

**Handbook for Graduate Studies**

**in**

**the Faculty of Forestry  
and the Forest Environment**

**Lakehead**  
UNIVERSITY

**September 2009**

## Table of Contents

|   |    |
|---|----|
| Greetings from the Graduate Program Coordinators            | 2  |
| Programs  | 3  |
| Master of Science in Forestry (MScF)                        | 3  |
| Master of Forestry (MF)                                     | 3  |
| PhD in Forest Sciences                                      | 3  |
| Initial Requirements  |    |
| Admission   | 3  |
| Continuous Enrolment  | 4  |
| Study Plan  | 5  |
| Course Requirements   | 5  |
| Supervisor  | 6  |
| Supervisory Committee                                       | 7  |
| Study Proposal  | 8  |
| Progress Report   | 8  |
| Scholarships, Bursaries, Awards and Graduate Assistantships | 8  |
| Later Requirements  |    |
| Qualifying Examination                                      | 9  |
| Comprehensive Examination                                   | 10 |
| Thesis (Masters Students)                                   | 10 |
| Dissertation (PhD Students)                                 | 10 |
| External Examiner   | 11 |
| Public Presentations  | 11 |
| Oral Defence (Masters Students)                             | 12 |
| Oral Defence (PhD Students)                                 | 12 |
| Leaves of Absence and Extensions                            | 14 |
| MScF Timeline Checklist                                     | 14 |
| PhD Timeline Checklist                                      | 15 |

## Greetings from the Graduate Program Coordinators

It is our pleasure to welcome you to Graduate Studies in the Faculty of Forestry and the Forest Environment at Lakehead University. The Faculty has a strong tradition of excellence in research and graduate education. Our students actively engage in theoretical and experimental research in all areas of forest sciences, forest management and conservation, and forest products and business. Several laboratories are equipped with state-of-the-art equipment. Our research programs and laboratories are funded by the Natural Science and Engineering Research Council (NSERC), Networks of Centres of Excellence, Canada Foundation for Innovation (CFI) and other sources. Our faculty, graduate students, and associates publish highly-rated scientific articles and conduct knowledge and technology transfer to our partners and to the general public.

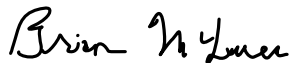
Our Faculty offers a diverse graduate curriculum. Students can earn degrees of Master of Science in Forestry (MScF), Master of Forestry (MF), and Doctor of Philosophy (PhD) in Forest Sciences. Our graduate students are energetic and productive. As a faculty we offer students the following opportunities:

1. to learn the skills involved with scientific research, including experimental design, experimental techniques, data gathering and data analysis;
2. to develop the skills enabling them to stay abreast of the current literature in their field, enabling them to use the published literature;
3. to develop the skills enabling them to present their thesis research to the scientific community by the medium of publications in technical journals, and talks and posters at scientific conferences and meetings, and;
4. to develop the skills necessary for teaching at an undergraduate level.

Our students receive diverse sources of financial support for their studies including from Canada's granting council's (for example, NSERC), Ontario Graduate Scholarships, Living Legacy Graduate Scholarships, Lakehead University Scholarships, individual faculty members who hold research grants, and teaching and research assistantships. Students are expected to produce scientific publications during their studies or immediately afterward. Upon graduation, many master's students continue their academic pursuit to the PhD level at Lakehead or other universities. Others have successfully competed for jobs in research, teaching and management in academic institutions, in governments and in the private sector.

Our Faculty is an excellent choice for graduate study in forest resources. Please feel free to contact us by email should you have specific questions about our Graduate Studies.

Best wishes,



Brian McLaren  
Masters Program Coordinator

[bmclaren@lakeheadu.ca](mailto:bmclaren@lakeheadu.ca)



Reino Pulkki  
PhD Forest Sciences Coordinator

[rpulkki@lakeheadu.ca](mailto:rpulkki@lakeheadu.ca)

## Programs

### Master of Science in Forestry (MScF)

The MScF is a research-oriented degree designed to give graduates a firm foundation in the process of scientific inquiry. Most research projects are undertaken in one or more of the biophysical forest sciences, but MScF students are increasingly opting for forest-related projects in the social sciences. Research projects are designed jointly by the student and the faculty member who serves as the student's supervisor. The MScF program requirements include 2.5 full-course equivalents of coursework and a research thesis. The minimum residency requirement for the MScF program is one academic year (three terms).

