

Main Page

PNB Graduate Handbook: (snapshot January 22, 2021)

>>> <https://pnb.mcmaster.ca/pnbgraduatehandbook/>

Welcome!

Links should be clickable throughout this document, but this is a living wiki document so the copy online will change.

Welcome to the PNB Graduate Handbook. Please see below for a Table of Contents.

The Department of Psychology, Neuroscience & Behaviour (PNB) (<https://www.science.mcmaster.ca/pnb/>), at McMaster University (<http://dailynews.mcmaster.ca/>), has a strong research base in the areas of Animal Behaviour (<http://www.science.mcmaster.ca/pnb/research/animal-behaviour-group.html>), Systems and Behavioural Neuroscience (<http://www.science.mcmaster.ca/pnb/research/systems-a-behavioural-neuroscience.html>), Cognition/Perception (<http://www.science.mcmaster.ca/pnb/research/cognition-perception.html>), Developmental Psychology (<http://www.science.mcmaster.ca/pnb/research/developmental.html>) and Evolution and Social Behaviour (<http://www.science.mcmaster.ca/pnb/research/evolution-a-social-behaviour.html>). In addition, we offer Research and Clinical Training (RCT) (<https://www.science.mcmaster.ca/maccr/>) which is a stream within the PNB Graduate Program.

There are 30 core faculty (<http://www.science.mcmaster.ca/pnb/people.html>) in PNB, several associate faculty members, and approximately 100 graduate students (<https://science.mcmaster.ca/pnb/people/trainees-graduates/grad-students-pnb.html>). Our graduate program is strongly research-oriented and provides flexibility to optimize the program around the interests of the student. The breadth of research areas provides a rich environment for graduate training. There is a strong collegial environment in the department that supports scientific interactions among faculty and students. As a consequence of this long-standing department culture, students often undertake research projects with more than one faculty member. Our graduate students are introduced to theory, issues, and questions in the field of Experimental Psychology and are trained in the research approaches used to study the problems.

General Information

Official sources of information about our graduate program are the McMaster Graduate Calendar (2020-2021) (<https://academiccalendars.romcmaster.ca/index.php?catoid=42>), the (McMaster University Policies, Procedures & Guidelines (<https://www.mcmaster.ca/policy/#>)), and the PNB department policies. If there is a difference between official sources of information and information presented in the PNB Graduate Handbook, the official university documents should be taken as correct. If you cannot find the information you need or if you need any clarification about any of the guidelines and procedures, please do not hesitate to contact us:

- Nancy Riddell (<mailto:riddeln@mcmaster.ca>), Graduate Administrative Assistant; Phone: 905-525-9140 ext. 23298
- Dr. Judith M Shedden (<mailto:shedden@mcmaster.ca>), PNB Associate Chair (Graduate), aka Graduate Chair

Contents

- 1 Welcome!
 - 1.1 General Information
 - 1.2 Prospective Graduate Students (how to apply)
 - 1.3 Incoming Students (getting to know McMaster, Hamilton, and PNB)

- 1.3.1 Life in Hamilton
- 1.3.2 International Students
- 1.3.3 First Steps
- 1.4 Current Graduate Students (guidelines and forms and things)
 - 1.4.1 Forms
 - 1.4.2 Finances
 - 1.4.3 Academic
 - 1.4.4 Help, Advise, Support
- 1.5 Beyond the Degree (Career Planning)
- 2 About this Wiki
 - 2.1 If you find a broken link
 - 2.2 PNB Graduate Handbook LOGO competition
- 3 MediaWiki Guide

Prospective Graduate Students (how to apply)

The application process for the September 2021-2022 academic year will open late September 2020, with a **deadline of December 1, 2020 for RCT applicants and December 15, 2020 for experimental applicants.**

- Admission Requirements
- Research and Clinical Training (RCT) Stream Admissions (<https://www.science.mcmaster.ca/maccr/admission/admission.html>)
- Financial Support
- Course Requirements

Incoming Students (getting to know McMaster, Hamilton, and PNB)

Life in Hamilton

- Living in Hamilton
- PNB Social Life

International Students

- International Students
- International Student experiences with housing (https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php/International_Students_Find_Housing)

First Steps

- Orientation Guide for Incoming Grads
- Mandatory Training: Health and Safety training, SGS 101, and SGS 201 must be completed in the first term of the first year.
- Student Software Benefits

Current Graduate Students (guidelines and forms and things)

The School of Graduate Studies (SGS) maintains a page where you can find various forms and guides. These forms, and the links to them, tend to change occasionally. We'll provide links directly to some of the forms in various places in the handbook; if you find a broken link, look for the form directly on the SGS resources page (https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Main_Page&printable=yes)

ps://gs.mcmaster.ca/resources), and also - let us know (<mailto:shedden@mcmaster.ca>) about the broken link!

Forms

- Forms: A place where several forms are gathered together.

Finances

- Financial Support
- External Scholarships
- Teaching Assistantships
- PNB Graduate Travel Support

Academic

- Supervisory Committee
- Supervisory Committee Meetings
- Plan of Study: A map to plan your path through graduate school
- Progress Reports (due annually on May 15)
- Course Requirements: Guidelines about required courses
- Registering for RCT Practicum Courses (https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php/RCT_Practicum_Courses)
- Comprehensive Exam: When and How
- Completing your Degree: The defense process

Help, Advise, Support

Sometimes we need:

- Help, Advise, Support
- Leaves of Absence and vacation time
- Open Access Publishing

Beyond the Degree (Career Planning)

Career planning and professional development:

- Career Planning

About this Wiki

The PNB Graduate Handbook Wiki was started in April 2018, with a small group of editors (http://pnb.mcmaster.ca/pnbgraduatehandbook/index.php/Talk:Main_Page). Information is updated regularly. If you would like to join our editing group, let us know! (<mailto:shedden@mcmaster.ca>)

If you find a broken link

If you find a broken link in this Graduate Handbook, please email our Wiki Group (<mailto:shedden@mcmaster.ca>).

PNB Graduate Handbook LOGO competition

It's a *small* thing (135 x 135 pixels), but this Wiki needs a logo. Do you have artistic talents? Are you interested in submitting an entry to our logo competition? The logo should be something that represents the research by graduate students in PNB. My first attempt was a boring image of a human brain, and then an animated thing, and then a Santiago Ramon y Cajal drawing. Do you have a better idea? It is challenging because the logo is expected to be a very small 135 x 135 pixels, simple, eye-catching, and representative of PNB.

MediaWiki Guide

Wiki help (clicking on Help (<https://meta.wikimedia.org/wiki/Help:Contents>) might be even more helpful):

- Configuration settings list (https://www.mediawiki.org/wiki/Special:MyLanguage/Manual:Configuration_settings)
- MediaWiki FAQ (<https://www.mediawiki.org/wiki/Special:MyLanguage/Manual:FAQ>)
- MediaWiki Release Mailing List (<https://lists.wikimedia.org/mailman/listinfo/mediawiki-announce>)
- sidebar

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Main_Page&oldid=719"

-
- This page was last edited on 14 December 2020, at 10:35.

Admission Requirements

Thank you for your interest in our graduate program.

The application process for the September 2021-2022 academic year will open late September 2020, with the following deadlines:

- **deadline of December 1, 2020** for the PNB Research and Clinical Training Stream (within the PNB Graduate Program)
- **deadline of December 15, 2020** for the PNB Graduate Program

The Department believes that successful graduate training requires close collaboration between student and research director on a research project that is of interest to both. Applicants are therefore encouraged to correspond directly with individual members of the faculty in whose research they may be interested. Faculty members are happy to discuss the opportunities available for research in their laboratories.

The McMaster Graduate Calendar is an important source of information.

- 2020-2021 McMaster Graduate Calendar (<https://academiccalendars.romcmaster.ca/index.php>)
- 2020-2021 McMaster Graduate Calendar - Psychology, Neuroscience & Behaviour Graduate Program (https://academiccalendars.romcmaster.ca/preview_entity.php?catoid=42&ent_oid=5808&returnto=8771)

Foreign students may enter Canada on student visas. Further information on how to obtain these visas may be requested from the nearest Canadian Consulate. We encourage foreign students to read our page for International Students.

Graduate Application Requirements

To help you understand the application requirements for our PNB graduate program, we advise you to first read carefully the general application requirements found on the School of Graduate Studies (SGS) How To Apply (<https://gs.mcmaster.ca/future-students/how-to-apply/>) web page, especially the “Prepare your application” and “Application Instructions” tabs. Then check the points listed here for requirements that are specific to our PNB graduate program.

Applicants for graduate study in Psychology normally must have received, from a recognized university, either a Master’s degree in Psychology, or an Honours Bachelor’s degree in Psychology, with at least a B+ standing. Occasional exceptions are made to the above requirements for students with a background in a related or relevant scientific discipline. For example, students with strong backgrounds in biology, neuroscience, computer science, chemistry or physics are encouraged to apply.

In addition to the requirements laid out by the School of Graduate Studies (How To Apply (<https://gs.mcmaster.ca/future-students/how-to-apply/>)), PNB requires the following:

- A statement of interest in pursuing graduate studies in Psychology, Neuroscience & Behaviour in one or more of the following six areas:
 - (1) Animal Behaviour
 - (2) Systems & Behavioral Neuroscience
 - (3) Cognition/Perception
 - (4) Developmental Psychology
 - (5) Evolution & Social Behaviour

(6) Research & Clinical Training stream

The statement should be one page in length, single spaced, with 12 pt font.

Please list any research, teaching, or work experience that is related to the fields in which you are interested in working.

Please list supervisors you wish to work with (no more than 3).

- Please indicate clearly if you are interested in applying to the Research & Clinical Training (RCT) stream (<http://www.science.mcmaster.ca/maccr/>). There will be a question on the application form for this purpose but you might also address this in your statement of interest.
- Applicants are encouraged, but not required, to submit scores for the Graduate Record Examination (GRE; General Test). It may be worthwhile to ask the faculty member you are interested in working with whether they would like to see your GREs.
- If English is not your native language, please provide an official copy of your TOEFL score (please see the School of Graduate Studies How To Apply (<https://gs.mcmaster.ca/future-students/how-to-apply/>) page for minimum scores).

To access the online application, visit: School of Graduate Studies “How to Apply” (<https://gs.mcmaster.ca/future-students/how-to-apply/>)

If you have any questions about the application process, please contact our Graduate Administrative Assistant, Nancy Riddell, by email (riddeln@mcmaster.ca (<mailto:riddeln@mcmaster.ca>)) or phone (905-525-9140 ext. 23298).

Financial Support

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Admission_Requirements&oldid=652"

-
- This page was last edited on 28 August 2020, at 16:31.

Financial Support

Contents

- 1 Support, Tuition, Fees
- 2 External Scholarships
- 3 Teaching Assistantships
- 4 PNB Graduate Travel Support
- 5 Additional Support
- 6 Maximum Number of Hours You Can Work

Support, Tuition, Fees

A separate application for financial assistance is not required when applying to the PNB Graduate Program, as all applicants are automatically considered for financial support within the Department. All graduate students are supported by stipends from a combinations of external scholarships, departmental scholarships, research grants, training grants, and teaching assistantships. The minimum stipend for 2020-2021 is \$23,902 (see below for breakdown). Hamilton is affordable for students and thus the stipend affords a comfortable lifestyle.

This link about 2019-2020 payment information (<https://gs.mcmaster.ca/current-students/fees-and-payment/>) was created to help new students understand MacIDs, student accounts, payments, tuition, and deadlines.

- Department scholarships:
 - PNB graduate students without External Scholarships receive a departmental scholarship; in 2020-2021 this is \$15,000 for both M.Sc. students and Ph.D. students who do not have external scholarship support.
 - PNB graduate students with External Scholarships receive the value of the external scholarship plus a smaller departmental scholarship; in 2020-2021 this is \$2,500 for both M.Sc. and Ph.D. students with external scholarship support.
- During the years of their graduate training, students assist in the Department teaching activities. The nature of each student's contribution depends upon his or her other interests and the needs of the Department. Teaching Assistantships provide \$9,168 per year (2020-2021) and are available to all graduate students in our Department. The sum of department scholarship (\$15,000) plus teaching assistantship (\$9,168 in 2020-2021) provides the minimum stipend \$24,168.
- Tuition Fees (2020-2021) for Canadian citizens and Permanent Residents for one academic year (September to August) are \$6,307.20 plus supplemental fees of \$998.16 (total = 7305.36). Once you have paid tuition and fees from your take-home amount of \$24,168, the remaining amount is **\$16,862.64 before taxes**.
 - Payments for Teaching Assistantships are treated as income and will be taxed; scholarship funding (both departmental and research) is not taxed.
 - Scholarship funding is paid in 3 installments at the beginning of the Fall, Winter, and Spring/Summer terms. TA hours are paid biweekly through Fall and Winter terms.
 - Tuition and supplementary fees are due the first week of September, however students are not charged interest until the end of the month so that there is enough time to receive scholarship funding to pay tuition. Details about Tuition and Fees at McMaster (<https://gs.mcmaster.ca/resources/tuition-and-fees>).

- Information on charges and payments is updated about mid-July for September's new and returning students. Visit the Student Accounts & Cashiers website (<https://registrar.mcmaster.ca/aid-awards/paying-your-tuition/>) for detailed information about paying fees, UHIP (for international students), deadlines, etc.
- Pay cheques are distributed using the direct deposit system (this is mandatory). This means that to get paid, you must complete a form for Direct Deposit and have a valid bank account. You should also fill out the TD1 and TD1ON Personal Tax Credit Returns. Detailed information and forms can be found on the Working at McMaster teaching assistants site (<https://hr.mcmaster.ca/employees/payroll/tax-information/>).
- In recent years, foreign students have been put on a similar financial footing with Canadian students, by virtue of their receiving either a supplementary departmental scholarship or a tuition differential waiver. This is still the process for international masters students. However, in 2018 international tuition for graduate students in PhD programs at McMaster has been equated to domestic tuition rates. Health Insurance is mandatory for all Visa students and is provided through the University Health Insurance Plan (UHIP) at a current cost of \$636 for one person. Please refer to International Students for more details about tuition and fees.

External Scholarships

Prospective students are strongly encouraged to apply to external granting agencies in the autumn before they apply to the Department. Financial support from these (Tri-Council) agencies is often substantially greater than can be offered by the Department. Canadian citizens or landed immigrants may apply to the Federal Tri-Council agencies: (1) Natural Sciences and Engineering Research Council (NSERC), (2) Canadian Institutes of Health Sciences (CIHR), or (3) Social Sciences and Humanities Research Council (SSHRC). Ontario residents may also apply to the Ontario Graduate Scholarship (OGS) program; students who apply for one of the Tri-Council scholarships are automatically entered into the central competition for OGS. Details of these and other assistance programs are available on our External Scholarships page, and from the McMaster University School of Graduate Studies scholarship page (<https://gs.mcmaster.ca/awards-funding/scholarships>), or for new students just arriving at McMaster, from your own University Graduate Office.

Current Students: ALL graduate students, if eligible, are required to apply for External Scholarships. The season for submitting most scholarship applications is late summer into the fall term (with some exceptions). Please refer to External Scholarships for more details.

PNB graduate students with External Scholarships receive the value of the external scholarship plus a departmental scholarship of \$2,500 (2020-2021). They also have the same opportunity as other students for the 200 hours of TAships, which provide \$8,902 per year (2020-2021).

Teaching Assistantships

Follow this link for detailed information about Teaching Assistantships.

PNB Graduate Travel Support

Graduate students can apply to receive financial support to attend scientific conferences. Please refer to PNB Graduate Travel for more details.

Additional Support

Dr. Dick Day often engages graduate students as **examination invigilators**. Email is sent to all graduate students when invigilators are needed.

If you are having trouble making tuition and other scheduled payments, we refer you to a couple of websites that contain important information:

- Student Accounts & Cashiers website (<https://registrar.mcmaster.ca/aid-awards/paying-your-tuition/>)
- Student Financial Aid & Scholarship Office (<http://sfas.mcmaster.ca>)
- OSAP (Ontario Student Assistance Program) loans are available to residents of Ontario. If you are coming from out of province, you must apply for assistance through your home province.

Maximum Number of Hours You Can Work

McMaster University regulations state that the maximum number of hours that full-time graduate students can work on campus is 10 hours/week; this includes work from Teaching Assistantships. It is the responsibility of the graduate student to make sure that any work above the teaching assistant duties falls within the guidelines set out by the university and the union (CUPE 3906) (<http://www.workingatmcmaster.ca/elr/collective-agreements/kupe-un-it1/>). If you work more than the allowed 505 hours per academic year, you risk losing your full-time student status, and therefore, not only your scholarship, but also the high pay rate for Teaching Assistantship work.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Financial_Support&oldid=685"

- This page was last edited on 4 October 2020, at 12:33.

External Scholarships

NEW!

Beginning 2019-2020, the CGS-Doctoral application process is being harmonized across the Tri-Council NSERC, CIHR, and SSHRC applications. Please read about these changes.

Financial support from the three federal (tri-council) agencies is substantially greater than can be offered by the Department. Canadian citizens or landed immigrants may apply to these federal agencies: (1) Natural Sciences and Engineering Research Council (NSERC) (<http://www.nserc-crsng.gc.ca/>), (2) Canadian Institutes of Health Sciences (CIHR) (<http://www.cihr-irsc.gc.ca/>), or (3) Social Sciences and Humanities Research Council (SSHRC) (<http://www.sshrc-crsh.gc.ca/>). The nature of your research will determine which of the Tri-Council scholarships you should apply to (some guidelines can be found here (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/students-etudiants_eng.asp)).

Ontario residents are considered for the Ontario Graduate Scholarship (OGS) program; McMaster students who apply for one of the tri-council scholarships are automatically entered into the SGS central competition for OGS (e.g. a separate application is not required). Details of these and other assistance programs are available from the McMaster University School of Graduate Studies scholarship page (<https://gs.mcmaster.ca/awards-funding/scholarships>).

