



## Frequently Asked Questions

The following is a list of frequently asked questions about the (GWC)<sup>2</sup> program and the University of Guelph and University of Waterloo Graduate Programs. The individual questions listed below are linked (ctrl + Click) to information that you may find helpful in making your decision to apply to the (GWC)<sup>2</sup> program. If you have any further questions please do not hesitate to contact us at [gwc@uoguelph.ca](mailto:gwc@uoguelph.ca).

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## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

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Is there information available from the University of Guelph and the University of Waterloo for prospective Graduate Students?

➤ **University of Guelph:**

The University of Guelph Graduate Program Services has produced a Graduate Program View Book for prospective students. Please check out the following website:

[http://www.uoguelph.ca/registrar/graduatestudies/files/grad\\_studies\\_viewbook.pdf](http://www.uoguelph.ca/registrar/graduatestudies/files/grad_studies_viewbook.pdf)

➤ **University of Waterloo:**

The University of Waterloo Graduate Studies Office has produced a Graduate Studies Brochure for prospective students. Please check out the following website:

<http://www.grad.uwaterloo.ca/students/prospective/recruit/brochure.pdf>

Is there information available from the University of Guelph and the University of Waterloo for prospective International Graduate Students?

➤ **University of Guelph:**

The Office of Intercultural Affairs (OIA) serves the campus community by fostering an environment of cultural competency and diversity. At the intersection of academic and co-curricular learning the OIA offers intentionally designed programming and services that fosters leadership and community development within an intercultural and international context. There are five main functional areas within the OIA that support the growth, development and learning needs of students of colour, Aboriginal students and undergraduate and graduate international students. Guelph University has produced a guide for International Students. Please check out the following website for the Guide for International Students at the University of Guelph:

<http://www.studentlife.uoguelph.ca/isa/documents/IShandbook2007web.pdf>.

Please check out the following website for specific information for prospective international student applicants: <http://www.studentlife.uoguelph.ca/isa/internationalstudents.cfm#graduate>

➤ **University of Waterloo:**

International students form an important part of the University of Waterloo students' Community, with more than 2,000 international students studying at UW each year from more than 90 countries. The International Student Office (ISO) is your connection to the University of Waterloo. To support the international student population, the ISO has many resources and student services in place. Explore the links from this page (<http://www.iso.uwaterloo.ca/>) to find the various resources available to current and prospective international students. Our International Student Advisors can help you meet other students, get answers to your questions, and find the resources you need to ensure your success.

Please check out the following website for specific information for prospective international students:

<http://www.grad.uwaterloo.ca/students/prospective/international.asp>

Is there a deadline to apply to the (GWC)<sup>2</sup> graduate program?

We do not have a set deadline for applications. Admission intake occurs for each of the terms: Fall (September start date), Winter (January start date) and Spring (May start date). For domestic students, applications including all documentation, should be provided not later than 6 weeks before the start of a term, while international students should apply and provide all documentation to the (GWC)<sup>2</sup> a minimum of six (6) months prior to the desired term start date. International applicants are advised to check with their country of citizenship as they may require a longer lead time than the six months application submission to arrange a study permit. It is always advisable to apply earlier as faculty members may have already completed their compliment of graduate students for the term you are applying for. Please see the following for fuller information on the time line for application deadlines.

➤ **Domestic Student Time Line**

It is recommended that Domestic students who are Canadian Citizens need to apply and provide all documentation at least six weeks prior to the beginning of their expected term of entry, noting that

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available research opportunities may be limited if left too close to the start date. Landed Immigrants, who apply through the University of Guelph, may apply within six weeks of their start date, if they have provided all the required documentation at the time of application. For the University of Waterloo, Landed Immigrants should apply at least four (4) months in advance to allow them to arrange for official transcripts to be submitted if an offer is made.

### ➤ **International Student Study Permit Requirements and Time Line**

If international applicants intend to undertake full-time studies on entry to Canada, they must apply to Citizenship and Immigration Canada, in their home country, for a Study Permit. Admitted students should not leave for Canada until they have in their possession a University of Waterloo Letter of Acceptance issued by the Graduate Studies Office or a University of Guelph Letter of Offer issued by the Graduate Program Services, and a Study Permit (IMM 1442) valid for study at the University of Waterloo or the University of Guelph issued by Citizenship and Canada Immigration. Without these two documents, applicants cannot enroll at the University. Applicants should consult the appropriate Citizenship and Immigration Canada (<http://www.cic.gc.ca/english/study/index.asp>) office abroad for instructions to apply for a Study Permit. International Students are advised that it can sometimes take several months, depending on VISA requirements, to complete all the admission paperwork and to plan accordingly. Thus International students who are applying from outside Canada should apply and provide all required documentation a minimum six (6) months in advance of the semester to which they wish to apply. The exact time may exceed six (6) months and would be dependent on the country of citizenship for the applicant. Applicants are advised to check in advance with the appropriate Citizenship and Immigration Canada office abroad to determine the timing.

### What programs are available?

#### ➤ **Master's**

Thesis Option (Regular): Students must successfully complete at least four one-term graduate courses, one of which is Chemistry 794(0) (M.Sc. Seminar), and submit and defend an acceptable thesis. Following the second term, the student will spend two terms (eight months) working in an industrial or government laboratory, upon completion of which he/she must present an acceptable work report. Upon returning to the campus, the student will complete his/her course work, research, and prepare the M.Sc. thesis.

Thesis Option (Co-operative): The academic requirements are the same as in the Regular Thesis Option M.Sc., but at least two of the required four one-term courses (including Chemistry 794(0) - M.Sc Seminar) must be completed during the first two terms in residence. Following the second term, the student will spend two terms (eight months) working in an industrial or government laboratory, upon completion of which he/she must present an acceptable work report which is evaluated by (GWC)<sup>2</sup> as well as the Co-operative Education and career services Departments. Upon returning to the campus, the student will complete his/her course work, research, and prepare the M.Sc. thesis.

Part-Time Course Work Based Option: Students who elect this option must successfully complete six one-term graduate courses plus Chemistry 794(0) (M.Sc. Seminar) and Chemistry 797(0) (M.Sc. Research Paper). The research paper is an experimental project to be completed during one term of full-time research in the laboratory of a Centre faculty member. A written report is required, and a seminar based on the content of the report will be presented. This option is open to Canadian citizens and permanent residents.

Within the (GWC)<sup>2</sup> program, part-time students can only take courses through the University of Guelph or Waterloo, but three of the six graduate courses may be taken through other departments within their registered University. It is advisable that students take courses that are relevant to their area of specialization in chemistry, as this may be of help when students eventually seek a research advisor for their Chem 797(0) Research Paper.

The part-time course-based M.Sc. option allows students to focus on any area of chemistry or biochemistry. A supervisory committee consisting of 2 faculty (a supervisor plus one centre member) must be formed at the beginning of the term in which the seminar will be done. The student should ask 2 faculty members in his/her area of research. The minimum period of time for completion of the part-time M.Sc. is six terms and it is expected that the program will normally be completed within five years.

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In selecting which University they will apply through, applicants are encouraged to review the research conducted by faculty at each institution and, in light of their own research interests, choose that University as their home university.

Full-Time Course Work Based Option: Students who elect this option must successfully complete six one-term graduate courses plus Chemistry 794(0) (M.Sc. Seminar) and Chemistry 797(0) (M.Sc. Research Paper). The research paper is an experimental project to be completed during one term of full-time research in the laboratory of a Centre faculty member. A written report is required, and a seminar based on the content of the report will be presented.