### Master of Forestry (MF)

The MF focuses on developing advanced skills of professional practice in forest decision-making. It emphasizes use and integration of forest-related knowledge to address current and future forest-related problems. The MF program requirements include 4.0 full-course equivalents and a project report. For students who have earned advanced credit for a complete Ontario Advanced Forestry Program (OAFP) certificate and for students taking mostly distance courses, there is no minimum residency requirement.

### PhD in Forest Sciences

The PhD in Forest Sciences is a research-based program focused on the development of researchers in the fields of forest ecology, and forest products and management. It is an interdisciplinary program and includes the participation of the Faculty of Forestry and the Forest Environment, Department of Biology, School of Outdoor Recreation, Parks and Tourism, Department of Chemical Engineering and the School of Social Work.

To fulfill the degree requirements, students must complete a total 1.0 credits of coursework, a qualifying examination, the comprehensive examination, and the preparation and oral defence of a research dissertation. Students are expected to complete within four years from entry into the PhD program. Course requirements are normally completed during the first year of the program. The residency requirement is a minimum of one academic year (three terms), of which two terms must be consecutive.

## Initial Requirements

### Admission

Admission to all graduate study programs is governed by Lakehead University's general regulations. Additional requirements of the Faculty of Forestry and the Forest Environment include availability of a [Supervisor](#) and appropriate funding. The first step in applying is to check the regulations and send an application to the Office of Graduate Studies. However, most successful applicants also check our web pages for information on faculty and resources in the Faculty of Forestry and the Forest Environment, or in the case of PhD applicants, resources in our joint programs that may help match prospective students to potential supervisors. In the best cases, applicants have already circulated their CV, a letter of their research interests, and unofficial transcripts to potential supervisors by the time they apply. They may even receive a tentative funding commitment to assist their graduate studies before their application is received and processed by the Office of Graduate Studies. Approval for entry into a program remains with the Office of Graduate Studies.

Applicants whose native language is not English, and who cannot verify having studied in an English language school system for more than three years, will be required to present proof of English facility, by achieving appropriate standing on the TOEFL test (a minimum paper-based score of 550 with no component score less than 50; a computer-based score of 213 with no component score less than 17; or an internet-based score of 80 with no component score less than 19), the International English Language Testing System (IELTS, with a minimum score of 6.5 and no individual band score less than 6.0), the Michigan English Language Assessment Battery (MELAB, with a minimum score of 85), or the Canadian Academic English Language Assessment (CAEL with a minimum score of 60). In lieu of a test score, students whose native language is not English may be admitted conditionally on successful completion of the English for Academic Purposes (EAP) program offered jointly by Confederation College and Lakehead University.

**Admittance to the Masters programs:** Applicants to the Masters programs holding a four-year degree of adequate standing (i.e., B or better) from a recognized university are normally admitted. Evidence of scholarly achievement and good reference letters are important for admission, as is preliminary identification of a supportive Supervisor. An applicant with inadequate academic background or standing (e.g. a three-year degree) may be invited to take four full-course equivalents (minimum) at the undergraduate level under the guidance of an interim supervisor in a Qualifying Year. If performance in these courses averages B or better, the applicant may then apply for admission to one of the Masters programs.

**Admittance to the PhD program:** Normally, an applicant to the PhD program has completed a masters degree in forestry, related science or an allied discipline; however, students lacking the appropriate background can complete additional courses (2.0 full-course equivalents) to cover deficiencies as determined by the [Supervisory Committee](#) and approved by the Faculty Graduate Studies Committee. An applicant to the PhD program must find a Supervisor who is also a member of the Core PhD Faculty.

### **Continuous Enrolment**

All graduate students must be continuously enrolled during every term of study unless they formally opt for a [Leave of Absence](#) from their studies.

**Registration:** Students must consult with the Supervisor and the Graduate Studies Coordinator prior to registration to discuss and have their course of study approved. Registration can then be done online with a PIN to access WebAdvisor. A PIN is emailed to a Lakehead email account. If you have already accessed your PIN but have forgotten the number, you can have it resent to your Lakehead email account by going to the WebAdvisor log-in and clicking on "What's my PIN?" All registrations are conditional and subject to approval by the Office of the Registrar. It is always the student's responsibility to read the University Calendar and to abide by any special conditions or requisites to enrolment. Conditions, as outlined in your official Offer of Admission, or those conditions set by the Graduate Studies Committee, must be strictly followed. Students who fail to comply are subject to deregistration.