- ***ALL eligible PNB graduate students are required to apply for external scholarships.*** The season for submitting most scholarship applications is late summer into the fall term (a few are not available until winter term).
- ***See Financial Support for details about how winning an external scholarship affects total income.***

The School of Graduate Studies Scholarships Office does a great job of preparing instructions for each competition. These instructions and relevant forms and internet links are sent by email to departments, and we forward them on to you. Although due dates for most applications are approximately the same from year to year, details (e.g. exact deadlines, eligibility) may change. It is important to watch for the carefully constructed instructions and forms; when you receive an email announcing the competition that is relevant to you, read through the instructions carefully and make note of all the deadlines. There are often multiple deadlines for the same competition (e.g. PNB department deadlines, School of Graduate Studies deadlines, external funding deadlines).

The School of Graduate Studies maintains a full list of scholarships (<https://gs.mcmaster.ca/awards-funding/scholarships>). Below, we provide comments and approximate dates for a subset of the most common scholarships, including the federal tri-council scholarships and the Ontario Graduate Scholarships.

Contents

- 1 General Preparation
- 2 Vanier CGS-Doctoral Competition
- 3 Tri-Council Canada Graduate Scholarship (CGS-D) Doctoral
 - 3.1 CIHR Doctoral
 - 3.2 NSERC Doctoral
 - 3.3 SSHRC Doctoral
- 4 Tri-Council Canada Graduate Scholarship (CGS-M) Masters
- 5 Ontario Graduate Scholarship (OGS)
- 6 Other Scholarships

- 7 Postdoctoral Fellowships

General Preparation

- Carefully read the application instructions associated with the fellowship you will be applying for because each agency has different processes. The School of Graduate Studies (SGS) Scholarships Office sends instructions as soon as details become available from the government agencies.
- Check the SGS awards-funding website (<https://gs.mcmaster.ca/awards-funding/awards-funding>) for updates/changes in scholarship availability, application deadlines, etc.

Prepare a timeline:

- You are required to obtain all OFFICIAL transcripts (from all your undergraduate and graduate academic institutions) when you apply. This can take time so plan ahead.
- You will need to request reference letters. Plan ahead and request letters as early as possible. Your letter writers may be writing letters for many students - it will work in your favour to be prepared. Think about providing your letter writers with a summary of information that will assist them when they are thinking about what to write about you! When the due date approaches, don't hesitate to send your letter writers a friendly reminder if they have not yet submitted the reference.
- Start preparing early and good luck!

To be considered eligible for support for the tri-council masters or doctoral scholarships, as of the application deadline date you must:

- be a Canadian citizen or a permanent resident of Canada,
- have obtained a first-class average (minimum grade of "A-") in each of the last two completed years of study (or full-time equivalent).
- read the specific rules for the agency to which you are applying

To be considered eligible for support for the tri-council doctoral scholarships, as of the application deadline date you must:

- intend to pursue, in the following year, full-time graduate studies and research at the doctoral level in an eligible program (see Eligibility Criteria on each site (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/students-etudiants_eng.asp)).
- read the specific rules for the agency to which you are applying

There are a few scholarships that are open to international students. Search this page for the keyword "**international**" to find them.

Vanier CGS-Doctoral Competition

Late June: PNB will forward to graduate students instructions from the SGS Scholarships Office to announce the call for applications for the Fall Vanier CGS-Doctoral Competition.

September to October: A two-stage internal review process is in place at McMaster to help identify the strongest applications and to select the most competitive candidates in each research mandate of CIHR, NSERC and SSHRC. There are multiple deadlines for Stage 1 letter of intent, Stage 2 endorsed candidate application, McMaster Internal ResearchNet deadline (if you make it to Stage 2), and final Vanier Deadline.

- Award value: \$50,000.00/year for three (3) years

- This award is open to Canadian citizens, permanent residents, and international students. Go here for complete Vanier eligibility information (<http://www.vanier.gc.ca/en/eligibility-admissibilite.html>).
- Note that PNB is allowed to submit only 2 Vanier applications, so it is critical that you let the Graduate Chair and Nancy Riddell know that you are intending to apply. If more than 2 students are going to apply we will need to have an internal review to determine the top 2 applications in the department.
- SGS Scholarships Office usually holds a few information sessions for those planning to apply for the Vanier.

Tri-Council Canada Graduate Scholarship (CGS-D) Doctoral

NEW! Beginning 2019-2020, the CGS-Doctoral application process is being harmonized across the Tri-Council NSERC, CIHR, and SSHRC applications. This is a similar change as was implemented some time ago for the CGS-M scholarships.

Deadlines:

Internal McMaster ResearchNet deadline: October 1st (but check each year for changes)

Please visit the following NSERC page that contains updated information about the CGS-Doctoral scholarship harmonization process:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

A few significant changes to note:

1. There is no minimum grade requirement for CGS-D applications.
2. The selection criteria for all Tri-Agency CGS-D awards have converted to a 50:50 split of "Research Ability or Potential" and "Relevant experiences and achievements obtained within and beyond academia."
3. Read instructions very carefully as they have changed from previous years.

CIHR Doctoral

- **NEW!** Please visit the following NSERC page that contains updated information about the CGS-Doctoral scholarship harmonization process:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

- Please read the information sent to your McMaster email address.

NSERC Doctoral

- **NEW!** Please visit the following NSERC page that contains updated information about the CGS-Doctoral scholarship harmonization process:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

- Please read the information sent to your McMaster email address.
- From the NSERC website (https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instruction/s/201/pgs-pdf_eng.asp):

If you are interested in an Alexander Graham Bell Canada Graduate Scholarship – Doctoral (CGS D), apply for a PGS D. There is no separate application form or process for the CGS D

program. The highest-ranked PGS D applicants will automatically be considered by NSERC for a CGS D.

SSHRC Doctoral

- **NEW!** Please visit the following NSERC page that contains updated information about the CGS-Doctoral scholarship harmonization process:

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp

- Please read the information sent to your McMaster email address.

Similar to other tri-council doctoral awards, only one application is required (<https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx>): Both the SSHRC Doctoral Fellowships and the Canada Graduate Scholarships—Doctoral Scholarships (CGS D) are offered through one annual national competition. Applicants need to submit only one application to be considered for one or both awards. As each award has notable differences, applicants must read the descriptions for each award carefully to determine if they are eligible to apply and hold each award. Applicants eligible for both the SSHRC Doctoral Fellowships and CGS D Scholarships will automatically be considered for both awards.

Tri-Council Canada Graduate Scholarship (CGS-M) Masters

Early September: PNB will forward to graduate students instructions from the SGS Scholarships Office to announce the CGS Master's Competition Information.

December 1st: The due date is December 1st unless it falls on a weekend.

The CGS-M Awards Program supports students in all research disciplines and is administered jointly by Canada's three federal granting agencies: CIHR, NSERC, and SSHRC. The selection process and post-award administration are carried out at the university level, under the guidance of the three agencies.

- Value and Duration
 - \$17,500.00 for 12 months, non-renewable
- Application is completed through the Research Portal on-line system (http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp).

Ontario Graduate Scholarship (OGS)

1. OGS Central Competition

Ontario residents are considered for the Ontario Graduate Scholarship (OGS) program. ***Students who apply for one of the tri-council scholarships are automatically entered into the SGS central competition for the Ontario Graduate Scholarship (OGS).*** A separate application is not required for current McMaster graduate students.

The tri-council and OGS awards are determined at different times. OGS awards are usually determined earliest; this ordered list included applications from all university departments at McMaster. A student who receives an OGS award may end up receiving a tri-council award. In that case, the student will take the tri-council award and the OGS award will go to the next application on the OGS ordered alternate list; this could be a student from PNB or from another department.

- OGS Award value:

- OGS (Ontario Graduate Scholarship) is \$15,000 for one year
- OGF (Ontario Graduate Fellowship) is \$12,000 for one year; PNB will top this up to \$15,000

2: OGS Central Competition for 3rd year PhD students

Early September: If this opportunity is offered this year, PNB will forward information to *eligible* graduate students.

Early October: SGS deadline

Over the past 2 years, SGS has allowed 3rd year doctoral students who were ineligible to apply for the NSERC or CIHR Doctoral Scholarship to apply to the OGS Central Competition. These OGS applications are ranked amongst the NSERC or CIHR Doctoral applications but only for OGS purposes. In order for the committee to properly rank these applications, this OGS application mimics the same requirements as the NSERC or CIHR Doctoral application.

Each department is allowed to submit only 2 NSERC applications and only 2 CIHR applications. An internal competition may be held in some (but not all) years.

3: Faculty OGS

Winter term: Date of announcement of the Faculty OGS varies

There are a limited number of "Faculty" OGS awards each year (PNB usually gets in the range of 3-5). These awards are to be used strategically to recruit, retain and support graduate students. The competition is outside of the SGS central competition for OGS.

An internal competition may be held in some (but not all) years.

4. International OGS

End of March: SGS deadline (approximate).

In past years there has been only 1 international OGS available for the entire Faculty of Science.

An internal competition may be held in some (but not all) years.

Other Scholarships

The School of Graduate Studies maintains a list of available scholarships (<https://gs.mcmaster.ca/awards-funding/scholarships>). A few are commented on here:

U21 Graduate Collaborative Research Awards

McMaster recently became a member of the Universitas 21 (U21) group. The group offers a scholarship for collaborative research.

Early August: Application deadline

More information: U21 Graduate Collaborative Research Awards (<https://universitas21.com/global-opportunities/researcher-opportunities/graduate-collaborative-research-awards>)

Canada Graduate Scholarships - Michael Smith Foreign Study Supplements (CGS-MSFSS)

Graduate students who hold a Canada Graduate Scholarship (CGS) from one of the Tri-Council Agencies (Vanier, CIHR, NSERC, or SSHRC) may apply for a Michael Smith Foreign Study Supplement (CGS-MSFSS).

Toward end of September School of Graduate Studies Deadline

The Bill Carment Memorial Scholarship in Social Development

To be awarded by the School of Graduate Studies on the recommendation of the Chair of the Department of Psychology to a graduate student who has demonstrated excellent progress in his/her research training and who is pursuing a career in the area of social development. Value: 1 award variable up to \$500. There will not necessarily be an email notification for these kinds of awards - browse the SGS Scholarships website (<https://gs.mcmaster.ca/awards-funding/scholarships>) for this and other available awards.

Usually December 1 application due to Nancy Riddell (<mailto:riddeln@mcmaster.ca>).

SSHRC Impact Awards-Talen Award

McMaster is able to submit 1 Talent Award nomination to SSHRC. As this is a very competitive competition and prestigious award, McMaster reserves the right not to submit any applicant.

The Talent Award recognizes outstanding achievement by an individual who, on March 6, 2018, holds a SSHRC doctoral or postdoctoral fellowship or scholarship (including, but not limited to, a Canada Graduate Scholarship, Vanier Canada Graduate Scholarship or Banting Postdoctoral Fellowship).

Usually January: Stage 1 Letter of Intent package is due

Harvey E. Longboat Graduate Scholarships and OGS-Indigenous Applications

This award is intended as a means to recognize and acknowledge the academic achievement and exceptional promise of an Indigenous graduate student or students at McMaster University. Consideration is also given to Indigenous scholars who have demonstrated mentorship within community settings. Indigenous students who are applying to a McMaster Graduate program, as well as returning Indigenous grad students, are eligible to apply.

Usually mid-February: Deadline to apply for both Longboat and OGS-I

For Eligibility and Application Instructions, please see here (<https://gs.mcmaster.ca/harvey-e-longboat-graduate-scholarship-first-nations-inuit-and-metis-students>).

If you have any questions about these awards, please email Andrea Cole (<mailto:coleand@mcmaster.ca>).

Ontario Trillium Scholarships (OTS)

The Ontario Trillium Scholarships (OTS) program is a significant initiative to attract more of the best qualified international students to Ontario for doctoral studies.

Usually beginning of March: Nominations submitted by emailing graduatescholarships@mcmaster.ca.

The OTS was not available in 2019. The status of 2020 OTS allocations have not been confirmed.

Harry Lyman Hooker Sr. Fellowships

The Harry Lyman Hooker Sr. Fellowships are made possible through a bequest from the estate of Harry Lyman Hooker. The awards are given to Canadian citizens or Permanent Residents of Canada who are entering their first year of a Master's or Doctoral program, effective May or September 2018 of the award year, at McMaster University in those disciplines that receive funding primarily from the Social Sciences and Humanities Research Council (SSHRC) of Canada. The research mandate must be SSHRC.

Note that because the research has to be SSHRC fundable, there are very few nominations for these awards in the Faculty of Science. If you are doing SSHRC fundable research but you are not sure whether you might be eligible for this award, please contact Nancy Riddell (<mailto:riddeln@mcmaster.ca>) in advance of preparing the nomination package because each Department may submit only 1 Masters and 1 Doctoral nomination.

Usually mid-March: The School of Graduate Studies (SGS) nomination deadline

CAGS/Proquest-UMI Distinguished Dissertation Awards

The CAGS/PROQUEST-UMI Distinguished Dissertation Awards recognize Canadian doctoral dissertations that make unusually significant and original contributions to their academic field.

Usually mid to late March: nomination deadline

Postdoctoral Fellowships

Banting Postdoctoral Fellowship Competition

The Banting Postdoctoral Fellowships provide financial support to elite national and international postdoctoral researchers who will positively contribute to the country's economic, social and research-based growth.

Early June: PNB will forward the Banting Postdoctoral Fellowship competition information from SGS

Early August: Stage 1 - Intent Package due to SGS

Early September: Stage 2 - Endorsed candidate applications due to SGS

Mid September: Banting ResearchNet online application submission

H.G. Thode Postdoctoral Fellowship

In commemoration of the late Dr. Harry Thode's achievements as a nuclear scientist and as a visionary university president, McMaster University is pleased to invite applications from outstanding candidates for an endowed postdoctoral fellowship in the general areas of Nuclear Medicine, Radiation Sciences or Nuclear Engineering.

Usually early March: Documentation provided by SGS (contact your Graduate Chair, Judith Shedden (<mailto:shedden@mcmaster.ca>), for forms)

Usually late April: Deadline

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=External_Scholarships&oldid=683"

-
- This page was last edited on 24 September 2020, at 12:45.

Teaching Assistantships

Typically, full-time in-time PNB graduate students hold two Teaching Assistantships (TAs) per calendar year. Most often, one TAsip will be scheduled in the fall term and one will be scheduled in the winter term. The time commitment for each TA is 100 hours per term, or 200 hours per year. Graduate student TAs at McMaster University are represented by the Canadian Union of Public Employees (CUPE) Local 3906.

Contents

- 1 TA Responsibilities and Hours of Work form
- 2 How are TAs assigned to specific courses?
- 3 TA Rights and Conflict Resolution
- 4 TA Income and Benefits
- 5 Maximum Number of Hours You Can Work
- 6 TAsip Resources
- 7 Out-Of-Time (OOT) students

TA Responsibilities and Hours of Work form

TA HOURS OF WORK FORM (<https://macdrive.mcmaster.ca/f/acf98b85f0d749f89c81/?dl=1>)

The course instructor will be your main point of contact regarding TA responsibilities throughout the term. All students who are working as TAs must complete the TA Hours and Work Form at the beginning of the term of each TAsip. Consult with the instructor of the course to complete the TA HOURS OF WORK FORM (<https://macdrive.mcmaster.ca/f/acf98b85f0d749f89c81/?dl=1>) and submit it to the PNB Graduate Administrative Assistant, Nancy Riddell (<mailto:riddeln@mcmaster.ca>). This form will provide an outline for the types of duties you are expected to perform over the course of the term, and an estimate of how your 100 working hours (per term) will be allocated.

TA duties can vary widely depending on the course, but generally include: attending lectures, leading tutorials, marking assignments, holding office hours, answering emails, monitoring and contributing to online discussions, supervising labs, and invigilating exams. It is important that this form is filled out with adequate detail to avoid ambiguity. The majority of TA disputes are avoided by having a satisfactory Hours of Work form. It is a good practice to keep a log of your hours worked as the term progresses. If you believe you might be on track to exceed 100 hours of work, contact the course instructor immediately.

Scheduling conflicts: When you complete the TA Hours and Work Form (<https://macdrive.mcmaster.ca/f/acf98b85f0d749f89c81/?dl=1>) at the beginning of each term, look carefully at your calendar for that term. You should know by then whether there might be a conflict with the timing of any of your TA duties. Talk to the course instructor well ahead of the possible conflict so that alternative plans can be made, if possible and if warranted. *Note that your TAsip duties take priority over most scheduling conflicts.* Teaching Assistantships are well-paid hours and contribute significantly to your financial support. Course instructors depend on you.

Please note that TA duties begin on the first day of undergraduate classes in both fall and winter terms. Make note of the first day of classes for undergraduate courses in both fall and winter terms by looking for Sessional Dates in the undergraduate calendar (<https://academiccalendars.romcmaster.ca/>) for the relevant year. You are expected to be available on campus on that day, which is when TA duties begin. Course instructors depend on

the reliability of their teaching assistants. You would never skip the first day of a new job - your TAship is a well-paid job, overseen by CUPE. Make sure to work out scheduling conflicts well ahead by consulting with the course instructor.

This useful **Teaching Assistant Guide** (https://teaching.mcmaster.ca/app/uploads/2019/07/TA_guide1.pdf) is available from the McMaster MacPherson Institute (<https://mi.mcmaster.ca/>).

How are TAs assigned to specific courses?

Typically, the department will contact graduate students in the summer months to collect their preferences for assignment to courses. However, there are a tremendous number of overlapping constraints for these assignments and there is a chance that you might not get your first (or even second) choice in some years. The department will attempt to adjust assignments in light of research-related conflicts such as required field work, however TA assignments take precedence over other work-related conflicts.

TA Rights and Conflict Resolution

If you have a conflict or a concern that you have not been able to resolve directly with your TA supervisor, CUPE will work to mediate the conflict on your behalf. If you are unsure of who to contact, the department has union stewards that can direct you to the appropriate person.

TA Income and Benefits

PNB graduate students typically TA two courses per year, one in fall term and one in the winter term, involving a minimum of 200 hours of work over the academic year. The 2020-2021 Teaching Assistantship, including fall and winter TAships of 100 hours each (plus 3 hours training), prior to any deductions, is valued at a minimum of \$9,168.

CHECK: This salary is distributed over 8 biweekly payments during the semesters you are working as a TA. It is worth noting that scholarship salary payment is evenly distributed throughout the year. As a result, your total income will fluctuate throughout the year, and is likely to be significantly lower in the summer. The payment schedule can be viewed on the CUPE website or on your Mosaic account.

