular Sciences.

The Biology MSc program is subject to regular review by the Institutional Quality Assurance Process (IQAP) as part of the [Ontario Council on Quality Assurance](#). This review includes a self-study and compilation of data including time to completion and graduate success, as well as a site visit by reviewers external to Laurentian University.

Within the Biology MSc program, as with the rest of the Laurentian community, we acknowledge that we live and work on the traditional lands of the Atikameksheng Anishnawbek and that the traditional lands of the Wahnapiitae First Nation are also included within the City of Greater Sudbury. We strive to honour the spirit of the Robinson-Huron Treaty of 1850, and we continue to work towards and in support of Laurentian University's Truth and Reconciliation Task Force Recommendations. The Biology MSc program also extends this acknowledgement to the many traditional lands on which we conduct field work throughout Turtle Island, and to the treaties and stewards of those lands. We also wish to acknowledge and extend our gratitude to the First Nations communities with whom we have forged invaluable partnerships. We are committed to nurturing these partnerships and ensuring that they remain founded on mutual benefit.

The Biology MSc program is guided by the principles of respect and dignity for all, and we strive to foster diversity, equity, and inclusion in the day-to-day operation of the program, as well as in the culture of community among faculty, students, and support personnel. Should you have any questions about Laurentian University's policy on equity, diversity, and inclusion, or should you have any concerns about your treatment at any point during your academic journey, please do not hesitate to contact Laurentian's Equity, Diversity, and Human Rights Office for help or guidance (<https://laurentian.ca/services/equity-diversity-human-rights>).

This handbook is intended to guide all prospective and current Biology MSc students (as well as their supervisors and the Biology MSc Coordinator) through the processes of applying, registering, and fulfilling requirements of the Biology MSc program, and everything else in between! We wish you all the best as you embark on this rewarding journey.

For more general information about the Biology MSc program, please visit our website: <https://laurentian.ca/academics/program/biology-msc>.

The Faculty of Graduate Studies also offers resources and a guide for graduate students here: [https://laurentian.ca/sites/default/files/2026-08/Graduate-Studies-Guide-2026.EN .pdf](https://laurentian.ca/sites/default/files/2026-08/Graduate-Studies-Guide-2026.EN.pdf)

## 2. Administrative Overview and Student Services

During the application process, as well as during your time as a student in the Biology MSc program, you will receive support and guidance from various support staff and offices on campus. Specific supports and where you can find them are detailed in the table below:

| Biology MSc Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                  |                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Dr. Albrecht Schulte-Hostedde; <a href="mailto:aschulte@laurentian.ca">aschulte@laurentian.ca</a> ; 705-675-1151 ext. 2356; S-614                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |                                                                                          |
| <p>The Biology MSc Coordinator acts as a liaison between students and the Faculty of Graduate Studies, and together they provide information regarding:</p> <ul style="list-style-type: none"> <li>• Academic regulations (e.g. bilingualism, admission requirements)</li> <li>• Graduate student fees (e.g. tuition, graduate student association (GSA) fees)</li> <li>• Financial aid (e.g. graduate teaching assistantships, scholarships and bursaries)</li> <li>• Student services (e.g. Health and Wellness Services, Accessibility Services)</li> <li>• Research centres (e.g. Mining Innovation, Rehabilitation, and Applied Research Corporation (MIRARCO), Vale Living with Lakes Centre (VLWLC))</li> </ul> |                                                                                                  |                                                                                          |
| Faculty of Graduate Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                  |                                                                                          |
| <a href="#">Website</a>  ; <a href="mailto:graduatestudies@laurentian.ca">graduatestudies@laurentian.ca</a> ; 705-675-1151 ext. 3207; P-346                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                  |                                                                                          |
| Position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Contact                                                                                          | Role and Responsibilities                                                                |
| Interim Dean of Graduate Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dr. Scott Fairgrieve<br><a href="mailto:sfairgrieve@laurentian.ca">sfairgrieve@laurentian.ca</a> | <ul style="list-style-type: none"> <li>• Oversees Faculty of Graduate Studies</li> </ul> |

|                                                                                                             | P-342                                                                                                                                           |                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Officer                                                                                      | Dayna Hicks<br><a href="mailto:dhicks@laurentian.ca">dhicks@laurentian.ca</a><br>P-344<br>705-675-1151 ext. 3204                                | <ul style="list-style-type: none"> <li>• Administration of graduate teaching assistantships (GTAs)</li> <li>• Changes to program of study or status (i.e., active/inactive status and full-time/part-time)</li> <li>• Ontario Visiting Graduate Student (OVGS) program</li> <li>• Travel grants</li> </ul> |
| Administrative Assistant                                                                                    | Ken Bregman<br><a href="mailto:kbregman@laurentian.ca">kbregman@laurentian.ca</a><br>P-346<br>705-675-1151 ext. 3207                            | <ul style="list-style-type: none"> <li>• Administrative support for your thesis and defence (e.g., thesis package submission)</li> <li>• Graduate refund schedule (pro-rated tuition refunds for students in their semester of defence)</li> <li>• Coordination of Graduate Council meetings</li> </ul>    |
| Information Officer/<br>Scholarship<br>Liaison Officer                                                      | Maxime Comeau<br>P-352<br>705-675-1151 ext. 3210                                                                                                | <ul style="list-style-type: none"> <li>• Domestic recruitment</li> <li>• Graduate scholarships and bursaries</li> <li>• Graduate workshops</li> <li>• Graduate Studies newsletter (weekly email)</li> </ul>                                                                                                |
| School of Natural Sciences                                                                                  |                                                                                                                                                 |                                                                                                                                                                                                                                                                                                            |
| <a href="#">Website</a>  |                                                                                                                                                 |                                                                                                                                                                                                                                                                                                            |
| Position                                                                                                    | Contact                                                                                                                                         | Role & Responsibilities                                                                                                                                                                                                                                                                                    |
| Director                                                                                                    | Dr. Mery Martinez Garcia<br><a href="mailto:mmartinezgarcia@laurentian.ca">mmartinezgarcia@laurentian.ca</a><br>705-675-1151 ext. 2119<br>F-422 | <ul style="list-style-type: none"> <li>• Oversees School of Natural Sciences</li> </ul>                                                                                                                                                                                                                    |
| Administrative Assistant                                                                                    | Kayla Fournier<br><a href="mailto:kfournier@laurentian.ca">kfournier@laurentian.ca</a><br>705-675-1151 ext. 2100<br>F-519                       | <ul style="list-style-type: none"> <li>• Administration of the School of Natural Sciences mailing list</li> <li>• Administration of documents related to graduate teaching assistantships</li> </ul>                                                                                                       |
| Administrative Assistant                                                                                    | Robert Dingley<br><a href="mailto:rdingley@laurentian.ca">rdingley@laurentian.ca</a><br>705-675-1151 ext. 2110                                  | <ul style="list-style-type: none"> <li>• Administration of the School of Natural Sciences mailing list</li> </ul>                                                                                                                                                                                          |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | F-523A<br><br>Liliane Seguin<br><a href="mailto:lseguin4@laurentian.ca">lseguin4@laurentian.ca</a><br>705-675-1151 ext. 2110<br>F-523A                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |
| GTA Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Caroline Burns<br><a href="mailto:cburns@laurentian.ca">cburns@laurentian.ca</a><br>705-675-1151 ext. 2178<br>S-514                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"><li>● Assignment of graduate teaching assistantships</li><li>● GTA contract preparation</li></ul> |
| Biology Laboratory Technologists (Full-Time)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Caroline Burns - <a href="mailto:cburns3@laurentian.ca">cburns3@laurentian.ca</a> ; 705-675-1151 ext. 2178; S-514<br>Stéphanie Delay - <a href="mailto:sdelay@laurentian.ca">sdelay@laurentian.ca</a> ; 705-675-1151 ext. 2168; S-515<br>Alison Douglas - <a href="mailto:acdouglas@laurentian.ca">acdouglas@laurentian.ca</a> ; 705-675-1151 ext. 2328; S-514<br>Mélanie Smith - <a href="mailto:mssmith@laurentian.ca">mssmith@laurentian.ca</a> ; 705-675-1151 ext. 2327; S-515 |                                                                                                                                     |
| Office of Research Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |
| <a href="#">Website</a>  ; <a href="mailto:research@laurentian.ca">research@laurentian.ca</a> ; 6th floor of the Parker Building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |
| <b>Services:</b> <ul style="list-style-type: none"><li>● Supports researchers at Laurentian University from start to finish</li><li>● Help with grant funding applications</li><li>● Administration of grant funding (liaison between researchers and funding agencies, and the LU finance department)</li><li>● Research permitting: Administration of Laurentian University's Research Ethics Board (LUREB) for research involving human participants, and Laurentian University's Animal Care Committee (ACC) for research involving animals</li><li>● Administration of the ROMEO research portal</li><li>● Laboratory biosafety policies and standard operating procedures; certification for research involving biohazards and radiation</li><li>● Intellectual property management</li><li>● Access to Qualtrics research tool</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |
| Accessibility Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |
| <a href="#">Website</a>  ; <a href="mailto:accessibilityservicesinfo@laurentian.ca">accessibilityservicesinfo@laurentian.ca</a> ; 705-675-1151 ext. 3324; 1-800-461-4030 ext. 3324; P-230                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |
| <b>Services:</b> <ul style="list-style-type: none"><li>● Offers support for students with many types of disabilities so they can participate in all aspects of their academic experience</li><li>● In-person, telephone, or virtual appointments</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |

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| <ul style="list-style-type: none"> <li>● Partners in Accessibility at Laurentian (PAL) program to aid with student transitions</li> <li>● Testing centre for students with special testing accommodations</li> <li>● Assistive technology and training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Campus Safety Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <a href="#">Website</a>  ; 705-673-6562; 705-675-1151 ext. 6562                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Services:</b> <ul style="list-style-type: none"> <li>● Access to security services 24/7, 365 days per year</li> <li>● Emergency response (including the Laurentian University Campus Emergency Response Team - LUCERT and emergency First Aid)</li> <li>● SafeRide program to escort students safely across campus</li> <li>● WorkAlone program (regular security check-ins)</li> <li>● Emergency telephones around campus (inside and outside)</li> <li>● Administration of the SecurLU-UL app             <ul style="list-style-type: none"> <li>○ Virtual WalkHome program</li> <li>○ Mobile Bluelight program (send your location to Security)</li> <li>○ Virtual WorkAlone program</li> <li>○ Friend Walk program</li> </ul> </li> </ul> |
| <b>Counselling Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <a href="#">Website</a>  ; <a href="mailto:counselling@laurentian.ca">counselling@laurentian.ca</a> ; 705-673-6506; 1-800-461-4030 ext. 6506; 2nd floor of Parker Building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Services:</b> <ul style="list-style-type: none"> <li>● Free, confidential counselling services offered in-person, by telephone, and by video conference</li> <li>● Same-day individual counselling Mon-Fri between 1:00 p.m. and 3:00 p.m.</li> <li>● The Inquiring Mind interactive workshop</li> <li>● <b>If you are in crisis</b>, click <a href="#">here</a> to find urgent help and resources</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
| <b>Equity, Diversity and Human Rights Office</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <a href="#">Website</a>  ; <a href="mailto:edhr@laurentian.ca">edhr@laurentian.ca</a> ; 705-675-1151 ext. 3427; A-126                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Services:</b> <ul style="list-style-type: none"> <li>● Provide guidance and counsel to members of the University community to ensure compliance with:             <ul style="list-style-type: none"> <li>○ The Accessibility for Ontarians with Disabilities Act (AODA)</li> <li>○ The Occupational Health and Safety Act (OHSA)</li> <li>○ The Ontario Human Rights Code</li> <li>○ Laurentian's Policy on a Respectful Workplace and Learning Environment</li> </ul> </li> </ul>                                                                                                                                                                                                                                                            |

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| <ul style="list-style-type: none"> <li>○ Laurentian's Policy on Response and Prevention of Sexual Violence</li> <li>○ Laurentian's Code of Student Rights and Responsibilities</li> <li>○ Any other related policies</li> <li>● Assist individuals with complaints of harassment, discrimination, sexual harassment, sexual violence and bullying to understand the range of options available for responding, and help them to pursue a resolution (these services are confidential).</li> <li>● Provide information and training to the community to increase awareness about the importance of promoting a respectful workplace and learning environment.</li> </ul>                                                                                                                                                                      |
| <b>Health and Wellness Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><a href="#">Website</a> ; <a href="mailto:healthservices@laurentian.ca">healthservices@laurentian.ca</a>; 705-673-6546; 705-675-1151 ext. 1067; Single Student Residence, Room G-23</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>● Primary healthcare (full-time registered nurses and nurse practitioners; part-time physicians available by appointment) <ul style="list-style-type: none"> <li>○ Urgent walk-ins accepted on a first-come, first-served basis</li> <li>○ Referrals</li> <li>○ Screening, immunization, blood pressure monitoring, allergy desensitization, pregnancy testing, etc.</li> </ul> </li> <li>● Health promotion and protection (birth control, drug and alcohol awareness, mental health, active lifestyle and nutrition advice, STI and HIV/AIDS prevention and treatment, stress management, smoking cessation)</li> <li>● Emotional counselling</li> <li>● Active therapy (chiropractic, athletic therapy, sport-focused massage therapy, fascial stretch therapy)</li> </ul> |
| <b>Indigenous Student Affairs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><a href="#">Website</a> ; <a href="mailto:isa@laurentian.ca">isa@laurentian.ca</a>; 705-671-3836; Indigenous Sharing and Learning Centre, 1st floor of the Parker Building</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>● Individual and group counselling</li> <li>● Health and wellness workshops</li> <li>● Indigenous Student Affairs Orientation program</li> <li>● Cultural support and activities</li> <li>● Anishinaabemowin language workshops</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Information Technology (IT) Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><a href="#">Website</a> ; <a href="mailto:it@laurentian.ca">it@laurentian.ca</a>; 705-675-1151 ext. 2200; J.N. Desmarais Library</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Services:**

- Live chat support (Mon-Fri 9:00 a.m. - 4:00 p.m.)
- Email support
- Telephone support

## International Student Services

[Website](#) ; [international@laurentian.ca](mailto:international@laurentian.ca); 705-675-1151; 1-800-461-4030; P-210  
[immigration@laurentian.ca](mailto:immigration@laurentian.ca)