**Photo ID:** During the first week of September, graduate students can obtain a student photo ID in the main cafeteria. Beginning the first week of classes, photo IDs can be obtained from the Library Circulation Desk.

**Funding:** Students who have been offered funding (i.e., Graduate Assistantship, scholarships, awards, bursaries, faculty support) in their first year need to obtain a Financial Support Form from the Office of Graduate Studies (RC 0009). Continuing graduate students can use a separate form. Forms must be completed and brought to the Accounts Receivable and Collections Supervisor, for payment of fees by the Monday of the second week of September at the latest. Financial Services (Accounts) is in the basement of the Agora. Ask for the supervisor of Financial Services directly and do not stand in the undergraduate line for payment of fees. Students employed as a Graduate Assistant will also need to bring their Financial Support Form to the Office of Human Resources and sign on as an employee of the University. Bring a void cheque and banking information, because the University only works with Direct Deposit.

## Study Plan

A Study Plan consists of confirmation of the first-year program of study (coursework) and preliminary selection of a suitable thesis topic. It must be completed by students in the Masters program during the first two months of their enrolment and by PhD students during the first six months. It is at this time that, with the assistance of the Supervisor, a Supervisory Committee is selected and appointed. Decisions are recorded in a Progress Report form.

## Course Requirements

Course requirements are designed to help the student strengthen his/her academic background to conduct an independent research project. Graduate students are expected to maintain a B or better average overall. A student who does not maintain a satisfactory academic standard at all times may be requested to withdraw from the program. Graduate students will complete all assignments and write term tests and final examinations in their courses according to the schedule prescribed by the Supervisory Committee and the course instructor.

**Masters students:** The MScF program requirements include 1.5 full-course equivalents (FCEs) in courses related to the student's thesis, a research thesis (worth 2.5 FCEs), and the Research Methods (fall semester) and Research Planning (winter semester) courses (worth 0.5 FCE each). The MF program requirements include 3.5 FCEs in courses, the Research Planning course (worth 0.5 FCE) and a project report (worth 1.0 FCE). With the approval of the academic unit, a maximum of 1.0 FCE at the fourth-year level may be accepted towards the Masters degree, provided the course has not been taken previously. Approval of the program of study is via the Graduate Studies Coordinator to ensure the degree requirements will be met.

The Graduate Studies Coordinator must know about any courses to be taken at the fourth-year level and about any other undergraduate courses additional to the graduate program that are being required of the student by the Supervisory Committee. These courses are often recommended, but if they do not have the approval of the Supervisory Committee and the Graduate Studies Committee, they will come with additional course fees to be paid by the student. On a case-by-case basis, Masters students may be permitted to register in 6000-level courses during their second year of study, but these courses are normally reserved for PhD students. The Graduate Studies Coordinator must also approve Special Topics courses (Forestry 5132, worth 0.5 FCE; Forestry 5162, worth 1.0 FCE). These courses are created when instructors, normally faculty members, specially design a course title, topic and outline

(e.g. a list of learner objectives, readings, the requirements for writing, and a grading scheme) tailored to the mutual interest of the student(s) intending to take the course and the instructor. A form must be signed by any student(s) intending to enroll in a Special Topics course, the instructor and the Graduate Coordinator, before a course listing is created with the Registrar.

At times deemed appropriate by the student and Supervisory Committee, the MScF student delivers a public presentation and plans an Oral Defence of the thesis. These requirements must be completed by the end of the second academic year.

**PhD students:** To fulfill the degree requirements, students must complete a total of eight full course equivalents (FCEs) at the graduate level. Students will normally be required to successfully complete at least 1.0 FCEs in coursework at the graduate level. For students who have not taken a Research Planning course, this course will also be required. The Comprehensive Examination is given a weight of 1.0 FCE, and the preparation and Oral Defence of a dissertation is given the weight of 6.0 FCEs. Course requirements other than the dissertation would normally be completed during the first year of the program. Courses to count toward the degree must be chosen from those offered at the graduate level. The same rules apply for Special Topics courses, fourth-year level courses and any other undergraduate courses as in the Masters program. Special Topics courses at the PhD level have different calendar numbers (Forestry 6610, worth 0.5 FCE; Forestry 6620, worth 1.0 FCE).