Within the (GWC)<sup>2</sup> program, full-time students can only take courses through the University of Guelph or Waterloo, but three of the six graduate courses may be taken through other departments within their registered University. It is advisable that students take courses that are relevant to their area of specialization in chemistry, as this may be of help when students eventually seek a research advisor for their Chem 797(0) Research Paper.

The full-time course-based M.Sc. option allows students to focus on any area of chemistry or biochemistry. A supervisory committee consisting of 2 faculty (a supervisor plus one centre member) must be formed at the beginning of the term in which the seminar will be done. The student should ask 2 faculty members in his/her area of research. The minimum period of time for completion of the full-time course-based M.Sc. options is two terms and it is expected that the program will normally be completed within one year, with a maximum duration of two years.

In selecting which University they will apply through, applicants are encouraged to review the research conducted by faculty at each institution and, in light of their own research interests, choose that University as their home university. This option is open to Canadian citizens and permanent residents.

### ➤ **Doctoral**

Regular Option: Students in the Ph.D. program must successfully complete two additional one term courses beyond those required for the Master's degree, pass an oral comprehensive examination, present a 30-minute seminar, and submit and defend an acceptable thesis. Half of the graduate courses must be taken within the Department of Chemistry. One of the two graduate courses may be taken through other departments within their registered University or students may request a transfer credit for a course taken from another University to meet the course requirements. Students are advised to consult with their supervisor in the selection of courses.

Direct from B.Sc.: Successful completion of 4 regular graduate courses, plus the M.Sc. Seminar, Ph.D. Seminar and the Ph.D. comprehensive are required. Students must have a First Class standing to be considered for this program.

Direct Transfers To Ph.D. from M.Sc. Exceptional students may transfer directly into the Ph.D. program without first completing all of the M.Sc. requirements. The following guidelines will be applied in consideration of applications for such a transfer.

- ✓ The applicant who is applying for direct transfer must have demonstrated a superior academic record both at the undergraduate and graduate level. This will normally mean that the student has a minimum overall B+ average as an undergraduate and has demonstrated a first-class standing with consistently above average performance in at least two graduate courses as well as in the Masters Seminar.
- ✓ The applicant must have already demonstrated an oral and written communication ability appropriate for a Ph.D. level student. In addition, there must be clear evidence of research productivity and promise.
- ✓ The request will be considered by the Director/Coordinating Committee at the end of the student's third term in the M.Sc. program. If the result is positive, the Director will forward this recommendation and supporting documentation to the Dean of Graduate Studies.
- ✓ Students in the program must successfully complete, in total, five regular graduate courses, plus the M.Sc. Seminar, the Ph.D. Seminar and the Ph.D. oral comprehensive examination and submit and defend an acceptable thesis.

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**Ph.D. Direct from B.Sc. Coop Option:** Under this option four of the six required one-term courses, including the Master's Seminar, must be completed within the first two academic terms in residence in the Centre. After successful completion of these two terms of coursework, the candidate will spend one year (three terms) working in an industrial or governmental laboratory. Registration in the Co-operative Option commits students to the acceptance of employment either through a regular interview procedure organized by the Department of Co-operative Education and Career Services, or, where their interests are best served, on an assignment that the Centre may determine. On completion of the work year, a student will be required to submit a work report which will be evaluated by the Centre and the Co-operative Education and Career Services Department. Following successful completion of the work year, the student will return to the Centre to continue work on the PhD Thesis and complete the regular PhD requirements. Only Canadian Citizens and Landed Immigrants are eligible for this program. Students must have a First Class standing to be considered for this program.

### What does a "joint" program mean?

- The Guelph-Waterloo Centre for graduate work in chemistry and biochemistry draws on a diverse team of world-class faculty from two of Canada's highest rated Universities, the University of Guelph and University of Waterloo. Both of these Departments provide research opportunities in a myriad of chemical and biochemical research areas. Students are registered at the specific University affiliated with their research advisory/supervisor, but have access to a wide range of faculty through the use of link rooms (video-conferencing facilities) for course lectures, presentations, tutorials, seminars, advisory committee meetings and oral qualifying examinations. It is also required that advisory and examination committees are made up of members from both Universities. The result of this 'jointness' is to allow the student to draw on broad range of expertise and research opportunities.

### What is entailed with a Cooperative M.Sc. or Ph.D. program?

#### ➤ **Cooperative M.Sc. Program**

- ✓ To be accepted as a M.Sc. Coop student, applicants must find a supervisor that is interested in taking the Coop student into their research program. This is more likely to happen where the supervisor has a research program strongly linked with an industrial partner who shares the research interest of the researcher. Thus the research carried out under the supervisor can be continued. The coop student is responsible for securing a coop position.
- ✓ During the work-terms, the student is paid by the host organization a salary that is based on the student's experience and the host's salary scale.
- ✓ The academic requirements are the same as in the Regular Thesis Option M.Sc., but at least two of the required four one-term courses (including Chemistry 794(0) - M.Sc Seminar) must be completed during the first two terms in residence. Following the second term, the student will spend two terms (eight months) working in an industrial or government laboratory, upon completion of which he/she must present an acceptable work report which is evaluated by (GWC)<sup>2</sup> as well as the Co-operative Education and career services Departments. Upon returning to the campus, the student will complete his/her course work, research, and prepare the M.Sc. thesis.
- ✓ A student is eligible to apply for admission to the M.Sc. Co-operative option if he/she has a minimum standing of 75% in an Honours Bachelor of Science degree, or the equivalent, from an accredited university and is restricted to Canadian citizens or landed immigrants. The Co-op M.Sc. option is not available to students who have completed a Co-op program as undergraduates. These students are, however, eligible for admission to the Co-op Ph.D. program.

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### Cooperative Ph.D. Direct from B.Sc. Program

- ✓ Under this option four of the six required one-term courses, including the Master's Seminar, must be completed within the first two academic terms in residence in the Centre. After successful completion of these two terms of coursework, the candidate will spend one year (three terms) working in an industrial or governmental laboratory. During the work-terms, the student is paid by the host organization a salary that is based on the student's experience and the host's salary scale.
- ✓ Registration in the Co-operative Option commits students to the acceptance of employment either through a regular interview procedure organized by the Department of Co-operative Education and Career Services, or, where their interests are best served, on an assignment that the Centre may determine. On completion of the work year, a student will be required to submit a work report which will be evaluated by the Centre and the Co-operative Education and Career Services Department. During the work-terms, the student is paid by the host organization a salary that is based on the student's experience and the host's salary scale. When the student returns to the campus following the work term he/she will find a supervisor. The research project chosen need not bear any relation to the job experience. The student will complete any graduate courses which are needed, a seminar on their research topic, the oral comprehensive examination and complete and defend a thesis.
- ✓ A student is eligible to apply for admission to the Ph.D. Co-operative option if he/she has a first class Honours Bachelor of Science degree, or the equivalent, from an accredited university and is restricted to Canadian citizens or landed immigrants.