Graduate students who TA for at least 130 hours/year will receive dental benefits through CUPE. This plan provides a maximum of \$1000 of coverage (\$2000 for family coverage) for dental services (e.g. cleanings and fillings) per calendar year. For major restorative work such as a crown or a bridge, get your dentist to submit an estimate to the insurance company to check against your coverage before paying anything. Other benefits provided by CUPE are a health care spending account, which has a maximum entitlement of \$250 per twenty four month period. This coverage primarily covers vision care. Students who do not TA for at least 130 hours per academic year (including those who have been bought out of their TA) do not qualify for the CUPE dental plan, and are covered by the GSA dental plan instead (which offers \$750 of coverage per year).

Maximum Number of Hours You Can Work

McMaster University regulations state that the maximum number of hours that full-time graduate students can work on campus is 10 hours/week; this includes work from Teaching Assistantships. It is the responsibility of the graduate student to make sure that any work above the teaching assistant duties falls within the guidelines set out by the university and the union (CUPE 3906) (<http://www.workingatmcmaster.ca/elr/collective-agreements/cupe-unit1/>). If you work more than the allowed 505 hours per academic year, you risk losing your full-time student status, and therefore, not only your scholarship, but also the high pay rate for Teaching Assistantship work. See Financial Support for additional details related to graduate support in PNB.

TAship Resources

Resources for Graduate Student TAs (Unit 1) - Canadian Union of Public Employees (CUPE) 3906 [1] (<http://cupe3906.org/about/unit-1-tas>)

CUPE 3906 Unit 1 Collective Agreement [2] (<http://cupe3906.org/tas-unit-1/collective-agreement/>)

CUPE 3906 Unit 1 Health Benefits [3] (<http://cupe3906.org/benefits-forms/unit-1-benefits>)

CUPE 3906 Unit 1 Dental Plan [4] (<http://cupe3906.org/tas-unit-1/dental-plan/>)

GSA Dental Plan [5] (<http://studentcare.ca/>)

Out-Of-Time (OOT) students

The department is not able to provide financial support (including Teaching Assistantships) to out-of-time students. On occasion, there might be a need for a TA that cannot be filled by any in-time student. In that case, we advertise the position to the out-of-time PhD level students who are not defending until after the TAship is completed. We will evaluate the applications in terms of expertise for fulfilling the requirements of that specific TAship, similar to the way we advertise for sessional teaching positions. See also Financial Support.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Teaching_Assistantships&oldid=691"

-
- This page was last edited on 16 October 2020, at 12:25.

PNB Graduate Travel

Contents

- 1 COVID-19 Adjustments
- 2 New online PNB Graduate Travel Application form
- 3 Things you should remember when travelling (tips from Sally):
- 4 Things to remember when submitting your Expenses to Sally for reimbursement:

COVID-19 Adjustments

The 2020 April 24th deadline has been extended to June 30, 2020 for summer 2020 only. Travel is restricted and we do not know at this time when travel will open for in-person conference attendance. However, some students may be interested in attending conferences virtually to present virtual posters or virtual talks. In this case, expenses are expected to be much reduced, but there may still be conference registration fees. The PNB Graduate Travel fund will consider applications to cover a portion of these costs (matching funds from your supervisor are still required). Please see below for additional instructions.

EXTENDED Deadline 30 June 2020: For virtual conference registration fees between 01 May – 30 September

Deadline 25 September: For virtual conference registration fees between 01 October – 30 April

New online PNB Graduate Travel Application form

Paper is so last century. Going forward, please use the online PNB Graduate Travel Application:

- PNB Graduate Travel Applications (Survey) (<https://goo.gl/forms/ambIIFUdNAYyC1tB2>)

Please note that PNB has a limited budget to support graduate travel, therefore the application process is a competitive one. The following criteria will be evaluated when reviewing travel support applications:

- To be eligible for PNB travel funding, you must be first author and present your own research as a poster or talk. Any deviation from this (e.g. you ARE presenting the research but you are second author) must be presented as a special request to the graduate chair.
- Unfortunately, PNB travel funding is not available for out-of-time students. A student is considered out-of-time if they are in their 3rd year at the masters level or in their 5th year at the doctoral level.
- Meet the deadline! There are two PNB deadlines in each fiscal year:

Deadline 25 September 2019: For travel between 01 October 2020 – 30 April 2021

Deadline 24 April 2020: For travel between 01 May 2021 – 30 September 2021

Late applications are problematic because we have a limited budget and the amount that students receive is a function of how many students apply. That means that a late application has to be dealt with outside of the budget. If you miss the deadline, your award is very likely to be considerably less than you would have received otherwise.

- Have you explored all possible avenues of obtaining travel grants (Supervisor, GSA: Graduate Student Association, Yates) before submitting an application for travel funding to PNB?

Graduate Students Association (GSA) deadlines and links (<https://gsamcmaster.org/travel-grants/>) Typically the GSA application periods are the month of September, January, and May for travel in fall, winter, and summer, respectively (check the GSA site (<https://gsamcmaster.org/travel-grants/>) for exact dates which vary slightly from year to year).

You might be wondering about the selection process for GSA travel funding. Is it even worth applying? **YES, IT IS WORTH APPLYING!** The GSA selection process for funding applications is largely a random process within each faculty group. GSA accepts applications three times per year: September, January, and May. In each of these periods, the GSA travel awards are given out on a randomized basis, in which all eligible students who have completed the requirements of the application are put into five different pools based on their faculty. From there, an algorithm is used to randomly select one applicant from each pool until all the awards for a said period are given out. The bottom line is that your GSA application is not going to be rejected based on unstated criteria or some other mysterious evaluation. As long as you are eligible, you have a chance. However, if you do NOT apply, you do not have a chance.

- Have you secured matching funds from your supervisor?

The PNB graduate travel award serves as matching funds, in the sense that the amount awarded will not exceed the contribution of the faculty supervisor to the travel. PNB will match the supervisor contribution up to maximum \$300 to \$500 (depending on total number of applications we receive).

- Have you justified a reasonable budget?

Include only transportation, registration, accommodation, and food (PNB does not fund society dues or poster printing)

PNB funds a maximum \$40/day for food, on official conference program days only

- Maximum PNB travel award per student per fiscal year (May to April) is \$300 to \$500 (depending on total number of applications we receive)

Carefully consider these criteria as well as the other information requested on the travel application form. Then complete the online PNB Graduate Travel Application:

- PNB Graduate Travel Applications (Survey) (<https://goo.gl/forms/ambIIFUdNAyyC1tB2>)

Things you should remember when travelling (tips from Sally):

- When sharing meals with others, ask for separate checks.
- All meal receipts must be itemized.
- Charge all alcohol to a separate check - alcohol cannot be charged to any Research Accounts.
- If meals are charged to your hotel room, you must provide an itemized receipt; if you do not get one, you are required to call the hotel and have one sent to you.
- An itemized hotel receipt is required unless the hotel is booked on a online website (eg. Expedia, Travelocity etc).
- When sharing accommodations, ask for separate receipts upon check-out.
- When booking airfare and/or hotels, please try to book your own, but if it is necessary to book together, please DO NOT book together with students in another lab, if you can avoid it. This presents a problem with using multiple grant numbers when the expense reports are submitted.

Things to remember when submitting your Expenses to Sally for reimbursement:

- In order to be reimbursed, you will first have to assign a delegate to your account in MOSAIC.
- When handing in receipts for reimbursement, let Sally know if you received funding from the department or the GSA. Also, let Sally know if you received any travel awards and what account number your supervisor would like her to charge.
- Provide a conference programme (noting name of conference, location, and dates of conference). A schedule at a glance is sufficient and can be printed off the internet.
- Provide the itemized airfare/train itinerary with cost of airfare AND boarding passes.
- Provide all original receipts, unless they are on-line receipts. Please do NOT take photos of receipts and email them to Sally.

- Important: When charging your credit card, the receipt must say "charged to Visa/Mastercard ... noting the last four digits of card number", if your receipt does not say this, you must provide your credit card statement showing proof of charge.

- If you are missing any receipts (eg. boarding pass, taxi receipt etc.) you must complete and submit a "Missing Receipt Form".
- If amounts are in a currency other than Canadian dollars, you must provide proof of exchange, a credit card statement (an online statement) or a banking receipt showing the exchange rate you paid when exchanging money. If you cannot supply proof of exchange, Sally will use the University Exchange for USD or the Bank of Canada rates for all other currencies on the date of purchase.
- If meals are being charged to an Departmental/University/PDA/Start-Up grant, only "Meals with Receipts" can be claimed. "Meals-per-Diem" are can only be charged to Tri-Council grants (NSERC/CIHR/SSHRC).

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=PNB_Graduate_Travel&oldid=695"

-
- This page was last edited on 22 October 2020, at 12:34.

Account Delegates

This is a one-time process that you will have to complete if you would like to be reimbursed for any expenses by the department. For instance, if you were awarded a Travel Award, you will first need to add members of the PNB office as delegates to your account (add Sally, Wendy, Nancy, and Milica).

1. Log onto MOSAIC (<https://epprd.mcmaster.ca/psp/preprd/EMPLOYEE/EMPL/?cmd=logout>) using your Mac ID and Password
2. Across the top there is a burgandy coloured banner, click on that and from the dropdown menu click "MY WORK"
3. At the bottom there is a box "DELEGATION DASHBOARD"
4. Click "DELEGATE TnE ENTRY AUTHORITY"
5. Under the "Authorize Users" box, select the "+" sign;
 1. Then under the Authorized User ID type in," PRESUTT ", then hit enter
 2. select the "+" sign again then go to the box in the Authorized User ID and type in, " SELBIE ", then hit enter
 3. select the "+" sign again then go to the box in the Authorized User ID and type in, " RIDDELN ", then hit enter
 4. select the "+" sign, last time, then go to the box in the Authorized User ID and type in, " PAVLICA ", then hit enter
6. Hit Save.
7. Sign Out.

Note that it is possible you will not have the *DELEGATION DASHBOARD* button on your account. If this is the case, you might need to request this be added to UTS. Come to the PNB main office (PC102) and talk to Sally for details about this.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Account_Delegates&oldid=577"

-
- This page was last edited on 7 September 2019, at 18:36.

Orientation Guide for Incoming Grads

As an incoming student, you will have received several emails from the School of Graduate Studies, the Graduate Student Association, and from PNB to welcome you to McMaster University and to provide help with arrival in Hamilton. Some of those links to websites and documents are copied here:

Payment Information Package for Full Time Graduate Students (<https://gs.mcmaster.ca/future-students/tuition-financial-aid-scholarships/>)

This is important Financial Information (how to get paid, how to pay your tuition, deadlines and schedules).

McMaster Mosaic (<https://www.mcmaster.ca/mosaic/>)

Mosaic is McMaster's PeopleSoft-based administrative information system. It currently handles multiple functions, including student administration, finance, research administration, and human resources.

Graduate Student Welcome Activities (<https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/>)

Register for Graduate Student Welcome events.

Notes for Successful Applicants 2020-2021 (https://gs.mcmaster.ca/app/uploads/2020/03/Notes-for-Successful-Applicants_2020.pdf)

Provides First Steps: How to activate your McMaster email, funding, enrolment, and more.

On Being a Scientist: A Guide to Responsible Conduct in Research (<https://www.amazon.ca/Being-Scientist-Responsible-Conduct-Research/dp/0309119707>)

Getting the Supervisory Relationship Off to a Good Start (https://gs.mcmaster.ca/app/uploads/2020/02/supervisory_relationship_july_222016.pdf)

This is a supervisory relationship tool – a template to address expectations for Graduate Students and their Supervisors. You can also check out the Graduate Work Supervision Guidelines for faculty and students (http://gs.mcmaster.ca/app/uploads/2019/10/graduate_work_supervision_guidelines_1.pdf).

The all-important graduate student-supervisor relationship (<https://www.universityaffairs.ca/features/feature-article/the-all-important-graduate-student-supervisor-relationship/>)

An article in University Affairs by Virginia Galt about developing the relationship between student and supervisor, and what universities can do to promote it.

2020-2021 Graduate Calendar (<https://academiccalendars.romcmaster.ca/index.php?catoid=42>)

The calendar has a lot to say about the student-supervisor relationship. In particular, section 2.7 Supervision (2020-2021 calendar) (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2.7_Supervision).

Here's the PNB section (2020-2021 calendar) (https://academiccalendars.romcmaster.ca/preview_entity.php?catoid=42&ent_oid=5808&returnto=8771).

School of Graduate Studies web site (<https://gs.mcmaster.ca/>)

Grad Student Association (GSA) (<https://gsamcmaster.org/>)

Learn about your elected GSA representatives, the Phoenix Bar & Grill, softball and soccer leagues, and grad student clubs, events, and more.

Grad Student Association (GSA): New Students (<https://gsa.mcmaster.ca/new-students/>)

International Students (<https://studentsuccess.mcmaster.ca/international-students/>)

Information for International students from the Student Success Centre.

SGS Graduate Student Life (<https://gs.mcmaster.ca/graduate-student-life/>)

Here you can find tips about finding housing, finding your way around Hamilton, budgeting, family life for graduate student parents, writing help, etc.

Graduate Student Writing help (<https://gs.mcmaster.ca/current-students/resources/graduate-writing/>)

The Writing Centre: Writing assistance available for graduate students.

Teaching Assistantships

Learn about CUPE 3906 (<https://cupe3906.org/>) for TAs, including the collective agreement and benefits for Unit 1 members. The PNB graduate handbook also has plenty of information about: Teaching Assistantships.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Orientation_Guide_for_Incoming_Grads&oldid=660"

-
- This page was last edited on 28 August 2020, at 17:10.

Living in Hamilton

We have lots more information to add here! Send us information and links (<mailto:shedden@mcmaster.ca>) if you have ideas about showcasing Hamilton for newcomers.

Contents

- 1 Finding Housing
- 2 Transportation
- 3 Neighbourhoods around the city
- 4 Grocery Stores
- 5 Farmer's Markets
- 6 Exploration
- 7 Events

Finding Housing

There are several resources for locating housing online. Here is the link to

- McMaster's off campus housing ads (<https://offcampus.mcmaster.ca/available-properties/>)
- Search kijiji.ca for roommates and apartment rentals in Hamilton (<https://www.kijiji.ca/>)
- Facebook market place and housing groups are also ways to find student housing around the city

If it is an option, it is suggested that you visit Hamilton to look at areas that you would like to live in. Your best resource for housing options will often be talking to current graduate students.

Transportation

Hamilton has an extensive public transit network. It is also very easy to travel to Toronto and surrounding cities via public transit. When you pay your student fees, you will receive a 12-month bus pass for the Hamilton Street Rail bus network (HSR).

- Hamilton Street Rail (HSR) (<https://www.hamilton.ca/hsr-bus-schedules-fares>)
- GO transit (for bus and train travel inside and outside of Hamilton) (<http://www.gotransit.com>)
- VIA rail (cross-Canada train network) (<http://www.viarail.ca>)
- Coach Canada (<https://www.coachcanada.com/bus-schedules>), Megabus (https://ca.megabus.com/?gclid=EA1aIQobChMIj4eWw7_I7AIVWw4rCh3f2Q0LEAAYASAAEgIRZvD_BwE), and Greyhound Canada (<http://www.greyhound.ca/>) stop at McMaster in front of Mary Keyes (<https://goo.gl/maps/KivqeGqZiCTRgAT98>).

Hamilton has a great bike share program called SoBi (Social Bicycles), with bike stations located on campus and throughout Hamilton neighbourhoods:

- SoBi Hamilton (Bike the Hammer) (<https://hamilton.socialbicycles.com/>)

Neighbourhoods around the city

- Westdale is a quaint area near McMaster University that is always bustling with restaurants, cafes and bars. There are even grocery stores and bakeries in the area. Visit the Westdale Village (<https://westdalevillage.ca/>) website for ideas of where to go and what to do.
- The Emerson/Ainslie Wood neighbourhoods are an excellent way to get to know the area around McMaster. With bars, nature trails, and grocery stores it is a great way to spend some time.
- Downtown Hamilton is a must visit for local restaurants, artistic lounges, and independent stores. There's always something to do for anyone...it just takes a little exploring! The following two websites are excellent resources to help find a nice restaurant or activity in the heart of Hamilton:
 - * Tourism Hamilton (<https://tourismhamilton.com/downtown-guide>)
 - * Downtown Hamilton (<http://downtownhamilton.org/>)
- Dundas is a quaint and beautiful nearby destination to McMaster. With just one bus ride away, you can find yourself in gorgeous nature trails or exploring family owned businesses. Check out the Downtown Dundas (<https://downtowndundas.ca/>) website for ideas of places to visit!
- Strathcona/Kirkendale are also great locations to find local shops and restaurants. Visits here (<http://kirkendallhood.ca/>) for more information.

Grocery Stores

Living in Hamilton gets better when you know where to shop. Many grocery stores near McMaster offer student discounts on particular days. We've copied below some stores and their discounts but be sure to ask around in case we missed any!

- Food Basics (https://www.foodbasics.ca/studentdiscount.en.html?gclid=CjwKCAiAnIT9BRAMeIwANaoE1eGlzMMdaXTfaN2V7GPiJC7cKiyrVF9nfGRq9sd0CfC1nlZp09JjiBoC_IUQAvD_BwE&gclidsrc=aw.ds) offers a 10% Discount for students on Tuesdays
- Fortinos (at 1579 Main St W) offers a 10% Discount for students on Tuesdays
- Shoppers Drug Mart (Across from McMaster) offers a 20% Discount for students on Thursdays

Farmer's Markets

Hamilton also offers a great deal of fresh produce and meats at local Farmer's markets. See below for links to near by farmer's markets and their respective hours.

- Hamilton Farmer's Market (<https://hamiltonfarmersmarket.ca/>)
- Locke Street Farmer's Market (<https://lsfm.wordpress.com/>)
- Ottawa Street Farmer's Market (<https://ottawastreetfarmers.com/>)
- Dundas Farmer's Market (<https://www.facebook.com/DundasMarket/>)
- Durand Farmer's Market (<https://www.facebook.com/durandmarket/>)

Exploration

Hamilton is filled with beautiful nature trails and waterfalls to explore.