**Services:**

- Administrative support for international students
- International tuition and fees
- International student scholarships
- Health insurance (UHIP) for international students
- Immigration support (study permits, visas, post-graduation work permits)

## Library and Archives

[Website](#) ; [library@laurentian.ca](mailto:library@laurentian.ca); 705-675-4800; J.N. Desmarais Library

**Services:**

- Borrowing and requesting resources (including online databases and repositories, and Omni search tool)
- Study spaces
- Research support (citation styles, research guides, data management)
- Computer access
- Printing, photocopying and scanning
- Equipment loans (DVD drives, Chromebooks, OWLs)

| Position                                  | Contact                                                                                                       | Role and Responsibilities                                                                                                                                                                                              |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Science and Engineering Liaison Librarian | Alain Lamothe<br><a href="mailto:alamothe@laurentian.ca">alamothe@laurentian.ca</a><br>705-675-1151 ext. 3304 | <ul style="list-style-type: none"> <li>• Assisting science and engineering students accessing library services</li> <li>• Coordination of technical services</li> <li>• Coordination of library collections</li> </ul> |

## myLaurentian Hub

[Website](#) ; [hub@laurentian.ca](mailto:hub@laurentian.ca); 705-673-6565; 1-800-461-4030; myLaurentian Hub Desk, 1st floor of the Parker Building

**Services:\***

- Direct students to the correct services offered at Laurentian University
- Answer all inquiries

|                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Student card services</li> <li>• Parking passes</li> <li>• Lockers</li> <li>• Confirmation of enrollment forms</li> <li>• Transcripts</li> <li>• Tax forms</li> </ul> <p>*Many of these services are also offered through the online portal, <a href="#">myLaurentian</a>.</p>                                           |
| Occupational Health and Safety Services                                                                                                                                                                                                                                                                                                                           |
| <p><a href="#">Website</a> ; <a href="mailto:ohs_sst@laurentian.ca">ohs_sst@laurentian.ca</a>; 705-675-1151 ext. 5375</p>                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Implement and maintain health and safety programs</li> <li>• Administration of the Joint Health and Safety Committee</li> <li>• Health and safety training</li> <li>• Responding to health and safety concerns, and incident reports</li> <li>• Safety data sheets</li> </ul>                                            |
| Office of Admissions                                                                                                                                                                                                                                                                                                                                              |
| <p><a href="#">Website</a> ; <a href="mailto:info@laurentian.ca">info@laurentian.ca</a>; <a href="mailto:admissions@laurentian.ca">admissions@laurentian.ca</a>; 1-800-461-4030</p>                                                                                              |
| <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>• Help with the application process (understanding eligibility criteria, navigating application portals, ensuring application dossiers are complete, understanding offers of admission)</li> <li>• Deferral requests</li> <li>• Receipt of English Language test scores and transcripts</li> </ul> |
| Office of Payroll Services                                                                                                                                                                                                                                                                                                                                        |
| <p><a href="mailto:payroll-ca@laurentian.ca">payroll-ca@laurentian.ca</a>; L-1007 10th floor of the Parker Building</p>                                                                                                                                                                                                                                           |
| <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>• Paying employees (including graduate teaching assistants)</li> <li>• Processing banking and tax information</li> </ul>                                                                                                                                                                           |
| Office of the Registrar                                                                                                                                                                                                                                                                                                                                           |
| <p><a href="mailto:registrar@laurentian.ca">registrar@laurentian.ca</a>; 705-673-6565</p>                                                                                                                                                                                                                                                                         |
| <p><b>Services:</b></p> <ul style="list-style-type: none"> <li>• Transcript services (e.g., receipt of official transcripts and grade transfers for students using the OVGS program)</li> </ul>                                                                                                                                                                   |

| Print Hub                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Website</a>  ; <a href="mailto:printing@laurentian.ca">printing@laurentian.ca</a> ; 705-671-3846                                                                                                                                                                            |
| <b>Services:</b> <ul style="list-style-type: none"> <li>• Professional printing services (e.g., presentation posters)</li> <li>• Document binding</li> <li>• Laminating</li> <li>• Document scanning</li> <li>• Final thesis printing and binding</li> </ul>                                                                                                             |
| Student Awards and Fees Office                                                                                                                                                                                                                                                                                                                                           |
| <a href="#">Website</a>  ; <a href="mailto:fees@laurentian.ca">fees@laurentian.ca</a> ; <a href="mailto:financialaid@laurentian.ca">financialaid@laurentian.ca</a> ; 705-675-1151 ext. 3493: English; 705-675-1151 ext. 3498: French; located in the myLaurentian Hub (Parker Building) |
| <b>Services:</b> <ul style="list-style-type: none"> <li>• Help with any concerns related to your Laurentian University financial account (tuition charges, incidental fees, financial aid, refunds)</li> <li>• Tuition payment (receipt of payments and payment methods)</li> <li>• Assistance with OSAP applications</li> <li>• Financial literacy workshops</li> </ul> |

**Throughout your time at Laurentian, you can find many key processes and important information through the online student portal, myLaurentian (<https://my.laurentian.ca/>).** These processes include, but are not limited to:

- Completing your application dossier
- Registering for courses
- Managing your LU finances
- Accepting graduate teaching assistantship (GTA) assignments
- Accessing transcripts
- Applying to graduate
- Submitting reimbursement requests

While all of the above-listed staff members, offices, and online tools are there to support you throughout your degree, we encourage you to have frequent and open communication with your supervisor(s) and the Biology MSc Coordinator to ensure that you are on the right track and receiving all the available supports. It is important to always advocate for yourself if you encounter a problem or need help navigating through the program.

### 3. Program Overview

### *Research Areas*

The Biology MSc program is a thesis-based program. Your thesis topic must fall into one of three research areas approved by the Ontario government, based on available expertise and facilities at Laurentian University. These research areas are:

- Molecular and Cell Biology
- Animal and Plant Biology
- Ecology and Evolution

### *Thesis*

At the core of the Biology MSc degree is a thesis that is developed in partnership with the student's supervisor(s) and advisory committee. The thesis must be original research. The organization of the thesis may vary, and must be approved by the advisory committee. Generally, the thesis is composed of a General Introduction, followed by one or more data chapters, with a final Conclusion or General Discussion chapter. The completion of the MSc in Biology requires a defence of your thesis, which includes a public oral presentation and a closed-door session in which you field questions from an external examiner, your advisory committee, and your supervisor(s).

### *Course Requirements*

In addition to the thesis course (BIOL-5000 Thesis; 6 credits), which students must be enrolled in during all semesters of their degree (but note that this is not actually a course per se, as there are no class meetings or assignments), students in the Biology MSc program are required to take 3 additional courses:

- BIOL-5056 Biology Seminars (compulsory; offered annually in the winter semester) – 3 credits
- One course at the 5000 (graduate) level – 3 credits
- One course at the 4000 or 5000 level – 3 credits

In total, the course load for the Biology MSc program is 15 credits. Students must receive an average of 70% over all courses identified by their advisory committee, and a mark below 60% will result in academic probation (see [Faculty of Graduate Studies Rules & Regulations](#)).

### *Timeline*

The normal timeline for completing all requirements of the Biology MSc degree is

two years or less, although students must be enrolled for a minimum of one year. Full-time students must complete all requirements within 4 years, whereas part-time students are allowed up to 6 years.

If necessary, students may apply for leaves of absence (i.e., inactive status) with the approval of their supervisor(s), their advisory committee, and the Biology MSc Coordinator. Full-time students can be inactive for up to two semesters, and part-time students can be inactive for up to three semesters. However, students must be active (part-time or full-time) during the semester of their defence. Further details are provided in later sections.

## 4. Eligibility Criteria

To be eligible for the Biology MSc program, you must have:

- A 4-year degree (or equivalent) in Biology or a related field\*
- A minimum cumulative average of 70% during your undergraduate degree
- A Laurentian University faculty member who has agreed to supervise you ('Thesis Supervisor Agreement Form'; see below)

\*Note that degrees in chemistry, biochemistry, earth sciences, neuroscience, environmental science, and psychology may be accepted under special circumstances if your thesis topic is supported by your previous academic experience.

If English is not your first language (and you are not a bilingual Francophone Canadian), you will have to demonstrate language proficiency. Please see the 'Language Requirements' tab on the [Graduate Admissions website](#) for further details.

## 5. Finding a Supervisor

### 5.1. Potential Supervisors

As a student in the Biology MSc program, you may be supervised by one or co-supervised by two faculty members who are accredited to the program. Potential supervisors fall into one of three categories: core faculty (for a list, see Appendix A), cross-appointed faculty (Appendix B), and adjunct faculty (Appendix C). Each of these designations comes with different capacities and privileges with respect to supervising students, and these are detailed below.

#### *Core Faculty*

Core faculty (Appendix A) are faculty members within the School of Natural Sciences

who have been designated and accredited to the Biology MSc program by the Faculty of Graduate Studies; these are generally professors whose teaching portfolios consist exclusively or primarily of Biology-listed (BIOL) courses. Core faculty members can act as the sole supervisor of their students, and can also serve on the Biology MSc oversight committee.

### *Cross-appointed Faculty*

Cross-appointed faculty (Appendix B) are Laurentian University faculty members whose teaching portfolios generally lie outside of Biology-listed (BIOL) courses, but who have been designated and accredited to the Biology MSc program by the Faculty of Graduate Studies. Cross-appointed faculty also include researchers from affiliated institutions, such as the Northern Ontario School of Medicine (NOSM) and the Health Sciences North Research Institute (HSNRI), as well as Government of Ontario researchers at the Vale Living with Lakes Centre (VLWLC). Cross-appointed faculty members can act as the sole supervisor of their students; however, a core faculty member must serve on their students' advisory committees to ensure a biological focus of their theses.

### *Adjunct Faculty*

Adjunct faculty (Appendix C) are external researchers who are not affiliated with Laurentian University, but who have been designated as adjuncts to the Biology MSc program by the Faculty of Graduate Studies. Prospective adjunct faculty must be sponsored by at least one core faculty member. By achieving adjunct status, external researchers can collaborate with Laurentian University researchers for teaching, funding, and/or supervision of graduate students. Adjunct faculty can co-supervise with core or cross-appointed faculty, but cannot act as the sole supervisor of their graduate students. If an adjunct faculty member is co-supervising with a cross-appointed faculty member, then a core faculty member must serve on their student's advisory committee.

## **5.2. Timelines**

You must find a professor who has agreed to be your supervisor by the time you apply to the program. Although this means that you have until the application deadline to find a supervisor (i.e., August 1st for domestic students starting in the Fall semester), you should reach out to potential supervisors well in advance of your intended start date – often upwards of one year before you start. This is because graduate research is often funded by finite research grants held by faculty (e.g. NSERC/CIHR grants), and as such, students with scholarships are preferred by potential supervisors. Applications for major scholarships (i.e., NSERC CGRS-M and OGS) are due in December and January, ahead of a May or September start. To apply to these scholarships, you may have to develop a project proposal alongside your potential supervisor – a process that could take several weeks beyond your initial contact, meeting(s), and/or interview.

### 5.3. How to Find a Supervisor

#### *Finding a Good Fit*

Finding a good supervisor – someone you can work well with, and whose research and style of supervision aligns with your interests and preferences – is one of the most important aspects of beginning graduate studies. Visit faculty or institutional websites to familiarize yourself with each potential supervisor's research program. It is also a good idea to reach out to current and former students to gain an understanding of each supervisor's approach to supervision, and get a sense of each lab's internal culture.

Once you have found a potential supervisor you are interested in, there are a number of ways to approach them about joining their lab:

#### *Lab Postings*

Many supervisors have funded projects and are looking for students to fill graduate student positions. They will sometimes post these positions (like job postings) on their lab websites/social media accounts or distribute them through relevant academic societies (e.g., Canadian Society for Ecology and Evolution, Canadian Society for Molecular Biosciences, Canadian Herpetological Society). It is important to check websites and social media accounts frequently to avoid missing any lab opportunities.

#### *Contacting Potential Supervisors*

You can also reach out to potential supervisors to ask about available opportunities and inquire about whether they are taking on graduate students. Visit researcher websites to determine how they would like to be contacted (and if they would like to be contacted; some researchers state that they are not currently taking on new students). When contacting a potential supervisor, be prepared with key details about your academic background and experience in your desired field of study (i.e., employment, academic, and volunteer experience). It is often advisable to attach transcripts, a resumé/CV, and a cover letter when e-mailing potential supervisors. Be prepared to share the names of potential references.

## 6. Applying to the Program

### 6.1. Steps to Apply

Consult the [Graduate Admissions website](#) for up-to-date information about application deadlines (please note that there is no program-specific deadline for Biology MSc). All applications must be submitted online via the Ontario Universities' Application Centre (OUAC)

**AND** supporting documents must be submitted through the myLaurentian student portal to complete the application dossier.

Links:

- OUAC: [https://www.ouac.on.ca/apply/laurentiangrad/en\\_CA/user/login](https://www.ouac.on.ca/apply/laurentiangrad/en_CA/user/login)
- myLaurentian: <https://my.laurentian.ca/>

### **Step 1: Submit application through OUAC.**

Log in or create your OUAC account and follow the steps as prompted. You can request official transcripts from each of the post-secondary institutions you attended through the OUAC portal, and have them sent directly to the LU Office of Admissions. Students who attended Laurentian University during their undergraduate degree(s) do not need to request official transcripts from LU.

### **Step 2: Create a myLaurentian account.**

Within a few days of submitting your application through OUAC, you will receive an email from the LU Office of Admissions containing a ‘Letter of Acknowledgement’ and a student ID number, which you will use to create a myLaurentian account. Your myLaurentian account will allow you to complete your application dossier.

### **Step 3: Prepare required documents.**

The supporting documents you are required to submit through the myLaurentian portal are:

- CV/resumé
- Statement of interest
- 3 academic references
- Thesis Supervision Agreement Form

In your statement of interest, make sure to identify the professor with whom you intend to work. Your supervisor will also have to sign your ‘Thesis Supervision Agreement Form’.

Instead of uploading reference letters, you will submit contact information for three academic referees, and the university will reach out to them with a secure link to fill out an online reference form. Make sure that you give your referees sufficient notice, and that they have agreed to provide you with a reference letter before you submit their contact information.