### Can I apply for a Postdoctoral Fellows (PDF) position through the (GWC)<sup>2</sup>?

- The (GWC)<sup>2</sup> focuses on Graduate MSc and PhD programs. To explore the possibility of a Postdoctoral Fellows (PDF) position you will need to contact individual research faculty members to ascertain their interest. Please visit the following websites to view the listing of faculty members:
  - ✓ University of Guelph, Department of Chemistry faculty web site  
[http://www.chembio.uoguelph.ca/cgi-bin/ucon.exe?ac=v\\_page&pa=PMFTTB](http://www.chembio.uoguelph.ca/cgi-bin/ucon.exe?ac=v_page&pa=PMFTTB)
  - ✓ University of Waterloo, Department of Chemistry faculty web site  
<http://www.chemistry.uwaterloo.ca/people/faculty.html>
- The following websites will direct you to the guidelines for Post Doctoral Fellowships and the hiring process for faculty:
  - ✓ University of Waterloo - <http://www.grad.uwaterloo.ca/postdoc/guidelines.html>
  - ✓ University of Guelph - <http://www.uoguelph.ca/vpacademic/frprocedures/guidelines/>

### How do I apply and what is the application process?

- Review the information available on the (GWC)<sup>2</sup> website (<http://www.gwc2.on.ca>) to determine your interest in the program and whether you meet the program requirements. Contact (GWC)<sup>2</sup> Faculty members in the research areas you are interested (<http://www.gwc2.on.ca/resareas.htm>) to determine. Any questions related to the application process should be directed to the (GWC)<sup>2</sup> administrative assistant ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)).
- Collect the necessary documentation (transcripts, letters of reference, proof of English Language Proficiency (as required) and proof of Canadian landed immigrant or permanent residency status (as required)).

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

- Apply on-line through OUAC
  - ✓ University of Guelph  
[http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT\\_DSP&merchant\\_rn=810327&action\\_id=choose](http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT_DSP&merchant_rn=810327&action_id=choose)
  - ✓ University of Waterloo  
[http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT\\_DSP&merchant\\_rn=656872&action\\_id=choose](http://horizon.ouac.on.ca/webapp/account.d2w/report?ident=ACCOUNT_DSP&merchant_rn=656872&action_id=choose)
- Documentation is uploaded as per the instructions noted at the following website:  
<http://www.grad.uwaterloo.ca/students/applyingonline.asp>
- Submit payment of the OUAC fee, print out the OUAC application and forward, to the University of Guelph the signed application with the supporting documentation to the Director of the (GWC)<sup>2</sup>. For the University of Waterloo, your application materials must be uploaded using Applicant Quest.
- The application is reviewed and if it meets the program requirements, it is forwarded to the faculty members to ascertain their interest. If the application does not meet the program requirements, the applicant is informed.
- The faculty members, if interested, will contact the applicant to ascertain if they are a good fit for their research program. Within Canada, the applicant may be offered the opportunity to visit the Faculty members and their research facilities. If the faculty members are not interested, the applicant is informed that the (GWC)<sup>2</sup> is unable to offer the applicant a place in our graduate program.
- If a faculty member feels the applicant is a good fit for their program, they will request that the (GWC)<sup>2</sup> make a recommendation for an offer of admission. At this time a letter is forwarded to the applicant, requesting that they provide a response as to whether they are interested in joining the program.
- The application is then forwarded to the appropriate University Graduate office, where a final review is made and, if acceptable, an official letter is sent to the applicant.
  - ✓ In the case of the University of Guelph, the official letter of offer (definite or conditional and provisional status if applicable) includes a time-sensitive dated applicant response form. This form must be returned to the University of Guelph for registration to occur. The University may request certain documentation in the form of official transcripts showing final marks and conferment of degree, the presentation of a Student Visa, proof of English competency, permanent residency or landed immigrant status etc.
  - ✓ In the case of the University of Waterloo, an official letter of offer (letter of acceptance or offer of admission and probationary status if applicable) is forwarded to the applicant. The University may request certain documentation in the form of official transcripts showing final marks and conferment of degree, the presentation of a Student Visa, proof of English competency, permanent residency or landed immigrant status etc.
- In the case of International Students, this official letter from the University is then used by the applicant to apply for a Student Visa.

[Are there specific application requirements for the University of Guelph and University of Waterloo?](#)

➤ **For University of Guelph On-Line Applications:**

The following link will assist you in determining your eligibility, admission requirements and credential evaluation: (<http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future> )

➤ **For University of Waterloo On-Line Applications:**

The following link will assist you in determining your eligibility, admission requirements and credential evaluation: (<http://www.grad.uwaterloo.ca/ACMS/default.aspx?sectionID=5187> )

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

What are the contact details for questions regarding graduate online admissions for the University of Guelph and University of Waterloo?

➤ **University of Guelph:**

**Phone:** (519) 824-4120 ext. 56833 **Fax:** (519) 766-0143 **E-mail:** [gradonline@registrar.uoguelph.ca](mailto:gradonline@registrar.uoguelph.ca)

Please include the name of the program to which you are applying in the message subject line

**Regular Office Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. (EST)

**Address:**

Graduate Program Services  
Level 3, University Centre,  
University of Guelph  
Guelph, Ontario N1G 2W1 CANADA

➤ **University of Waterloo:**

**Phone:** (519)-888-4567, ext. 35411 **Fax:** (519)-746-3051 **Email:** [gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca)

Please include your full name, date of birth and the program to which you are applying.

**Regular Office Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. (Eastern Standard Time)

**Address:**

Graduate Studies Office  
University of Waterloo  
200 University Avenue West  
Needles Hall, Room 2201  
Waterloo, Ontario, Canada N2L 3G1

Who do I contact if I have technical questions regarding the on-line application?

- If you encounter problems with the on-line application, please forward your concerns to the OUAC Application Centre:

**Phone:** (519) 823-1940 ext.556

**Fax:** (519) 823-5232

**Email:** [gradapps@ouac.on.ca](mailto:gradapps@ouac.on.ca)

Please include the name of the university to which you are applying in the subject line of your message.

**Regular Office Hours:** 9:00 am - 4:30 pm EST

**Address:**

Ontario Universities' Application Centre  
170 Research Lane  
Guelph ON N1G 5E2

What happens if I want to make amendments to my application information after I have completed my online application and submitted my payment?

➤ **University of Guelph**

Once the application has been finalized and forwarded to the (GWC)<sup>2</sup>, amendments to a start date, degree program, email, phone and address contact information should be forwarded to the (GWC)<sup>2</sup> ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)). The information will then be submitted to the graduate office to update the information.

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### ➤ University of Waterloo

Once the application has been finalized, the University of Waterloo will email you and provide you with information to accessing your Applicant Quest account. Amendments to email, phone and address contact information can be updated through your Quest account. Any program change will require a new application. Email ([gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca)) if you have a referee change after you have completed your on-line application. The following information is required: Subject Line: Change of Referee; UW Student Number and Program: Referee Title: Referee Name: Institution: Address; Telephone; and Email Address. If you have amendments to your start date please forward these amendments to:

**Phone:** (519)-888-4567, ext. 35411

**Fax:** (519)-746-3051

**Email:** [gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca)

Please include your full name, date of birth and the program to which you are applying.

**Regular Office Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. (Eastern Standard Time)

**Address:**

Graduate Studies Office  
University of Waterloo  
200 University Avenue West  
Needles Hall, Room 2201  
Waterloo, Ontario, Canada N2L 3G1

If I apply to one University, will faculty members from both Universities have access to my application?

- If the application meets the program requirements it is circulated to individuals and members of areas of research interest that have been selected on the submitted Areas of Research Interest form. This form is downloadable from the (GWC)<sup>2</sup> website (<http://www.gwc2.on.ca/apply.htm>) or through the OUAC online application for the University of Guelph or is completed online through the University of Waterloo Applicant QUEST. Thus faculty members from both Universities will have access to your application.

