

## MSc CHECKLIST

### PERSONAL INFORMATION

Surname	First Name	Student Number	NSID

Date of Enrollment: \_\_\_\_\_

**Note:** The MSc program must be completed within 4 years unless an extension is granted by the College of Graduate & Postdoctoral Studies (CGPS).

### COURSEWORK

- MSc students must be enrolled in TOX 994 – MSc Research for the duration of their program. This is a non-credit course that represents the student's thesis research.
- A minimum of 9 credit units of 800 level core toxicology courses are required for the MSc degree.
- Students entering the Toxicology Graduate Program with no prior coursework in toxicology must have 3 credit units of Toxicology Undergraduate courses. TOX 300 – General Principles of Toxicology is highly recommended.
- TOX 990 - Seminar – MSc student must attend the TOX 990 seminars for 4 semesters. Once this requirement is complete, students need to continue to register in TOX 990 for the duration of their program.
- MSc students must also present at least one TOX 990 seminar.
- Completion of GPS 960 – Introduction to Ethics and Integrity is required for all MSc students. GPS 962 – Ethics and Integrity in Animal Research is also required when the student's research includes animals or GPS 961 – Ethics and Integrity in Human Research.
- Completion of appropriate safety training through Safety Resources is required for all students working in laboratory or field work settings. These courses may include: Laboratory Safety, Biosafety, WHMIS, Biowaste, etc. Consult your supervisor about the required training prior to starting any laboratory or field work.

Courses	Year	Grade
GPS 960 - Introduction to Ethics and Integrity		
GPS 961 - Ethics and Integrity in Human Research		
GPS 962 - Ethics and Integrity in Animal Research		
TOX 990 - Seminar		
TOX 994 - Research		

## ADVISORY COMMITTEE

All students registered in an MSc thesis program will require an advisory committee. The advisory committee will be established in consultation with the supervisor(s). The advisory committee will consist of the committee chair, the student's supervisor(s), and at least one additional member.

_____ (Research Supervisor)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Research Supervisor)	_____ (Department/Unit)	_____ (Date appointed)
_____	_____	_____
_____	_____	_____
_____ (Additional Members)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Committee Chair)	_____ (Department/Unit)	_____ (Date appointed)

**Note:** The full advisory committee must be set within one month of formal student admission. If changes are made to the student's advisory committee, changes should be communicated with the graduate administrator.

- \* *The graduate chair is the formal chair for the Toxicology Graduate Program. The committee chair represents and reports back to the Academic Policy Committee on all matters that concern each student's program of studies.*

## PROGRAM PROGRESS

Students are responsible for arranging to have a minimum of once yearly advisory committee meetings, or more often if input from the committee is desired regarding revisions to what was proposed or difficulties with experiments. When needed, they should reach out to the graduate administrator to coordinate scheduling. A document summarizing the purpose and content of the upcoming meeting (proposal, progress report or permission to write document) must be provided to the committee a minimum of one week in advance of the meeting. The document could be a word document or the PowerPoint file to be presented at the meeting. Providing an inadequate document or failing to provide it sufficiently in advance of the meeting could result in the committee postponing the meeting.

**Note:** Copies of all written documentation must be submitted to the graduate administrator for inclusion in the student's file. All additions to the progress report must be signed as accepted by the student's advisory committee.

## YEAR 1

### ➤ Student-Supervisor Agreement

All students enrolled in thesis-based programs must complete a Student-Supervisor Agreement in partnership with their supervisor. The agreement must be filled out within the first month of the students' program and will be treated as a non-course requirement. A completed form should be submitted to the Graduate Administrator for submission to CGPS.

Received by Graduate Administrator

Date: \_\_\_\_\_

### ➤ Program of Study Meeting

Within one month after the arrival of the student, prior to registration in any graduate courses excluding TOX 990 and TOX 994, the student in consultation with their advisory committee, must determine a tentative Program of Study.

Date of Meeting: \_\_\_\_\_

### ➤ Research Proposal

#### Initial Research Outline

Submit to supervisor(s) within four months after formal admission. The outline should be approximately 2-3 pages in length.

Received by Supervisor(s)

Date: \_\_\_\_\_

### Research Proposal

Submit within eight months after formal admission, and at least one week prior to the advisory committee meeting. To be approved by the supervisor(s) ahead of circulation to the advisory committee.