### **Step 4: Upload required documents to myLaurentian portal.**

Log in to your myLaurentian portal and scroll down on the home page to find the ‘Applicant Checklist’ panel. Here, you will find a checklist of the supporting documents required to complete your application. ‘Official Transcripts’ should already be checked, as these were submitted through the OUAC portal.

Click on each of the list items to submit your documents. Submitted documents should appear under MyDocuments (accessed via the  icon in the upper right corner of the home page) > Documents Submitted.

You will receive an email from the Office of Admissions when each of your referees submits a reference form.

If you wish to submit other supporting documents (e.g., previous publications), you can do this in the ‘Applicant Checklist’ panel. Select the corresponding type of document from the drop-down menu, or submit it as ‘Other’.

### **Step 5: Ensure that your dossier is complete.**

Ensure that your application dossier is complete; make sure that all documents are submitted and that all three referees have submitted reference forms. If you are unsure, do not hesitate to reach out to the LU Office of Admissions or the Biology MSc Coordinator to ensure that they have received your completed application.

## **6.2. Internal Processing of Applications**

Once the completed application dossier is received by the Office of Admissions, it is sent to the Biology MSc Coordinator, who then forwards it, along with the Request to Admit Form (Appendix D), the Ad Hoc Committee Form (Appendix E), and the Letter of Financial Support (Appendix F) to the supervisor for approval. In the Letter of Financial Support, the supervisor must attest to the amounts and sources of funding that will be provided to the student during their degree. Supervisors will take into account whether the potential student is eligible for a Graduate Teaching Assistantship (GTA). This is dependent on undergraduate grades (requires a 75% average). Once the supervisor has approved the package, the set of signed documents is then forwarded to the Faculty of Graduate Studies, which sends the package back to the Office of Admissions. The Office of Admissions then sends out an Offer of Admission (or Decision Letter) to the candidate.

## **6.3. Acceptance**

Once you receive your Offer of Admission, it can be viewed on the myLaurentian portal under MyDocuments () > My received documents. You now have 3 weeks to respond through

the myLaurentian portal.

## 7. Tuition and Annual Income

### 7.1. Tuition

As a graduate student, you must pay tuition for 3 semesters per year, amounting to approximately \$10,000 per year. This also includes incidental fees, which you pay once per year, typically in the fall semester. The payment schedule can be found on the LU Student Awards and Fees Office [webpage](#).

Tuition and incidental fee charges to your LU account can be viewed on the myLaurentian portal under Self-Service > Student Finance. A **positive balance** means that **you owe the university money**, whereas a **negative balance** means that the **university owes you money** (this negative balance can be used to pay for tuition owing in later semesters, or you can request that the balance be repaid to you in another manner – e.g., cheque or direct deposit). Click on ‘Account Activity’ to view a breakdown of charges and credits to your account for the current academic period. These include:

- Tuition and incidental fee charges
- Payments made
- Financial aid – payments from the university that are credited to your LU account
- Refunds – payments from the university that are transferred to you via cheque or direct deposit

Before the start of the Fall semester, your account will show tuition and incidental fee charges for the entire academic year (both Fall and Winter semesters). You are not required to pay Winter semester tuition at the Fall payment deadline. Instead, you should pay half of the tuition charge, and all of the incidental fees (total of approximately \$4,000) by the Fall deadline, and then pay the remainder of the tuition charges by the Winter deadline. This means that there will be balance remaining in your account between the Fall and Winter deadlines – this is okay. Often, financial aid from the university (e.g., graduate teaching assistantships) detailed below, will cover this remaining balance before the Winter deadline arrives.

During the Spring/Summer semester, the entire tuition charge must be paid by the Spring/Summer deadline.

#### *Methods of Payment*

Tuition may be paid by any of the following methods:

- Online banking
- Interac® Card (in-person only)
- Credit card (a transaction fee applies, and credit cards can only be used to pay online; they are not accepted at the myLaurentian Hub)
- Scholarships, fellowships, and bursaries (\*although students are required to make tuition payments by the applicable deadlines, even if they expect to receive these awards later in the semester)
- Ontario Student Assistance Program (OSAP) grants or loans (these funds will be transferred automatically; however, they may not cover the full tuition cost)
- Sponsorship
- Flywire (\*the preferred method of payment for international students)

Visit the [Payment Options webpage](#) for detailed instructions on using the above payment methods.

## **7.2. Stipend**

Each full-time student is guaranteed a minimum research stipend of \$15,000 per year for two consecutive years, starting at the time of registration. Supervisors are encouraged to provide more than this and to consider that [NSERC scholarships for MSc students](#) are worth \$27,000 for 12 months. Funding for the student's stipend can come from multiple sources, including a Graduate Teaching Assistantship (GTA), scholarships, and the supervisor's research funds. Each of these potential sources are discussed in detail below.

### **7.2.1. Graduate Teaching Assistantships (GTAs)**

GTAs of about \$10,000 per year for two consecutive years are offered by Graduate Studies to eligible graduate students. The value of the GTA is determined by the collective agreement between the GTA union and Laurentian University (see below). GTAs consist of two 65-hour teaching assignments per semester, totalling 130 hours (approximately 10 hours per week); this may include teaching in undergraduate laboratories and/or grading assignments. If you are successful in receiving a GTA, you will typically receive an email in July or August asking you to submit your preferences for GTA assignments; these assignments (for both the Fall and Winter semesters) are finalized by the GTA Coordinator prior to the start of the Fall semester. Biology lab technologists fill the GTA Coordinator position on a rotational basis; if you have specific questions about Biology GTA assignments, please email a lab technologist, and they will put you in contact with the active coordinator.

#### *Eligibility Criteria*

To be eligible for a GTA assignment, you must meet the following criteria:

- You must be registered as a full-time graduate student in the semester in which you will hold the GTA.
- You must have a minimum cumulative average of 75% during your undergraduate degree .

GTA's are assigned to students with the highest averages first (sometimes superseded by the need for bilingualism in certain courses), and are dependent on the availability of positions. Being eligible for a GTA does not guarantee that you will be offered a GTA assignment.

### *Securing a GTA Assignment*

If you are eligible for a GTA, you will be contacted by the Faculty of Graduate Studies during the months of July or August to confirm that (1) you will be registered full-time during the Fall and Winter semesters (i.e., registered in BIOL-5000); and (2) you wish to accept your GTA offer.

Once you have confirmed your registration and accepted your GTA, you will receive an email from the GTA Coordinator to select your preferences for GTA assignments. You will be asked to preferentially rank the classes and lab sections that you are most interested in and qualified for that fit in your schedule. The GTA Coordinator will take your preferences into consideration, as well as the preferences of each lab/class instructor; however, GTA's are assigned at the discretion of the GTA Coordinator, and their decision will also involve consideration of your academic background and transcripts, along with scheduling logistics.

Once you have been offered a GTA, you can expect to receive three more emails from Graduate Studies. In the first email, there will be a link to your myLaurentian portal that you can follow to accept your GTA offer ('Please click here to manage your application'). You can also navigate to this page through myLaurentian > Processes > Employment > Graduate Teaching Assistantship (GTA). Once you have accepted your GTA offer, the GTA Coordinator will be notified by email. They will then assign you to one or two courses, and set the number of hours that should be devoted to each course. At this stage, the instructor(s) of the course(s) will also be notified by email, and asked to create a duty set. Duty sets provide a summary of all the tasks you will be required to complete during your GTA, and the number of hours you will be expected to devote to each task.

You will then receive a second email from Graduate Studies informing you of documents that must be submitted and training that must be completed prior to receiving your GTA. When you navigate back to the Graduate Teaching Assistantship (GTA) page on your myLaurentian portal, you will be walked through a series of steps to upload required documentation. This includes:

- Banking information\*

- Tax information\*
- A declaration that you have completed Laurentian University's mandatory training (Employee Mandatory Course: Health and Safety)

\*Note that banking information and tax information must be submitted every year that you accept your GTA. In your second year, there may be a box to check that declares that your banking/tax information has not changed; DO NOT check this box. Resubmit your banking and tax information through the portal. If you do not resubmit, you will have to either email or hand-deliver your tax and banking information to the Office of Payroll Services ([payroll-ca@laurentian.ca](mailto:payroll-ca@laurentian.ca); L-1007 10th floor of the Parker Building). You may want to consider hand-delivering your information to avoid sending sensitive information via email. Please see the 'Student One Cards' section for instructions on how to use Laurentian's printing services, if you would like to hand-deliver your forms.

To take the mandatory training, proceed to Laurentian University's D2L portal (you can access it from the sidebar on your myLaurentian home page). Click on 'Self-Registration' and scroll down to 'OHS\_EN – Employee Mandatory Course: Health and Safety'. Register for this course and work through all five modules; you will be required to pass quizzes at the end of each module, as well as two separate tests that fulfill the Workplace Hazardous Materials Information System (WHMIS) and Respectful Workplace requirements of the *Occupational Health and Safety Act* (OHSA). If you are assigned to teach in a laboratory, you will have to complete Lab Safety Training through D2L; Biosafety Training may also be required depending on the course. The lab technologist overseeing lab safety and biosafety training will provide you with further information regarding this training.

Once the instructor has created a duty set, a contract will be automatically generated. You will then receive a third email from Graduate Studies asking you to review and approve your contract. At this point, you can navigate back to the Graduate Teaching Assistantship (GTA) page on your myLaurentian portal and review your duty set and contract. When you are satisfied with both documents, you can digitally sign your contract by clicking a checkbox.

You will officially receive your GTA once the Dean of Graduate Studies has approved your duty set and all required documentation has been sent to the Graduate Studies office.

Once a GTA is awarded, it can also be **revoked** if the assigned GTA duties are not completed, or if they are completed to a dissatisfactory standard. Expectations will be communicated to you by your supervising technologist, and you will be notified and given a chance to improve prior to revocation of your GTA. Refer to Appendix G for the School of Natural Sciences' policy on GTA performance.

### *Payment Schedule*

Approximately half of the GTA stipend is paid as a fellowship, and the other half is paid as a bi-weekly salary. The fellowship is deposited as a one-time payment into your LU account; this means that the payment will appear under 'Financial aid' on the Student Finance > Account Activity page of your myLaurentian portal, and will be used to pay down your tuition and incidental fee charges. The bi-weekly salary will be deposited into your bank account by e-cheque, and will not appear on your Account Activity page. If you would like to have the fellowship deposited in your bank account, rather than your LU account, you can contact the Student Awards and Fees Office and request that the funds be removed and transferred to your bank account.

Please refer to the Graduate Studies [webpage](#) for up-to-date fellowship and salary amounts, as these are updated each year.

If you run into any difficulties receiving your GTA payments, please contact the Administrative Officer in the Faculty of Graduate Studies.

#### *Remote GTAs*

You may request a remote GTA assignment if you are unable to be present on the Laurentian University campus (e.g., for continuing fieldwork, etc.). Remote GTAs typically consist of grading or special administrative tasks within the Biology MSc program. However, there are typically very few remote GTA positions available in a given year (i.e., 1-2 grading contracts), and as such, they are not guaranteed.

If you are interested in a remote GTA assignment, please contact the Biology MSc Coordinator and the Administrative Officer in the Faculty of Graduate Studies. The Biology MSc Coordinator will have to prove to the Administrative Officer that you require a remote assignment. If you are remote, but still residing within Ontario, you will need to complete Workplace Safety and Insurance Board (WSIB) forms obtained from the Faculty of Graduate Studies.

#### *GTA Union*

All Laurentian graduate teaching assistants belong to the Canadian Union of Public Employees (CUPE) Section 511. Every 3 years, the union renegotiates a collective agreement with the university, with the current collective agreement (which can be downloaded at this [link](#)) set to expire at the end of August 2026. If you have any questions or concerns about your experience as a graduate teaching assistant, do not hesitate to contact union representatives at [cupe@laurentian.ca](mailto:cupe@laurentian.ca).

#### *Non-GTA Teaching Assistantships*

Non-GTA teaching assistantships (i.e., TAs) are available to students who are not eligible for a GTA. These positions are paid by the hour, up to a maximum of 55 hours per semester, in contrast to the GTA where students are paid a pre-determined stipend. The hourly wage for a non-GTA teaching assistantship is minimum wage. Teaching assistantships are allocated by the School of Natural Sciences; if you are interested in a teaching assistantship, please contact a Biology lab technologist. If you are a previous student at Laurentian, you should reach out to the Biology lab technologist you know best, so that they can act as a reference to support your application.

### *Workplace Safety and Insurance Board (WSIB)*

As an employee of Laurentian University, you are entitled to submit claims to the Workplace Safety and Insurance Board (WSIB) for any injuries you sustain during the course of completing your assigned GTA or TA duties, or illnesses resulting from those same duties. The WSIB can help you receive coverage for healthcare treatments related to your injury/illness, and may provide compensation for lost wages. Any workplace injuries or illnesses should be immediately reported to your supervisor so that hazards can be swiftly addressed, and a report can be filed with the WSIB to ensure you receive the necessary supports as quickly as possible.

### **7.2.2. Scholarships**

As a graduate student at Laurentian University, you have the opportunity to apply for numerous scholarships - both external and internal - to help support your academic career, and fulfill your minimum stipend. External scholarships are generally administered by external organizations (although NSERC and OGS scholarships are special cases; see below), and are available to students at multiple institutions, not just students of Laurentian University. Applications for external scholarships are typically completed using external portals and application systems. Conversely, internal scholarships are administered by Laurentian University and are only available to Laurentian students.

Many scholarships are based on academic merit and require that you have maintained an academic average above a certain threshold. However, depending on the pool of applicants in a given year, students with **lower averages may be considered**. If you are wondering whether you should apply to a particular scholarship based on your academic average, please contact the Faculty of Graduate Studies.

All questions about scholarships at Laurentian can be directed to the Information Officer in the Faculty of Graduate Studies. **The information below is subject to change, so you should confirm details with the Faculty of Graduate Studies.**

### *Dean's Entrance Scholarship*

Students accepted into Master's programs at Laurentian University are automatically assessed for a Dean's Entrance Scholarship (there is no application required). Scholarships are given on the basis of academic merit (based on your undergraduate transcripts), and are typically valued at \$1,500. However, the number and value of Dean's Entrance Scholarships may vary from year-to-year depending on the availability of funds. This scholarship is non-renewable.