Should I contact Faculty members in the (GWC)<sup>2</sup> prior to applying to the program?

- It is always recommended that applicants contact faculty members they are interested in working with, but securing of a supervisor prior to applying is not required. Please note though that some will review your information prior to your application; others will only wait until after the application package is complete. A file listing the faculty members by areas of research interest can be found at the following website [http://www.gwc2.on.ca/files/ocgs\\_areas-of-research\\_and\\_specialized-research-interest.pdf](http://www.gwc2.on.ca/files/ocgs_areas-of-research_and_specialized-research-interest.pdf), will provide you with the names of those individuals involved in specific areas of chemistry research. The GWC<sup>2</sup> website also lists the faculty member's areas of research interest (<http://www.gwc2.on.ca/resfaculty.htm>). If you click on the name, a brief description of research is shown and a graphic of the faculty member is provided. By clicking on the graphic, you will be linked to the member's website for a fuller description of the research conducted by the faculty member. You may wish to contact faculty members to determine what openings are available.

Can I come to the University and visit with Faculty?

- Interested applicants are welcome to come to the University and meet with interested faculty members. Domestic applicants who have applied and paid their OUAC fee, may be eligible for some remuneration for their travel expenses. Please contact us ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)) to see about coordinating a visit.

What happens if I apply to one University but receive an offer from the other University?

- It does not matter which University you apply to. If a recommendation for admittance is made by the other University it is a simple administrative matter to process the application through the appropriate University.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

### What type of Honours BSc Degree is acceptable?

- An Honours BSc Degree is evaluated based on the specialization that the individual is applying for. Thus it is recommended that applicants take courses at the 3<sup>rd</sup> and 4<sup>th</sup> year level in the specialization or research area of interest that they wish to apply for.

### What transcripts are required and how are they to be submitted?

- **Minimum Academic Requirements**
  - ✓ For an MSc - an Honours Bachelor's degree (or equivalent) in Science with at least a minimum overall standing of 75% in the last two years.
  - ✓ For a PhD - a M.Sc. degree (or equivalent) in Science with at least a minimum overall standing of 75%.
  - ✓ Direct admission to the PhD program is also possible for applicants with an overall 'A' standing. Course requirements are reduced by one course for students admitted directly to the PhD program from an Honours Bachelor's degree (or equivalent) in Science.
- **General Information**
  - ✓ We use the grading scale of the home institution to determine the admission average. The average is then translated into a University of Guelph and Waterloo alpha grade equivalent. (i.e. A, B, C). We look for a Canadian 'B' GPA equivalent.
  - ✓ Where the transcripts do not indicate graduation or conferment of a program, the certificate establishing degree completion is required.
  - ✓ Transcripts in languages other than English or French must be accompanied by a certified literal translation. For international students, please check ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)) to determine if there is any additional transcript or document requirements for your country.
  - ✓ Canadian and US transcripts are evaluated on a minimum of 20 courses over the last two years of course-work excluding first and second year courses in those years. In some cases this may mean looking at course work in the second year period to achieve the required number of courses for evaluation. If the required number of courses extends into a semester, all courses in that semester are used in the evaluation.
  - ✓ International transcripts are evaluated on the overall courses taken with no credit value assigned to the courses.
- **University of Guelph:** You need one certified copy of each previous undergraduate and graduate transcript. Transcripts must show all courses, marks and the awarding of degrees. The grading scale must be provided. We use the grading scale of the home institution to determine the admission average. The average is then translated into a University of Guelph alpha grade equivalent. (i.e. A, B, C). A transcript is considered official only if it is received in an envelope from the home university, which is sealed and signed by the official issuing the transcript. These must be submitted with your completed application. (Do not open). Where the transcripts do not indicate graduation or conferment of a program, the certificate establishing degree completion is required. Uncertified copies of transcripts will not be accepted. Transcripts in languages other than English or French must be accompanied by a certified literal translation. All transcripts will be verified by the University for authenticity. For international students, please check ([gwc@uoguelph.ca](mailto:gwc@uoguelph.ca)) to determine if there are any additional transcript or document requirements for your country.
  - **Note: Current University of Guelph students do not need to provide official B.Sc./M.Sc. transcripts, but it is requested that they provide unofficial transcripts to expedite the processing of their application.**
- **University of Waterloo:** Upload academic transcripts from each post-secondary institution attended, including all marks and the awarding of degrees. The grading scale must be provided. We use the grading scale of the home institution to determine the admission average. Official academic transcripts (received in a closed university envelope) are only required if you are offered admission. Please note that the uploaded pdf file size must not be larger than 2500 KB for Transcripts, 1500 KB for Resumes and Writing Samples, and 1000 KB for Test Scores. Please ensure that documents are scanned in black and white and a lower resolution to reduce file size. Only one transcript file can be uploaded per institution and include the transcript legend/key and degree certificate if required. A certified translation is required if the transcript is not in English. All transcripts will be verified by the University for authenticity. For international students, please check ([gwc@uoguelph.ca](mailto:gwc@uoguelph.ca)) to determine if there are any additional transcript or document requirements for your country.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

- ✓ **Note:** Current University of Waterloo students do not need to provide official B.Sc./M.Sc. transcripts. They may upload unofficial University of Waterloo transcripts. For applicants applying for a Ph.D. program, who are currently in the M.Sc. program but completed their B.Sc. elsewhere, they may email [gwc@uoqueph.ca](mailto:gwc@uoqueph.ca) requesting that the B.Sc. on file in the Graduate office be uploaded. Please provide your Name and UW ID# with the request.

What if my degree was obtained several years ago or I lack upper level science courses in the research area I am interested in pursuing?

- In some cases where the minimum academic requirement is met, but previous course work was obtained a number of years ago, or an applicant's academic background is lacking upper level science courses in the areas that the applicant is interested in pursuing; the department may recommend the completion of preliminary courses prior to pursuing a full-time MSc Thesis-based program or a PhD program. Taking preliminary courses would entail registering in a non-degree program in a University of your choice and enrolling in a minimum of three (3) 3rd and 4th year courses in your intended area of research, and achieving an overall standing of B+ (78%). You would then apply to the GWC<sup>2</sup> for consideration for the graduate program. You would not be guaranteed admission, as admission is based on the recommendation of a faculty research advisor and you would be responsible for all costs of the undergraduate courses.
- You may also want to consider applying for a part-time or full-time course-based MSc program. Admission is based on an overall evaluation of your application including transcripts, references, research goals and interests, University of Guelph Part-time form application (if applying through the University of Guelph), English proficiency (if required) and proof of Citizenship (if required). As a part-time or full-time course-based MSc graduate student you would not be required to secure a supervisor for admission to the program but you would be responsible for all costs in the program. If you do well in your course work you may find an interested research advisor and see if they wish to take you on as a full-time MSc thesis based graduate student. Pending transfer application and approval from both their program and Graduate Office at the University of Guelph or Waterloo, students, who originally enrolled in the Part-Time Course-Based MSc program, may transfer to a full-time MSc thesis program status at any time in their program. Students would receive guaranteed funding support for the remaining available terms for the MSc program.

Can I transfer credits from previous graduate work?

### ➤ **University of Guelph:**

On the recommendation of the advisor and with the approval of the department chair and the dean of Graduate Studies, a graduate student may take, and receive credit for, graduate courses at another university. The arrangements for these courses must be made through the dean of Graduate Studies or the dean's delegate.