Received by Advisory Committee

Date: \_\_\_\_\_

### Meeting with the Advisory Committee

The student must meet with their advisory committee within eight months after formal student admission to approve the student's research proposal. The student is required to present and discuss their proposal at this meeting.

### Research Proposal

☐ Approved    ☐ Approved with modification \*    ☐ Not Approved \*    *\*Revised Proposal*

Date: \_\_\_\_\_

**Note:** If the research proposal is not approved, or if there is a significant change in the scope or direction of the research project, a revised proposal must be submitted and approved.

☐ Approved    ☐ Approved with modification \*    ☐ Not Approved    *\*Revised Proposal*

Date: \_\_\_\_\_

## **YEAR 2**

### ➤ **TOX 990 Seminar**

MSc students are required to present one TOX 990 seminar as part of their degree requirements. Seminars delivered by graduate students in the TOX 990 seminar series are conference-style presentations with an expected duration of approximately 15 to 20 minutes. Students need not provide an overview of their entire thesis project in the seminar (since that will occur at the thesis defense) but can instead focus on a particular research chapter.

Presentation Title: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

### ➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: \_\_\_\_\_

➤ **Advisory Committee Meeting**

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: \_\_\_\_\_

**Note:** An annual progress meeting is not required if the student is requesting a permission to write meeting in Year 2.

➤ **Permission to Write**

Upon completion of all data collection, including experiments, field collections, and/or laboratory analyses, a permission to write meeting shall be organized. This meeting should take place between 3 and 6 months prior to an anticipated defence date. At least one week prior to the meeting, the student will provide the committee with a permission to write document. An outline of this document's requirements can be found in the Toxicology Graduate Student Handbook.

Received by Advisory Committee

Date: \_\_\_\_\_

At the permission to write meeting, the student will present a summary of research findings, a tentative table of contents, tentative sample figures and tables, a timeline for completion, and a list of tentative publications. Possible external examiners will be discussed at this meeting.

Permission to write

☐ Granted ☐ Not Granted

Date: \_\_\_\_\_

**YEAR 3**

➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: \_\_\_\_\_

### ➤ Advisory Committee Meeting

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: \_\_\_\_\_

**Note:** An annual progress meeting is not required if the student is requesting a permission to write meeting in Year 3.

### **YEAR 4** (if necessary)

MSc programs extending beyond year 4 must receive approval from CGPS. The student must make a formal application with approval of their advisory committee. The application must include reasons for the extension and a detailed timetable for completion.

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Extension Period: \_\_\_\_\_ to \_\_\_\_\_

## **TRANSFER TO A PhD PROGRAM**

Students registered in the MSc program may transfer into a PhD program, with approval from their advisory committee, if exceptional progress is evident, including: outstanding performance during a PhD proposal meeting; a minimum 85% GPA; a high level of productivity and originality in their research as indicated by peer-review research publications/submitted manuscripts (with the student being the first author) or exceptional progress; and demonstrated excellent written and verbal communications skills. This option is available to only a limited number of outstanding students. Students are being considered outstanding if, in addition to the criteria listed above (85% GPA, submitted peer-review research manuscript), they are eligible or holding an NSERC award, Dean's scholarship, or received other national science awards. Transfer from MSc to PhD programs needs to occur during the second year of study in most instances.

**Transfers must be completed before the end of the second academic year.**

### ➤ Advisory Committee Meeting

The student must submit a written proposal of past progress, future research and coursework being proposed for a PhD program to their advisory committee, at least one week before the advisory committee meeting. If academic excellence, satisfactory progress and funding is appropriate, the advisory committee shall recommend the transfer.

Date: \_\_\_\_\_

### ➤ PhD Proposal Meeting

All students wishing to transfer into a PhD program must complete a PhD proposal meeting. No potential PhD candidate will be exempt from the examination process. Each student will be required to prepare a full PhD proposal. The proposal will be submitted to all MSc advisory committee members plus tentative advisory committee members for the PhD committee for approval. The proposal may be returned to the student for revision. If approved, the student will be required to defend the proposal.