### *External Scholarships*

#### **Federal Scholarships:**

| 1. <b><u>NSERC CGRS-M</u></b> (Natural Sciences and Engineering Research Council of Canada, Canada Graduate Research Scholarship - Master's program) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b>                                                                                                                                  | <p>NSERC CGRS-M is one of the major scholarships administered as part of the Canada Research Training Awards Suite (CRTAS).</p> <p>To be eligible for a NSERC award, research projects must be primarily in the area of natural sciences and engineering, excluding health sciences. *If your proposal is deemed to have been incorrectly classified, it will not be disqualified, but will be reclassified according to <a href="#">CRTAS guidelines</a>.</p> <p>Multiple scholarships are available at each institution, although the number of allocations varies by institution and can be different among years. To see how many scholarships are available at Laurentian in a given year, visit: <a href="https://www.nserc-crsng.gc.ca/students-etudiants/cgsallocations-quotasbesc_eng.asp">https://www.nserc-crsng.gc.ca/students-etudiants/cgsallocations-quotasbesc_eng.asp</a>.</p> |
| <b>Amount:</b>                                                                                                                                       | \$27,000 for one year, non-renewable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Deadline:</b>                                                                                                                                     | December 1st, 8:00 p.m. ET (confirm with Graduate Studies)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Eligibility Criteria:</b>                                                                                                                         | <ul style="list-style-type: none"> <li>• Canadian citizen, permanent resident of Canada, or Protected Person</li> <li>• Have completed no more than 12 months of your master's program</li> <li>• <b>First-class average (<math>\geq 80\%</math>) in <u>each</u> of the last two years of full-time study (but see caveat, above).</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Application Portal:</b>                                                                                                                           | <a href="https://portal-portail.nserc-crsng.gc.ca/">https://portal-portail.nserc-crsng.gc.ca/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Application Requirements:</b>                                                                                                                     | <ul style="list-style-type: none"> <li>• One-page research proposal</li> <li>• Short summary of the proposal (abstract)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                           | <ul style="list-style-type: none"> <li>● All official transcripts from previous post-secondary education</li> <li>● Canadian Common CV, created through: <a href="https://ccv-cvc.ca/">https://ccv-cvc.ca/</a></li> <li>● Two reference assessments, which must be completed in the application portal. Supervisors may serve as references.</li> </ul> <p>For detailed application instructions, see: <a href="https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp">https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp</a></p> |
| <b>Assessment Criteria:</b>               | <ul style="list-style-type: none"> <li>● Academic excellence (weighted 50%)</li> <li>● Research potential (weighted 30%)</li> <li>● Personal characteristics and interpersonal skills (weighted 20%)</li> </ul> <p>Award decisions are made by Laurentian University's Faculty of Graduate Studies. Selection committees are typically composed of graduate program coordinators.</p>                                                                                                                                                                                                                                                                  |
| <b>Decision Date:</b>                     | April 1st (but alternate offers can be made up until January 31st of the following year). It is the student's responsibility to check the application portal for results of the competition.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Diversity, Equity &amp; Inclusion:</b> | 20 awards (across the entire scholarship program) are designated for meritorious Indigenous scholars, through the Indigenous Scholars Awards and Supplements Pilot Initiative. An additional 20 awards are designated for meritorious scholars who self-identify as Black through the Black Scholars Initiative.                                                                                                                                                                                                                                                                                                                                       |

| 2. <a href="#">CIHR CGRS-M</a> (Canadian Institutes of Health Research, Canada Graduate Research Scholarship - Master's program) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Description:</b>                                                                                                              | <p>CIHR CGRS-M is one of the major scholarships administered as part of the Canada Research Training Awards Suite (CRTAS).</p> <p>To be eligible for a CIHR award, research projects must have the intended outcome of improving or having an impact on human health, the delivery of effective health services, and/or the broader Canadian health care system. *If your proposal is deemed to have been incorrectly classified, it will not be disqualified, but will be reclassified according to <a href="#">CRTAS guidelines</a>.</p> <p>Multiple scholarships are available at each institution, although the number of allocations varies by institution and can be different among years. To see how many scholarships are available at Laurentian in a given year, visit: <a href="https://www.nserc-">https://www.nserc-</a></p> |

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|                                           | <a href="https://crsng.gc.ca/students-etudiants/cgsallocations-quotasbesc_eng.asp">crsng.gc.ca/students-etudiants/cgsallocations-quotasbesc_eng.asp</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Amount:</b>                            | \$27,000 for one year, non-renewable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Deadline:</b>                          | December 1st, 8:00 p.m. ET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Eligibility Criteria:</b>              | <ul style="list-style-type: none"> <li>• Canadian citizen, permanent resident of Canada, or Protected Person</li> <li>• Have completed no more than 12 months of your master's program</li> <li>• <b>First class average (<math>\geq 80\%</math>) in <u>each</u> of the last two years of full-time study (but see caveat, above)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Application Portal:</b>                | <a href="https://portal-portail.nserc-crsng.gc.ca/">https://portal-portail.nserc-crsng.gc.ca/</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Application Requirements:</b>          | <ul style="list-style-type: none"> <li>• One-page research proposal</li> <li>• Short summary of the proposal (abstract)</li> <li>• All official transcripts from previous post-secondary education</li> <li>• Canadian Common CV, created through: <a href="https://ccv-cvc.ca/">https://ccv-cvc.ca/</a></li> <li>• Two reference assessments, which must be completed in the application portal. Supervisors may serve as references.</li> </ul> <p>For detailed application instructions, see: <a href="https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp">https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp</a></p> |
| <b>Assessment Criteria:</b>               | <ul style="list-style-type: none"> <li>• Academic excellence (weighted 50%)</li> <li>• Research potential (weighted 30%)</li> <li>• Personal characteristics and interpersonal skills (weighted 20%)</li> </ul> <p>Award decisions are made by Laurentian University's Faculty of Graduate Studies. Selection committees are typically composed of graduate program coordinators.</p>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Decision Date:</b>                     | April 1st (but alternate offers can be made up until January 31st of the following year). It is the student's responsibility to check the application portal for results of the competition.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Diversity, Equity &amp; Inclusion:</b> | 30 awards (across the entire scholarship program) are designated for meritorious Indigenous scholars, through the Indigenous Scholars Awards and Supplements Pilot Initiative. An additional 20 awards are designated for meritorious scholars who self-identify as Black through the Black Scholars Initiative.                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### 3. [CIHR Strategic Master's Award](#)

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b>              | CIHR Strategic Master's Awards are given out to students conducting research in specific priority areas that are identified each year (e.g., sex and gender in health sciences; First Nations, Inuit, and/or Métis health). Details of these research priorities can be found on the website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Amount:</b>                   | Maximum of \$27,000 for up to one year (amounts vary)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Deadline:</b>                 | Mid-January*<br><br>*See <a href="#">website</a> for exact dates, which may change from year to year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Eligibility Criteria:</b>     | <ul style="list-style-type: none"> <li>• Canadian citizen, permanent resident of Canada, or Protected Person</li> <li>• Have completed no more than 18 months of your master's program, and have a minimum of 12 months left in your program</li> <li>• Complete one of CIHR's three <a href="#">interactive modules</a> on sex and gender in research that applies to your project.</li> <li>• Applicants can apply for a CIHR CGRS-M award simultaneously, but cannot hold both awards at the same time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Application Portal:</b>       | <a href="https://www.researchnet-recherchenet.ca/rnetsso/ssologin?language=en">https://www.researchnet-recherchenet.ca/rnetsso/ssologin?language=en</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Application Requirements:</b> | <ul style="list-style-type: none"> <li>• Canadian Common CV, created through: <a href="https://ccv-cvc.ca/">https://ccv-cvc.ca/</a></li> <li>• Research proposal (English: 1-page maximum; French: 1.5-page maximum)</li> <li>• Two letters of support</li> <li>• SMA - Program of Study Information form (must be signed by the Scholarship Liaison Officer)</li> <li>• Description of Research Training Environment Support (supervision, funding, facilities, equipment, etc.)</li> <li>• Sex- and Gender-Based Analysis (SGBA) and Health Research module certificate of completion</li> <li>• Official transcripts for all post-secondary education</li> <li>• Signature Page downloaded from the application portal</li> </ul> <p>For detailed application instructions, see: <a href="https://www.cihr-irsc.gc.ca/e/54326.html">https://www.cihr-irsc.gc.ca/e/54326.html</a></p> |
| <b>Decision Date:</b>            | Late June*<br><br>*See <a href="#">website</a> for exact dates, which may change from year to year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| 4. <a href="#">CGS-MSFSS</a> (Canada Graduate Scholarships - Michael Smith Foreign Study Supplements) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b>                                                                                   | <p>For students holding a CGRS-M award (NSERC or CIHR) to help them pursue research experiences abroad in institutions outside of Canada. The supplement covers costs associated with travel, living, and other expenses (such as accommodation, meals, tuition, travel or study visas, insurance, and other necessary costs) unrelated to research while the student is abroad. Costs directly related to the research cannot be covered by this supplement.</p> <p>The application process differs depending on whether you hold a NSERC CGRS-M or a CIHR CGRS-M. See the <a href="#">website</a> for specific instructions.</p> <p>Completed applications must be submitted to the Faculty of Graduate Studies.</p> |
| <b>Amount:</b>                                                                                        | Up to \$6,000 for 2-6 months, non-renewable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Deadline:</b>                                                                                      | June 10th and October 10th, each year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Eligibility Criteria:</b>                                                                          | <ul style="list-style-type: none"> <li>● Accepted or currently holding a CGRS-M that must be active during your trip abroad</li> <li>● Your proposed trip abroad cannot begin before the submission deadline</li> <li>● You must take up the award within 1 year of receiving notice</li> <li>● Your degree must be completed at a Canadian institution following your time abroad</li> </ul>                                                                                                                                                                                                                                                                                                                          |

### Provincial Scholarships:

| <a href="#">OGS</a> (Ontario Graduate Scholarship program) and <a href="#">QEII-GSST</a> (Queen Elizabeth II Graduate Scholarship in Science and Technology program) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description:</b>                                                                                                                                                  | <p>The OGS and QEII-GSST programs have the same specifications, eligibility criteria, and application process, with the only exception that QEII-GSST recipients must be enrolled in a program within the discipline of science and technology.</p> <p>The Province of Ontario funds two-thirds of each scholarship, and Laurentian University funds the remaining one-third.</p> <p><b>Please note:</b> If you submit an application for one of the CGRS-M scholarships (NSERC or CIHR), you will be automatically entered into the OGS/QEII-GST competition. You do <u>not</u> need to fill out an</p> |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|                                  | <b>application.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Amount:</b>                   | \$10,000 for 2 consecutive terms (semesters) or \$15,000 for 3 consecutive terms. Scholarships may be awarded for 1 or 2 years (maximum of 6 consecutive terms).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Deadline:</b>                 | January 31st                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Eligibility Criteria:</b>     | <ul style="list-style-type: none"> <li>• Must be enrolled full-time for a minimum of 2 terms during the academic year of application</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Application Portal:</b>       | Google Form submitted to Laurentian University's Faculty of Graduate Studies. A link can be found on the Faculty of Graduate Studies <a href="#">webpage</a> , under External Scholarships - All Graduate Students > Ontario Graduate Scholarship (OGS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Application Requirements:</b> | <ul style="list-style-type: none"> <li>• Statement of interest (research proposal; 1-2 pages)</li> <li>• Official transcripts from previous post-secondary education</li> <li>• Unofficial transcript from Laurentian University</li> <li>• Resumé</li> <li>• List of publications and presentations (optional)</li> <li>• List of scholarships and awards (optional)</li> <li>• List of academic achievements (optional)</li> <li>• 2 academic assessments (references) completed by referees using a separate Google Form linked on the Faculty of Graduate Studies <a href="#">webpage</a>. Supervisors may serve as references.</li> </ul> <p>Specific application instructions are provided within the application form</p> |
| <b>Assessment Criteria:</b>      | <ul style="list-style-type: none"> <li>• Academic excellence (minimum 80% average in <u>each</u> of the last 2 years of study, or the part-time equivalent)</li> <li>• Demonstration of leadership potential and interpersonal skills (well-roundedness)</li> <li>• Research potential (statement of interest; previous publications and presentations)</li> </ul> <p>Award decisions are made by Laurentian University's Faculty of Graduate Studies. Selection committees are typically composed of graduate program coordinators.</p>                                                                                                                                                                                         |
| <b>Decision Date:</b>            | Usually around April 1st; all candidates will be notified whether successful or unsuccessful.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**Other External Scholarships:**

- [Autism Scholars Award](#)

- [CSA Group Graduate Scholarship](#) (Canadian Standards Association)
- [Canadian Federation of University Women](#) (CFUW) - various awards and fellowships
- [Mitacs Accelerate Fellowship](#)
- [Ontario Women's Health Scholars Award](#)
- [Orville Erickson Memorial Scholarships](#)
- [SickKids Research Training Centre Awards & Scholarships](#)
- [Weston Family Boreal Research Fellowship](#)
- [Weston Family Conservation Science Fellowship Program](#)
- [W. L. Mackenzie King Scholarships](#)

\*These are some external scholarships available to MSc students, but students should consult with their supervisors and reach out to the Faculty of Graduate Studies for further information. Also watch for external scholarship opportunities advertised in the weekly Graduate Studies newsletter.

### *Internal Scholarships*

Students can apply for internal scholarships, open to Laurentian University students, at the beginning of both the Fall and Winter semesters. Watch for an email from the Faculty of Graduate Studies, specifically the weekly Graduate Studies Newsletter, at the beginning of each semester for a link to the application form. The form allows you to apply for all of the internal scholarships to which you are eligible in one single process, rather than separate applications for each scholarship. Within the application form, you will be able to view the eligibility criteria for each scholarship, and check the boxes for those that apply.

You will also be asked to submit your unofficial Laurentian transcripts, and your official transcripts from previously completed post-secondary education. **Please note** that some internal scholarships have additional requirements beyond transcripts; these will be listed as part of the description of each scholarship within the application form. It is your responsibility to follow the instructions provided to submit the additional required documentation for each scholarship (often, this is done by email).

Many internal scholarships are based on financial need. The Student Awards and Fees Office determines financial need based on a diverse set of factors, including your OSAP (Ontario Student Assistance Program) application, and information on your student account. Other concurrently held scholarships will also be taken into account.

The deadline for submitting internal scholarship applications is October 31st during the Fall semester, and February 28th during the Winter semester. For up-to-date information and deadlines, please visit the Faculty of Graduate Studies [website](#).