- Waterfall Guide (<https://tourismhamilton.com/hamilton-waterfalls-guide>)
- Hiking Trails (<https://tourismhamilton.com/hamiltons-hottest-hiking-trails>)
- Dundas Peak (<https://conservationhamilton.ca/conservation-areas/spencer-gorge/>)
- Royal Botanical Gardens (<https://www.rbg.ca/>)

Events

There's always something happening in Hamilton for anyone to enjoy. With the large art and music scenes, entertainment is just around the corner! If you're looking to find something near you to visit then check out the Hamilton Rising (<https://hamiltonrising.com/>) Website for ideas!

- Every second Friday of the month is Artcrawl. This is a wonderful event to attend and support local artists and musicians. It is free and occurs on James Street North where artists set up along the street.
- Supercrawl (<https://supercrawl.ca/>) is a must see with bustling sounds and lights at the core of Hamilton along James Street N.
- Find wonderful events within Hamilton on this website (<https://tourismhamilton.com/events-calendar>)

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Living_in_Hamilton&oldid=702"

- This page was last edited on 16 November 2020, at 14:19.

International Students

International students moving to Canada to Study at McMaster may find the following resources useful:

- Explore the McMaster International Student Services (<https://iss.mcmaster.ca/>) site, which has a lot of helpful information.
- The Newcomer Housing Guide (http://www.housinghelpcentre.ca/Newcomer_Housing_Guide.pdf) provides a lot of useful information about looking for housing, interpreting advertising, signing a lease, etc.
- The School of Graduate Studies also has helpful information on their site: SGS Resources (<https://gs.mcmaster.ca/resources>) (click on the “New to Hamilton” tab)

Tips from international PNB students

Some of the tips on the rest of this page were prepared by international PNB graduate students for international students moving to Canada to study at McMaster University.

Feel free to contact Jessica Miller (<mailto:millej16@mcmaster.ca>), who is here from the USA, with any questions about being an International Graduate Student at McMaster.

Contents

- 1 Study Permits
- 2 Scholarships
- 3 Moving to Canada
- 4 Finding Housing
- 5 Living in Canada

Study Permits

Apply for your study permit online and obtain your physical study permit at a border crossing before school begins. See section section 2.5.5 Enrolment - International Students on Study Permits (https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2-5-5_enrolment_international_study_permits) in the Graduate Calendar.

- Information about applying for study permit online or by paper (<http://www.cic.gc.ca/english/study/study-how.asp>)
- Important timeline information of the application process (<http://www.cic.gc.ca/english/information/times/index.asp>)

Note: PNB offers work in the form of Teaching Assistantships. However, it may be possible to work off campus for a few hours per week if approved by your supervisor and the department.

- Find information here about the conditions for working for international students (<http://www.cic.gc.ca/english/study/work.asp>).
- Also important are McMaster University's regulations (<https://academiccalendars.romcmaster.ca/content.php?catoid=37&navoid=7553#2.5.3>), such that full-time graduate students are expected to pursue their graduate degree on a full-time basis and make satisfactory progress toward timely completion of all program requirements. This means that the number of hours worked on or off campus should be carefully monitored.

Scholarships

There are limited opportunities for scholarships for international students in Canada, unfortunately. Due to the limited number, these scholarships tend to be highly competitive, so keep up to date on your scholarship options, and plan for living on a budget. Plan for extra expenses, such as international bank wires, monetary conversion fees, immigration expenses, etc.

Moving to Canada

You must prepare a BSF186 form that lists the personal items you will be bringing into the country with you (this allows you to avoid paying duty on most items). The more detailed your list, the easier and faster the customs process will be. This form and other forms you may need for bringing items into Canada can be found here: BSF186 form (<http://www.cic.gc.ca/english/newcomers/before-border.asp>)

Finding Housing

Finding housing as an international student may require some strategizing because rentals move so quickly. Some of our international students have provided stories about their experiences: [International Students Find Housing](#)

See also our [Living in Hamilton](#) page.

Living in Canada

Upon arriving in Canada and establishing a living, you must apply for a Canadian social insurance number (SIN). You can get a SIN by mail or in person at a local Service Canada office (<http://www.servicecanada.gc.ca/eng/sin/forms.shtml>). You will need a SIN before you can open a bank account or get a cell phone.

Bank accounts and credit cards:

If you plan on purchasing a cell phone and/or anything online, you will need to apply for a Canadian credit card or some other form of banking method that you can utilize with online orders. In Canada, you will have a bank card that serves as a debit card, but this card cannot be used for online purchases. You can often get a credit card through your bank as well, but they may hold a portion of your funds as “credit” as you are likely to have zero credit history in Canada upon arriving.

Common banks in Canada are RBC, TD, Scotiabank, BMO, CIBC, and others. Online banks are also an option and often charge fewer fees, such as Tangerine, ManuLife, and PC Financial.

Cell phones:

In order to get a phone with a plan on a Canadian cell phone carrier, you will need multiple forms of Canada-issued ID. Ask an employee at a store that sells cell phones for a list of accepted ID: a Canadian driver’s license and a Canadian credit card are the two most commonly accepted forms of ID (your student VISA or study permit does not count).

Note: Canadian cell phone carriers can require you to sign up for a 2-year contract. Other carriers are more flexible, such as Koodo. Other common carriers/providers are Bell, Rogers, Fido, Virgin, Telus, and Wind.

Health insurance:

Ontario is unfortunately a province in which international students on a study permit or student VISA are not eligible for provincially-funded health insurance (i.e. a OHIP card). You are eligible if you are a permanent resident, however (more information about eligibility here: <https://www.ontario.ca/page/apply-ohip-and-get-health-card>). Instead of OHIP, McMaster University provides international students with similar health service coverage in

the form of UHIP. This insurance will cover emergency visits and medically necessary services. Be sure to visit walk-in clinics that recognize this form of insurance (i.e. will directly bill UHIP) or else you may pay out of pocket for some expenses. McMaster also provides international students with prescription drug, dental, and vision coverage currently through SunLife Assurance. Make sure to pick up or print out your health cards (UHIP and additional coverage) when they are available.

Working On-Campus/Off-Campus Currently, visa students are allowed to work on/off-campus. It is however, advised that you talk to your employer to arrange more specific working hours to suit your needs. Please visit the Citizenship and Immigration Canada (CIC) website at: <http://www.cic.gc.ca> for more information about your work eligibility.

Taxes:

Keep up to date with your taxes in your home country and your Canadian taxes, you may have to file a tax return in both countries (US citizens must file in the US every year). Free tax clinics are often available on campus to international students, which can help you file your Canadian taxes for the first time. Many free online tax return websites exist and are very helpful, such as SimpleTax.ca.

Transportation

Many grad students use the bus system or their own personal vehicle. Many US states and countries have policies in place that allow you to exchange your current driver's license for a Canadian license. You should look into your options and transportation needs before going to get a license.

- How to get a driver's license in Ontario (http://settlement.org/sys/faqs_detail.asp?k=TRANS_DL&faq_id=4000121)
- Note that parking on campus can be quite costly.
- Keep in mind that bringing a car from the U.S. to Canada can be potentially expensive for a number of reasons (import duty fees, Canadian insurance and registration, and regular expenses like parking and gas).

See also our Living in Hamilton page for tips about buses, bike sharing, etc.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=International_Students&oldid=428"

-
- This page was last edited on 11 November 2018, at 13:30.

International Students Find Housing

Hannah is an international student and a graduate student in PNB since September 2018. This is her story.

When you're from out of the country it can be difficult to rent in Hamilton. I am originally from the United States, so I had the luxury of being able to visit Hamilton for apartment viewings before making my final decision. Still, it was a struggle. I had no idea what reasonable rates were in Hamilton or where were the best places to live, what the various landmarks ads kept referencing were or if I should believe them when they said it was a "safe, quiet neighborhood".

The McMaster off-campus student rentals website (<https://macoffcampus.mcmaster.ca/classifieds/category/student-rentals/>) became very important in my search. The prices were overall lower than those of apartments I found on websites geared less toward college students. It also has a map and coding system that lets you know exactly how far from campus each of the listings are. Still, there were plenty of questions that remained unanswered, such as how I would pay my first deposit when all of my currency was in USD and what my rights as a tenant in Canada were. I didn't find those answers until much later.

The student housing market in Hamilton is very competitive- for the students. What's available changes rapidly, with the best options the first to disappear. My first major hurdle was the huge number of landlords who simply never responded to their listed contacts. Of the few that did respond it seemed that well over half told me the property of interest was already fully booked by another party. The few listings that were available when I called usually disappeared between when I made the appointment for a viewing and by the time I arrived.

To make matters worse, the competition seems to lead (in my admittedly limited experience) to less obligation for considerate behavior on the part of the landlords. I had multiple scheduled viewings that were cancelled within hours of when I was expected to arrive, and at least one where the landlord forgot to show up for the appointment entirely. I know others who had similar experiences.

I managed to successfully attend only two viewings and one open house. For the first viewing the landlord never arrived in person: the entire appointment was conducted over the phone. He directed me to open the unlocked basement door, call out to see if anyone was home and when no one responded he gave me the all-clear to wander around at will. The rooms available were small enough I wasn't confident I would be able to fit even a bed inside. The second viewing was given by a friend of the landlord, and while the rooms were larger their maintenance seemed worse. There was a period where I wasn't sure if I would be able to find housing at all, and that if I did the space would be only barely live-able.

I found the apartment I ended up renting purely by chance: there was an ad on the side of a bus shelter announcing a new student apartment building downtown called the William Thomas. It just so happened they were having an open house during my visit, and though the kitchen was small the rooms were nice. The rent was steeper than I wanted to pay, but by this point I was running out of options.

The William Thomas has its own fair share of problems, and I would caution you from following in my footsteps. The administration leaves something to be desired. When I signed the lease they gave me incorrect instructions on how to pay for my initial deposit, which led to weeks of headache. Often times the office has been unable to answer my questions or answered them incorrectly. My maintenance requests have been slow to be fulfilled when they've been fulfilled at all.

All of this is to say that if you're an international student on the search for your first living space in Hamilton, start early. You can't start early enough. The student housing market in Hamilton is constantly changing, and it won't wait for you. I would also advise opening an account with a Canadian bank or credit union as soon as possible. Without my Canadian bank account I would never have been able to pay my first deposit. And finally, if possible, I would advise you to find someone in the PNB department currently or recently living in Hamilton to give you more personal advice. They have experience with the area you simply don't, yet. Maybe they can help you avoid some of the problems I ran into.

This story was written by Hannah, who would be happy to chat with you. Ask the Grad Chair (<mailto:shedden@mcmaster.ca>) for Hannah's contact information.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=International_Students_Find_Housing&oldid=427"

-
- This page was last edited on 11 November 2018, at 12:48.

PNB Social Life

Contents

- 1 Our Department's Social Life
- 2 Softball
- 3 Soccer
- 4 Other Events

Our Department's Social Life

The Psychology, Neuroscience & Behaviour department at McMaster is home to various receptions, seasonal parties, club functions, and sporting events, which help to generate some camaraderie and informality.

Throughout the academic year, psychology graduate students attend a series of **colloquia** given by distinguished guest speakers (typically Thursdays 2:30pm). Graduate student preferences mainly dictate the list of invitees, and interested graduate students (but not faculty) are invited to dine out with the guest speaker at departmental expense. (Faculty and indeed all interested people are welcome at receptions held before and/or after dinner.) The colloquium series is considered an important component (albeit an informal and unevaluated one) of graduate education, allowing students an opportunity to exchange ideas with leading researchers in their area of interest while also establishing social contacts that may be of importance to their postgraduate careers.

We also offer a **weekly graduate seminar** (Fridays 3pm) at which our graduate students present their research to the department. On Fridays, following the graduate seminar, we offer an informal get-together called **Friday Social** where students and faculty relax and socialize at the end of the week.

Softball

The PNB department **Psy Jung** softball team has been a tradition for as long as anyone can recall, fielding teams from the genuinely recreational to the humourlessly competitive. The team partakes in the Graduate Student Association (GSA) league each year and is team focused on fun and inclusivity, with no softball experience needed to join. All season games are played on the McMaster fields opposite Cootes Drive. The Phoenix Cup tournament is held on a weekend in late August each year, located off campus and offering a Phoenix BBQ for players. Team registration works on the premise that all PNB graduate students are welcome to join (all skill levels are welcome), all members of the previous years team are welcomed back, and we base the addition of newly joining significant others based on team numbers each season. Some general details are:

- Co-ed, self-pitch league (3 females minimum on field)
- ~20 games per season plus Phoenix Cup tournament
- Games from May-August with 1-2 weekday evening/night games per week (only Phoenix Cup games are on a weekend)
- ~\$50-60 per player for the season pending team registration numbers

For any questions regarding Psychology Jung softball feel free to email Connie Imbault (mailto:imbaultc@mcmaster.ca) or Lucas Greville (mailto:grevillj@mcmaster.ca).

Soccer

Soccer is a department tradition (beginning 2015): Students organize a soccer team for the summer Graduate Student Association (GSA) league! Everyone is welcome to join! The team is laid back and individuals of all skill levels are encouraged to join. Some general details are:

- Co-ed (3 female players minimum on the field)
- 11 on 11, 90 min games
- ~16 games from May to August (all games are played at McMaster)
- The weekly schedule varies but games can take place on Saturdays during the day (except long weekends) and on Tues or Wed evenings. Typically we have one game per week.
- ~\$80-100 for the entire season (depending on the number of players who register)

If you are interested in soccer, or if you have any questions, please email David Filice (<mailto:filicd1@mcmaster.ca>).

To help with the recruitment process please also let David know:

- Expected games attendance (be honest please! It doesn't matter if you can only play 3 for example as long as I know so I can recruit accordingly): *___/16 games*
- Do you want be the goalkeeper? *Yes / No but I could play as a goalie from time to time if needed / No*
- Lastly, if you know anyone who would be interested outside of the department, please let them know, as anyone can play!

Other Events

Graduate students also organize other sporting events such as volleyball, basketball, and ice-hockey (for non-skaters), and in the past there have been squash and racquetball challenges. You don't have to be talented to participate and have fun. Maybe you would like to organize something yourself!

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=PNB_Social_Life&oldid=640"

-
- This page was last edited on 4 June 2020, at 13:56.

Open Access Publishing

- SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/index.php>) Search for journals to find information about the Publisher copyright policies & self-archiving.
- PsyArXiv Preprints (<https://psyarxiv.com/>), Read about it on Wikipedia (<https://en.wikipedia.org/wiki/PsyArXiv>).
- Unpaywall (<https://unpaywall.org/>) An open database of millions of free scholarly articles; they harvest Open Access content from over 50,000 publishers and repositories, and make it easy to find, track, and use.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Open_Access_Publishing&oldid=171"

- This page was last edited on 21 May 2018, at 12:20.

Student Software Benefits

Your student email can often get you access to different software packages for free or at a reduced price. Some of these are opportunities provided by McMaster University, but others are offered externally. Below is a collection of these packages and how to access them.

Contents

- 1 Internal Software
 - 1.1 Microsoft Office 365
 - 1.2 LabVIEW
- 2 External Software
 - 2.1 Github Student Developer Pack
 - 2.2 JetBrains Software
 - 2.3 Autodesk

Internal Software

Microsoft Office 365

McMaster provides a site-wide license to Microsoft's suite of office tools like Word, Excel and Powerpoint. Instructions for activating this license can be found here (<http://mcmaster.ca/uts/licensing/msstudents.html>).

Generally, just follow this link: <https://portal.office.com/>. To sign in, use your student id attached to @ads.mcmaster.ca.

LabVIEW

LabVIEW is a visual programming language, specializing in systems engineering and available for Mac or PC. McMaster has access to a site-wide license paid for by the engineering department [1] (https://www.mcmaster.ca/uts/software_downloads/pickup.html#labview). You can get access to LabVIEW by picking up the installation disk from UTS (University Technology Services) in BSB-245.

Along with the install disks you will find a serial code to activate the software. If you create an account on National Instruments (<http://www.ni.com/en-ca.html>), you can actually register this serial code under your account, giving you access to the latest software downloads for both Mac and PC.

External Software

Github Student Developer Pack

<https://education.github.com/pack>

Github is a development and version control platform. Registering a student account will give you a free subscription to Github. This gives you access to creating free repositories for your code.

The *student pack* also gives you access to numerous deals for other software, like a 50\$ credit for DigitalOcean (<https://www.digitalocean.com/>) (a cloud server service that you could use to host a website. Pricing starts at 5\$/month).

It is also possible to get a free subscription to an *organization* account. For instance, if you have a Github organization for your Lab and want the repositories under it to be private, you can do so for free this way.

Jetbrains Software

<https://www.jetbrains.com/student/>

Jetbrains provides a suite of IDE's for many different programming languages including Python, Ruby, SQL databases and more.

Autodesk

<https://www.autodesk.com/education/free-software/featured>

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Student_Software_Benefits&oldid=118"

-
- This page was last edited on 7 May 2018, at 10:51.

Career Planning

Preparing for a career in Academia or Industry

Under construction - help to add information and links.

- **The Professor Is In** (<http://theprofessorisin.com/>) is Dr. Karen L. Kelsky's wonderfully helpful site.
- **Insight**: A program called Insight (<https://www.insightdatascience.com/>) is coming to Toronto. The program is a 7-week long fellowship for individuals with PhDs. It includes training in data science methods, but also includes training on the interview process and finding a job.
- **Research2Reality.com** (<https://research2reality.com/>) is an online platform that generates buzz around Canadian research and inspires young researchers to pursue careers in science.
- **Lynda**: Improve your skills with free access to the online learning platform Lynda.com (<https://library.mcmaster.ca/databases/lynda>), which is available campus-wide. The Daily News article (<https://dailynews.mcmaster.ca/articles/free-access-to-online-learning-platform-lynda-com-now-available-campus-wide/>) provides a summary. Lynda.com is a leading self-service, online learning platform that offers an extensive library of 5000 video tutorials covering software, business, creative and technology topics.

Student Success Centre

Career services are available through the student success center for Alumni. Once you have finished your graduate work you can access their help for a variety of tasks including resume building, job shadowing, networking and more. If you completed an undergraduate program at McMaster University you may access their services at any time, as you qualify as an alumnus for the purposes of the center.

They are located on the 2nd floor of Gilmour Hall, and can be reached at 905-525-9140 ext.24254

PNB Alumni

Dr. Maria D'Angelo is a former graduate student in our program, now working as a Data Scientist at Zero Gravity Labs. Listen to Maria talk about her work (<https://zerogravitylabs.ca/words-maria-dangelo-scientist/>).