At the PhD proposal meeting, the student will be required to give a 30-minute oral presentation open to all interested faculty and students. Following the presentation, the student will defend the research proposal and answer additional questions to evaluate the student's knowledge of toxicology and research originality. The examination audience will be limited to tentative members of the PhD advisory committee. The graduate chair may add additional members if deemed appropriate in consultation with the Director of the Toxicology Centre.

The examination will probe the student's knowledge of his/her area of specialization and related areas, cognizant of previous coursework and experience, to determine the suitability for candidacy for the PhD program.

☐ Transfer Approved      ☐ Transfer Not Approved

Date: \_\_\_\_\_

**Note:** The student may retake the examination only once with permission from the Dean of the College of Graduate and Postdoctoral Studies. The student must retake the examination within four months.

### ➤ Additional Coursework

**Note:** An additional 6 credit units of coursework is required for the PhD program.

Course Title	Credit Units	Year	Grade

### ➤ Advisory Committee Chair

Submit a request to transfer the student from an MSc to PhD to CGPS.

Date: \_\_\_\_\_

## MSc THESIS DEFENSE CHECKLIST

### Prior to the Defense

All students should consult the CGPS guidelines for preparing a thesis prior to commencing the writing process (<https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/thesis-roadmap/drafting.php>). Particular attention should be paid to formatting requirements, as the library will not accept theses that do not conform.

#### ➤ **Obtain Permission from Advisory Committee to Defend the Thesis**

The student will submit a completed thesis draft to their supervisor(s) and complete any necessary edits. Once the draft is approved by the supervisor(s), the student will submit their thesis to their advisory committee for approval. The advisory committee may request a revised draft thesis prior to approval.

### Submission of thesis to advisory committee

Date: \_\_\_\_\_

### Completed thesis reviewed for approval to submit to the arm's-length examiner

Date: \_\_\_\_\_

☐ Approved      ☐ Approved with modification\*      ☐ Not Approved\*      \*Revised thesis reviewed

#### ➤ **Memo to Schedule Thesis Defense**

The final defense thesis will be submitted to graduate administrator who will then submit a memo to CGPS for approval to schedule the defense.

Date: \_\_\_\_\_

Once approval for the defense is received from CGPS, the graduate administrator will arrange the time and place of the defense after consultation with the student, their advisory committee and the arm's-length examiner.

Scheduled Date of Defense: \_\_\_\_\_

Location of Defense: \_\_\_\_\_

**Note:** The final defense thesis needs to be submitted to the graduate administrator at least two weeks prior to the defense date for circulation to the arm's-length examiner.



## ➤ Thesis Defense

At the defense, the student will give 20-minute overview of their thesis research. Following a brief introduction and statement of research objectives, the results should focus on the key findings and conclusions of each data chapter in the thesis. This presentation is open to the public, and the audience will be given an opportunity to ask questions of the candidate. After the presentation and questions, the general audience is asked to leave, and the defense begins with the student and the examining committee.

### After the Defense

Once the student has successfully defended their thesis, there are several forms that the supervisor(s), advisory committee members, and arm's-length examiner must complete, sign, and submit to CGPS. Please communicate with your supervisor or graduate program administrator to ensure that these forms have been submitted.

### Complete:

- 1) Members of the advisory committee may request revisions to complete revisions for the final thesis. The student will complete the revisions in consultation with their supervisor(s). Once approved, the supervisor(s) will sign the GPS 404 – Final Thesis Confirmation Form. The student will submit the final thesis and the signed form to the ETD website.

**Note:** Do not withdraw from the current term if program completion requirements are met after the add/drop deadline.

- 2) If the student is eligible to receive a pro-rated tuition rebate, a graduate programs advisor will initiate this process *only* once confirmation that all degree requirements have been satisfied, and the final ETD corrections have been approved by CGPS. After a refund is processed, it will be credited to the student account. Once this credit is received, in order to receive all money refunded, fill out the 'Request for Refund Form' found here:  
<https://students.usask.ca/money/tuition-fees/refunds.php>

- 3) Application to Graduate – online  
Applying to graduate is necessary to receive a degree parchment. The application steps must be completed even if the student does not attend the ceremony.

Deadlines: March 31 for Spring Convocation / August 31 for Fall Convocation

- 4) Toxicology Graduate Program Exit Survey (Online) – Graduate administrator will email link to the survey.