### *Payment Schedule and Methods of Payment*

There is no set schedule or method for receiving scholarship payments. Payments may be deposited into your Laurentian account (to pay down tuition and incidental fee charges), sent to your bank account via e-cheque, or mailed to your permanent home address as a physical cheque. Generally, if you have submitted your banking information through the myLaurentian portal, the funds will be deposited into your bank account via e-cheque. If you would like to change your method of payment (e.g., if you received your first installment by mail, but would like to have your second installment sent by e-cheque), you can reach out to the Student Awards and Fees Office.

If you receive one of the larger scholarships (i.e., CGRS-M and OGS), it will typically be awarded in multiple installments, with a third of the scholarship being paid out during each semester. If you would like to request a change to your scholarship payment schedule, please contact the Student Awards and Fees Office to see if your request can be accommodated.

### *Scholarship Deferral*

CGRS-M scholarships can be deferred for medical reasons, parental leave, and other family reasons. However, scholarships can only be deferred after they have been accepted and before any payments have been made to the student.

Applications for deferral of OGS/QEII-GST scholarships are assessed by the university on an individual basis, but generally follow the same process as CGRS-M deferrals. The policy for OGS/QEII-GST deferrals is currently under revision, so students should contact the Information Officer in the Faculty of Graduate Studies for up-to-date information.

#### **7.2.3. Summer Fellowship**

The summer fellowship is a one-time payment of \$1,000 that eligible students can receive during the Spring/Summer semester once during their Master's degree. The fellowship is intended to support students working full-time on their Master's project during summer months.

The Biology MSc Coordinator will organize a list of eligible students and send it to the Faculty of Graduate Studies for review. The Administrative Officer of the Faculty of Graduate Studies will then email all eligible students.

Eligibility criteria:

- You must be registered full-time during the Spring/Summer semester
- You must have completed at least 2 terms of study (\*students admitted in

January may also be considered after 1 semester)

- You must have held a **GTA** during the academic year preceding the Spring/Summer semester
- You must be a Canadian citizen or permanent resident

**Requirements:**

- You must submit a maximum one-page (minimum one-paragraph) detailed plan for your work during the summer to the Faculty of Graduate Studies Administrative Officer.
- This plan must be approved (signed) by your supervisor.

The fellowship will be deposited into your Laurentian University account to help pay down tuition charges for the Spring/Summer semester.

#### ***7.2.4. Supervisor's Research Forms***

Your supervisor(s) may contribute to your stipend using funds that they hold for their research. To do this, your supervisor(s) must complete a form to transfer these funds to you (Appendix H). Once approved, the funds will be transferred via your chosen payment method.

#### ***7.2.5. Ontario Student Assistance Program (OSAP)***

Grants and loans from the Ontario Student Assistance Program (OSAP) do not count towards your annual stipend (these funds are in addition to your stipend). All Ontario residents are eligible to apply for OSAP to help cover tuition, books, and supplies (as well as living expenses, if you are a full-time student). OSAP assesses your financial need and may return an offer of either grants, loans, or a combination of the two.

Applications for OSAP must be submitted through the online [portal](#). It is recommended that you submit your application 8-10 weeks before the beginning of each school year or semester of study. The deadline for application is 60 days before the end of the study period. For more information, please visit OSAP's online portal and the 'Student Guide' section of MyLaurentian, which can be found in the sidebar on the lefthand side of the screen.

## **8. Course Registration**

Course registration is done through your myLaurentian portal. Navigate to Self-Service > Course Catalog to search for required and elective courses. You must register for BIOL-5000 (Thesis) during every semester (including the Spring/Summer semester) to maintain active graduate student status. This course will appear in your transcripts as 'in progress' (T) until you successfully defend your thesis. You must also take BIOL-5056 (Biology Seminars) at some

point during your degree; BIOL-5056 is only offered during the winter semester, and we recommend taking it during your first year, as it is intended to help you develop foundational skills for the completion of your degree.

You are also required to take an additional 3-credit course at the 5000 level and a 3-credit course at the 4000 or 5000 level. These elective courses should be selected in consultation with your supervisor and advisory committee. Graduate-level course offerings are highly variable from year to year, as they are not generally part of the regular faculty teaching load. Faculty may develop a special topics course (BIOL-5406 Special Topics) that allows them to teach a 3-credit course in their preferred discipline. Students may take non-BIOL-designated courses (e.g., CHEM) with emailed approval from their supervisor(s). Additionally, if no equivalent courses are offered at Laurentian, students may take courses remotely at other Ontario universities through the Ontario Visiting Graduate Students (OVGS) program (see below).

To register for courses at Laurentian, locate your desired course on the Course Catalog page of the myLaurentian portal. Click on 'Register yourself for [BIOL-XXXX]' to view course/section details. This drop-down menu will also reveal an option to 'Add Section to Schedule'; click on this button to add the section to your planned schedule. Please note that this does NOT mean you are registered for the course. Navigate back to Self-Service, and this time select Student Planning > Go to Plan & Schedule. Make sure you have selected the relevant semester (you can toggle back and forth using the arrow buttons). Click 'Register' below all of the courses in which you wish to register. Once you are registered, you can also drop courses on this page, by clicking on 'Drop' below each course you want to drop.

### *BIOL-5056 Biology Seminars*

The content of the Biology Seminars course varies depending on the instructor. The overall aim is to develop students' science communication skills, through a series of oral presentations and written assignments, and to introduce students to the procedures, conventions, and ethics involved with conducting scientific, peer-reviewed research.

## **8.1. Ontario Visiting Graduate Student (OVGS) Program**

Laurentian University participates in the Ontario Visiting Graduate Student (OVGS) program, in which graduate students are permitted to take graduate-level courses at other universities without paying a fee. If you are interested in taking a course at another university, you should begin the process early to ensure that you are registered and able to start classes on the first day of the semester. Be aware that host institutions reserve the right to deny OVGS applications.

To apply to take a course through the OVGS program, you must submit an [OVGS application form](#) to the Administrative Officer at the Faculty of Graduate Studies. The form requires:

- The name of the host institution and department offering the course
- The exact course code and title of the course(s) you wish to be enrolled in
- The duration of the course(s)
  - A half course is the equivalent of one semester, or 3 credits
  - A full course is the equivalent of two semesters, or 6 credits
- Student information and signature

Once you complete and submit the form, the Faculty of Graduate Studies will forward it to the Biology MSc Coordinator for approval. The coordinator will need to ensure that no equivalent course is available at Laurentian. Once approved, the form will be signed by the Dean of Graduate Studies, and the Administrative Officer will forward it to the host institution. The form must then be signed by the host institution's department chair and graduate dean/director. At this point, you should be automatically enrolled and registered for the requested course(s) at the host institution. You will receive an email from the host institution with instructions for how to access their school's online platforms.

Even if registered in the requested courses, you should ensure that all of the required paperwork has been completed and received by the Faculty of Graduate Studies. If the paperwork has not been returned by the host institution, you will run into problems when attempting to transfer your grades to your Laurentian University transcript.

It is your responsibility to ensure that all grades for courses taken at other institutions are received by Laurentian University and applied to your transcript. Once you have received your final grade from the host institution, you will have to navigate the host institution's process for ordering your official transcript and sending it to the Registrar at LU ([registrar@laurentian.ca](mailto:registrar@laurentian.ca)). The Registrar will then convert your host-institution course to a generic LU course code and apply your grade to your LU transcript. Unofficial LU transcripts can be viewed through the myLaurentian portal: Self-Service > side bar Academics > Student Planning > Academic Summary; click on ULU Transcript/Relevé de note Transcript to download your unofficial transcript.

## **8.2. Taking Out-of-Province Courses**

A student may also be required to take a graduate course that is only offered at an out-of-province institution. This process is not as streamlined as the OVGS program, and students will be required to pay course fees to the host institution. If the host institution is a member of the Canadian University Graduate Transfer Agreement (CUGTA), then the student can contact

the host institution and make arrangements for enrollment and tuition payment. If the host institution is not a member of CUGTA, then the student will need to obtain a Letter of Permission (LOP) from the myLaurentian Hub, at a cost of approximately \$50. Once the LOP has been approved by the Biology MSc Coordinator, the student can contact the host university to apply for enrollment. As with OVGS, students are responsible for sending their official transcript from the host institution to the LU Registrar in order to apply those grades to their LU transcript.

If you have any questions about this process, please contact the Administrative Officer at the Faculty of Graduate Studies.

## **9. Thesis Advisory Committee**

The role of your thesis advisory committee is to provide expertise in the broader science of your thesis as well as the more specific aspects of your research including methodological considerations. The advisory committee is chaired by your supervisor(s), and other committee members provide access to expertise or resources to aid in your research.

The advisory committee will review and approve your thesis before it is submitted to the external examiner and will serve on the examination committee during your defence.

You may also turn to your committee members (in addition to the Biology MSc Coordinator) if there are conflicts in the relationship with your supervisor(s). For issues that tend to be more serious in nature, such as bullying and harassment, the first point of contact should be the Biology MSc Coordinator who will engage the appropriate supports such as the Equity, Diversity and Human Rights Office, and begin the proper documentation.

### **9.1. Committee Formation**

Committee formation typically occurs prior to or during the first semester of your MSc program. Your supervisor should suggest or may even choose advisory committee members for you, depending on the nature of the research being conducted. Advisory committees are typically composed of 3-4 members, which includes the supervisor (who serves as chair), and two other faculty members, of which one should be a core faculty member accredited to the Biology MSc program. The third advisory committee member may be another Laurentian faculty member, faculty from another university, or an expert in the field from industry, government or a non-governmental organization. It is important to have committee members whose range of expertise and experience complements that of your supervisor(s), and can enhance your thesis.

### **9.2. Committee Meetings**

Committee meetings should take place approximately every 6 months. The first committee meeting should occur soon after you begin your first semester of study. The first meeting serves as an introduction to your project, and should be used to help plan elements of your degree, such as course selection. After each meeting, you should have a general work plan to be completed before your next meeting, as well as a revised timeline of major milestones in the completion of your degree. The date for the subsequent committee meeting should also be established. At the end of each meeting, your supervisor will circulate a student progress report (Appendix I) that must be signed by yourself and all committee members. The progress report contains an agreed statement of facts regarding the progress made on your degree, as well as your anticipated timeline of thesis defence. Once signed, your supervisor will send this report to the Biology MSc Coordinator. It is recommended that you save copies of these forms for your records.

Your second committee meeting should involve the presentation of your thesis proposal. Each supervisor may have different expectations, but generally you should provide a written proposal prior to the advisory committee meeting, as well as give a detailed presentation of your research questions and proposed methods. Your committee will give you feedback on the feasibility of your proposed methods, as well as the originality of your proposed research. Subsequent committee meetings typically involve presentations of the data you have collected, and the results of your analyses. You will need to consult with your supervisor and your committee to determine when your thesis is ready to be defended. This typically involves the submission of drafts of the thesis in its entirety or in part to your supervisor and/or advisory committee for editing. Eventually, you will need to be given approval to submit your thesis to graduate studies for your defense.

There is no limit to the number of committee meetings you can have prior to your defence, but for most students, three to four is sufficient. Consult with your supervisor.

## **10. Safety and Training**

Your supervisor will guide you to the specific training programs you need to complete before beginning experiments and/or data collection. If you have questions about your safety and/or training requirements during your time as a student at LU, please do not hesitate to ask your supervisor, or contact [representatives](#) on the [Joint Health and Safety Committee](#).

### *Lab Safety*

If you conduct work inside a laboratory, you will be required to complete Lab Safety Training through D2L. You may need to complete additional modules within the Lab Safety Training if your work involves radiation or biohazardous materials.

### *Field Safety*

If you are conducting field work, you should also receive training on field safety. This may be administered directly by your organization (e.g., the Vale Living with Lakes Centre), your supervisor, other lab members, or you may work through the Field Safety module located within the Lab Safety Training course on D2L.

### *Animal Care Training*

If your research involves the use of animals, whether wild animals or animals used in a laboratory context, you are required to complete animal care training through D2L. There is separate training for students working with wildlife and students working with lab animals. This training is administered by [Laurentian University's Animal Care Committee](#) (ACC), and ensures that you understand the basic principles of ethical animal use for research purposes, as laid out by the [Canadian Council on Animal Care](#). Additional modules also provide guidance on how to safely handle animals used for research, and how to protect yourself from biohazards. To register for the online courses, you or your supervisor should reach out to the administrative assistant in the Office of Research Services. These courses are delivered via D2L.

Importantly, any research involving live animals requires the approval of an Animal Use Protocol, submitted to the Animal Care Committee (see Permits and Authorizations section). You and your supervisor should contact the Office of Research Services for information on the relevant online portal to access the forms.

### *Research Ethics Training*

If your research involves human participants, you will be required to complete [research ethics training](#) administered by the Government of Canada Panel on Research Ethics. This is a requirement of all research involving human participants, no matter how small a role they play in your overall study; for example, if your topic of research does not involve humans, but you are asking people for anecdotal information related to your topic of research, or you are using data solicited using social media, you are still required to obtain LU Research Ethics Board (LUREB) approval and complete the requisite training.

## **11. Typical First Year**

Students typically start in the Fall semester, although students can also start in the Winter or Spring semesters. Typically there is a welcome event for all Biology graduate students in the early fall, organized by the Biology MSc Coordinator.

Core activities in Year 1 are:

1. Registration
2. Faculty of Graduate Studies orientation
3. Arranging Graduate Teaching Assistantships (GTAs)
4. Selecting and registering for course(s)
  - BIOL-5000 (Thesis)
  - BIOL-5056 (Biology Seminars) - winter semester
5. First committee meeting
6. Literature review
7. Development of research proposal/plan for data collection
8. Second committee meeting (proposal presentation)
9. Laboratory/field work

## 12. Typical Second Year

Year 2 is normally dedicated to completing course requirements if necessary, completing laboratory/field work and analyses, and writing your thesis.

Core activities during Year 2 include:

1. Completing course requirements
2. Arranging Graduate Teaching Assistantships (GTAs)
3. Data analyses and interpretation
4. Third committee meeting (permission to write thesis; refining timelines)
5. Submission of thesis drafts to supervisor(s)
6. Submission of thesis drafts to advisory committee
7. Submission of thesis to Faculty of Graduate Studies for external review
8. Thesis defence
9. Submission of final thesis

## 13. Status Changes

Active graduate students can be registered as either full-time or part-time students. Full-time students should be regularly available, and should not be employed more than 20 hours per week, including GTA hours. To retain active status, both full-time and part-time students must be registered in the BIOL-5000 (Thesis) course during every semester.