Transfer credits may sometimes be granted for suitable graduate courses taken in unfinished graduate programs prior to entry into the Guelph graduate program. They may include courses taken at other institutions, but would not normally include those taken in any undergraduate programs at the University of Guelph or elsewhere. The criteria for acceptance of transfer credits are as follows:

1. Courses must be suitable and applicable to the University of Guelph graduate program, as determined by the department/school Graduate Studies Committee.
2. The minimum grade acceptable for transfer credit is 70% (B-).
3. Courses may not have been used as requirements for any other degree or diploma which has been granted.
4. Courses cannot have been part of the basic admissions requirement for the University of Guelph graduate program. For example, if courses were considered necessary for the student to be eligible for admission to the graduate program, or were taken as part of required upgrading, advanced credit will not be granted.
5. An official transcript listing the course(s) must be available in Graduate Program Services.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

### ➤ University of Waterloo:

In graduate programs the maximum number of transferable credits shall be as follows:

1. for the course-work Master's: one-half of the course credits required for the degree, excluding credits awarded for the project.
2. for the thesis Master's: one-half of the course credits stipulated in an individual's program, excluding credits awarded for the thesis.
3. for the PhD: the acceptance of transfer credits from prior registration at another university will be determined in individual cases by the Associate Dean (Graduate Studies) of the Faculty at the time of admission to the program.

Transfer credits must be "unused" credits, i.e., they must not have been credited towards an earlier acquired degree. Transfer credits must be specified in writing at the time of departmental recommendation for admission. A minimum of 70% (UW converted grade) is required for transfer credit.

### What makes up a complete OUAC application package?

- Application is made through the following website (<http://www.gwc2.on.ca/>). The application (and payment) is to be completed online, printed, signed and submitted along with the transcripts, references, the downloaded (GWC)<sup>2</sup> forms for goals and objectives and areas of research interest (<http://www.gwc2.on.ca/apply.htm>) and, if applicable, arrangements are made for the submission of a English Language Proficiency Testing.

#### Check List

- ✓ Printed off OUAC Application
  - ✓ Payment of Fees
  - ✓ Transcripts of all undergraduate and graduate programs. If the degree is conferred and the transcript does not show the degree and date of conferment, then the degree certificate is required. Transcripts in languages other than English or French must be accompanied by a certified literal translation. The University of Guelph requires all transcripts provided in sealed and stamped institution envelopes. The University of Waterloo will only require the official transcripts in a sealed and sampled envelope from the institution if an admission offer is made. Please ensure that grading scales are provided.
  - ✓ Reference Forms
  - ✓ Supplementary Information:
    - University of Guelph: Career Goal form & Research Interest form
    - University of Waterloo: Supplementary Information Form – Career Goal, Research Interests
  - ✓ English Language Proficiency (if required)
  - ✓ Part-time status form for University of Guelph (if applicable)  
<http://www.uoguelph.ca/registrar/graduatestudies/files/apppart.pdf>
  - ✓ Funding Support Letter - If an applicant will be funded through scholarships provided by their country or institution (if applicable)
  - ✓ Permanent Resident documentation (if applicable).
- Submission of Documentation
- ✓ **University of Guelph:** The completed application package is to be forwarded to the GWC<sup>2</sup>:  
**The Director**  
Guelph-Waterloo Centre for  
Graduate Work in Chemistry and Biochemistry  
Department of Chemistry  
University of Guelph  
Guelph, ON N1G 2W1  
CANADA
  - ✓ **University of Waterloo:** Your application materials must be uploaded using Applicant Quest. If you are not able to upload your application materials on Quest, please contact [gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca) for help.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

How many Reference Forms are required, what areas of evaluation are to be assessed and how are they to be submitted?

- Three (3) reference letters are required. The reference form looks for an evaluation of the applicant's preparation for graduate study, range of abilities and accomplishments, and creative and intellectual promise. The institution or business assessor must return each form to you in an institution/business envelope that is sealed and signed across the seal by your assessor.
  - ✓ MSc – Three (3) reference letters, two of which must be from academic sources.
  - ✓ PhD – Three (3) reference letters which must be from academic sources
- **University of Guelph:** Submit these with the completed application (Do not open). Letters of reference must bear an original signature.
- **University of Waterloo:** Your referees will be emailed with instructions on submitting forms electronically. Email the Chemistry Graduate Coordinator ([gwc@uwaterloo.ca](mailto:gwc@uwaterloo.ca)) if you have a referee change after you have completed your on-line application for instructions.

Would it be acceptable for my transcripts and my reference forms to be forwarded directly to the department?

- **University of Guelph:**

Please request that they use an institutional envelope and seal and sign the flap. Please have them direct the reference to:

**The Director**  
Guelph-Waterloo Centre for  
Graduate Work in Chemistry and Biochemistry  
Department of Chemistry  
University of Guelph  
Guelph, ON N1G 2W1  
CANADA

**University of Waterloo:** If the documentation can not be submitted online, please contact [gradapp@uwaterloo.ca](mailto:gradapp@uwaterloo.ca) for help.

Where do I find the Career Goals and Research Interest Forms?

- **University of Guelph:** the Career Goals and Research Interest forms can be downloaded from the (GWC)<sup>2</sup> website (<http://www.gwc2.on.ca/apply.htm>) or through the OUAC on-line application Centre.
- **University of Waterloo:** the Career Goals and Research Interests are completed using the Supplementary Information Form online through UW Applicant QUEST.

What are the English Language Requirements?

- If English is not your first language you will be asked to provide proof of English Language Proficiency. The proof of English Language Proficiency must be completed within two years of submission.

**The following is a list of specific (GWC)<sup>2</sup> requirements:**

- ✓ A score of at least 580 is required in the Test of English as a Foreign Language (TOEFL) and 4.0 on the TWE. For the TOEFL Internet-based test a score of 92 with a minimum of 24 in speaking and writing.
- ✓ IELTS Academic Test – minimum overall score of 6.5 with no score below 5.5
- ✓ CAEL – 70 overall score; minimum 60 in each section
- ✓ MELAB – 85 minimum overall score; minimum of 80 each section
- ✓ CanTEST – an average of 4.5 in Listening and Reading and a Writing score of 4.0

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

### ➤ **University of Guelph:**

Please instruct the testing agency to forward the official test results directly to the Graduate Coordinator of the department to which you are applying. If available, you may submit a photocopy of the test results for preliminary consideration. An offer of admission will not be issued without official documentation.

Please use the following Institution and Department Codes: Institution Code 0996, Dept 62

### ➤ **University of Waterloo:**

Copies of test scores can be uploaded on Applicant Quest, or originals can be mailed directly by the testing agency.

Please use the following Institution and Department Codes: Institution Code 0996, Dept 62

### Do I need to do a GRE?

- ✓ A GRE general test and subject test score in Chemistry or Biochemistry are not required.

### How is the application reviewed?

- The GWC<sup>2</sup> would review and consider whether you would qualify for the program based on a total evaluation of the original transcripts, references, English proficiency (if required), areas of research interest and goals and objectives.

### Are International applicants evaluated differently than Domestic applicants?

- Although International Students may meet the minimum academic requirements, due to limited funding for students who are not Canadians or have Canadian permanent residence status, competition is extremely tight. Therefore, typically only exceptional international students are admitted to the program.