## Supervisor

A Supervisor is usually chosen for having similar research interests as the graduate student. Once a faculty member and a graduate student agree to a supervisory relationship, then the Supervisor is the first contact for all concerns that may arise during a graduate student's career. In the case of co-supervision, two faculty members work mutually in the student's interest.

A Supervisor is the student's mentor, advisor, and often provides emotional support. The graduate student and Supervisor(s) work together in creating the [Study Plan](#) and the [Study Proposal](#). The student is expected to outline relevant goals to his or her academic objectives. The Supervisor(s) is then responsible for ensuring resources are provided for the graduate student to complete a program on time. The Supervisor is to ensure that the student is aware of and understands all program requirements and degree regulations and the Supervisor is directly responsible for the ethical process and outcome of the research. The Supervisor is also charged with ensuring that the student conducts research in a manner that is as effective, safe, and productive as is possible. However, it is the student's responsibility to inform the Supervisor regularly of his or her research activities and progress. Any periods of extended leave or unexpected expenses to be incurred by the student must be communicated to the Supervisor before they occur. Normally, either the student or the Supervisor calls Supervisory Committee meetings. Regular meetings and written agreements are recommended mileposts in a student's progress; each meeting is documented with a progress report. Likewise, regular attendance is expected by the graduate student at informally scheduled meetings with the Supervisor. Regular posted hours are a common courtesy by both parties for each day excluding holidays, when a student is expected to be present in the office or research lab. Students should feel comfortable initiating meetings with the Supervisor. Supervisors who may be absent from the University for an extended period of time are responsible for informing their students immediately. It is the Supervisor's responsibility to ensure that temporary supervision will be provided, so that the student will have guidance during that absence.

Good supervisory relationships rely on clear and mutually accepted expectations and terms of progress. At times, the research interests of a student may change or conflicts may arise between a student and Supervisor that require formal means to resolve. An appropriate course of action is a request for change of Supervisor submitted in writing to the Graduate Studies Coordinator.

### **Supervisory Committee**

Students typically select their Supervisory Committee in consultation with their Supervisor, following the appropriate requirements listed below. The selection process is the student's opportunity to ensure that the committee comprises the highest qualified mentors for their graduate research career. Selection of a team that works in your best interest in coaching you and understanding what your research is about is a wise decision, especially in view that the core members of the committee will also be examining your [Thesis](#) or [Dissertation](#). It is the graduate student's responsibility, shared with the Supervisor, to initiate meetings of the Supervisory Committee. The Graduate Studies Coordinator maintains an honorary position on all Supervisory Committees, representing the Faculty of Graduate Studies, but does not normally attend meetings.

**Masters programs:** A Supervisory Committee consists of at least three members (including the Supervisor). The Supervisor and at least one other member of the committee must be faculty or adjunct faculty in the Faculty of Forestry and the Forest Environment. The Supervisory Committee has the most vested interest in the educational development of a graduate also becomes the internal examining committee for the thesis (see [Public Presentation](#) and [Oral Defence](#)). Members above the minimum of three can include a range of individuals who will be ex-officio members of the Examining Committee but can be useful selections in helping a student achieve a successful research career. For example, you may wish to have a government researcher of lower rank but with good field expertise on your Supervisory Committee, or you may choose to include a representative of the industrial sponsor for your research in the Supervisory Committee, especially in the cases where a research question is posed by the industry. A meeting of the Supervisory Committee should be held within the first semester of enrolment and a record of this meeting must be provided to the Graduate Studies Coordinator for inclusion in the student's file. It is during the first meeting that an outline for a full Study Proposal (the Study Plan) is agreed to by the Supervisory Committee.

**PhD program:** The Supervisory Committee consists of at least three members: two must be from the core faculty in the PhD program (including the Supervisor) and the third must be a member of the Faculty of Graduate Studies at Lakehead University. Other members of the Supervisory Committee may include core faculty, non-core faculty who participate in the teaching of graduate courses, and collaborating adjunct professors. The academic program for each PhD student will be developed by the Supervisory Committee and recommended to the Graduate Studies Committee for approval. The primary responsibility of the Supervisory Committee is to provide advice to a student about the progress and direction of his or her research and professional development. Advice is often about:

1. courses, readings or discussion groups that strengthen the student's background;
2. design and execution of the thesis research;
3. development of sound communication skills (speaking and writing), and;
4. ethical conduct and presentation of scientific research.