Active students may become inactive (take a leave of absence) for reasons of illness, family leave, or educational/career development. Full-time students can be inactive for up to two terms, while part-time students can be inactive for up to three. Unless taking a leave of absence for medical or family reasons (with proper documentation), students becoming inactive are required to pay a fee.

To change your academic status (i.e., between full- and part-time, and active and inactive), you must receive approval from your supervisor and advisory committee, as well as from the Biology MSc Coordinator and the Faculty of Graduate Studies. You must submit an ‘Academic Change Form’ (Appendix J) to the Faculty of Graduate Studies. If changing to inactive status, you should provide a letter indicating your plans for returning to active status.

Note that if you are considering a change to your academic status, you should first determine how this change might affect any scholarships or financial aid (i.e., OSAP) that you are currently holding. Many scholarships and financial assistance programs require you to be enrolled as a full-time student.

#### *Changes to your Supervisor or Advisory Committee*

In rare situations, it may be necessary for students to change their supervisor(s) and/or members of their advisory committee. This can often be a difficult decision to make with the potential for conflict. If you need help navigating this process or if you would like someone to act as a mediator, contact the Biology MSc coordinator. You may also request the services of the [Equity, Diversity, and Human Rights Office](#).

To change your supervisor or members of your advisory committee, you must fill out a Change of Advisory Committee Form (Appendix K) outlining the agreement that was reached. All members (current and former) must sign the form. The Biology MSc Coordinator will then inform the Faculty of Graduate Studies, and they will make a note on your digital record.

#### *Fast-Tracking*

There are special circumstances under which exceptional students may “fast-track” their degree and transfer to a PhD program at Laurentian University. This process involves switching to a PhD program before completion of the MSc. The available PhD programs in Biology are the PhD in Boreal Ecology, and the PhD in Biomolecular Sciences. To be considered for fast-tracking, it is expected that you have shown exceptional research potential, including having an acceptable publication record, delivering presentations at national conferences, and active involvement in the scientific community. You must also have excellent academic standing. When transferring to the PhD program, your proposed project must be an extension of your current MSc research.

In some cases, your supervisor/advisory committee may recommend “fast-tracking” but generally, you must initiate the process by discussing your interest in “fast-tracking” with your supervisor and thesis advisory committee. This initiation must take place within 12-18 months of beginning your MSc program. You should have a plan to expand your MSc research and

have completed all of your MSc course work. With a letter of support from your supervisor and advisory committee, you may then contact the Coordinator of the PhD program (Boreal Ecology: Dr. Albrecht Schulte-Hostedde, [aschultehostedde@laurentian.ca](mailto:aschultehostedde@laurentian.ca); Biomolecular Sciences: Dr. Chris Thome, [cthome@laurentian.ca](mailto:cthome@laurentian.ca)). The Graduate Coordinators can provide you with details on what is required to “fast-track” into the PhD program.

## 14. Health Insurance

All full-time students are automatically enrolled in the health plan administered by the Graduate Students’ Association (GSA). Health plan fees are included in the incidental fees paid once annually as part of your tuition payment. Part-time students can choose to opt-in to the health plan. Additionally, both full- and part-time students can opt-in to receive coverage for a spouse or children. Opt-in forms and procedures are completed through the [GSA](#).

If you already have health coverage through a different provider and wish to opt-out of the GSA plan, you may do so (at this [link](#)) between the start of classes in September and mid-October (the exact deadline changes from year to year). You will have to prove that you have comparable coverage elsewhere.

The health plan is provided through GreenShield Canada, and details of the plan can be found on their [website](#). Although the plan may change over time, there is generally coverage for prescription drugs, dental care, vision care, and travel, as well as modest coverage for other professional services. GreenShield also offers Telemedicine services (over-the-phone consultation with a general practitioner), 5 hours of free individual counselling, and 5 hours of free couples counselling.

Tips for interpreting your coverage: Co-pays indicate how much you are expected to pay for a given health service. For example, prescription drugs have a 10% co-pay, meaning that you are required to pay 10% of the cost of your prescription, while the insurance company pays the other 90%. Often, this is subject to limitations, such as a maximum amount of coverage provided per year or per session. For example, professional services (i.e., chiropractor, psychologist, etc.) are limited to \$20 per session with a 20% co-pay, meaning that GreenShield will pay \$16 per session.

Your health plan coverage lasts throughout the calendar year (September-September). However, there is a blackout period from September to the end of October (exact dates vary from year to year) in which claims are not processed. This 2-month period corresponds to the time it takes the GSA to set up student accounts. You can submit claims from September and October retroactively once the blackout period is over.

Claims must be submitted manually via the GreenShield Canada website or the phone

app. Ensure that you **hold onto receipts** for all medical services and prescription drugs because you will be required to submit these to support your claim. Login to GreenShield Canada using your GreenShield ID, which is made up of the letters 'LES' followed by your student number and '-00' (e.g., LES1234567-00). To submit a claim, click on 'Submit a Claim' and select the service you received. You will then be asked to upload a photo or scanned copy of your receipt. Once your claim has been processed and the amount paid out, you will receive an email from GreenShield. If you have set up direct deposit through GreenShield, the money will be deposited directly into your bank account.

\*Remember that if you hold a GTA or take on a TA position, you are also entitled to coverage for workplace injuries and illnesses through WSIB.

If you have any questions about your health coverage, please contact the GSA at [gsa@laurentian.ca](mailto:gsa@laurentian.ca) or visit them on-campus in the Parker Building, room 212B.

## 15. Permits and Authorizations

Much of the work you do during your Biology MSc program will require specific permits and authorizations. As mentioned in the 'Safety and Training' section, an approved Animal Use Protocol is required when conducting work with animals - both those obtained for laboratory purposes, and those studied in the wild - and an LU Research Ethics Board permit is required when conducting research involving humans. It is important to ensure that you have obtained all of the requisite permits prior to beginning your research; failure to do so could result in unintended harm to research subjects, and legal, academic, and professional repercussions for both you and your supervisor(s).

Remember to apply for permits well in advance of the date you intend to begin data collection, as many of these processes can be quite lengthy, requiring rounds of amendments, and approval from multiple individuals and/or committees.

When you receive permits and authorizations, **print them off and keep them on you** as you conduct your research; this could mean having your permits on you at all times while conducting field work, or having them available in the laboratory where you do your work. It is important to be able to prove that you are permitted to carry out the work you are conducting.

**Disclaimer:** We will do our best to keep this section updated; however, laws and regulations evolve over time, and it is your (and your supervisor's) responsibility to ensure that you have received all of the required permits for your research.

*Animal Use Protocol Certificate*

The purpose of animal care is to ensure the ethical treatment of animals used in research, as well as the safety of researchers when handling animals. Every person working with animals in a research capacity (i.e., supervisor, student, research assistant, etc.) must complete the Animal Care Training described above, which is available through D2L.

Every research project involving live animals must have an Animal Use Protocol (AUP) that is approved by LU's Animal Care Committee. Some supervisors may have long-term projects for which they have an AUP. If you, as a graduate student, are simply working within the long-term project, then you may be added to the protocol using a Modification Form. Otherwise, each project needs its own AUP.

All AUPs must be submitted via the online portal, [ROMEO](#). It is critical that you work with your supervisor on your AUP to ensure that approvals are smooth. As a student, you can work inside the portal to prepare the protocol for submission, but only your supervisor can actually submit the protocol. Animal Use Protocols vary depending on whether your research involves laboratory animals or wildlife. The requirements for each type of protocol are different, reflecting the nature of research with these two types of animals. Generally, you are required to explain the objectives of your work (why it is necessary to use animals in your research, and the intended benefit of your research), as well as provide detailed descriptions of the protocols that will be followed when conducting work with animals. In some cases, you may make use of [standard operating procedures](#) (SOPs) that have been developed and approved by the Animal Care Committee, rather than developing your own procedures. Once your protocol is reviewed by the Animal Care Committee, your supervisor will either be issued a certificate of approval, or you will be asked to make some amendments based on the committee's feedback.

Further information about AUPs can be obtained by contacting the Office of Research Services (specifically, the Animal Care Coordinator). For help using ROMEO, please see the relevant university [webpage](#).

### *LU Research Ethics Board Permits*

Any research involving human participants must receive approval from the LU Research Ethics Board (LUREB). Research deemed '[minimal risk](#)' can be subject to an expedited review. Like Animal Use Protocols, applications for LUREB permits are submitted via the ROMEO portal. In your application, you must describe who will be involved in your study (i.e., demographics/identifiable groups), how you will recruit participants, the mode of participation (e.g., online survey, medical trial, etc.), any risks to participants and how you will mitigate those risks, etc. You must also identify whether any biological samples will be collected, and have a plan for the secure storage of personal data and the maintenance of participant anonymity should that be required. In general, LU-administered accounts (e.g., Google Drives) are considered secure for data storage, assuming files are only accessible by the permitted

researcher and cannot be copied, duplicated, or downloaded; storing data on USBs, personal computer hard drives, or external hard drives is generally not allowed.

All researchers involved in human research must complete the [TCPS 2: Core 2022](#) research ethics training. Training certificates for each of you and your supervisor(s) must be submitted along with your application in the ROMEO portal. Additionally, you must submit a proposed Consent Form for review by the LUREB, which participants will sign to acknowledge that they understand the nature of your study, as well as their rights as participants to remain anonymous and to withdraw from your study at any time. If you are using a survey to conduct your research, you must also attach a copy of the survey with all questions the participants will be asked.

The above is not an exhaustive list of the information required as part of an LUREB application; please visit the [ROMEO portal](#) to view the entire application.

#### *Other Permits for Field Research*

|                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Wildlife Scientific Collector's Authorization</a><br>(WSCA)                            | <ul style="list-style-type: none"> <li>• Must be obtained for any research in Ontario that involves directly handling wild animals or samples/specimens derived from wild animals.</li> <li>• Even temporary handling and immediate release of animals must be permitted by a WSCA.</li> <li>• Apply for a WSCA by emailing an application form to the <a href="#">Ministry of Natural Resources (MNR) office</a> closest to your field site, or by submitting an application through the <a href="#">online portal</a>.</li> <li>• In order to obtain a WSCA, you must also have an approved animal use protocol.</li> </ul> |
| <i>Species Conservation Act</i> registration (formerly <i>Endangered Species Act</i> registration) | <ul style="list-style-type: none"> <li>• If you are working with animals on the <a href="#">Protected Species in Ontario list</a>, you will have to <a href="#">register your project</a> under the Species Conservation Act</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| Ontario Parks Research Authorization                                                               | <ul style="list-style-type: none"> <li>• For research taking place within provincial protected areas (e.g., provincial parks or nature reserves)</li> <li>• Apply <a href="#">online</a> to receive a permit from the Ontario Ministry of Environment, Conservation and Parks (MECP)</li> </ul>                                                                                                                                                                                                                                                                                                                               |
| <a href="#">Parks Canada Research and</a>                                                          | <ul style="list-style-type: none"> <li>• For research taking place within a national park/reserve,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Collection Permit</a> | <p>historic site, or marine conservation area administered by Parks Canada</p> <ul style="list-style-type: none"> <li>• Apply <a href="#">online</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Species at Risk Act Permit        | <ul style="list-style-type: none"> <li>• For research on animals listed as <a href="#">Threatened or Endangered</a> under the federal <i>Species at Risk Act</i></li> <li>• Applies only to federal lands (e.g., Canadian Forces bases, Indigenous reserves, national parks)</li> <li>• Apply through Parks Canada if you are working with species-at-risk in a location administered by Parks Canada</li> <li>• Apply through the <a href="#">Department of Fisheries and Oceans Canada (DFO)</a> if you are working with aquatic species-at-risk</li> <li>• For all other work with species-at-risk on federal lands, apply through the <i>Species at Risk Act</i> <a href="#">e-permitting system</a></li> </ul> |

The above is an overview of some of the most common permits required by students conducting field research in the Biology MSc program. It should not be considered a complete list, nor should it be taken as a substitute for legal advice from the permitting agencies. Please speak to your supervisor(s) to determine which permits are required for your specific project.

### *Reporting Requirements*

Permits and authorizations may require you to produce some type of report for the permitting agency upon the completion of your permitted period; some also require interim reports at various stages during your permitted period. These reporting requirements should be communicated to you by the permitting agency when your permits are approved. It is very important to keep track of report deadlines, as they can quickly become overwhelming!

### *Data Sharing Agreements*

Data sharing agreements may be implicit in some of the permits you receive.

If data sharing agreements are not implicit, it can be a good idea to draft up an agreement that is signed by all collaborators. This ensures that each party is comfortable with the data being collected, and how it will be shared both internally and externally to the wider community. Data sharing agreements may also contain provisions relating to authorship, should any publications come from the data collected.

## **16. Thesis and Defence**

It is your responsibility to review your timelines and ensure that you are on target to defend by the end of your second year in the program, in consultation with your supervisor and advisory committee. It is good practice to identify a potential defense date and work backwards to determine when specific milestones should be completed.

Another important consideration is the financial implication of your chosen defence date. **Students must be active (part-time or full-time) during the semester of their defence.** This means that some amount of tuition or fees must be paid during the semester of defence. While there may be partial refunds and tuition waivers available for students (see 15.3. Graduate Refund Schedule and Tuition-Only Fee Waivers), these costs are important to consider when setting a defence date. For example, you may want to create a workplan well in advance to ensure that you are prepared to defend your thesis by the end of a given semester, to avoid rolling into the next semester and accruing additional fees.

While you may have an idea of when you want to defend, the final defence date is only set when the thesis is sent to the external examiner, as part of the 'Information Required when Sending Thesis Out for External Examination' form (Appendix M).

## 16.1. Thesis Writing

It is recommended that you begin writing components of your thesis throughout your degree; for example, your methods can be written prior to the results being collected, or your proposal can serve as part of your Introduction. It is important to get feedback from your supervisor and advisory committee to determine when data collection and analysis are complete so that thesis writing can enter the final stages.