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Career_Planning&oldid=528"

-
- This page was last edited on 17 June 2019, at 21:58.

Supervisory Committee

Contents

- 1 Forming your Supervisory Committee
- 2 Supervisory Committee Meetings
- 3 Plan of Study
- 4 Progress Reports

Forming your Supervisory Committee

Students should form their supervisory committees before the end of the fall term of their first year, and aim to hold their first supervisory committee meeting before the end of April in the winter term of their first year. This is important so that your committee can provide guidance prior to the first Progress Report deadline on May 15th.

- Graduate Work Supervision Guidelines for Faculty and Students (https://gs.mcmaster.ca/app/uploads/2019/10/graduate_work_supervision_guidelines_1.pdf) (SGS Guidelines)
- Getting the supervisory relationship off to a good start (2016 SGS template) (https://gs.mcmaster.ca/app/uploads/2020/02/supervisory_relationshipjuly_222016.pdf)
- PNB Supervisory Committee Guidelines (additional PNB Guidelines)
- Graduate Supervision (<https://gs.mcmaster.ca/current-students/resources/graduate-supervision/>)

Once your supervisory committee is formed, please complete the Plan of Study form to record the composition of your committee. Also be sure to talk to the Graduate Program Assistant (Nancy Riddell) to tell her the members of your committee. This is very important because committee membership must be entered into the McMaster School of Graduate Studies system.

- Note that the Plan of Study form serves multiple purposes; submitting committee membership is just one.
- Plan of Study form (<https://goo.gl/forms/sx4nksvAMJ5OXEbD2>)

Occasionally, for reasons of providing expertise in a specific area to your supervisory committee, a committee member might be someone from a different university, or someone who does not normally serve on supervisory committees. The School of Graduate Studies has an application form for these experts:

- Application For Membership in a Graduate Supervisory Committee (<https://macdrive.mcmaster.ca/f/600505c805af47428170/>)

Supervisory Committee Meetings

Please note that there are two different annual reports: Supervisory Committee Meeting Reports (described here), and Progress Reports (due May 15th annually).

Your first supervisory committee meeting should occur before end of April of your first year. Subsequent to the first year, every student must hold a supervisory committee meeting once every academic year (e.g., September to August), *at minimum* (many committees meet more often). These reports must be submitted to the School of Graduate Studies before the end of November every year.

- Relevant section in the 2019-2020 Graduate Calendar: 2.7 Supervision (https://academiccalendars.romcmaster.ca/content.php?catoid=39&navoid=8154#2.7_Supervision).

Each meeting is documented via the Supervisory Committee Meeting Report (form). There are now two different procedures for masters and doctoral level students.

Doctoral students: *NEW!* To initiate your committee meeting, send an email to Nancy (<mailto:riddehn@mcmaster.ca>) PRIOR to the date of the meeting. Nancy will initiate your meeting online using graduate administrative tools. After Nancy initiates the meeting you will receive an email with a link so that you can complete your portion of the form. This has the same sections you are used to seeing on the paper form. After you submit this information your supervisory committee members will each receive an email asking them to complete their portion of the form, which they will do following the committee meeting. The online system lets you check the status of responses. Once all the responses have been received you will have the opportunity to read the feedback.

- NEW March 2020 – Non-Graded PhD Supervisory Committee Meeting Report (https://gs.mcmaster.ca/app/uploads/2020/03/supervisory_committee_report_no_grading.docx). This version of the PhD Supervisory Committee Meeting form may be used by some PhD students returning from a Leave of Absence who wish to have a record of a meeting with their supervisory committee without formal ratings by the committee. This form/meeting does not replace the annual meeting, but can be used to help establish goals which could then be reflected upon in the annual Supervisory Committee Report. This form/meeting is not mandatory but is strongly encouraged to help students feel supported.

Masters students: The committee meeting report for masters students has not changed. Complete all the relevant student sections and bring ONE copy of the form to your committee meeting. Your supervisor, in consultation with the other members of your committee, will complete the remaining sections. The completed and signed form is then submitted to Nancy. You can find the form here:

- Supervisory Committee Meeting Form for masters students (https://gs.mcmaster.ca/app/uploads/2020/02/masters_supervisory_report_february_2018.pdf)

Plan of Study

The PNB Plan of Study:

- records the composition of your [Supervisory Committee#Forming your Supervisory Committee supervisory committee] (to be done by end of first term of first year), and
- provides a structure to plan required courses, modules, and the Comprehensive Exam. The plan should be worked out in consultation with your supervisory committee, and approved by your committee and the graduate chair.

We suggest that you start the conversation about your Plan of Study at your first committee meeting; you won't likely know all the courses you want to take yet, but you can start thinking about options with your committee. It is useful to review your Plan of Study at each supervisory committee meeting.

- Each time you update your Plan of Study you can enter the changes online:
- Plan of Study form (<https://goo.gl/forms/sx4nkSVAMJ5OXEbD2>)

The online Plan of Study will ask you for:

- The composition of your supervisory committee.
- Specific plans to fulfill the required courses, modules and the Comprehensive Exam.

The advanced statistics courses, independent study modules, comprehensive exam topic(s), and additional half course should be chosen with the aim of achieving a reasonable balance between breadth of knowledge across the relevant discipline and depth of knowledge within the student's sub-discipline of specialization. See Course Requirements.

Progress Reports

This link will take you to a detailed description of Progress Reports, which are due every year on May 15th.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Supervisory_Committee&oldid=722"

-
- This page was last edited on 14 January 2021, at 17:17.

PNB Supervisory Committee Guidelines

These guidelines are followed in matters related to graduate supervision in the Department of Psychology, Neuroscience & Behaviour. These guidelines apply to all students in the M.Sc. and Ph.D. programs.

Matching Student and Supervisor

Our graduate program is based on an apprenticeship developed by mutual agreement between the student and the supervisor. In most cases, students are paired with a research supervisor before starting the program. This pairing is seen as provisional; occasionally, a period of a few weeks of sorting out may be required before a permanent match is achieved. In general, we try to arrange pairings so that the interests of student and supervisor are well-matched, and in most cases the original pairing works satisfactorily to the end of the program. In some cases, because of limitations of time or laboratory space, the faculty member who seems most appropriate for supervision of a student will not be able to serve as supervisor. However, that person may be able and willing to serve as supervisor in a subsequent year. Finding the right supervisor is, of course, important. The supervisor will probably have more to do with a student's education than anyone else. Therefore, within the limits of our resources, we try to make it possible for a student to change supervisors without prejudice. Interests change, and not every pairing proves compatible. Obviously, change becomes more complicated as the student advances in the program, so it is best for the student to identify a mismatch as early as possible. If a student wishes to change supervisors, they are asked to talk first to their current supervisor about their intention, and then to the chair of the Graduate Studies Committee, who can provide guidance to the work of other faculty members and on how to proceed. In the end, it is up to the student to meet with any faculty member with whom they might like to work. Changes of supervisor must be approved by the Graduate Studies Committee.

The Supervisory Committee

The supervisory committee consists of the student's supervisor and at least two other faculty members. When forming a supervisory committee, it is important to read through the following guidelines from the Graduate Calendar:

[Section 1.2.4 The Supervisory Committee (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8733#1.2.4_The_Supervisory_Committee)] (2020-2021 Calendar)

[Section 2.7 Supervision (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2.7_Supervision)] (2020-2021 Calendar)

[Section 4.4 Supervision (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8736#4-4_supervision_)] (2020-2021 Calendar)

The selection of the other supervisory committee members is up to the student and supervisor, but all supervisory committees must be approved by the Graduate Studies Committee. Members should be chosen because of the special contributions they can make to the student's research, perhaps because they complement the supervisor's expertise in some way. At least one supervisory committee member must be a full member of the PNB Department. Other members of the committee may be drawn from other departments or faculties if they have expertise in an area that is relevant to the research being undertaken. Most committees will have three members; occasionally a committee may have four members. A committee with more than four members is cumbersome and should be avoided.

The supervisory committee should be set up by December of the student's first year in the graduate program. The student should complete a Plan of Study to submit the membership of the committee to the Graduate Administrative Assistant and the Graduate Chair. This initial committee may well turn out to be an interim

committee that advises the student in the first year and evaluates progress in May. The student may wish to change membership as their research project develops. Such changes in membership are permitted, but must be approved by the Graduate Studies Committee.

The student is responsible for keeping committee members informed of their research progress. The formal aspects of the program that foster interaction between the student and supervisory committee are Supervisory Committee Meetings, which occur at least once a year, and written Progress Reports, which are due May 15 each year. (Students should consult with their supervisory committee to determine the format of the progress report.) Committee meetings provide an opportunity for students to present their research orally to committee members, while progress reports provide an opportunity for students to write a document that describes their research progress. Committee meetings and progress reports also provide the supervisory committee with an opportunity to evaluate the student's research progress and communication skills. Beyond these formal interactions, it is anticipated that students will work most closely with their primary supervisor, but students are encouraged to discuss their on-going work with other members of the committee. Finally, committee members are expected to play an important role in the final stages of preparation of a thesis. When the student and supervisor agree that the thesis is ready to be defended, other members of the committee are then expected to read the thesis and provide advise to the student regarding any revisions that are required to meet their standard for a defensible thesis.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=PNB_Supervisory_Committee_Guidelines&oldid=645"

-
- This page was last edited on 24 August 2020, at 10:27.

Progress Reports

Contents

- 1 Progress Report Requirements and Guidelines
 - 1.1 Evaluation
 - 1.2 Part I - Overview
 - 1.3 Part II – Sample of Writing
 - 1.4 Part III – Research Plan

Progress Report Requirements and Guidelines

Please note that there are two different annual reports: Progress Reports (described here) and Supervisory Committee Meetings Reports.

Progress Reports are due on **May 15th** each year. This section will provide tips and guidance for completing progress reports.

If there is a conflict between the guidelines presented here and the advice of your committee, then please follow the advice of your committee. This section is intended for use by those who are unsure of what is required in a progress report, and does not contain a set of criteria that must be met by all students.

A progress report contains the following sections: Overview, Sample of Writing, and Research Plan.

Evaluation

The progress report provides an opportunity for committee members to evaluate and contribute to the research progress made by students. Progress reports are marked by each member of the student's supervisory committee as being 'satisfactory', 'borderline', or 'unsatisfactory', in each of three areas: (1) content, (2) presentation, and (3) progress toward the degree. These evaluations are internal to PNB, they are not shared with the School of Graduate Studies (SGS). The scores will be reviewed by the PNB Graduate Studies Committee (GSC) and the Graduate Chair in June. Graduate students will receive their scores in July.

Part I - Overview

It may be useful to provide a summary of the following for your committee:

- (1) All courses completed and grades: Indicate which courses satisfy degree requirements. List courses completed across all years in the program.
- (2) Comprehensive Exam Status (if applicable): Indicate whether the comprehensive exam has been completed. If it has not been completed, provide a date by which you expect it to be completed.
- (3) Teaching Assistantships completed: List teaching assistantships completed across all years in the program.
- (4) Scholarships: List scholarships awarded across all years in the program.

(5) Publications: List all published papers, in press papers, and submitted papers.

(6) Conference presentations: List all conference presentations.

(7) Other relevant activities: List any other contributions to research, teaching, administration, or outreach not covered in any of the above items (e.g, committee work, community outreach, media interviews, mentorship of students, etc).

Part II – Sample of Writing

Append a selected sample of your writing that relates to research completed in the past year. You should consult with your supervisory committee (and in particular your supervisor) beforehand to reach an agreement on an appropriate sample of writing. A suggested length for the sample of writing is anywhere from 5 to 30 pages double-spaced. Exceptions to this length guideline should be cleared with your supervisory committee.

The sample of writing should be part of ongoing research, rather than an extra piece of writing that serves no purpose other than to satisfy the progress report requirement. With this in mind, some suitable samples of writing include:

- A manuscript that you are currently writing, a paper that you have submitted, or a paper that you have published, within the past year
- Part of a manuscript that you intend to submit in the future (e.g., the introduction section of a manuscript)
- Part of your thesis (e.g., the introduction to your thesis, or a sub-section of the introduction to your thesis)
- A literature review that your committee sees as integral to your research progress (and that might ultimately find its way, in one form or other, into your thesis!)
- An outline of a series of experiments that you intend to complete (keeping in mind that this outline ought to prove useful when writing up a manuscript at some later point in time)

This is not an exhaustive list of possible writing samples. If you have something else in mind that you think would be appropriate, please consult with your committee. The one guideline that your committees will follow consistently is that the sample of writing should be part of your ongoing research program, and NOT some additional piece of writing that serves only to satisfy the requirements of the progress report.

Part III – Research Plan

A brief description (maximum two pages double-spaced) of the research you plan to conduct in the coming year. Talk to your committee about what they would like to see in this section.

Note that for a couple of years this section was optional. However, the PNB Graduate Studies Committee received enough feedback from committee members who want to see this section that it was made mandatory again. This year, under the uncertainty of COVID-19, this section may be even more important to your committee. You might not know what next year will look like from here, so don't worry about having a plan fully worked out. This year especially it is a useful exercise to consider what you might do next year. You will not be evaluated negatively for not having a plan. Use this space to talk a little about how your plans might change and how the uncertainty affects you.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Progress_Reports&oldid=721"

-
- This page was last edited on 14 January 2021, at 17:17.

Progress Report Guidelines

Contents

- 1 Progress Report Requirements and Guidelines
 - 1.1 Part I - Overview
 - 1.2 Part II – Sample of Writing (see also Progress report tips)
 - 1.3 Part III – Research Plan (optional – please consult with your supervisor)
- 2 Progress report tips
 - 2.1 Purpose
 - 2.2 Evaluation
 - 2.3 Structure of the Progress Report

Progress Report Requirements and Guidelines

Part I - Overview

- (1) All courses completed and grades: Indicate which courses satisfy degree requirements. List courses completed across all years in the program.
- (2) Comprehensive Exam Status: Indicate whether the comprehensive exam has been completed. If it has not been completed, provide a date by which you expect it to be completed.
- (3) Teaching Assistantships completed: List teaching assistantships completed across all years in the program.
- (4) Scholarships: List scholarships awarded across all years in the program
- (5) Publications: i. Published or in press (List all of your published or in press papers here). ii. Submitted (List all of your submitted papers here - do not include papers that are in preparation)
- (6) Conference presentations: List all conference presentation here
- (7) Other relevant activities: List any other contributions to research, teaching, administration, or outreach not covered in any of the above items (e.g, committee work, community outreach, media interviews, mentorship of students, etc.)

Part II – Sample of Writing (see also Progress report tips)

Append a selected sample of your writing that relates to research completed in the past year. You should consult with your supervisory committee (and in particular your supervisor) beforehand to reach an agreement on an appropriate sample of writing. A suggested length for the sample of writing is anywhere from 5 to 30 pages double-spaced. Exceptions to this length guideline should be cleared with your supervisory committee.

The sample of writing should be part of ongoing research, rather than an extra piece of writing that serves no purpose other than to satisfy the progress report requirement. With this in mind, some suitable samples of writing include:

- A manuscript that you are currently writing, a paper that you have submitted, or a paper that you have published, within the past year
- Part of a manuscript that you intend to submit in the future (e.g., the introduction section of a manuscript)
- Part of your thesis (e.g., the introduction to your thesis, or a sub-section of the introduction to your thesis)
- A literature review that your committee sees as integral to your research progress (and that might ultimately find its way, in one form or other, into your thesis!)
- An outline of a series of experiments that you intend to complete (keeping in mind that this outline ought to prove useful when writing up a manuscript at some later point in time)

This is not an exhaustive list of possible writing samples. If you have something else in mind that you think would be appropriate, please consult with your committee. The one guideline that your committees will follow consistently is that the sample of writing should be part of your ongoing research program, and NOT some additional piece of writing that serves only to satisfy the requirements of the progress report.

Part III – Research Plan (optional – please consult with your supervisor)

A brief description (maximum two pages double-spaced) of the research you plan to conduct in the coming year. Please consult with your supervisor to find out whether they would like you to submit this research plan.

Progress report tips

The objective of this section is to provide a brief set of guidelines to assist first year students in preparation of their progress reports. Below you will find a description of the purpose of progress reports, the role of the progress reports in student evaluation, and a few suggestions on how the progress report may be structured.

Purpose

Progress reports serve a variety of important functions, two of which are described here. First, the practice of research often requires attention to detail, occasionally to the extent that details begin to obscure the broader goal of a research program. A progress report provides an opportunity to step back from the details of day to day research activity, and to describe the conceptual framework into which that research fits. This exercise often helps to clarify the motivation for a program of research, and can be a catalyst for new research ideas. Second, a critical component of scientific research is the communication of that research to others. One form of communication that will play an important role in your progress as a scientist is that of writing. The progress report provides an opportunity for you to practice writing, to receive critical feedback on writing, and therefore to improve writing skills.

Although the subject matter of both of these objectives is past research, an important function of the progress report is to chart the course of future research. As such, a progress report should describe the progress made to date in such a way that the supervisory committee can understand the motivation for the research that you plan to carry out in the near future.

Evaluation

The progress report provides an opportunity for committee members to evaluate, and to contribute to, the research progress made by students. Progress reports are marked by each member of the student's supervisory committee as being 'satisfactory', 'borderline', or 'unsatisfactory', in each of three areas: (1) content, (2) presentation, and (3) progress toward the Ph.D. Promotion to the Ph.D. program is based on progress reports, performance on courses, and other aspects of academic development that your supervisory committee deems relevant.

Structure of the Progress Report

The structure of progress reports may vary from one to another for several reasons. Students who have been in the program for several years may write a progress report aimed at addressing a prior concern of the supervisory committee, or they may use the progress report to get feedback on a particularly important aspect of their thesis. For upper year students, the most important guide to the structure of the progress report is provided by suggestions, and sometimes directives, of committee members. As such, students should seek information from committee members if it is not entirely clear what is expected.

If your committee does not have specific instructions regarding the structure or content of the progress report, which may be the case for first year students, then the following guidelines may be used. A first-year progress report should aim to achieve the following objectives.