### How soon after the receipt of my complete application can I expect to be notified of a decision?

- When the (GWC)<sup>2</sup> office receives your application, an acknowledgement will be forwarded to you indicating if there are any further requirements prior to distributing the application.
- Once the OUAC application has been received and if it is complete and meets the program requirements, it is distributed to faculty members based on the stated area(s) of interest and to those members the applicant may have indicated that they have been in contact with or would like to join their research team. Depending on the competition for available positions, the faculty member may contact the applicant and may offer to recommend the applicant be admitted to the program. If there is interest in the application, a recommendation for admittance to the program could be submitted fairly soon after the circulation of the application. All circulated applications are tracked and will be kept on file for 2 months after circulation.
- If the application does not meet our program requirements, the applicant is notified as soon as this decision has been made.

### If a recommendation for admission is made, is there a deadline for accepting the recommendation?

- The (GWC)<sup>2</sup> will request that applicants provide a response within two (2) weeks to indicate their interest in joining the graduate program.
- **University of Guelph:** The recommendation letter and response form are emailed to the applicant and the applicant has the choice of signing and emailing back the response or mailing it.
- **University of Waterloo:** The applicant is notified and can provide a response through QUEST.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

What happens after I indicate that I would like to join the program?

- If our recommendation is approved by the Dean of Graduate Graduate Studies, you will receive formal confirmation and information on registration from the appropriate University Graduate Studies office.

What does it mean if my recommendation indicates that I have provisional/probationary standing?

- In some cases, where the previous course work was obtained a number of years ago or where a student's academic background is considered to be weak, the department may recommend admittance based a provisional/probationary status. As a provisional/probationary M.Sc. student you will be required to successfully complete two (GWC)<sup>2</sup> graduate courses (which may include the M.Sc. Seminar) during your first two terms, achieving a minimum overall standing of 75%, with no grade below 70%. If you satisfy this requirement your provisional/probationary status will be removed.

What does it mean if my recommendation indicates that I have qualifying status?

- In some cases, where the previous course work was obtained a number of years ago or where a student's academic background is considered to be weak in specific undergraduate course areas, the department may recommend admittance based a qualifying status. This recommendation is based on the willingness of a faculty member agreeing to act as a supervisor or research advisor for the applicant if certain conditions are met. As a qualifying student you will be required to successfully complete specified undergraduate courses with a minimum overall standing of 75%, and with no grade below 70%. If you satisfy this requirement, the (GWC)<sup>2</sup> would be pleased to recommend your admission as an M.Sc. student for the following term. You will be required to reapply through OUAC and the recommendation will be made based a provisional/probationary status. Please note that we do not offer financial support for qualifying students.

What happens if I have to request a deferral of my start time after I have received an offer of admission?

- If an offer has been made and accepted, and a deferment is requested later, the supervisor may or may not be in a position to grant a deferment due to their research program future commitments.

**University of Guelph:** The applicant will be required to reapply through OUAC for the new start date. Only the OUAC form itself would need to be forwarded to the (GWC)<sup>2</sup> office and a deferral request is submitted only if granted by the original supervisor.

**University of Waterloo:** The applicant will be required to reapply through OUAC for the new start date. All documentation that was previously uploaded is retained and a deferral request is submitted only if granted by the original supervisor.

What regulations are in effect for Academic Integrity (Plagiarism)

- Please review the following websites regarding academic integrity (plagiarism):

**University of Guelph:** [www.academicintegrity.uoguelph.ca](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](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html))

Academic Integrity  
(<http://uwaterloo.ca/academicintegrity>)

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

### What type of Graduate Funding is available?

- Our minimum graduate stipend, which can consist of a combination of a teaching assistantship / research assistantship / research studentship, is \$23,866 (as of September 2010). There are a number of in-course and entrance scholarships available. At the University of Guelph, students must have achieved an 80% (A-) standing in their most recent year of study to be eligible for some awards, and 75% (B) for others. Eligible students will be automatically considered. International students are eligible for some small, directed awards. At the University of Waterloo, students must have achieved an 80% (A-) standing. Eligible students will be automatically considered. International students are eligible for many of these awards. Generally students are awarded Teaching Assistantships which may involve course marking and laboratory demonstration with laboratory report marking, or carrying out other duties related to undergraduate teaching. Generally students are awarded Teaching Assistantships which involve demonstrating in undergraduate laboratories, or carrying out other duties related to undergraduate teaching. International Visa students may be eligible for an additional \$5,000 for a total graduate stipend of \$28,866 (as of September 2010). Please note that the Departments are under no obligation to provide a Teaching Assistantship to students who exceed the time limits (6 terms for an M.Sc. degree and 9 terms for a Ph.D. degree).

### What scholarships are available for graduate students?

- Graduate students are encouraged to refer to the pertinent University Graduate Calendar for relevant scholarships. Many scholarships target specific programs or research interests, so it is important to carefully review the full list of current scholarships. If an application is required, it is the student's responsibility to ensure it is completed and submitted on time and submitted to the appropriate department. There are a number of specific (GWC)<sup>2</sup> scholarships that are available and that are listed in the pertinent University Graduate Calendar. Awards range from \$100 to \$2,500. All nominations are solicited from (GWC)<sup>2</sup> Centre faculty and the Graduate Officers by the deadline date each year.

Refer to the following websites for information on graduate awards and scholarships:

**University of Guelph:**

<http://www.uoguelph.ca/registrar/calendars/graduate/current/gradawards>

**University of Waterloo:**

[http://www.grad.uwaterloo.ca/scholarships/scholarships\\_main.asp](http://www.grad.uwaterloo.ca/scholarships/scholarships_main.asp)

### Can I apply for OGS and/or NSERC Funding?

- Only domestic and permanent resident students can apply for OGS or NSERC funding. The competitions come up in September. On-line applications are usually not accessible until August. While the applications are completed on line, hard copies are submitted through the department for ranking and submission to the government agencies. Applicants need to be aware that the deadlines listed on the website are not the deadlines that the Department or University uses. The internal (departmental) deadlines will be posted earlier in September in the Department, and emails are usually sent out to the graduate students regarding the competition early in September. Please review the following websites for information on the NSERC and OGS funding:

**OGS:** <http://www.nserc.ca/index.htm>

**NSERC:** [http://osap.gov.on.ca/eng/NOT\\_SECURE/Plan\\_Grants\\_full\\_sepapp\\_OGS\\_12345.htm](http://osap.gov.on.ca/eng/NOT_SECURE/Plan_Grants_full_sepapp_OGS_12345.htm)

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

What are the financial costs of enrolling in a graduate program at University of Guelph or University of Waterloo?

### ➤ **University of Guelph:**

The following website provides information on the tuition and fee announcements <http://www.uoguelph.ca/registrar/studentfinance/index.cfm?fees/index>

For information on the financial aspect of enrolling in a graduate program, please review the following information and print a copy for your records:

International Applicants:

[http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?finance/costofliving\\_intl](http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?finance/costofliving_intl)

Domestic Applicants:

[http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?finance/costofliving\\_domestic](http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?finance/costofliving_domestic)

### ➤ **University of Waterloo:**

The following website provides information on the tuition and fee announcements <http://www.adm.uwaterloo.ca/infofin/students/stdfees.htm>

For information on the financial aspect of enrolling in a graduate program, please review the following website:

Funding and Tuition Fees: <http://www.grad.uwaterloo.ca/students/prospective/funding.asp>

Do I have to maintain continuous registration once I join the (GWC)<sup>2</sup> program?