## **Study Proposal**

Before the completion of their second academic term (MScF students) or within their first academic year (PhD students) all graduate students must be prepared to present a full study proposal. The proposal shall address: what your study objectives are, why your study is important, and how you will conduct your research. Study objectives lead to clear questions and hypotheses. These questions or hypotheses are supported by the research rationale, i.e., why your study is important. In order to articulate importance of your study, students conduct a literature review in brief or comprehensive. A comprehensive literature review can sometimes itself be published in peer-reviewed journals. To address your research questions and/or test your hypotheses, you need to describe in detail materials and methods you will use to conduct your research. In this section, it is recommended to consider where, when, and how your research activities will take place. The proposal shall also have a section describing the schedule for the remainder of the graduate student's program.

The student works closely with the Supervisor(s) on the Study Proposal. Most students are recruited to assist funded projects from granting agencies and these projects require deliverables. In this case, it is necessary that the student's proposal overlaps and improves an element of the funded project. It is advantageous for a student to join a larger project, because these projects have usually gone through a vigorous peer review process, which can improve the value of the student's effort. In an event that a student is recruited without a funded project, the student is strongly encouraged to work with the Supervisor(s) prior to or at the beginning of the graduate program to develop a focused research project proposal. Such a proposal may itself lead to an application for funding.

The presentation of the proposal will consist of at least one meeting of the Supervisory Committee, during which the student presents orally (usually for 10-15 minutes) and then takes questions and suggestions from the committee. Students are encouraged to schedule and post their proposal presentation as a public meeting open to faculty members and other students, in this arrangement usually to be followed by the Supervisory Committee meeting. In cases when significant revision to a first-draft proposal is required, a second Supervisory Committee meeting must be scheduled before a field season begins. Students are expected to adhere to their proposal and to discuss any major departure with their Supervisory Committee.

## **Progress Report**

Graduate student details about funding, coursework, area of research, Supervisory Committee members, etc. are filed annually in progress reports. Reports are filed by May 1 each year with the secretary in Forestry responsible for the graduate students (currently LoisAnn Bender). The report is completed together with the Supervisory Committee and reflects mutually agreed terms around the study program. The progress report is signed by both the student and the student's Supervisor.

## **Scholarships, Bursaries, Awards and Graduate Assistantships**

Funding in the form of a bursary or scholarship payment from a faculty research grant is intended to assist with your living expenses and tuition fees. Pay close attention in the course calendar to bursaries and awards from endowments and other funds, for which you might also qualify, and their deadlines. Many students in our faculty receive NSERC, SSHRC and other Canadian tri-council scholarships. Others receive provincially funded scholarships and awards, like the Ontario Graduate Scholarship (OGS). These are prestigious awards, for which

applications are prepared well in advance, usually in consultation with the student's Supervisor and often with an industrial partner. Information is available on-line about these scholarships and awards.

Graduate assistantships (GAs) are different from scholarships, bursaries and awards, in that there is a work requirement – typically as a teaching assistant, but occasionally as a research assistant – in exchange for the payment. The Graduate Studies Coordinator approves the assignment of work for all students receiving GAs at the commencement of each semester. Students review their assigned duties at that time, and then at the end of each semester a performance review with your assigned GA supervisor is completed. The GA supervisor is either the Faculty member assigned to teaching the course in which the student assists, or in cases involving a research assistantship, the student's Supervisor. Just as in teaching assignments, research assignments can be designed to complement your thesis research, but must be in addition to your Thesis or Dissertation research.

It is the responsibility of the Graduate Studies Coordinator to fairly assign all sources of funding and teaching and research responsibilities to all graduate students. There is some variation in the amounts of funding received by graduate students, usually as a function of the type of research you become involved in, NSERC or other post-graduate scholarships, and the amount of funding associated with either of these awards.

## Later Requirements

### Qualifying Examination (PhD students only)

A Qualifying Examination is to be held within twelve months of registration in the PhD program. In the case of a graduate student enrolled in a Masters program who requests to transfer to the PhD program without completion of the Masters degree, a Qualifying Examination will be arranged as soon as reasonably feasible; the successful completion of the examination will permit the student to register in the PhD program. The purpose of the Qualifying Examination is to confirm the student's level of competence in fields related to his or her intended field of specialized study. The examination may reveal inadequacies in the student's preparation, which may be remedied by requiring additional coursework at the graduate or undergraduate level. The examination thereby serves as a diagnostic of the student's readiness to undertake PhD study. In cases of poor performance in the Qualifying Examination, the student is asked to revert to the Masters program, remain in the Masters program, or to withdraw from Graduate Studies.

