



M.Sc. Part-Time Course-Based Program

The Guelph-Waterloo Centre part time course-based M.Sc. option is designed for students who wish to revitalize and upgrade their knowledge in Chemistry or Biochemistry and at the same time earn a M.Sc. degree. The program is intended for individuals whose employment or family responsibilities allow free time for study in the evenings only. Degree requirements consist of six one-term graduate courses plus Chem. 794(0) (M.Sc. Seminar) and Chem. 797(0) (M.Sc. Research Paper). Financial support may be available (but is not guaranteed) to a student carrying out an experimental research project. 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 program is available for Canadian citizens and permanent residents

Application Requirements

Admission requirements are the same as the full-time regular thesis M.Sc. program

- ✓ University of Guelph – University of Guelph Applicants must download the following document from the University of Guelph and include the signed document in the application package:
<http://www.uoguelph.ca/registrar/graduatestudies/files/apppart.pdf>

Time Limits

The part-time course-based M.Sc. option allows students to focus on any area of chemistry or biochemistry. At the University of Guelph, part-time students will advance at the rate of a one-third term for each enrollment session and the University of Waterloo will advance at the rate of a one-half term for each enrollment session. Please note that the minimum period of time for completion of the part-time M.Sc. is six enrollment sessions and it is expected that the program will normally be completed within five years.

Graduate Course Requirements

Within the (GWC)² program, of the six required lecture courses, only two courses can be accepted as a transfer credit. Once enrolled, students can not take courses outside of their registered universities. Three of the six graduate courses must be taken through the (GWC)², but the remaining 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.

Chem 794(0) and Chem 797(0) Course Requirements

Chem 794(0) and Chem 797(0) will usually be taken after the six regular courses have been completed, but students may certainly complete the seminar and project earlier if he/she wishes. As a part-time master's student you will be exempted from regular seminar attendance. The Chem 794(0) Master's Seminar is to take place prior to beginning the Masters research work and should be completed before the beginning of the graduate student's last term. The Chem 797(0) Research Paper is an experimental project to be completed **during one term (or equivalent) of full-time research in the laboratory of a Centre faculty member**. A written report is required, and an open, public seminar based on the content of the report will be presented.

- ✓ Information on the Chem 794(0) requirements can be found at:
http://www.gwc2.on.ca/course_files/msc_794_0_seminar_requirements.pdf
- ✓ Information on Chem 797(0) requirements can be found at:
http://www.gwc2.on.ca/course_files/msc_797_0_research_paper.pdf
- ✓ The University of Waterloo Chemistry Department website contains Chem 794 MSc. Seminar requirements and report examples (<http://www.chemistry.uwaterloo.ca/grad/>).

Supervisory/Advisory Committee Requirements

A supervisory/advisory committee consisting of two (2) faculty (a research advisor/supervisor plus one centre member) must be formed before the beginning of the term in which the 794(0) M.Sc. seminar will be done. The student should ask two (2) faculty members in his/her area of research interest.

Registration Requirements

Please also note that you must maintain continuous registration with the University throughout your graduate program. Formal registration dates are announced in the *Calendar of Events and Deadlines* listed in the Graduate Studies Calendar which is available on the Internet

GUELPH-WATERLOO CENTRE FOR GRADUATE WORK IN CHEMISTRY AND BIOCHEMISTRY

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

- ✓ University of Guelph - <http://www.uoguelph.ca/registrar/graduatestudies/index.cfm>
- ✓ University of Waterloo - www.grad.uwaterloo.ca

Leave of Absence/Inactive Status

A 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. If you apply for, and are granted Leave of Absence (LOA) (University of Guelph)/Inactive Status (University of Waterloo), please be aware that you are **not** entitled to use the services of the university, including graduate supervision, for the duration of that term. Graduates in the (GWC)² program are allowed to take one LOA/Inactive Status during their program and two, only in exceptional cases based on their specific University's policy for granting this leave. Please refer to the appropriate Graduate Studies Calendar for further information and the links below for the required forms.

- ✓ **University of Guelph** – <http://www.uoguelph.ca/registrar/graduatestudies/files/hiatus.pdf>
- ✓ **University of Waterloo**
http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf

Voluntary Withdrawal

In advance of voluntary withdrawal, students who are hoping to continue their program must discuss with their department any conditions which must be met upon their readmission to their program. Please be aware that you are **not** entitled to use the services of the university, including graduate supervision, for the duration of that term(s). Please refer to the appropriate Graduate Studies Calendar for further information.

- ✓ **University of Guelph** - A student who wishes to withdraw **during** the course of one semester and return for a later semester must complete the Withdrawal. If the absence is to extend beyond the end of the current term, a Leave of Absence application will also be required.
<http://www.uoguelph.ca/registrar/graduatestudies/files/withdrawal.pdf>
- ✓ **University of Waterloo** – Students who request 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.
http://www.grad.uwaterloo.ca/forms/Academic_Records/CompletionWithdrawalStatusChange.pdf

Readmission

- ✓ **University of Guelph:** 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 (<http://www.uoguelph.ca/registrar/graduatestudies/files/readmit.pdf>). Readmission will be based on an evaluation of the application by the (GWC)².
- ✓ **University of Waterloo:** Students who reapply to the program and are approved for readmission, will be required to enroll for a minimum of one full term, without tuition refund, to complete their program. Application must be done through the OUAC application service.

Transfer Credits

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

- ✓ Courses must be suitable and applicable to the (GWC)² graduate program
- ✓ The minimum grade acceptable for transfer credit is 70% (B-) (converted grade).
- ✓ Courses may not have been used as requirements for any other degree or diploma which has been granted.
- ✓ 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.
- ✓ An official transcript listing the course(s) must be available in Graduate Program Services.
- ✓ **University of Guelph:** For the University of Guelph, the onus is on the student to apply for course transfer credit after the student has been accepted into the program. The form can be downloaded from the following web address:
<http://www.uoguelph.ca/registrar/graduatestudies/files/advcrd.pdf>.
- ✓ **University of Waterloo:** For the University of Waterloo, Course Outlines of the requested transfer credits must be provided to the (GWC)² Director with the OUAC application.