(1) to provide the background information required to set your research in an appropriate context (2) to provide a precise description of the research issue being addressed (3) to describe the research activities undertaken since beginning the program in September (4) to evaluate the progress made during the year toward the goal of the research project (5) to describe the direction that research will take in the coming year

There are a variety of ways of meeting these objectives, and some students have noted that a research article satisfies some of the same objectives. For example, some of the background information you provide, as well as the description of your particular research question, may also be appropriate for the Introduction in a manuscript. Further, a description of your research activities undertaken during the year could contain a Method section that would also be appropriate in a manuscript.

At the same time, the progress report should not be treated as if it were precisely the same as a manuscript. To appreciate the distinction between a progress report and a manuscript, consider that a manuscript focuses on the rationale for research that has already been conducted, while the progress report should also indicate the general aims and direction of a research program. With this in mind, if you include parts of a manuscript in your progress report, it is suggested that you note explicitly how that section satisfies one of the objectives listed above.

The maximum length of a progress report is 30 double-spaced pages. This page limit includes figures, tables and appendices. Of course, your progress report does not have to be 30 pages in length. If you can report your progress effectively in fewer pages, then we encourage you to do so. If you firmly believe that your progress report cannot be completed in fewer than 30 pages, please discuss this issue with your committee.

If there is a conflict between the guidelines presented here and the advice of your committee, then please follow the advice of your committee. This document is intended for use by those who are unsure of what is required in a progress report, and does not contain a set of criteria that must be met by all students.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Progress_Report_Guidelines&oldid=208"

-
- This page was last edited on 26 June 2018, at 09:44.

Course Requirements

Contents

- 1 Important Notes
 - 1.1 Forms (petitions, course adjustments, extensions)
- 2 The PNB Masters degree requires the following courses
- 3 The PNB PhD degree requires the following courses
- 4 The PNB PhD RCT stream requires the following courses
 - 4.1 RCT Practicum Courses
- 5 Auditing graduate courses

Important Notes

For the full list of PNB courses in the Graduate Calendar, go to the Psychology Courses page (in the 2020-2021 Graduate Calendar) (https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22499&returnto=8771) Note that not all of the listed courses are offered every year.

For courses offered in the current year, go to Graduate Courses (<https://www.science.mcmaster.ca/pnb/graduate/current-students/graduate-courses.html>) on the PNB website

Note 1: As you plan your courses, consult with your supervisory committee and complete your Plan of Study.

Please note that if you fail to register for a course before the add/drop deadline you will have to complete a In-Program Course Adjustments form (https://gs.mcmaster.ca/sites/default/files/resources/in-program_request_form_february_2019.pdf). Search for these deadlines in "sessional dates" in the current Graduate Calendar (<https://academiccalendars.romcmaster.ca/index.php>).

Occasionally you might need to access the syllabus for a course offered in a previous year. These can be access from the PNB webpage archive (<https://macdrive.mcmaster.ca/d/1cc9ded0c9b34be08d18/>); if you cannot find it there, send a request (<mailto:riddein@mcmaster.ca>).

Note 2: Health and Safety training, SGS 101, and SGS 201 must be completed in the first term of the first year (details here).

Note 3: SGS 700 is a placeholder course; if you are not taking any courses in a particular term, you must register in SGS 700.

Note 4: Annual Progress Reports are due on May 15th of every year in the program (Masters and PhD).

Note 5: Trajectory through the program:

- Typically, students complete one year at the Masters level and, if promoted, 4 years at the PhD level (RCT Stream student spend 5 years at the PhD level).
- Promotion is based on first year course grades, research progress and performance, evaluation of Progress Reports, and evaluations from the supervisor and supervisory committee.
- In some cases, students may be advised to complete an extra year at the Masters level before being promoted.

- Students who are not promoted to the PhD level typically defend a Masters degree at end of the first (or second) Masters year.
- In some cases, students who ARE promoted to PhD level choose to defend a Masters before continuing at the PhD level; it is very important to know that research that contributes to the defended Masters degree cannot be included as part of the PhD dissertation.

Forms (petitions, course adjustments, extensions)

The PNB Masters degree requires the following courses

These courses will be completed at the Masters level in the very first year (note that first year is the same whether or not students defend a Masters and/or are promoted to PhD level at the end of first year):

- Statistics and Research Design (PSYCH 710, half course = 1 term = 3 units), completed in first year.
- Contemporary Problems in PNB (PSYCH 720, full course = 2 terms = 6 units), completed in first year.
- See also Note 2 and Note 3 above.

The PNB PhD degree requires the following courses

These courses will be completed at the Masters level in the very first year (note that first year is the same whether or not students defend a Masters and/or are promoted to PhD level at the end of first year):

- Statistics and Research Design (PSYCH 710, half course = 1 term = 3 units), completed in first year.
- Contemporary Problems in PNB (PSYCH 720, full course = 2 terms = 6 units), completed in first year.
- See also Note 2 and Note 3 above.

The remaining courses listed here should be completed over years 1-4 at the PhD level (be sure to plan well - you don't want to be completing too many courses in your last year when you are busy with dissertation writing):

- Two Advanced Statistics courses (PSYCH 711 and 712, quarter courses = 6-7 weeks = 1.5 units each)
 - PSYCH 711: Advanced Statistics and Computational Methods I
 - PSYCH 712: Advanced Statistics and Computational Methods II

These can be fulfilled in several ways: a statistical, computational, or programming course offered by the department, or with approval of your committee and the Graduate Chair, a course offered outside the department.

A request for substitution can be made by submitting a full course syllabus to the Graduate Chair. Discuss the substitution with your supervisory committee for their approval before submitting to the Graduate Chair (mailto:shedden@mcmaster.ca).

- Two Independent Study Modules (PSYCH 713 and 714, quarter courses = 6-7 weeks = 1.5 units each)
 - PSYCH 713: Special Topics in PNB I
 - PSYCH 714: Special Topics in PNB II

Independent study modules are typically fulfilled by working in a lab other than your supervisor's lab to broaden knowledge and/or learn new techniques. The time commitment for these modules is minimum 36 hours (6 hours per week) and maximum 60 hours (10 hours per week).

The faculty member with whom you work to complete the research module should submit this **Special Topics Evaluation form** (<https://macdrive.mcmaster.ca/f/cb5cbd8d7cd247b3b012/>) to Nancy Riddell (mailto:pnbgrad@mcmaster.ca) to provide a grade.

Module substitution proposal: If you have a proposal for a module that is outside of the typical lab work, you can ask for approval of the Graduate Chair and Graduate Studies Committee by **submitting a proposal as outlined here**. Discuss the proposal with your supervisory committee for their approval before submitting to the Graduate Chair (mailto:shedden@mcmaster.ca).

COVID-19 Update: We are providing more flexibility for module substitutions over the next few months, see the proposal outline for details.

- One additional half course (1 term = 3 units)

Check the McMaster Graduate Calendar (link to 2017-18 calendar (http://academiccalendars.romcmaster.ca/preview_program.php?catoid=25&poid=14749)) for the list of half courses. Notice that the names of the courses refer to general topics, to allow flexibility. You may take a course offered by the department or you may find a course in a different department or an approved online course, which can be used to fulfill one of the half courses listed.

Such substitutions can be made with approval of the Graduate Chair by submitting a full course syllabus. Discuss the substitution with your supervisory committee for their approval before submitting to the Graduate Chair (mailto:shedden@mcmaster.ca).

- Comprehensive Exam

The PNB PhD RCT stream requires the following courses

In the first year (Masters level), Research and Clinical Training (RCT) Stream students take the following courses. Note that there is no RCT Stream Masters degree; it is a PhD level stream only. RCT students are typically promoted to the PhD level in the RCT Stream at the end of their first Masters year without defending a Masters degree.

- Statistics and Research Design (PSYCH 710, half course = 1 term = 3 units), completed in first year.
- Contemporary Problems in PNB (PSYCH 720, full course = 2 terms = 6 units), completed in first year.
- Scientific and Professional Ethics in Clinical Psychology (PSYCH 751, half course = 1 term = 3 units), completed in first year.
- Visit the RCT Stream webpages (timeline page) (<https://www.science.mcmaster.ca/maccr/timeline/timeline.html>) for course requirements beyond the first year. Be sure to click on the link near the top right of the page to see the Annual Rotation of the courses. For example, not all courses are offered every year, so incoming students will be offset compared to students who started the program the previous (or next) year.

RCT Practicum Courses

This very important page will walk RCT students through how to register in Mosaic for practicum courses. It's **the timing** that is so important to make things work smoothly in terms of making sure your grade shows up on your transcripts.

- RCT Clinical Internship (PSYCH 761). The RCT stream curriculum is designed so that students can complete their dissertation work (including the majority of the writing) by end of PhD year 4, and then complete their full-time clinical internship in PhD year 5. By year 5 they will be out-of-time in terms of department financial support and they are paid full-time by the internship. Tuition is only half of full tuition in year 5.
 - Please note that if a student takes the clinical internship early (e.g. in year 4 of the PhD; this will be a rare occurrence), their financial situation changes. As the internship is a full-time paid position, they will not receive a TAsip and they will not receive a department scholarship. However, they are still full-time students in year 4 and will have to pay full tuition and fees. They also need to complete the forms requesting to be Full-time Off Campus (<https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php>)

p/Leaves_of_Absence#Full-time_Off_Campus) for the year. These details should be taken into consideration when deciding whether to do the clinical internship one year early.

Auditing graduate courses

Occasionally, a student may wish to audit a graduate course offered by the program. It is important to understand that if you audit a course, you may not take that course for credit at a later time. Consult with your supervisory committee before deciding to audit a course. If your committee agrees, contact the instructor of the course for permission. If you want to formally audit so that the audited course appears on your transcript, please complete and submit this form (read the form carefully for requirements and signatures):

- Audit Course form (https://gs.mcmaster.ca/app/uploads/2019/10/audit_course_fillable.pdf)

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Course_Requirements&oldid=712"

-
- This page was last edited on 1 December 2020, at 11:42.

Courses required in very first term

Explore the program requirements for courses here: [Course Requirements](#).

There are a few other courses and training sessions that must be completed when you arrive:

Contents

- 1 Health and Safety Training required in first term
- 2 SGS 101 and SGS 201 required in first term
- 3 Other courses required in the first year
- 4 SGS 700 is a placeholder course
- 5 More Information about Course Requirements

Health and Safety Training required in first term

All McMaster students are required to take Health and Safety Training through EOHSS (health and safety training, ethics training, biosafety training, ...). Instructions can be found on the Working at McMaster pages for Health and Safety Training for McMaster Students (https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/health-and-safety-training/). You can also access this handy brochure: Your Guide To Health and Safety Training (<https://hr.mcmaster.ca/app/uploads/2019/01/Guide-to-Health-and-Safety-Training-Brochure-1.pdf>).

SGS 101 and SGS 201 required in first term

Note that these courses must be completed before the end of September.

SGS 101 and SGS 201 are no-fee courses that need to be added to your student record in your very first term, at the time of registration, the same way you would add any other course. When you search for courses, look under the “S” tab, choose School of Graduate Studies, and select 101 and 201. SGS 101 will be available in Avenue to Learn under your Course list. SGS 201 can be completed online here (<https://accessibility.mcmaster.ca/>). These no-fee courses should be completed as soon as possible as registration in subsequent terms and graduation will be delayed if these courses are not completed.

- **SGS 101** – Academic Research Integrity and Ethics (1.5 units; accessed on Avenue to Learn)

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster and clarify the responsibility and expectations of graduate students with respect to academic integrity. It will provide examples of acceptable and unacceptable practices and will . Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records. A passing grade in SGS 101 is required before students can register for courses in subsequent terms.

- **SGS 201** – Accessibility for Ontarians with Disabilities Act (AODA) (1.5 units; once registered, complete online here (<https://accessibility.mcmaster.ca/>))

All graduate students are required to complete training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be [www.mcmaster.ca/accessibility completed online]. Having an understanding of

how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality. Completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions. This training is required before students can register for courses in subsequent terms.

Other courses required in the first year

- **PSYCH 710** - Statistics and Research Design (fall term)
- **PSYCH 720** - Contemporary Problems in Psychology, Neuroscience & Behaviour (fall and winter terms)
- **PSYCH 751** - Scientific and Professional Ethics in Clinical Psychology (RCT Stream students only; usually offered winter term)

Visit Course Requirements for details about these and other course requirements.

SGS 700 is a placeholder course

Students must be registered in each of the three terms of every year (fall, winter, and spring/summer). If you are not taking any courses in a particular term, register for SGS 700, which is a placeholder course.

More Information about Course Requirements

- Course Requirements
- McMaster Graduate Calendar (2020-2021) (<https://academiccalendars.romcmaster.ca/index.php?catoid=42>)
- PNB section of the 2020-2021 Graduate Calendar (https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22499&returnto=8771)

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Courses_required_in_very_first_term&oldid=696"

-
- This page was last edited on 22 October 2020, at 12:37.

Proposal for Independent Study Module Substitution

Proposal for substitutions for PSYCH 713 or PSYCH 714: Special Topics in PNB I and II (1/4 courses; a.k.a. Independent Study Modules).

PNB PhD students are required to take two 1/4 independent study modules (PSYCH 713 and 714), which are typically about 6 weeks in duration and approximately 36 hours. Typically, students fulfill the requirements for modules by working in the lab of a supervisor other than their own, to gain breadth of research experience and learn new methods or techniques. These modules often lead to a publication and sometimes result in long-term collaborations. Substitutions may be made; for example, a student may find a short-term placement in industry or an intensive hands-on workshop that is especially relevant to their future career.

COVID-19 Update: We are providing additional flexibility for students this summer who are looking to complete Modules, however we still require permission from your supervisory committee as well as the proposal outlined below. For courses offered by our own program, you can satisfy items 1, 2, 3, and 5, by referring to the course syllabus. For item 4, simply provide a couple of sentences to address how the module content provides depth or breadth to your dissertation work.

If you are interested in a module substitution, please prepare a proposal that addresses the items below, run it by your supervisory committee to get permission, and send it to the Graduate Chair (mailto:shedden@mcmaster.ca) noting that you have acquired permission from your supervisory committee. The proposal includes the following items:

- 1. Title of module and names of instructor(s) or supervisor(s):** If the project is undertaken outside of the department then co-supervisors may be necessary. If the project is undertaken in an industrial setting then academic and industrial co-supervisors may be necessary.
- 2. Timeline of module:** Provide an estimate of number of hours and how these will be allotted over time (dates). Note that a 1/4 course is typically completed over 6 or 7 weeks (minimum 36 hours; maximum 60 hours). Provide an estimate of how 36 to 60 hours will be achieved.
- 3. Format of module:** Explain the format of your proposed work in terms of whether you will be conducting research, attending a workshop, engaging in new methods/techniques training, writing a review paper, etc. Be as explicit as possible about the type of activity and work that will be done.
- 4. Content of module:** Provide a proposal for the content of the module in terms of how it will provide breadth or depth of knowledge related to your dissertation work, and how it differs from dissertation topic.
- 5. Evaluation of module:** What is the method of evaluation and who will provide a grade? In the case of experiential work in industry, or participation in an intensive hands-on workshop, evaluation by an academic supervisor or co-supervisor is mandatory for academic quality assurance.
- 6. Outcome of module:** A one-page (single spaced) report on the results/outcome is required at the termination of the module. You may submit a revised version of this proposal with the outcome as an additional section. You may also describe any deviations that occurred with estimations made in items 1 through 5; this will be helpful to the Graduate Chair and the Graduate Studies Committee (and your student peers) for modeling future module substitution requests.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Proposal_for_Independent_Study_Module_Substitution&oldid=623"

- This page was last edited on 25 April 2020, at 09:48.

RCT Practicum Courses

The RCT students who have been here a while will know that we've gone through a few attempts to meld the necessary flexibility of the timing of the practicum courses with the inflexibility of record keeping within the constraints of Mosaic. In the fall of 2018 I think we settled on a good solution. I am taking a risk calling this "final", I do realize... but I like the simplicity of this approach and I think it will work.

The issue is that you can't always predict how long your practicum course will take, leading to petitions to extend the course, incomplete grades, and a lot of paperwork and hassle. The following procedure attempts to avoid this, but you **DO** have to keep your eye on the calendar so that you don't miss the add/drop deadlines.

(1) The new procedure affects registration in these 4 courses:

Psych 756 Clinical Practicum I (3 units)

Psych 757 Clinical Practicum II (3 units)

Psych 758 Longitudinal Prac: Psychodiagnostics (6 units)

Psych 759 Longitudinal Prac: Core Skills (6 units)

(2) In Mosaic you will see each of Psych 756, 757, 758, and 759 as stand-alone single-term courses in each of the fall (Sept-Dec), winter (Jan-Apr), and summer (May-Aug) terms. You will select which term to register in - **you register in one term only** - and it should be the **LAST** term of your practicum. The grade is due at end of that term.

* If you don't see the course in Mosaic, let Nancy or me know.

(3) As usual, register in SGS 700 as a placeholder course in any term in which you are not registered in any other course.

(4) Here are examples:

(a) If your practicum is scheduled from September - April, then you should register for Winter term (grade is due in April). Monitor your progress in the practicum because if it is likely to go overtime, you will need to drop the course before the add/drop deadline in the Winter term so that you can register for the following Summer term instead.

(b) If your practicum is scheduled from January - December, then you should register for Fall term (grade is due in December). Monitor your progress in the practicum because if it is likely to go overtime, you will need to drop the course before the deadline in the Fall term so that you can register for the following Winter term instead.

(c) If these examples are not clear, send me (<mailto:shedden@mcmaster.ca>) your dates and I'll make it more specific to your dates.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=RCT_Practicum_Courses&oldid=643"

-
- This page was last edited on 6 July 2020, at 14:29.

Courses

Full list of courses

For the full list of PNB courses in the Graduate Calendar, go to the Psychology Courses page (in the 2020-2021 Graduate Calendar) (https://academiccalendars.romcmaster.ca/preview_program.php?catoid=42&poid=22574&returnto=8771) Note that not all of the listed courses are offered every year.

Courses offered this year

NEW! For courses offered in the current year, go to Graduate Courses (<https://www.science.mcmaster.ca/pnb/graduate/current-students/graduate-courses.html>) on the PNB website

Graduate courses from previous years

Occasionally you might need to access the syllabus for a course offered in a previous year. These can be accessed from the PNB webpage archive (<https://macdrive.mcmaster.ca/d/1cc9ded0c9b34be08d18/>), or send a request (mailto:riddehn@mcmaster.ca).