### *Thesis Review*

It is important to communicate with your supervisor and advisory committee about the timelines needed for evaluation of your thesis drafts. It can take some time for the full draft of a thesis to be reviewed and feedback provided and so it is critical to consider this in your schedule. You should discuss timelines for reviewing and editing your thesis drafts with your advisory committee and supervisor. Typically, you will need at least 2 months between the time you submit your first thesis draft to your supervisor(s) and when you submit your thesis to Graduate Studies. The actual length of time is usually considerably longer (think at least 2 weeks per draft revision, with feedback necessary from your supervisor(s) and every member of your thesis advisory committee, as well as a review by the external examiner).

When your supervisor and advisory committee review the final draft of your thesis, they will complete Reader's Reports. Reader's Reports evaluate your thesis, scoring four

components of the thesis: understanding of the subject, research methodology, general organization, and material presentation. These reports are submitted by your supervisor as part of your thesis package; you will not be allowed to read them before your defence.

### *External Examiner*

Each MSc thesis defence requires an external examiner - that is, an expert in the field employed by another institution who will assess the student's thesis and take part in questioning at the defence. Your supervisor and advisory committee will identify an external examiner and contact them to determine if they are willing to serve on your examination committee.

Your external examiner must have some expertise in your topic of study. Your external examiner cannot be in conflict of interest with either you or your supervisor(s). As stated in the '[External Thesis Examiner Approval Request](#)', the external examiner cannot have collaborated or published research with your supervisor(s) within the last five years, and cannot be a cross-appointed or adjunct faculty member at Laurentian University. The external examiner also needs to be approved by the Dean of Graduate Studies. Your supervisor will have to submit an '[External Thesis Examiner Approval Request](#)' form along with the CV of the external examiner to the Dean of Graduate Studies.

External examiners do not need to be physically present during your defence. They can join by video- or tele-conference, or they can submit their questions in advance of the defence.

### *Thesis Submission*

Once the thesis has been reviewed by all members of the advisory committee and is considered ready for submission, your supervisor will submit your thesis "package" to the Biology MSc Coordinator and Faculty of Graduate Studies, along with Reader's Reports from your advisory committee, and the 'Information Required When Sending Master's Thesis Out For External Examination' form (Appendix M). The 'Information Required...' form will indicate the date of the defence, as agreed upon by you, the advisory committee and the external examiner. Your supervisor must also include any certificates (e.g., Animal Care certificate) required by the Faculty of Graduate Studies.

In summary, the package that the supervisor submits to the Biology MSc Coordinator and Faculty of Graduate Studies must include the following:

- The thesis being submitted, in the appropriate format
- Reader's Reports from all members of the advisory committee, including the supervisor

- The form ‘Information Required When Sending Master’s Thesis Out For External Examination’ (Appendix M; to be signed by the Biology MSc Coordinator)
- The form ‘[External Thesis Examiner Approval Request](#)’
- CV of the suggested external examiner
- Any certificates that were required to complete the thesis (e.g. Animal Use Certificate, Biosafety Certificate, Human Ethics Certificate)

The Biology MSc Coordinator will sign the ‘Information Required...’ form, and forward it to the Faculty of Graduate Studies. The Faculty of Graduate Studies will then send your thesis to your external examiner for external review. This must happen at least 5 weeks prior to your defence to give the external examiner sufficient time to review the thesis, and to allow 1 week between the submission of the external examiner’s report and the defence. As long as there are no major concerns with your thesis, your defence will proceed as planned. Once the external examiner’s report has been submitted, the Faculty of Graduate Studies, with assistance from the SoNS Administrative Assistant, will create and circulate a poster to advertise your defence.

### *Thesis Formatting*

Your thesis must follow a specific format, which can be downloaded as a [template](#) from the Graduate Studies website. When you submit the final draft of your thesis, the Faculty of Graduate Studies will check that your thesis complies with formatting standards up until the first chapter.

## **16.2. Graduate Refund Schedule and Tuition-Only Fee Waivers**

If your thesis package is submitted for external revision **during your semester of defence**, you may be eligible for a partial tuition refund. The amount you are refunded is pro-rated based on a series of deadlines for thesis package submission during the semester. Please see the [Graduate Refund Schedule](#) for details on these deadlines and the level of refund you can expect. These refunds apply only to your tuition fees, not your incidental fees, and are determined by budget availability. This process should happen automatically when your thesis package is submitted. If you have any questions about the Graduate Refund Schedule, please contact the Administrative Assistant in the Faculty of Graduate Studies.

If your thesis package is submitted for external revision (and approved) **prior to your semester of defence**, you may be eligible to receive a tuition-only fee waiver for the semester of defence. This means that while you will still have to pay incidental fees during your semester of defence, you will not have to pay tuition fees. Your supervisor must email the Administrative Officer in the Faculty of Graduate Studies to request a tuition-only fee waiver on your behalf.

### 16.3. Thesis Defence

While the external examiner is reviewing your thesis, the Faculty of Graduate Studies will work with your supervisor(s) to facilitate the scheduling and logistics of your defence. Your supervisor is responsible for booking rooms and arranging all other logistics related to your defence (e.g., video conferencing technology, projector, microphones, refreshments, etc.). The Faculty of Graduate Studies will appoint an LU faculty member to serve as your defence Chair; the defence Chair oversees the defence and ensures that the mandated procedures are performed properly. The Chair typically is from a different Faculty than the student's program.

One week prior to your defence, the School of Natural Sciences will distribute a poster advertising the time and location of your defence, along with a video conferencing link. Community members will be invited to attend the open session of your defence.

Your supervisor(s) and defence chair will coordinate a pre-defence meeting 15-30 minutes before the start of your defence. This meeting typically takes place at the same location as your defence, but not always. The pre-defence meeting is a closed-door meeting attended by the chair, your supervisor(s), your committee members, and your external examiner (if present). During this meeting, the chair circulates the Readers' Reports among the attendees. If there are no major concerns, the defence will proceed.

The defence consists of two parts: an open session, and a closed session. The open session is open to all members of the community (both in-person and virtual), whereas the closed session is open only to you, the student, and the examination committee (i.e., the chair, supervisor(s), advisory committee members, and external examiner).

During the open session, you will deliver a 30-45-minute presentation summarizing your thesis. This is followed by a public question period (about 15 minutes long), after which the open session is concluded.

During the closed session, your supervisor(s), advisory committee members, and external examiner will take turns asking you specific questions about your thesis, and more general questions about your field of study and the scientific method. This question period is overseen by the defence chair, and usually consists of two rounds of questions from each of your examining committee members. Your supervisor may take notes throughout the defense to ensure that any revisions suggested by the committee are recorded. Once the rounds of questions are complete, you will be excused from the room while deliberation takes place. Your supervisor(s), committee members, and external examiner will discuss the outcome of the defence. The possible outcomes are:

1. The thesis is acceptable.\*

2. The thesis is acceptable but with revisions, which must be approved to the satisfaction of the examiners.
3. The thesis must undergo major revision, and...
  - a. a new examination will be necessary
  - b. a new oral examination will not be necessary
4. The thesis is unacceptable. The candidate must withdraw from the University.

\*The thesis being accepted without revisions is very rare. This means that the thesis sent out for external examination requires no revisions and can be immediately submitted to the LU library.

Once your examination committee has deliberated, you will be welcomed back into the room, informed of the outcome, and invited to sign documents for the Faculty of Graduate Studies, who will organize a dossier for the Library and the Registrar. The Decision of the Examining Board will be sent to the Faculty of Graduate Studies once all signatures are collected by the defense Chair.

#### **16.4. Post-Defence Procedures and Convocation**

##### *Thesis Revisions*

It is common for your examination committee to request that revisions be made to your thesis after your defence. The committee will decide whether it is sufficient for your supervisor to review and accept your revisions, or whether your revised thesis will need to be reviewed by the full examination committee.

Once revisions are complete, and either your supervisor, or the entire examination committee has agreed on the final version of your thesis, your supervisor will communicate with the Faculty of Graduate Studies and indicate on your thesis defence evaluation form that all changes have been made. Your completed thesis will be sent to the Administrative Assistant in the Faculty of Graduate Studies, and then to the LU library.

There is no firm deadline to complete your thesis revisions. However, revisions must be completed before you can convocate and officially receive your degree. This should be kept in mind if there is a specific convocation date you would like to attend.

##### *Publication*

As a requirement of your degree, the university expects that you will grant the university license to publish your thesis. Once your thesis is finalized, the Faculty of Graduate Studies will

upload it to Laurentian Library's LU Zone - an online repository of Master's theses and PhD dissertations. You and your supervisor will be notified by email once this is complete.

Please note that if your research was supported by publicly-funded scholarships and/or research grants (i.e., CGRS-M and OGS), these funding boards often have expectations for the publication of your work. The idea is to make your research accessible to those who funded it (the Canadian public). We encourage you to pursue publication of your research in peer-reviewed journals, and to seek out open-access publications, whenever possible.

### *Convocation*

Once your thesis has been published, a memo of the completion of thesis requirements will be sent to the Registrar, and your name will be added to a list for potential convocation. You must apply to convocate via the myLaurentian portal. Navigate to Self Service > Graduation Overview, and click 'Apply'. Ensure that the name you submit in the application is exactly how you wish your name to appear on your diploma. You will be required to pay a fee to receive your diploma, and another fee to rent your gown if you are attending the convocation ceremony; these fees change from year to year. For further details, please contact [graduation@laurentian.ca](mailto:graduation@laurentian.ca).

## **17. Getting Involved**

We encourage you to get involved in the university community during your time at Laurentian. By participating in various councils and committees on campus, you can advocate for yourself and fellow students, while gaining valuable experience.

### **17.1. Graduate Students' Association**

The [Graduate Students' Association](#) (GSA) represents all graduate students at Laurentian University and administers many services such as health insurance and bus passes.

You can get involved in the GSA by:

- Running to represent the Biology MSc program on the GSA Joint Council
- Running for executive positions in the GSA
- Voting for Joint Council representatives and executive positions
- Attending the GSA's Annual General Meeting
- Participating in social events organized by the GSA
- Raising concerns or new ideas with the GSA
- Volunteering to help with GSA-led events

### **17.2. School of Natural Sciences Council**

The School of Natural Sciences (SONS) Council is composed of the Director of the School of Natural Sciences, all faculty, and student representatives of graduate and undergraduate programs within the school. The SONS Council meets monthly and discusses issues related to teaching, recruitment, and administrative functions. Two representatives of graduate programs are self-nominated or voted in if there are more than two volunteers. The two representatives must be enrolled in different graduate programs within the School of Natural Sciences. You will receive an email with a call for nominations at the beginning of each school year.

### **17.3. Graduate Council**

The Graduate Council is an administrative sub-committee of the Senate that makes recommendations to the Senate about matters involving graduate programs at Laurentian. It is chaired by the Dean of the Faculty of Graduate Studies, and consists of all graduate program coordinators, and one graduate student representative from each of Laurentian's faculties. The council meets once a month from November to June. During the fall semester, you will receive an email with a call to fill council vacancies. If you are interested in serving as the representative of the Faculty of Science, Engineering and Architecture, you can submit a maximum 150-word statement of interest, outlining the skills and qualifications that make you well-suited to represent your peers, to [sea@laurentian.ca](mailto:sea@laurentian.ca). Questions about the Graduate Council can be directed to the Faculty of Graduate Studies' administrative assistant.

### **17.4. Animal Care Committee and Research Ethics Board**

Two student representatives must sit on the LU Animal Care Committee. When positions are vacated, a call for applications will be sent by email to all students. There is preference for PhD students and first-year Master's students, as the ideal candidate will serve for more than 1 year. If you are interested in serving on the Animal Care Committee, you can send your CV and an expression of interest to the committee chairperson.

At least one student representative serves on the LU Research Ethics Board at any given time. If you would like to participate on the board, email your CV and expression of interest (formatted as a letter) to [ethics@laurentian.ca](mailto:ethics@laurentian.ca).

### **17.5. Other Committees with Student Representatives**

- The Grade Appeal Committee of the Faculty of Science, Engineering and Architecture

## **18. Conferences and Travel Grants**

Laurentian University offers travel grants of up to \$600 per student to encourage

students to attend conferences and showcase their work. Students who meet the following eligibility criteria can apply for a travel grant to help cover the costs of conference registration (including online conferences), travel, accommodations, and meals.

Eligibility criteria:

- You must be presenting research at the conference (i.e., giving a talk or presenting a poster), for which you are the first or second author.
  - Proof of acceptance of the presentation/poster abstract must be provided.
- You must have active status (must be registered full- or part-time).
- The conference must be national in scope and sponsored by an established professional organization.
- The application must be submitted at least **1 month prior** to the conference.

To apply for a travel grant:

- Fill out the travel grant [form](#).
  - Detail the conference you are planning to attend, and the presentation you will be giving.
  - Provide a rough budget of registration fees, travel, accommodations, and meal expenses.
- Get the form signed by the Biology MSc Coordinator.
- Submit the signed form, along with your abstract and letter of approval to the Faculty of Graduate Studies ([graduatestudies@laurentian.ca](mailto:graduatestudies@laurentian.ca)).

If you are approved for a travel grant, you will be notified by email. The exact amount you are awarded will depend on available funds.

After the conference, you will be required to submit your **receipts** (i.e., for conference registration fees, travel, accommodations, and meal expenses) to the Faculty of Graduate Studies to receive your reimbursement.

If you use (or are awarded) less than the maximum \$600 to attend a given conference, you can apply for additional travel grants to attend other conferences, until your remaining balance is used up.

## 19. Reimbursements

At various times during your MSc program, your supervisor may need to reimburse you for expenses incurred (e.g., gas used for travel within and among field sites, personal protective equipment, professional printing fees for conference posters, etc.).

To submit a claim for reimbursement, navigate to 'Processes' in the lefthand sidebar of the myLaurentian portal. Scroll down to Employment > Reimbursements, and click on 'Submit a Reimbursement'. The first page describes the reimbursement process and directs you to contact Financial Services ([finance@laurentian.ca](mailto:finance@laurentian.ca)) if you have any questions; click 'Next Step'.

On the second page, you will be asked to choose an 'Expense Name' for your reimbursement request. There are no rules, but try to pick a name that is meaningful to you and your supervisor, and that helps you remember what the reimbursement was for. In most cases, you can leave the 'Budget Number' blank, and this will be filled in by your supervisor when they review the request; click 'Next Step'.