- All graduate students are responsible for maintaining continuous registration until the completion of the program. Failure to register may result in a lapse of your enrolment. Once this has been done, you will be required to re-apply for admission to the Centre, and you will be subject to any applicable late fees incurred since failure to register.

Can I request a leave of absence once I start the (GWC)<sup>2</sup> program?

### ➤ **University of Guelph:**

A regular student may make prior arrangements, subject to review and recommendation by the department, to take a leave of absence from graduate studies for a specified period of time, not to exceed one year. The Board of Graduate Studies may approve a leave of absence for students who request permission not to register for two or more consecutive semesters. Further leave(s) of absence may be granted subject to review and recommendation by the department and approval by the Board of Graduate Studies. Failure to register or receive prior permission for a leave of absence will be regarded as withdrawal from graduate studies at this university. Students who wish to resume their studies must apply for readmission; if readmitted they will be required to conform to current regulations. Please use the following form to apply for a leave of absence:

<http://www.uoguelph.ca/registrar/graduatestudies/files/hiatus.pdf>

### ➤ **University of Waterloo:**

In certain circumstances such as illness, maternity/parental leave, limited external research or work opportunity which is not related to their UW program, or temporary financial difficulties for which the University cannot provide hardship funds, students may apply to the Associate Dean (Graduate Studies) of their Faculty for inactive status (leave of absence). Normally, inactive status is approved for a maximum of two consecutive terms (maternity leave up to three consecutive terms). Normally, students who have incomplete courses on their record are not eligible for inactive status. Students requesting inactive status and to apply for readmission, must complete a Graduate Studies Change of Enrolment Status/Degree Completion/Voluntary Withdrawal form

[http://www.grad.uwaterloo.ca/forms/Academic\\_Records/CompletionWithdrawalStatusChange.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf).

Can I request a program extension if I exceed the time limits for a program completion?

➤ **University of Guelph:**

At the present time, no requests for extension of the time limits are required. The progress of students is evaluated by their advisory committee and, based on that evaluation, those who exceed their maximum time limit may receive a formal request that the student be required to withdraw due to lack of progress.

➤ **University of Waterloo:**

Up to three terms of extensions of the time limits may be obtained by petitioning the Associate Dean of Graduate Studies. Further extensions must be approved by the Associate Dean of Graduate Studies for Science. *Please note if you require an extension, you will be notified by the Graduate Secretary in the Department of Chemistry - do not* assume you need an extension. If you are required to fill out an extension by the Associate Dean of Graduate Studies, and you do not complete it, beware: this may cause you to "fail to register" at which time you will no longer be considered a graduate student at the University of Waterloo, and you will need to re-apply for admission.

What happens if I have to withdraw from the program once I start?

➤ **University of Guelph:**

**First Semester Students:** A withdrawal for any student in the first semester of study will be **permanent**. If the student wishes to re-activate the application file for a future semester, it must be done through their academic department/school. A new application fee will be required; a decision form will be required from the department/school before a new offer of admission will be issued.

**Temporary Withdrawal:** A student who wishes to withdraw **during** the course of one semester and return for a later semester must complete the Withdrawal Notice. If the absence is to extend beyond the end of the current term, a Leave of Absence application will also be required. (This does not apply to first-semester students; see above.)

**Re-Admission:** A student who permanently withdraws and who subsequently applies for re-admission **to continue the same program** will be assessed a Re-admission fee. Contact Graduate Program Services for the appropriate forms. Readmission will be based on an evaluation of the application by the (GWC)<sup>2</sup>. (<http://www.uoguelph.ca/registrar/graduatestudies/files/readmit.pdf>)

**Withdrawal Form -** <http://www.uoguelph.ca/registrar/graduatestudies/files/withdrawal.pdf>

➤ **University of Waterloo:**

**Temporary Withdrawal:** Students who request more than two consecutive terms of leave because they have other commitments such as a full-time job or travel plans, should voluntarily withdraw from their program until they are prepared to resume their studies. In advance of voluntary withdrawal, students must discuss with their department any conditions which must be met upon their readmission to their program. Students requesting to withdraw, must complete a Graduate Studies Change of Enrolment Status/Degree Completion/Voluntary Withdrawal form

**Re-Admission:** Students who reapply to the program and are approved for readmission, will be required to enrol for a minimum of one full term, without tuition refund, to complete their program. Application must be done through the OUAC application service.

**Withdrawal Form -**

[http://www.grad.uwaterloo.ca/forms/Academic\\_Records/CompletionWithdrawalStatusChange.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf)

What happens if after I am enrolled at one University but my supervisor changes and is now located at the other University?

- Once you have been admitted to one University, all documents and transcripts submitted to the University become the property of that University and will not be returned. For the student who arranges to change a supervisor and the original enrollment is not at the supervisor's home university, the student will be required to reapply through OUAC and provide the (GWC)<sup>2</sup> with original transcripts and certificates, including an original transcript from the current enrolled University. The student will need to withdraw from their current program at the end of the semester and will be required to officially request transfer credits for any courses completed.

### Can I take courses at other Universities?

- Full-time students that request to take courses at other Universities are only allowed to do so if they have already completed the majority of their course-work and the course is not offered at the home University. As a full-time student, half of all lecture courses must be taken at the home university. In all cases, graduate students are advised to consult with their academic advisors and receive permission prior to taking courses outside of the University. As such the maximum courses that can be transferred or taken at another University are as follows:
  - ✓ Full-time MSc (Thesis): Of the four required lecture courses for the full-time MSc, two course can be accepted as a transfer credit or taken at another University (if allowed through a Letter of Permission (LOP) or OVGS or transfer credits (Guelph) or OVGS or transfer credits (Waterloo)).
  - ✓ Full-time MSc (Course-based): The MSc graduate student may only take up to two of the six required courses.
  - ✓ Full-Time PhD. The PhD graduate student can only take one course at another University or apply for transfer credit for one course.
  - ✓ Part-time students can not take courses outside of their home universities.
- **OVGS:** The Ontario Visiting Graduate Student Plan allows a graduate student of an Ontario university (Home University) to take graduate courses at another Ontario University (Host University) while remaining enrolled at his/her own university. The plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit difficulties. The student enrolls and pays fees to his/her Home University and is classed as an "Ontario Visiting Graduate Student" at the Host University where he/she pays no fees.
- **Enrolling in Courses Outside of Ontario:** In all cases the student must maintain their University registration while taking a course at another University. Students are also advised that they must get approval in advance. An official transcript must be submitted from the host university directly to the Graduate office upon completion of the program.
  - ✓ **Guelph:** Letters of Permission (LOP). Only one LOP course per program is permitted. The LOP applications must be approved in advance; approvals will not be granted retroactively. Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable. Following successful completion of the course and receipt of the official transcript, the University of Guelph agrees to reimburse the student for tuition costs incurred at the host institution, up to a maximum of \$500, upon presentation of original receipts.
  - ✓ **Waterloo:** Graduate Students are responsible for making the necessary arrangements for admission to the host university and for any fees payable. Following successful completion of the course, the graduate student arranges for the official transcript and course outline to be forwarded to the University for assessment for course credit. Students are not reimbursed for the tuition.