The following is leftover from a previous version of this page and is not currently linked to anything; this page will be removed at some point. It lists courses offered 2018-19 and earlier (for syllabus see the PNB webpage archive (<https://macdrive.mcmaster.ca/d/2c9d2571f3a3474ab7bf/>)).

Graduate Courses offered 2018-2019:

- SGS 700 is a placeholder course; if you are not taking any courses in a particular term, you must register in SGS 700.
- Psych 710 - Statistics and Research Design (Fall; Bennett)
- Psych 720 - Contemporary Problems (Fall/Winter; Shedden)
- Psych 713 or 741 - Thinking About Memory (Fall; Humphreys) Can be taken as 1/4 (with permission of the instructor and grad chair: 713 or 714) or 1/2 course (741).
- Psych 730 - Bayesian Inference (Winter; Goldreich) Can be taken as fulfillment of two computational 1/4 courses (711 and 712) or one 1/2 course (730)
- Psych/CSE 734 - Neural Network Models of Cognition and Perception (topic: Machine learning methods for brain modelling and neural data analysis) (Winter; Becker) Can be taken as fulfillment of two computational 1/4 courses (711 and 712) or one 1/2 course (734).

Additional courses will be added here as soon as they are confirmed.

- Psych 713, 714, 715, 716 (Fall or Winter or Summer)

The faculty member with whom you work to complete the research module should submit this **Special Topics Evaluation form** (https://www.science.mcmaster.ca/pnb/images/stories/graduate/special_topics_2017.pdf) to Nancy Riddell (mailto:pnbgrad@mcmaster.ca) to provide a grade.

RCT Stream courses:

- Psych 710 and Psych 720, as above.
- Psych 751 - Scientific and Professional Ethics in Clinical Psychology (Winter; King)
- Psych 752 - Psychological Assessment (Fall; Ballantyne)

- Psych 753 - Psychological Intervention (Winter; Rowa)
- Psych 756 - Clinical Practicum I (Fall/Winter or Winter/Summer)
- Psych 757 - Clinical Practicum II (Fall/Winter or Winter/Summer)
- Psych 759 - Longitudinal Practicum: Core Skills (Fall/Winter/Summer)
- Psych 761 - Clinical Internship (Fall/Winter/Summer)

Graduate Courses offered 2017-2018:

- Psych 710 - Statistics and Research Design (Fall; Bennett)
- Psych 720 - Contemporary Problems (Fall and Winter; Rutherford)
- Psych 730 - Psychometrics (Fall; Humphreys)
- Psych 711, 712 - Signal Detection (Winter; Eugenie Roudaia)
- Psych 711, 712 - Analyzing Neural Time Series Data (Winter; Eugenie Roudaia)
- Psych 741 - The Origins of Language (Winter; Brown)
- Psych 730 - Bayesian Inference (Winter; Goldreich)
- Psych 750 - Understanding Personality and Personality Disorders (Winter; Sheryl Green)
- Psych 751 - Advanced Topics: Ethics in Clinical Psychology (Winter; Jelena King)
- Psych 711, 712 - Python (Spring; Joey Legere)
- Psych 713, 714, 715, 716 (Fall, Winter-Spring, Summer)

Graduate Courses offered 2016-2017:

- Psych 710 - Statistics and Research Design (Fall; Bock)
- Psych 720 - Contemporary Problems (Fall; Shore)
- Psych 734 - Computational Models of Learning and Memory (Fall; Becker)
- Psych 753 - Psychological Intervention (Winter; Rowa)
- Psych 713, 714, 715, 716 (Fall, Winter-Spring, Summer)

Graduate Courses offered 2015-2016:

- Psych 710 - Statistics & Research Design (Fall)
- Psych 720 - Contemporary Problems (Fall; Schmidt)
- Psych 741 - Seminar in Social Cognitive Neuroscience (Fall; Obhi)
- Psych 730 - Bayesian Inference (Winter; Goldreich)
- Psych 713, 714, 715, 716 (Fall, Winter-Spring, Summer)

Graduate Courses offered 2014-2015:

- Psych 710 - Statistics & Research Design (Fall)
- Psych 711 - Quantitative Issues in the Use of Response Time (Winter; Watter)
- Psych 720 - Contemporary Problems (Fall and Winter; Faure)
- Psych 741 - Ethics Clinical Psychology (Winter; McKinnon)
- Psych 730 - Bayesian (Winter; Goldreich)
- Psych 722 - Developmental Psychopathology (Winter; Schmidt)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2013-2014:

- Psych 710 - Statistics & Research Design (Fall; Bennett)
- Psych 720 - Contemporary Problems
- Psych 730 - Bayesian Models (Winter; Goldreich)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2012-2013:

- Psych 710 Statistics & Research Design (Fall; Bennett)
- Psych 720 Contemporary Problems (Fall and Winter; Milliken)
- Psych 724 - Perception (Maurer)
- Psych 741 - Developmental Neuroscience (Winter; Hall)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2011-2012:

- Psych 710 Statistics & Research Design (Fall; Bennett)
- PSYCH 720 Contemporary Problems (Fall and Winter; Milliken, Feinberg, Hall)
- Psych 711 Signal Detection (Winter; Bennett, Faure)
- Psych 728 Animal Behaviour (Winter; Balshine)
- Psych 741 Functional MRI (Winter; Brown)
- Psych 723 Cognition Topics (Fall and Winter; Cognition Group)
- Psych 730 Bayesian Models (Winter; Goldreich)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2010-2011:

- Psych 710 Statistics & Research Design (Fall; Bennett)
- Psych 720 Contemporary Problems (Fall and Winter; Bennett)
- Psych 723 Cognitive Psychology (Fall and Winter; Watter)
- Psych 730 Introduction to Bayesian Statistics (Winter; Goldreich)
- Psych 730 Advanced Bayesian Statistics (Winter; Goldreich)
- Psych 722 Development of Social Perception: Animacy, Agency, and Intention (Winter; Rutherford)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2009-2010:

- Psych 710 - Statistics and Research Design (Fall)
- Psych 720 - Contemporary Problems (Fall and Winter)
- Psych 711 - Quantitative Analysis of Response Time (Winter; Milliken)
- Psych 711 - Computational Models of Memory (Winter; Becker)
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Graduate Courses offered 2008-2009:

- Psych 710 - Statistics and Research Design (Fall; Pat Bennett)
- Psych 720 - Contemporary Problems (Fall and Winter; Pat Bennett)
- Psych 741 - Laurel Trainor
- Psych 711/712 - Pat Bennett
- Psych 713, 714, 715, 716 - Special Topics Module (Fall, Winter-Spring, Summer)

Retrieved from "<https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Courses&oldid=663>"

-
- This page was last edited on 28 August 2020, at 17:16.

Comprehensive Exam

Contents

- 1 Overview
- 2 Time Frame of the Exam
- 3 Comprehensive Exam Committee Structure
- 4 Identifying the area(s) of study and reading list
- 5 The Written Submission
- 6 The Oral Examination
- 7 Grading of Comprehensive Examination

Overview

The comprehensive exam must be completed before the end of 24 months of entry to the PhD program.

The comprehensive exam in the Department of Psychology, Neuroscience & Behaviour is treated as one of several components of the program meant to ensure that all PhD candidates acquire training that strikes an ideal balance between breadth of knowledge across the discipline and depth of knowledge within the candidate's area of research specialization. The comprehensive exam consists of an approximately two month period of time during which the student and examining committee target one or more areas of study that ideally complement the remainder of the student's program of study (i.e., their research specialization, courses, and independent study modules with faculty). These targeted areas of study are the focus of a directed program of reading by the student that takes place over the course of the exam period, and during which the student is encouraged to tap into the expertise of members of the examining committee informally. A written submission based on the program of directed reading is due one week prior to the end of the examination period. An examination committee meeting, at which the student is examined orally, marks the end of the examination period.

Time Frame of the Exam

The comprehensive exam should be completed within 20 months of entry to the PhD program, but must in all cases be completed within 24 months of entry to the PhD program. The duration between start and end date of the comprehensive exam process should be no longer than 8 weeks.

- **Start date:** The exam period is initiated with a (brief) meeting of the comprehensive examining committee, at which the process of selecting the area(s) of study and a set of directed readings begins.
- **Within two weeks of this initial meeting:** Submit to the Graduate Chair (mailto:shedden@mcmaster.ca), via email attachment, a document that includes (1) a description of the study topic(s), (2) a brief description of the requirements of the written submission, (3) a brief description of how the work will provide the necessary breadth of knowledge across your discipline and/or depth of knowledge within your sub-discipline, and (4) the final reading list.
- **One week prior to the final meeting:** The student's written submission is due one week prior to the date of the second meeting.
- **2 months after the start date:** The exam period ends with a second meeting of the comprehensive examining committee: the oral exam. The oral exam should occur approximately two months following the initial meeting, but in no case more than three months following the initial meeting.

Bring one copy of the Comprehensive Evaluation Form (<https://macdrive.mcmaster.ca/f/1c99b3bb0e8e40548756/>) to the oral exam.

Comprehensive Exam Committee Structure

The comprehensive exam committee consists of the supervisory committee (including the supervisor) and may include as many as two other faculty members chosen for their expertise in the areas covered by the comprehensive exam. The Chair of the committee must be a faculty member other than the supervisor, and at least one member of the committee must be a full faculty member in the Department of Psychology, Neuroscience & Behaviour. Finally, at least two members of the committee must not be directly supervising the student, which implies that in cases of co-supervision the minimum number of committee members is four rather than three.

Identifying the area(s) of study and reading list

The area(s) of study to be covered by the comprehensive exam will be chosen through a process of consultation between the student and examining committee. The student and examining committee should strive for area(s) of study that complement the remainder of the student's program of study (e.g., other independent study modules and courses taken by the student), with the overarching aim of balancing breadth of knowledge across the discipline and depth of knowledge within the student's area of specialization. Overlap between the area(s) of comprehensive study and area of research specialization is expected to vary from candidate to candidate, as a function of whether breadth or depth is deemed the primary objective. It is the responsibility of the Chair of the examining committee to ensure that the area(s) of study for the comprehensive exam contribute toward the program's joint breadth and depth objectives. Identification of a reading list is the joint responsibility of the examining committee and student.

- Within two weeks of the start date of the exam period, a document should be submitted to the Graduate Chair (<mailto:shedden@mcmaster.ca>) that includes (1) a description of the study topic(s), (2) a brief description of the requirements of the written submission, (3) a brief description of how the work will provide the necessary breadth of knowledge across your discipline and/or depth of knowledge within your sub-discipline, and (4) the final reading list.

The Written Submission

The written submission can follow either of two general formats:

(1) Students may submit a written paper to the examining committee that integrates the material in the reading list in accord with themes identified by the examining committee. A suggested maximum length for this paper is 15 pages (double-spaced), but the examining committee may adjust this constraint as it sees fit. The paper is due one week in advance of the date of the final meeting of the examining committee.

(2) Alternatively, students may write an examination held within a single working day (for example, 9:00am - 5:00pm), one week prior to the date of the final meeting of the examining committee. In this case, students will submit answers to the exam questions electronically, with the suggested length of the examination not to exceed 15 pages (double-spaced).

In the event that the written submission falls short of the standard required to proceed to the oral examination, the Chair of the examining committee will notify the student within three working days of submission.

The Oral Examination

The oral examination will take place at the final meeting of the examining committee, which is to be scheduled by the student. The target date for this meeting is two months following the initial meeting of the examining committee and one week following completion of the written submission. In no case should the oral examination take place more than three months following the initial meeting of the examining committee. For the oral

examination, each member of the examining committee should be prepared to ask the student at least three questions. The format of the exam will follow that of a thesis defense, with most of the questions asked in a first round, and follow-up questions asked in a second and subsequent rounds.

- Bring one copy of the Comprehensive Evaluation Form (<https://macdrive.mcmaster.ca/f/1c99b3bb0e8e40548756/>) to the oral exam.

Grading of Comprehensive Examination

The written submission and oral examination will be evaluated as a package by each member of the examining committee, applying a grade of Pass with Distinction, Pass, or Fail. It is the responsibility of the Chair of the examining committee to arrive at a final grade using the grades of the individual committee members, with the stipulation that a final grade either of Pass with Distinction or Fail requires at least two such grades from individual committee members.

Failing Grades:

In the case of a Fail grade on the first attempt at the comprehensive exam, the student will be allowed a second attempt. At the discretion of the examining committee, the second attempt may require an additional written submission, an additional oral examination, or both written submission and oral examination. The examining committee may also add material to the original reading list for a second attempt at the comprehensive exam. The time frame for a second attempt may be shorter than the recommended two months for a first attempt (see above) if agreed upon by both the student and examining committee. Failure on a second attempt at the comprehensive exam will lead to automatic withdrawal from the PhD program.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Comprehensive_Exam&oldid=634"

-
- This page was last edited on 14 May 2020, at 19:21.

Completing your Degree

Contents

- 1 Permission to Write
- 2 Planning your Defense
- 3 Remote Defenses
- 4 A new accelerated PhD Defense process
- 5 The Masters defense is organized within the department
- 6 NEW: Urkund thesis scanning requirement
- 7 Have you completed all the course requirements?
- 8 Faculty, are you chairing a defense?

Permission to Write

Once students have completed all course work, passed their comprehensive exams (in the case of PhD thesis), and collected all their thesis data, with approval of their supervisory committee they may be awarded permission to write. This is not a necessary requirement of the program, but provides the student with a formal document of approval from the committee that no additional data are needed to write the dissertation.

- Permission to Write form for Master's students (<https://macdrive.mcmaster.ca/f/48f77a9150ee44699d7e/>)
- Permission to Write form for PhD students (<https://macdrive.mcmaster.ca/f/ae4383d6e64d46a8b2bd/>)

Planning your Defense

Apologies for the use of both spellings on this site: "defense" and "defence".

Instructions for both Masters and PhD thesis and defense preparation is provided on the School of Graduate Studies (SGS) website in a set of tabs and documents:

- Guides to completing your degree (<https://gs.mcmaster.ca/current-students/completing-your-degree/>): select the PhD or the Masters tile.

This document will guide you through the appropriate formatting required to successfully submit your thesis for upload by McMaster University Libraries to MacSPHERE:

- Guide for the preparation of masters and doctoral theses (https://gs.mcmaster.ca/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses-_december_2016.pdf)
- MacSPHERE (<https://macsphere.mcmaster.ca/>) allows your work to be available internationally and offers you statistics on how often your thesis is accessed.
- SGS also offers a link to Lehmann Bindery where you can submit an electronic copy, should you wish hard copies to be bound for your own use.

Remote Defenses

Remote defenses during the coronavirus pandemic have been going very well. There are some guidelines for PhD defenses provided by the School of Graduate Studies (these can be adopted for Masters defenses):

- The PhD Defence Chair Package is distributed by SGS to PhD Defence Chairs, along with the relevant forms, prior to the defence:
 - PhD-Defence-Chair-Package.pdf (<https://macdrive.mcmaster.ca/f/778e265f9a874c7c8362/>)
- The Chair Procedure Guidelines for Online Defences was approved by SGS in May 2020:
 - Chair Procedure Guidelines for Online Defences (<https://macdrive.mcmaster.ca/f/eac11310809e4c64a85f/>)
- Also provided are a few scenarios you might encounter during an online defence (e.g. an examining member loses internet) and what to do:
 - Chair Procedure Guidelines for Online Defences - Scenarios (<https://macdrive.mcmaster.ca/f/ccedd6381d2749448325/>)

A new accelerated PhD Defense process

(instructions for supervisors and administrators)

A new accelerated PhD Defense process has been introduced by Graduate Studies in an effort to align McMaster University with the defence practices of other U15 universities and to provide a more agile process for students and their supervisors.

The accelerated process can speed up the time between initiating the defense and defending. However, the time between initiating and submitting the thesis is two weeks regardless of using the traditional or accelerated submission process. The time from initiating to defense is 2 + 6 weeks if using the traditional method and 2 + x weeks if using the accelerated process (where x depends on the time it takes for the supervisor to arrange the external, find a defense date, etc).

This is a new set of instructions shared by School of Graduate Studies for the accelerated PhD Defense process:

- Accelerated PhD Defence Process (file date March 2020) (<https://macdrive.mcmaster.ca/f/1e746740c1894aca8f3a/>)

This flowchart helps conceptualize the path to the defense:

- PhD Defense Flowchart (<https://macdrive.mcmaster.ca/f/106d3b07663c4aa39478/>)

The Masters defense is organized within the department

Please read Completing your Master's degree - Thesis (<https://gs.mcmaster.ca/current-students/completing-your-degree/masters-thesis/>) on the School of Graduate Studies pages.

Section 3.3 in the Graduate Calendar (2020-2021) (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8735#3.3_Thesis_) provides guidelines for the Master's thesis and defense process.

It is the department's responsibility to find a chair and external examiner for the defense. We ask that supervisors help with this task.

Note that in contrast to the in-person (pre-COVID) PhD defense, there is some flexibility in whether the Master's defense is public. Discuss this option with your supervisor.

The following forms (SGS and PNB) should be printed and brought to the defense.

(COVID NOTE: if the defense is online, the chair will assist the candidate in completing these forms. Please see the guidelines above for Completing_your_Degree#Remote_Defences. They are provided by the School of Graduate Studies for PhD Online Defences, and can be adapted for Masters Online Defences.)

- Final thesis submission sheet (Master's defense SGS form) (<https://gs.mcmaster.ca/resources/final-thesis-submission-sheet>)
- Master's defense PNB form (<https://macdrive.mcmaster.ca/f/7107e4428bd541b389c2/>)
- McMaster University Licence form (https://gs.mcmaster.ca/app/uploads/2020/02/Licence_To_McMaster_University.pdf)

NEW: Urkund thesis scanning requirement

By January 1, 2021, students and supervisors will be required to run all Masters and PhD theses through Urkund, a plagiarism checking software tool that McMaster has adopted campus-wide. Urkund is still in Beta testing at McMaster until mid-fall 2020. The School of Graduate Studies will send us more information soon.

- FAQ on the Urkund site (<https://www.orkund.com/support/faq/>)
- McMaster's Research Plagiarism Checking Policy (<https://secretariat.mcmaster.ca/app/uploads/Research-Plagiarism-Checking-Policy.pdf>)
- Guidelines for Supervisors for using the Urkund scanning software (<https://macdrive.mcmaster.ca/f/a18f536d887d44b5bf11/>)

Please read section #2.8 of the 2020-2021 Graduate Calendar (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2.8_Theses) for a few more details.