The Chair of the Qualifying Examination is the Coordinator of the PhD Program or a designate. The Examining Committee will normally comprise the student's Supervisor and other members of the Supervisory Committee. If a committee member is not available to attend, a suitable replacement will be appointed by the Coordinator of the PhD Program. The examination is normally oral and takes about two hours. Attendance is restricted to the Examining Committee Chair, members of the Examining Committee and the student. Following the examination, the Examining Committee will have an *in camera* meeting to discuss the student's performance and to make a recommendation, including, if appropriate, any specific courses that the student needs to take.

## Comprehensive Examination (PhD students only)

The Comprehensive Examination assesses the student's general preparedness for the PhD degree and specific areas in his or her chosen area of study and research. It will also assess the student's ability to integrate material from divergent areas, to reconcile theoretical, methodological and empirical issues, and to think critically and creatively. The Comprehensive Examination is an oral examination conducted *in camera* by the Comprehensive Examination Committee and must be completed at least one year prior to graduation and no later than two years after initial registration. Only two attempts at the comprehensive examination will be permitted. Students who fail the second attempt will be required to leave the PhD program, but may be recommended to complete their studies in one of the Masters programs.

At least three months before the Comprehensive Examination, the Supervisory Committee will meet with the student to review the requirements for the comprehensive examination, the procedures to be followed and to set the date for the examination. There may be reading recommended and written material required of the student in preparation for the examination, in addition to recommendations and readings given at the time of the Qualifying Examination; a record of all requirements will be provided to the Coordinator of the PhD Program and copied to the student.

The Comprehensive Examining Committee consists of the student's Supervisory Committee and at least one additional examiner external to the Supervisory Committee. The external examiner is appointed by the Coordinator of the PhD Program on the recommendation of the Supervisory Committee. The examination will be chaired and moderated by the Coordinator of the PhD Program or a designate. The Chair will only vote on the outcome of the Comprehensive Examination only in cases of a tied Examining Committee vote. The oral portion of the examination is normally a maximum of three hours.

After the Examination, the Comprehensive Examination Committee will decide on one of the following outcomes:

- 1) Pass – will be awarded to a student who demonstrates an acceptable level of knowledge of his/her area of study and requires a simple majority vote by the Committee.
- 2) Re-examination – will be awarded to a student who does not have an acceptable level of knowledge of his/her area of study and requires a simple majority vote by the Committee. The re-examination must be conducted no less than one month and no longer than six months after the first examination
- 3) Fail – will be awarded to a student who in the re-examination can still not demonstrate an acceptable level of knowledge of his/her area of study and requires a simple majority vote by the Committee.

A student who fails in the re-examination can be recommended to move to the Masters of Science in Forestry program. The chair of the Examining Committee may ask the Supervisory Committee to follow up on any recommendations made by the Examining Committee at the time of the oral examination.

## Thesis (MScF students) or Dissertation (PhD students)

Writing and preparation of a Thesis or Dissertation is a graduate student's main responsibility. The final stage of both an MScF and a PhD program is to be examined on both a written Thesis or Dissertation and its Public Presentation, a two-part process that ensures students have adequately prepared themselves both with respect to their knowledge of their field of research and of the scientific method. Graduate students should familiarize themselves with the required format and the timing and deadlines for completing a Thesis or Dissertation.

Normally, one or more drafts of the document are reviewed by a student's Supervisor before having a second-to-final draft reviewed by the Supervisory Committee, leading to an Internal Examiner's report. This review process usually starts at least **two months** prior to sending a redrafted Thesis or Dissertation to an [External Examiner](#). A public presentation of the Thesis or Dissertation is delivered by the student and its Oral Defence is scheduled only after both the Internal and External Examiners' reports are received by the appropriate Graduate Studies Coordinator. Before the Oral Defence is scheduled, a copy of the Thesis or Dissertation must be posted in the office of the Faculty of Forestry and the Forest Environment for review. Faculty must be notified that this posting has taken place at least seven days prior to the Oral Defence. Taking into consideration the results of the Oral Defence, a final set of revisions leads to the student arranging for the requisite number of final copies of the Thesis or Dissertation to be printed and bound. Only one printed copy of the Thesis or Dissertation is required by the University for the Library; additional copies may be requested of the student through the Supervisor. Printing costs are **not** underwritten by the Faculty of Forestry and the Forest Environment.

