



Ph.D. Seminar

Doctoral Seminar Requirement

This seminar is a credit (CR) requirement. Students must complete this requirement within six months of entry into the Ph.D. program. It is **about a 30 - 40 minute presentation**, and is usually based on the thesis research topic. As with the M.Sc. seminar, the goal is not the presentation of new data, but an explanation of the thesis research area which should be geared to a general audience of chemists. At the conclusion of the open discussion period following your seminar presentation, you may have your annual Supervisory/Advisory Committee meeting. Please note it is a Faculty of Science policy that all Ph.D. students are required to hold a Supervisory/Advisory Committee meeting once a year following the Doctoral Seminar to informally present and discuss the progress made in your research project.

To reward strong performance in seminar presentations, a prize of \$100 is awarded annually on each campus of the Centre for the best Master's or doctoral seminar.

Academic Integrity (Plagiarism)

Please review the following website regarding academic integrity (plagiarism):

- University of Guelph:** <http://www.academicintegrity.uoguelph.ca>
- University of Waterloo:** Policy 71 - Student Academic Discipline Policy
<http://secretariat.uwaterloo.ca/Policies/policy71.htm>
Plagiarism and Other Written Offences
http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html
Academic Integrity
<http://uwaterloo.ca/academicintegrity>

PowerPoint Presentation

To ensure useful feedback, the student is required to provide electronic copies of their Power Point (or presentation) slides. Please see distribution and submission dates below:

University of Guelph students:

- Provide the slides at least 24 hours (1 working day) before the seminar, saved in PDF format with 2 slides per page, to the Advisory Committee and the Course Coordinator.

University of Waterloo students:

- Provide the slides at least 2 (two) working days before the seminar. Please email copies to the Graduate Secretary and Advisory Committee. **The electronic file sent to faculty should be put on a light background or printable PDF for ease of reading when executed as a hard copy.**

Evaluation

- ✓ An evaluation committee consisting of the research advisor and at least three other faculty members (one outside the department), (usually members of the student's advisory committee), plus, in Guelph, the Course Co-ordinator will grade the oral presentation. At Waterloo the Research Advisor chairs the Seminar. At Guelph, the Course Co-ordinator chairs the Seminar.
- ✓ The evaluation committee will grade the seminar based on the following criteria:
 - preparation, content and organization
 - presentation, speech and grammar
 - the student's understanding of material
 - the student's ability to handle discussion
- ✓ Students will be assigned a Satisfactory or Unsatisfactory grade based on the committee's evaluation.

University of Guelph students:

 - In order to obtain the credit for your doctoral seminar, you will be expected to attend and participate in other course seminars.
 - If you do not participate in other course seminars, you will not be given credit for attending. If you have not presented, it is suggested that you should attend as many seminars as possible prior to your own presentation. Not only will you complete the requirements more quickly, you will be aware of what you have to do at presentation time.

GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

(GWC)² Website: <http://www.gwc2.on.ca>

University of Waterloo students:

- In order to obtain the credit for your doctoral seminar you must attend **6 (six)** seminars other than your own of which **3 (three)** must be taken through the Chemistry Department and the remainder can be completed through a combination of Chemistry or IBMB Seminars. For Ph.D. Chem plus Nanotechnology students, seminar attendance requirements can be completed by attendance at **3 (three)** Chemistry Department and **3 (three)** Nanotechnology Seminars. For Ph.D. Chem plus Quantum Information students, seminar attendance requirements can be completed by attendance at **3 (three)** Chemistry Department and **3 (three)** Quantum Information Seminars. Where you have attended a seminar outside the Chemistry Department, it is your responsibility to complete and submit the Alternate Seminar Attendance Form located on the Chemistry Graduate web page: <http://chemistry.uwaterloo.ca/pdf/alternate-seminar-attendance-form.pdf>.
 - If you do not complete the student evaluation form at the seminar you will not be given credit for attending. If you have not presented, it is suggested that you should attend as many seminars as possible prior to your own presentation. Not only will you complete the requirements more quickly, you will be aware of what you have to do at presentation time.
 - The notices for the seminars are posted one week ahead of the seminar date (and e-mailed a day prior) on the board dedicated to this outside of the main office, as well as the mailroom door. They are bright yellow notices and cannot be missed.
- ✓ In the case of an Unsatisfactory grade:
- The candidate has the right to redo the seminar after a failure. The second attempt should take place within 4 weeks of the first attempt.
 - If the supervisor / seminar coordinator feels that there is a justification to postpone the seminar for standard academic reasons, then he/she can request this. Requests for a delay should always be directed to the Director, regardless of the campus, since the seminar is a (GWC)² requirement.
 - If a student is unable to prepare an acceptable seminar after two attempts, the student will be requested to withdraw from the program.

Booking the Doctoral Comprehensive/Qualifying Examination Following the Doctoral Seminar

Immediately following the Chemistry 795(0) presentation, the student's Ph. D. Advisory Committee, chaired by the Research Advisor, in consultation with the student's research advisor(s), will define the topics to be covered in the Oral Comprehensive Examination. The PhD Comprehensive/Qualifying Examination will be scheduled to occur within six (6) to twelve (12) weeks of the Chemistry 795(0) presentation, but must take place in the second term. Attendance of the student at this meeting to discuss exam topics is at the discretion of the Advisory Committee.

The student's Advisory Committee will make recommendations for the three (3) Examining Committee members (normally constituted so as to include representation from both campuses of the Centre and one of whom may be a non-Center member). **The Examining Committee will normally include some or all of the supervisory committee**, but will not include the student's supervisor.

The three (3) examiners will provide four (4) questions. Nine (9) questions will be selected for the student and the student will choose six (6) questions to answer. The student will be allowed to review the questions for 30 minutes prior to the start time of the examination. The total time booking for an exam will be approximately two (2) hours.

The Advisory Committee is requested to provide their recommendation for the examining committee membership for Chemistry 796(0) PhD Comprehensive/Qualifying Examination, the defined topics to be covered in the oral examination and the possible agreed meeting date. A form is provided to the Chair of the Advisory Committee, as part of the Chemistry 795(0) Seminar paperwork, to fill in the recommended committee members, topics and examination time. This form will be forwarded to the Director for processing.