- The relevant paragraph in the calendar is: "Prior to the thesis defence and, in the case of a doctoral thesis, before sending out the draft to the external examiner, the entire document must be reviewed for its originality using the University's paid subscription to Urkund. The program/supervisor will review the originality report generated by Urkund and either recommend changes to the document or approve it for the defence. A thesis may not be seen by the thesis examining committee (including the external reviewer in the case of a doctoral thesis) until the Urkund generated report was reviewed and approved by the supervisor or the program, unless authorized by the Associate Dean of Graduate Studies."

Have you completed all the course requirements?

You will want to have completed all your program requirements when it comes time to initiate your PhD defense. From section 4.3 Thesis in the graduate calendar: "Please note that thesis defences may not be initiated until all other degree requirements, including comprehensive examinations, have been completed."

Thus, ideally, you will have completed all your Course Requirements BEFORE the beginning of the last term in which you will be initiating your PhD defense. Occasionally (very rarely), a student will be registered in a required course in the same term that they are initiating their PhD defense. As long as the student is enrolled in the course in the term in which they initiate, missing the grade would not prevent the student from initiating a PhD defense. However, when it comes time to clear the student to graduate they won't be cleared if the grade is still missing.

Think about your Plan of Study early and make sure you complete all requirements in good time.

Faculty, are you chairing a defense?

These instructions (<http://macdrive.mcmaster.ca/f/cd80fe21b5c04b0c91b6/>) are included in the PhD defense chair's package, and can be useful for both PhD and masters defense chairs. See above topics for guidelines for online defenses during COVID.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Completing_your_Degree&oldid=684"

- This page was last edited on 25 September 2020, at 08:02.

Help, Advise, Support

Contents

- 1 When you need a bit of help
 - 1.1 Nancy Riddell, Graduate Administrative Assistant
 - 1.2 Dr. Judith Shedden, Graduate Chair
 - 1.3 PNB Graduate Peer Support Group
 - 1.4 Other Support on Campus
 - 1.4.1 Student Wellness Centre
 - 1.4.2 Student Accessibility Services
 - 1.4.3 Ombuds Office
 - 1.4.4 Chaplaincy Centre
 - 1.4.5 English Language Skills
- 2 Academic and Research Integrity
- 3 Career Planning
 - 3.1 Career Planning
 - 3.2 Student Success Centre

When you need a bit of help

There are lots of reasons you might feel like you need a bit of help during your tenure as a graduate student.

Nancy Riddell, Graduate Administrative Assistant

For technical issues like questions about forms, deadlines, requirements, course registration issues, etc., talk to Nancy Riddell.

You can reach Nancy by email (<mailto:riddeln@mcmaster.ca>), or by phone: 905-525-9140 x23298. Nancy will be able to help you with all your technical questions.

Dr. Judith Shedden, Graduate Chair

If you have questions or concerns about supervisory issues, supervisory committee meetings, progress through your program, finances, requests of leave of absence due to medical or other reasons, or really any concern at all, talking to the Graduate Chair is a good first step:

I am Dr. Judith Shedden (Judy), the PNB Associate Chair (Graduate), aka Graduate Chair. You can reach me by email (<mailto:shedden@mcmaster.ca>) and I would be most happy to set up a time to chat. Don't hesitate to contact me! You can talk to me confidentially about any concern you have and I will either provide support or help you find the support you need.

PNB Graduate Peer Support Group

Sometimes a student might prefer to talk to other graduate students before exploring more formal paths to asking for help. We are in the process of setting up a PNB Graduate Peer Support Group, consisting of senior PNB graduate students who have volunteered to provide confidential advice to other PNB graduate students.

Contact information for our PNB Graduate Peer Support Group is coming soon (time stamp November 8, 2018).

Other Support on Campus

There are several other resources on campus which provide support of various kinds:

Student Wellness Centre

The McMaster Student Wellness Centre offers a variety of resources and support for mental and physical health and well-being. Explore the menus and links on their site to discover what is available.

Student Wellness Centre: <https://wellness.mcmaster.ca/>

Including:

- * Resources to help with immediate or ongoing mental health concerns and Crisis Support (<https://wellness.mcmaster.ca/crisis-support/>)
- * Information on mental health as well as ongoing programs available to those interested in Mental Health and Mental Illness (<https://wellness.mcmaster.ca/topics/mental-health-and-illness/>)
- * Services available for Counselling (<https://wellness.mcmaster.ca/services/counselling/>)
- * Information and services regarding Medical Care (<https://wellness.mcmaster.ca/services/medical-care/>)
- * Various programs available for stress, anxiety, depression, and other areas of mental well-being Student Wellness Centre Programs (<https://wellness.mcmaster.ca/programs/>)
- * Online psychological aid at Talk It Out Online Psychology help (<http://www.studentcare.ca/talkitout/>)
- * For concerns regarding equity and inclusion, please visit the Equity and Inclusion Office (<https://equity.mcmaster.ca/>)
- * For information and support with sexual violence, please visit the following websites Sexual Violence Information (<https://wellness.mcmaster.ca/topics/sexual-violence/>), Sexual Violence Prevention and Response Office including Supports (<https://svpro.mcmaster.ca/>)
- * For off-campus support for help with sexual violence: SACHA: Sexual Assault Centre in Hamilton (<https://sacha.ca/>)

Student Accessibility Services

McMaster's Student Accessibility Services (SAS) provides a range of services to support students' academic activities, including providing support to students who require academic accommodations. To receive accommodations, you will need to have support from a medical professional, and complete an intake package and appointment with SAS. It is important to note that diagnoses need not be disclosed to receive accommodation. Both temporary and long term accommodations are available through SAS.

Accommodations are governed by McMaster University's Academic Accommodation of Students with Disabilities Policy (<https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>).

Student Accessibility Services (SAS) website: <https://sas.mcmaster.ca/>.

Ombuds Office

The McMaster Ombuds Office acts as a source of general information and referral regarding academic concerns including assisting in the resolution of individual complaints such as appeals or petitions, examinations, academic dishonesty or research misconduct, withdrawals or reinstatements, course rules or management, and issues with a supervisor or instructor. The Ombuds can explain University policies and procedures and how they affect you, objectively review your situation, help to develop options, and assist you in pursuing a resolution. The Ombuds will not make decisions about a course of action. Instead, they will help you to determine the facts of a situation and they may make a recommendation to remedy the situation.

Ombuds Office: <https://www.mcmaster.ca/ombuds/>

Chaplaincy Centre

There is a Chaplaincy Center housed at McMaster University. It is not run by McMaster employees, but is available to all members of the McMaster community and provides an opportunity to receive spiritual guidance and support, as well as talk in a confidential environment. They also run weekly programming activities and assist religious student organizations.

Where to Worship; Places of Worship on Campus (<https://mcmastermultifaithresources.wordpress.com/mcmaster-university-resources/prayerspirituality-spaces-at-mcmaster-university/>)

Places of Worship in the Community (<https://mcmastermultifaithresources.wordpress.com/spiritual-and-religious-resources/places-of-worship-and-spirituality/>)

McMaster Student Union (MSU) Religious and Spiritual Clubs (<https://www.msumcmaster.ca/clubs-directory?utf8=%E2%9C%93&category=Religious%2FSpiritual&commit=Go>)

More information can be found here: <https://www.mcmaster.ca/chaplain/index.html>

English Language Skills

Help with the English language: speaking and writing for professional purposes.

MELD, MERGE, MODEL: <https://meld.humanities.mcmaster.ca/>

The MELD Office (McMaster English Language Development Office) has launched a new project that they are calling MODEL (McMaster Office for the Development of English Language Learners). It is a free service designed to help both undergraduate and graduate students who may be struggling with the English Language. It is a two year pilot project made possible by the support of the Provost.

International graduate students should also check out the MERGE project (McMaster English Readiness for Graduate Excellence). This is an intensive program, offered over the summer, designed specifically for graduate students who require advanced ESL training for academic and professional purposes.

There are workshops as well as one-on-one sessions. Learn more about MELD (for undergrads), MERGE (for graduate students), and MODEL (both undergrads and grads) here: <https://meld.humanities.mcmaster.ca/>

Academic and Research Integrity

- Office of Academic Integrity (<https://www.mcmaster.ca/academicintegrity/>)
- McMaster Research Integrity Policy (<https://secretariat.mcmaster.ca/app/uploads/Research-Integrity-Policy.pdf>)
- McMaster Academic Integrity Policy (<https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf>)

- McMaster University and McMaster Students Union: Ombuds Office (<https://www.mcmaster.ca/ombuds/>)
- McMaster University Policies, Procedures & Guidelines (<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>)

Career Planning

Career Planning

Student Success Centre

Career services are available through the student success center for Alumni. Once you have finished your graduate work you can access their help for a variety of tasks including resume building, job shadowing, networking and more. If you completed an undergraduate program at McMaster University you may access their services at any time, as you qualify as an alumnus for the purposes of the center.

They are located on the 2nd floor of Gilmour Hall, and can be reached at 905-525-9140 ext.24254

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Help,_Advise,_Support&oldid=704"

-
- This page was last edited on 1 December 2020, at 10:58.

Leaves of Absence

Contents

- 1 Help, Advise, Support
- 2 Vacation Time
- 3 Leaves of Absence (and other special petitions)
- 4 Withdraw in Good Standing
- 5 Full-time Off Campus

Help, Advise, Support

Who to call or where to go when you need a bit of help navigating Graduate School? Please read the Help, Advise, Support page for advice.

Vacation Time

The Graduate Calendar provides guidance regarding expectations for students to be full-time ON campus: link to 2020-2021 calendar (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8733#1.3_Responsibilities_of_Graduate_Students_to_the_University_).

Note that midterm break (aka reading week) in fall and winter terms is a break from undergraduate courses, but it is *not vacation time for graduate students*. Graduate courses may still be held, and research and other duties in the lab do not stop. A full-time graduate position is a full-time job; **graduate students get 2 weeks vacation per year, in addition to statutory holidays and the longer December break**. Talk to your supervisor about the length and scheduling of your vacation.

- Vacation entitlement is discussed in section 2.5.9 of 2020-2021 calendar (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2_5_9_vacations):
- Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates in the calendar) and the closure of the University in December (normally late December until early January), normal vacation entitlement for a graduate student is two weeks of vacation during the year, to be scheduled by mutual agreement with the research supervisor. An exception to this allotment requires approval from the supervisor.
- **IMPORTANT note about Teaching Assistantship responsibilities:** Make note of the first day of classes for undergraduate courses in fall and winter terms (see Sessional Dates in the undergraduate calendar (<https://academiccalendars.romcmaster.ca/>) for the relevant year). Teaching Assistant duties begin on that day so plan to be on campus.

Leaves of Absence (and other special petitions)

For detailed information about taking a leave of absence, students should read section 2.5.7 Leaves of Absence (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2-5-7_leaves_of_absence) in the Graduate Calendar (2020-2021). The graduate calendar is updated each year, so if this link takes you to last year's calendar (if we have not managed to update this page in time) then go to the Registrar's Office calendar page (http://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Leaves_of_Absence&printable=yes)

s://academiccalendars.romcmaster.ca/index.php) and select the current year's calendar from the drop-down box in the upper right corner, then search for section 2.5. Note that the Graduate Calendar and the Undergraduate Calendar are distinct documents.

The Petition form to request a leave of absence can be found on the SGS Resources page (this is the same form that is used for other kinds of requests from SGS):

- Direct link to the petition form (https://gs.mcmaster.ca/app/uploads/2020/02/petition_-_october_2018_revised.pdf).
- If the direct link doesn't work: explore the SGS Resources page (<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>) - click on the “Students” tab and look for the link to the form “Petitions for Special Consideration to the Committee on Graduate Admissions and Study”.
- The form to request a parenting leave is here (https://gs.mcmaster.ca/app/uploads/2020/02/parenting_leave_july_2019_july_2019.pdf). If the link has changed, follow the directions in the previous bullet point.

Withdraw in Good Standing

Occasionally a student may need to withdraw in good standing. The student must then then apply for re-admission at a later date to continue their studies. The form to request a change in your standing must be completed and submitted to the Graduate Chair (through the Graduate Administrative Assistant, Nancy Riddell).

- If this direct link to the Request for Change in a Graduate Student's Status (https://gs.mcmaster.ca/app/uploads/2019/10/change_of_status_form_september_2017.pdf) does not work, visit the SGS Resources (<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>) page to look for the form.

Full-time Off Campus

If a student wants to spend a period of time away from the university **in order to complete their research**, they must apply to be Full-time Off Campus and complete the form RMM 801.

- See Section 2.5.6 of the Graduate Calendar (2020-2021) (https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2-5-6_full_time_on_campus)

Students who will be away from campus for more than four weeks require not only permission from the Department but also that of the appropriate Associate Dean of Graduate Studies and must submit a Request to be Full Time Off Campus. This permission is needed for field work or study elsewhere in the world, in order to allow the University to comply with the government regulation requiring that a written explanation for such absences be lodged in the Graduate School office. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made.

Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be “full-time off-campus” for periods of up to a year. Students may also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS.

Procedure to be followed:

Each request to be full-time off-campus should be forwarded by the Department to the School of Graduate Studies not later than one month prior to the date on which it is hoped the recommendation will be effective. The student and supervisor should complete the form (see below for link), including signatures, and then submit the form to the PNB main office (Nancy Riddell) for the Associate Chair’s review, approval and signature. If approved, the request will be submitted to the School of Graduate

Studies. Be sure to provide sufficient information so that the Associate Dean has a sound basis for arriving at a decision, otherwise approval of the request may be delayed or denied. Keep a copy of all forms for your own records.

Full-time Off Campus forms (<https://gs.mcmaster.ca/resources/request-to-be-full-time-off-campus/>) (visit the [<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>] SGS resources page if the link does not work).

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Leaves_of_Absence&oldid=658"

- This page was last edited on 28 August 2020, at 16:48.

Full-time off Campus

This information on this page has been moved to Leaves of Absence.

Retrieved from "https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Full-time_off_Campus&oldid=536"

-
- This page was last edited on 20 July 2019, at 12:17.

Forms

Specific forms are required when you need to petition for special consideration, request course adjustments, request extensions, etc. Many requests require statements from the student, the student's supervisor, and the department Graduate Chair.

If any of the links below are broken, visit the SGS Resources (forms and policies) (<https://gs.mcmaster.ca/current-students/forms-and-policies-for-graduate-students-staff-and-faculty/>) page to search for the specific form. Please also note that the main SGS Resources (<https://gs.mcmaster.ca/resources>) page has many additional forms and helpful links.

Contents

- 1 Request for Extension form
- 2 In-Program Course Adjustments form
- 3 Petition for Special Consideration
- 4 Parenting Leave form
- 5 Application for Re-Admission
- 6 Masters Supervisory Report
- 7 Audit Course Form
- 8 PNB Plan of Study form
- 9 Administrative Forms PNB
- 10 RCT resources

Request for Extension form (https://gs.mcmaster.ca/app/uploads/2020/02/extension_form_february_2019.pdf)

- request for an extension for Time to Completion (including final defence),
- request for an extension for your Comprehensive Examination,
- request for an extension for Visiting Scholars,
- request for an extension for Course Requirements (e.g. an INC until a certain date),
- other.
- This form is not to be used for any course-related changes except to extend the date for grade submission. Please use the Request for In-Program Adjustment Form for all other course changes.
- This form is not to be used for leaves of absence or annual supervisory committee meeting (please use the Petition for Special Consideration Form).
- This form is not to be used for academic accommodations related to a disability. Contact Student Accessibility Service for assistance.

In-Program Course Adjustments form (<https://gs.mcmaster.ca/app/uploads/2019/10/In-Program-Request-Form-March-2020.docx>)

- request for transfer credit,
- request for transfer from one program to another,
- request for change in course designation (e.g. from required to extra credit),
- request to designate a course outside of one's program in place of a required course,
- request to designate a course outside of one's program as an elective course,
- request for Late Add/Drop of a course,

- other.

Petition for Special Consideration (https://gs.mcmaster.ca/app/uploads/2020/02/petition_-_october_2018_revised.pdf)

- request a leave of absence that does NOT include pregnancy or parental leave (see also Leaves of Absence),
- petition for change in supervisor,
- request extension on annual supervisory meeting (rarely done; talk to your Graduate Chair),
- request deferred course examination,
- request waiver of adverse ruling or decision about academic performance for compelling medical, personal or family reasons,
- request adjustment in the timing of re-entry into program or to defend a thesis.
- request retroactive drop/add (if dropping/adding within current academic year, use the In-Program Course Adjustments form instead - linked above).

Parenting Leave form (https://gs.mcmaster.ca/sites/default/files/resources/parenting_leave_june_2018_june_2018.pdf)

- request a Pregnancy or Parenting Leave.

Application for Re-Admission (https://gs.mcmaster.ca/sites/default/files/resources/readmit_fillable_0.pdf)

- students who have withdrawn in good standing may apply to defend or to continue in the program.

Masters Supervisory Report (https://gs.mcmaster.ca/app/uploads/2020/02/masters_supervisory_report_february_2018.pdf)

- Supervisory Committee Meeting report for Masters level candidates

Audit Course Form (https://gs.mcmaster.ca/app/uploads/2019/10/audit_course_fillable.pdf)

- Form for auditing graduate courses

PNB Plan of Study form (<https://docs.google.com/forms/d/e/1FAIpQLSfXeCnNrJAcuwHSN48m7GFri7HLScXaKA7U87sSXXkzMiBsSGw/viewform>)

- Plan of study form for masters and PhD students

Administrative Forms PNB (<https://www.science.mcmaster.ca/pnb/people/pnb-forms.html>)

- additional administrative forms that may of relevance to the department such as offer letter, contact and deposit form, hours of work form for Teaching Assistants etc.

RCT resources (<http://www.science.mcmaster.ca/maccr/studentresources/student.html>)

- Forms relevant to the RCT stream including Practicum evaluations and program sanctioned hours

Retrieved from "<https://pnb.mcmaster.ca/pnbgraduatehandbook/index.php?title=Forms&oldid=717>"

- This page was last edited on 14 December 2020, at 10:24.