To begin effective preparation of the Thesis or Dissertation, a graduate student incorporates and expands the literature review completed for the Study Proposal and begins formatting data and other material essential to understanding the research into a draft document. For MScF students, a first Thesis draft is expected by the end of the winter semester of the second academic year. PhD students aim to begin the first draft of a Dissertation at the very latest at the three-year mark after first enrolment in the program.

### External Examiner

For both the MScF and PhD programs, the Supervisor, usually in consultation with the graduate student, suggests a suitable candidate as an External Examiner. Ideally, the Supervisor will have contacted the proposed nominee and will have determined willingness to serve as Examiner. For the MScF Thesis, an examiner external to the student's Supervisory Committee must be chosen. For the MScF Thesis, an external examiner is given a minimum of **3 weeks** to review the draft during the fall and winter semesters and **5 weeks** during the spring and summer sessions. For the PhD Dissertation, an examiner external to the University and within the student's field of study must be chosen and approved by the Dean of Graduate Studies. For the PhD Dissertation, an external examiner must receive a draft to review at least **3 months** prior to the intended date of graduation.

To proceed with the nomination of an External Examiner to the Graduate Studies Committee (Faculty of Graduate Studies in the case of the PhD student), an External Examiner Nomination Form is completed and submitted. The choice of an External Examiner for the MScF Thesis is approved by the Graduate Studies Coordinator; the choice for the PhD Dissertation is approved by the Dean of Graduate Studies. The External Examiner reports on the suitability of the document to be defended and its level of satisfaction in fulfilling the requirements of the Degree. The Examination Report uses the same recommendations as the Examining Committee at the time of the Oral Defence (see below).

### Public Presentation

A public presentation of your research must be offered twice during your time as a graduate student. The first time may be scheduled during the Forestry Seminar Series in the fall or winter semesters of your second academic year. The second time is usually in association with – immediately before – the Oral Defence of the Thesis or Dissertation. In each case, the student's

Supervisor will briefly introduce the student, and then the public presentation takes place, limited to a 40 minute period. Following the presentation, an open question period is held, during which anyone in attendance may ask questions of the student.

### Oral Defence (Masters Students)

On the occasion of the Oral Defence, normally immediately after a public presentation of the Thesis, members of the Graduate Studies Committee and the Examining Committee only may attend the Examination. Others are not allowed to attend this meeting. The Examination is chaired by the Graduate Studies Coordinator or a designate. The following agenda is used:

- a. Call to order
- b. Introduction of the student – Supervisor (not if the Defence follows a presentation)
- c. Internal Examiner's Report – Supervisor
- d. External Examiner's Report and questions on behalf of the External Examiner – Graduate Studies Coordinator
- e. Questions from the Supervisor and other Examining Committee Members
- f. In camera meeting of the Examining Committee and the Graduate Studies Committee – attendance by the student is not permitted
- g. Report to student – Graduate Studies Coordinator
- h. Adjournment

During the in camera meeting of the Examining Committee and the Graduate Studies Committee, the student's formal presentation and responses to questions are discussed. The acceptability of the Thesis is determined to follow one of these recommendations:

- Accepted
- Accepted Subject to Revisions
- Appreciable Revisions Required, and
- Rejected

A motion that falls into one of these categories is made by the Examining Committee. Only members of the Examining Committee may vote on this motion. Usually the External Examiner is absent from this vote. Majority rules on the motion, following any necessary discussion by the Examining Committee. Then a motion is brought forward by the student's Supervisor to the Graduate Studies Committee and similarly voted on by this committee, following any necessary discussion by the larger group.

Only after the *in camera* meeting is completed, including the two motions, is the student notified of the outcome of the votes. In cases where the Thesis is not rejected, the student makes any necessary final revisions to the document before the Graduate Studies Coordinator signs and verifies on behalf of the Committee that the Thesis is complete. In the case of a rejected Thesis, the student must reschedule an Oral Defence. Three unbound copies of the final, approved Thesis are to be submitted to the Office of Graduate Studies.