On the third page, you will be asked to select your supervisor from a searchable drop-down list. Next, on page four, you can begin submitting expenses. Multiple expenses can be submitted in the same reimbursement request. Fill in the date, category, description, and amount in the corresponding boxes. \*\*If you are looking to be reimbursed for travel expenses in your personal vehicle, you are only allowed to submit mileage, not fuel receipts. If you travelled in a lab (or school) vehicle, you may submit fuel receipts.

Once you have listed all of your expenses, navigate to the next page. Here, you are required to submit all receipts related to your expenses. The receipts you submit should contain an itemized list of purchases (as opposed to simply a record of transaction). \*\*If you are submitting a mileage claim, you are required to upload a PDF or screenshot of the route you took (e.g., in Google Maps), displaying the distance in kilometres.

Once all documentation is uploaded, you can navigate to the next page to add any comments to your request, before proceeding with submission on the last page. The request will then be sent to your supervisor for approval. Once your supervisor has approved your request, you will be notified by email and the reimbursement application will then be forwarded to the Treasury office for processing. You will receive an email indicating that an e-cheque has been issued to your bank account once the reimbursement has been processed and paid out.

## 20. Student One Cards

Your [One Card](#) is a student ID card, which gives you access to a number of services both on- and off-campus.

Your One Card can be used as a:

- Bus pass (September to April; this service is included for full-time students in your incidental fees)
- Printing card

- Key card to access restricted areas in the university (typically arranged by your supervisor or lab manager, by contacting security)
- ID card to access student services (e.g., LU Athletics Fitness Centre) and receive student discounts at local businesses
- Library card at LU libraries

Once accepted to the Biology MSc program, you can order your One Card ahead of time by submitting a photo of yourself through your myLaurentian portal. Navigate to 'Processes' on the left sidebar > Student Record > OneCard Request. Here, you will find guidelines for acceptable photo submissions. You will be asked to submit a photo for your One Card, as well as a scan/photo of a piece of government-issued ID for identity verification. When your One Card is ready for pick-up at the myLaurentian Hub (Parker Building), you will be notified by email.

Alternatively, once you begin your program, you may go to the myLaurentian Hub to be photographed and receive your One Card simultaneously. However, be prepared for long lines if you choose this option!

### *Printing*

To add money to your One Card, scroll down to the My OneCard section of your myLaurentian home page, and click on 'Add Funds & View Balance'. This will bring you to a new website where you can 'Add Funds' and select the amount of money you wish to deposit onto your card. Payments can only be made by credit card.

For information about printing rates and step-by-step instructions on how to print at Laurentian University, please select the 'More Information' button in the My OneCard section of your myLaurentian home page, and navigate to the 'Printing' tab.

## **21. Key Requisitions**

Some restricted rooms on campus are not outfitted with a key card system. If you need access to one of these rooms (e.g., your supervisor's laboratory), first verify that your supervisor does not have extra keys to the room. If no keys are available, you can request a physical key through your myLaurentian portal.

Navigate to the 'Processes' option on the left sidebar, and scroll down to Facilities > Key Requisitions. You will be asked to specify the reason you are requesting a key, followed by the building and room number you are requesting access to.

Once you have submitted your request, the faculty or staff member to whom the room is

assigned will be asked to approve the request. Once approved, Facilities Services will cut the key and notify you when it is ready for pick-up (Facilities Services is located in the Security Building).

## 22. Policies

All Laurentian University policies can be found at this [link](#).

### *LU's Code of Student Rights and Responsibilities*

The [Code of Student Rights and Responsibilities](#) must be adhered to at all times when participating in Laurentian University sanctioned activities (e.g., as a member of a class), and when acting as a representative or delegate of Laurentian University (e.g., when attending conferences, or working with community partners, etc.). The code applies to both academic and non-academic settings, both on- and off-campus. Students found to be in violation of this code will be subject to disciplinary action.

### *LU's Policy on a Respectful Workplace and Learning Environment*

The [Policy on a Respectful Workplace and Learning Environment](#) is intended to promote respect in the workplace and academic settings, and prevent harassment and discriminatory behaviour. This policy applies to all members of the LU community in areas where the university conducts business. When working with LU-affiliated institutions (e.g., the Northern Ontario School of Medicine, the Algonquin Wildlife Research Station, SNOLAB, etc.), students should familiarize themselves with the related policies of those institutions.

### *LU's Policy on Student Academic Integrity*

Students enrolled in the Biology MSc program must adhere to the [Policy on Student Academic Integrity](#), which covers issues of plagiarism, cheating, and intellectual property violations among others. Students violating this policy may be subject to disciplinary action outlined in the policy, which may include expulsion from the program.

### *LU's Policy on Integrity in Research and Scholarship*

The [Policy on Integrity in Research and Scholarship](#) contains many of the same policies as the Policy on Student Academic Integrity, but instead focuses on the ethics of conducting research. The policy lays out guidelines for the social and ethical responsibilities of researchers to the communities they are a part of, the communities they collaborate with, and the communities they study. The policy also contains guidelines concerning intellectual property, data falsification, conflicts of interest, authorship obligations, and financial accountability. This policy is at the core of all activities conducted in the Biology MSc program. If you have any

questions or concerns about the ethical conduct of research during your time at LU, please contact the Office of the Provost and Vice President, Academic.

*Council of Ontario Universities & Ontario Council on Graduate Studies Policies*

The Council of Ontario Universities and Ontario Council on Graduate Studies provide documents related to the expectations of graduate studies supervision that are available [here](#). Of particular note is the policy document on the use of **artificial intelligence (AI)** in graduate studies. This document will be updated (as of 2026) and is available [here](#).

See <https://laurentian.ca/academics/program/biology-msc> for list of core and cross-appointed Faculty.

## Appendix A: Advisory Committee Form

### Biology M.Sc. Graduate Student Progress Report

Student: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Supervisor: \_\_\_\_\_

M.Sc. start (month/year): \_\_\_\_\_

|                                | Unsatisfactory | Satisfactory | Good |
|--------------------------------|----------------|--------------|------|
| Oral presentation              |                |              |      |
| Comprehension of Research Area |                |              |      |

Is this the first committee meeting:                      yes      no

(should be prior to end of first term)

If not circle which committee meeting:      2nd      3rd      4th      5th

If first committee meeting, detail the plans for the next six months (append another sheet if necessary):

If other than first committee meeting, detail what has been accomplished in the last six months and what is expected in the next six months (append another sheet if necessary):

Is the student progressing at a rate that a completion date within 2 years is to be expected?

yes    no

Courses completed to date:

Courses to be completed:

Approximate date of next meeting (six months from this meeting):

\_\_\_\_\_

Supervisor name: \_\_\_\_\_

\_\_\_\_\_

Committee member name: \_\_\_\_\_

\_\_\_\_\_

Committee member name: \_\_\_\_\_

\_\_\_\_\_

Committee member name: \_\_\_\_\_

\_\_\_\_\_

Student name: \_\_\_\_\_

\_\_\_\_\_

PRINT

SIGNATURE

## **Appendix B: Policy on Graduate Teaching Assistantship (GTA) Performance - School of Natural Sciences**

### **Preamble:**

Over the past few years, several instances of graduate teaching assistants failing to accomplish, in whole or in part, the duties assigned to them at the start of the academic year have been noticed. These go from failing to hand in marked lab reports on time to failing to show up to the lab section to which they were assigned. The following policy will help provide direction on how to tackle these issues when they arise.

#### **1. First notice:**

- Within 5 days of noticing an issue (e.g. absence from lab invigilation duties, failing to hand in marked assignments / lab reports on time, etc), the lab technologist and/or the instructor of the course meets with the graduate teaching assistant to understand the problem and find potential solutions.
- Within 24 hours of this meeting, the course instructor sends an account of this meeting to the graduate teaching assistant and their thesis supervisor. The coordinator of the program in which the graduate teaching assistant is enrolled and the School Director are cc'd on this correspondence.

#### **2. Second notice:**

- If, after this initial notice, it is found that the graduate teaching assistant is fulfilling their duties appropriately, no further steps are required.
- However, if it is found that the graduate teaching assistant still has problems in fulfilling their duties, the Graduate [Biology MSc] Coordinator calls a meeting with the student, the technologist in charge of the course (if requested), the professor in charge of the course, the student's supervisor and the School Director. The graduate teaching assistant may invite their union representative to this meeting. The aim of this meeting is to achieve an amicable resolution to the issue. This may involve assigning a different task to the graduate teaching assistant.
- After this meeting, the Graduate [Biology MSc] Coordinator informs the Dean of Graduate studies (with cc to the student, the student's research supervisor, the course instructor and the School Director) of the issue and the proposed means to remedy the situation.

#### **3. Dismissal from GTA duties in the School of Natural Sciences:**

- If after two attempts the graduate teaching assistant still does not adequately perform their duties, they will be removed from the course in question.

- The Graduate coordinator notifies the Dean of Graduate Studies (cc to the graduate teaching assistant, the course instructor, the student's research supervisor, the School Director) that the graduate teaching assistant can no longer be assigned to a course in the School of Natural Sciences.
- The GTA contract with the School of Natural Sciences is canceled.

**4. Breach of Academic Integrity / Student Code of Conduct policy:**

- Graduate teaching assistants who breach the LU Academic Integrity Policy or the LU Student Code of Conduct will be immediately reported to the Dean of Graduate Studies and the Office of the Registrar.
- These individuals may be barred from performing GTA work in the School of Natural Sciences for the remainder of their studies.

## Appendix C: Transfer Funds Form (Supervisor to Student)

### Laurentian University Research Assistant Determination

\*Your award will be applied to outstanding fees. Otherwise, it will be paid to you by direct deposit. To ensure the funds can be paid to you, please update your banking information on your WebAdvisor account.

#### STUDENT INFORMATION

|                   |              |
|-------------------|--------------|
| First name:       | Last name:   |
| SIN:              | Student #:   |
| Email address:    | Telephone #: |
| Program of Study: |              |

#### DEPARTMENT INFORMATION

|                                                                                                                                                                                                                                                                              |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Supervisor's name:                                                                                                                                                                                                                                                           | Department:          |
| Research project name:                                                                                                                                                                                                                                                       | Telephone #:<br>Ext: |
| <b>Supervisor's Declaration:</b><br><i>This research stipend will be paid to the above-mentioned student as a fellowship/scholarship to support the student's studies. I can confirm that there are no stipulations in terms of hourly salary or number of hours worked.</i> |                      |
| Supervisor's signature:<br><br>Date:                                                                                                                                                                                                                                         | Supervisor's email:  |

XX X XXXXXXXX XXXXXX

|                   |  |  |  |  |
|-------------------|--|--|--|--|
| <b>BUDGET</b>     |  |  |  |  |
| <b>Amount: \$</b> |  |  |  |  |

|                                                                                                                                                                                                                                                                          |                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Please select one of the following boxes. A new form must be filled out for each term of study.</p> <p>Term:</p> <p><input type="checkbox"/> September to December</p> <p><input type="checkbox"/> January to April</p> <p><input type="checkbox"/> May to August</p> | <p>Please choose one of the following:</p> <p><input type="checkbox"/> Tri-Council</p> <p><input type="checkbox"/> NOSM</p> <p><input type="checkbox"/> Other</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Procedures and instructions:**

- This form must be submitted to the Student Awards Office by email to [mx\\_philion@laurentian.ca](mailto:mx_philion@laurentian.ca).
- The student **MUST** be registered in the term for which you are providing funding.
- The stipend must be approved by the Finance department preceding the submission of the form.
- Please allow 2-3 weeks for processing.
- The full budget number must be provided, including the minor code. **\*\*This can delay the process.** • A new form must be submitted for each term.

## **Appendix D: Policy on Transferring from the M.Sc. Biology to the Ph.D. Program in Boreal Ecology\* (taken from PhD Boreal Ecology Rules and Regulations document)**

Outstanding students in the M.Sc. program at Laurentian University with projects that can be expanded into a Ph.D. in the area of Boreal Ecology can apply for a transfer. Such transfers should be considered by only exceptional students who have a high academic standing, and have shown greater than average aptitude for scholarship, designing and undertaking research projects, active participation in the scientific community, and writing. It is expected that applicants will have made presentations (or presented posters) at national meetings in their chosen field and have an acceptable publication record. The proposed Ph.D. should be a natural extension of the M.Sc. project.

The timeline to request a transfer is 12-18 months from start of the M.Sc. The applicant will submit to the Ph.D. Graduate Coordinator a C. V. and a written report of 4-5 pages on their M.Sc. progress to date with a clear statement as to the objectives and the extent to which they have been accomplished, along with a description of the Ph.D. project. The report should contain a statement of the overall research objectives of the Ph.D. project, including specific questions that the research addresses and the hypotheses to be tested. The report should also explain how the Ph.D. project is linked but also how it differs from and extends the M.Sc. project. The report should include a brief description of previous work in the field, along with an itemized list detailing the proposed research that the candidate will carry out in the next 2-3 years. Two weeks later, the applicant will meet with the Ph.D. Acceptance Committee to review the application and make an oral presentation of 20-30 minutes in length. The candidate should be prepared to answer questions by the committee.

The application dossier and meeting must occur 6 weeks prior to the expected transfer date (September 1, January 1, or May 1) and contain a letter of recommendation from the current M.Sc. supervisor along with a letter of support from the M.Sc. Advisory Committee. The proposed Ph.D. supervisor will preferably attend the meeting. Individuals of the Ph.D. Advisory Committee should be identified at the meeting. The composition of the Advisory Committee for the Ph.D. program may be different from that established for the M.Sc. program. It is strongly recommended that at least one of these Committee Members should be from outside Laurentian University. During the Ph.D. program, the candidate must take BIOL6056 (Doctoral Seminars) and at least one additional course at or above the 5000 level (two courses in total). Appropriate 5000 level courses taken during the M.Sc. level would count towards the Ph.D. courses with the exception of BIOL 5056 (M.Sc. Seminars).

The comprehensive examination must be taken within 12 months of the transfer.



*Name*

*Signature*

**Supervisor:**

**Co-Supervisor:**

**Co-Supervisor:**

**Committee members:**

1. **5. Full name, birthday, citizenship, telephone, fax, e-mail, and Current address of student. If Current Address is temporary, please provide a secondary permanent address:**

6. **NEED A CONFIRMED date for the defence:**

**NEED THE TIME of the defence:**

**Signature of Graduate Coordinator:**\_\_\_\_\_