### Can I switch from a Full-Time to Part-Time MSc program?

- To remain in the MSc Thesis program the graduate student would need to get confirmation from the research advisor that they are interested in retaining their status as their research advisor. An MSc Thesis program requires a research advisor. Consideration would be made whether it is appropriate to recommend switching to the Part-Time Course-based MSc program.
- By remaining in the MSc Thesis program, the requirements are to complete 3 courses, the MSc Seminar and prepare and present a thesis.
- A course-based MSc program is 6 courses, the MSc Seminar and the MSc Research paper (based on a one-term experimental research project) which is presented in a seminar format.
- An individual in a part-time program can take up to 15 terms (5 years) to complete the degree. By switching to a part-time program and having already done terms as a full-time student, their degree completion requirement will be reduced.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

- The Part-Time student is not guaranteed any funding, although if they are doing their one-term experimental research project in a lab, the research advisor may agree to provide an RA out of their own funding for that period.
- A part-time course-based graduate does not have to arrange for a research advisor until they are preparing to do their MSc seminar and Research Paper. This usually occurs after they have completed most of their course work.
- Within the (GWC)<sup>2</sup> program, part-time students can not take courses outside of their home universities.

### What are the program requirements to graduate?

- Students must obtain an average of at least 70% (B-) in the set of courses which they present in fulfillment of course requirements for any graduate degree.

### How are courses selected to meet the program requirements?

- Half of the prescribed courses for the program must be taken from within the department. Thus the other half may either be transfer credit or taken from outside the Chemistry Departments at the Universities of Guelph or Waterloo. Course selection should be done in consultation with the student's supervisor/research advisor.

### What are the requirements for the graduate courses?

- All graduate courses in (GWC)<sup>2</sup> have final examinations. Although the overall method of evaluation is left up to the individual professors, general monitoring has shown the method of assessment to include assignments, a mid-term and final examination. All graduate courses are evaluated by the students each semester with respect to the course content and to the performance of the professors. These evaluations are kept on file in the Centre Office and are made available to the instructors for their information.

### Can courses be added or dropped during the term?

- Course Adds and Drops are allowed during the first six weeks of term.

#### University of Guelph

- ✓ After the official add period has concluded (see the following website to determine the add deadline - <http://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>)
- ✓ The student will need to download and complete the *Add, Drop and Change Form* (<http://www.uoguelph.ca/registrar/graduatestudies/files/addform.pdf>).
- ✓ This form will need to be signed by the Instructor, a Departmental signature (Chair (GWC)<sup>2</sup>, Departmental Chair or Graduate Officer and the Student. Although the form may be submitted up until 40<sup>th</sup> class day at Guelph University, the (GWC)<sup>2</sup> only allows Adds or Drops during the first six weeks of the term. Adds or drops after that point would need to go through an appeal procedure using the *Graduate Student Petition for Academic Consideration Form* (<http://www.uoguelph.ca/registrar/graduatestudies/files/petition.pdf>).
- ✓ Students wishing to register in any undergraduate course or course for audit must obtain the instructor's signature on the Graduate Student Add/Drop & Change form.

#### University of Waterloo

- ✓ During the first six weeks of term, students must drop or add graduate courses using Quest, the University of Waterloo's on-line student information system. For courses with enrolment restrictions, students must obtain permission through their Department Graduate Assistant.
- ✓ Graduate students who wish to enroll in an undergraduate course may petition using a Drop/Add form, obtainable through their Department or the Graduate Studies Office. ([http://www.grad.uwaterloo.ca/forms/Academic\\_Records/dropadd.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/dropadd.pdf)) Signature of the instructor, supervisor and Department Graduate Officer is required.
- ✓ After the first six weeks of term, students may not drop or add a course except by petition using the Drop/Add Form, and only under exceptional circumstances with the signature of the instructor, supervisor, Department Graduate Officer and the Associate Dean (Graduate Studies) of their home Faculty.

## GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

- ✓ Some graduate and all undergraduate courses require instructor or department approval or may have other restrictions such as prerequisites. Consult the Graduate Studies Course Catalogue to view all approved Graduate Studies Courses and any restrictions at: [www.grad.uwaterloo.ca/students/current/gradcourses.asp](http://www.grad.uwaterloo.ca/students/current/gradcourses.asp). Permission numbers are issued by academic departments to facilitate on-line course additions for an approved graduate course with restrictions or prerequisites. If you are enrolling in an undergraduate course, the Graduate Studies Course Drop and Add form must be approved by the course instructor and submitted to your academic department.

### Can courses be audited?

- The instructor can determine the requirements for an Audit course – anything from specifying attendance only, to handing in assignments and doing tests and exams, but not a final examination. The requirements must be clearly identified to the students. Students are required to use the Add and Drop form to register in the class. If the student does not fulfill the requirements, as stipulated by the instructor, the student will not receive an Audit credit for the course. Students may not switch from Audit to a registered course status and it is up to the department if they wish to allow a student to register in another term for the course.

#### University of Guelph

- ✓ With the consent of the advisory committee, the instructor and the department chair concerned, a student may register for and audit all or part of a course using the *Add, Drop and Change Form*. (<http://www.uoguelph.ca/registrar/graduatestudies/files/addform.pdf>)

#### University of Waterloo

- Graduate students at Waterloo who request to take courses as “Audit” or “Extra” must use an add/drop form (provide the term and the four-digit class number) ([http://www.grad.uwaterloo.ca/forms/Academic\\_Records/dropadd.pdf](http://www.grad.uwaterloo.ca/forms/Academic_Records/dropadd.pdf)), with all the appropriate signatures included, to sign into a course as an audit.

### Is there information available for Prospective Students on the University Graduate Programs?

#### University of Guelph:

- Graduate Studies Viewbook: [http://www.uoguelph.ca/registrar/graduatestudies/files/grad\\_studies\\_viewbook.pdf](http://www.uoguelph.ca/registrar/graduatestudies/files/grad_studies_viewbook.pdf)
- Guide for International Students <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm?future/international>

#### University of Waterloo:

[http://www.grad.uwaterloo.ca/Media/PDF%20files/2009%20gradstudies\\_brochure.pdf](http://www.grad.uwaterloo.ca/Media/PDF%20files/2009%20gradstudies_brochure.pdf)

### Are there any English as a Second Language (ESL) programs available for Graduate Students?

- The University of Guelph offers a number of courses, some are fee based, others are free, to assist graduate students whose first language is not English. Please check out the following website: <http://www.uoguelph.ca/esl/Graduate.htm>
- The University of Waterloo offers a number of English Language programs. See the following website: <http://www.renison.uwaterloo.ca/english-language/credit-courses/esl.shtml>

What type of Housing is available for Graduate Students?

➤ **University of Guelph:**

Students have a variety of affordable housing options. On-campus graduate students may choose to live in a one or two bedroom apartment or a graduate house and graduate students who have families may choose to live in one of 200 competitively priced townhouse units. Off-campus there are many reasonably priced housing options for students to choose from, including individual rooms, apartments and houses. Our online graduate student housing services will provide you with information about the Graduate Houses, located around the perimeter of the campus, that are rented on a per bedroom basis to single graduate students. Graduate Houses are assigned on a first-come, first served basis: <http://www.housing.uoguelph.ca/page.cfm?group=nav&id=10>. Information on off-campus housing is available at the following website: <http://www.housing.uoguelph.ca/page.cfm?group=nav&id=12>

➤ **University of Waterloo:**

Located within walking distance to campus, Columbia Lake Village (CLV) is a great place to call home. This residence community offers graduate students and students with dependents a comfortable, safe and convenient environment in which to live and learn while studying at UW. Some graduate students choose to live off campus in the Kitchener-Waterloo community. Our online housing listing will provide you with a list of accommodations that will meet your needs. [www.housing.uwaterloo.ca](http://www.housing.uwaterloo.ca)