### Oral Defence (PhD Students)

For PhD students, the Oral Defence can be scheduled prior to receipt of the External Examiner's and Internal Examiner's reports by the Faculty of Graduate Studies, but if more than minor modifications or corrections to the Dissertation are required by either Examiner, then the

Defence must be rescheduled and the modifications or corrections done to the satisfaction of the Examiner(s). The Oral Defence can also only occur after the External Examiner's and Internal Examiner's reports have been forwarded by the Dean of Graduate Studies to the PhD (Forest Sciences) program Coordinator and to the Supervisor along with any instructions. The Examination Committee for the Oral Defence for PhD students then consists of:

1. A Committee Chair who is the PhD (forest sciences) program coordinator or designate. If the PhD (forest sciences) coordinator is also the supervisor and/or on the Examination Committee, then a designate needs to be appointed.
2. The Candidate's Supervisor.
3. A minimum of two additional members of the Dissertation committee (in person, by video-conference or teleconference).
4. The External Examiner in person, by video-conference, teleconference or by written submission.

Normally, all members of the Examination Committee are present; *quorum* consists of 50% plus one in addition to the Chair (normally four persons). If *quorum* is not met, the Defence must be postponed. Members of the University will normally be invited to attend. However, the Examination Committee begins with an *in camera* meeting when the procedures for the Oral Defence are reviewed and confirmation is made that the required Committee members are in attendance and *quorum* has been met. The Chair determines the order in which Committee members ask questions, as well as the approximate time to be allotted to questions. The Committee together determines how any questions raised by the Examiners will be discussed by the candidate. The following agenda is used for the rest of the meeting:

- a. Call to order - Chair
- b. Introduction of the Candidate - Supervisor
- c. Presentation of the Dissertation - Candidate (no longer than 30 minutes)
- d. Open Forum for questions from the Examination Committee and the University Community
- e. After the Open Forum all attendees who are not members of the Forestry Graduate Studies Committee, PhD (Forest Sciences) Core Committee and the Examination Committee are asked to leave the room (the PhD Candidate remains)
- f. The Internal and External Examiner reports are read by the Examination Committee Chair
- g. The candidate is asked to leave the room.

The chair then moderates an *in camera* session, when the Committee members decide the outcome of the dissertation and defense. This meeting should take no more than sixty minutes. The Committee will attempt to arrive at a decision by consensus, but if consensus is not possible, a vote of a majority of members is required. In the event of a tie, the Chair shall cast the deciding vote on one of the following outcomes:

1. Dissertation and Oral Defense Accepted  
No changes required beyond the correction of typographical errors and other minor corrections of wording. The candidate's Supervisor shall review and approve the corrections before the final copies of the dissertation are submitted to the Office of Graduate Studies.

## 2. Dissertation and Oral Defense Accepted with Minor Revisions

Minor revisions are required beyond typographical errors and minor corrections of wording. The candidate's Supervisor shall review and approve the corrections before the final copies of the dissertation are submitted to the Office of Graduate Studies.

## 3. Dissertation Accepted and Oral Defense Unacceptable

The candidate may be required to undertake a second oral defense. The Oral Defense Examination Committee Chair shall inform the candidate in writing of the deficiencies in the oral defense and the date of the second oral defense (normally no more than six months).

After the Committee has made its decision, the candidate re-enters the examination room and the Committee Chair conveys the Committee's decision to the candidate. If the decision is favourable, the student proceeds to follow the procedures for submitting the final dissertation copies to the Office of Graduate Studies.

## Leaves of Absence and Time Extensions

A Leave of Absence is granted only with the permission of the Supervisor and only if the leave can increase rather than decrease the student's chances of completing the graduate degree. Examples of legitimate leaves of absence include a limited term of employment closely related to the student's program, enrolment in a related, one-year academic program, health problems, parenting responsibilities, compassionate grounds or other compelling circumstances. In all other cases, a student must withdraw from the program during the period of absence. A Leave of Absence is requested with the appropriate form signed by the Supervisor and the Graduate Studies Coordinator, and the request will be submitted the Faculty of Graduate Studies for approval.

The maximum time to complete either of the Masters programs is two years (six terms) and the maximum time to complete the PhD in Forest Science is four years (twelve terms). In the event that a Time Extension (one or more additional terms beyond the expected time) is required to complete the degree, a student must request an extension using the appropriate form. First-semester extensions must have the support of the Supervisory Committee and the Graduate Studies Committee. Additional extensions, to a maximum of two semesters, must be approved by the Graduate Studies Committee and the Faculty of Graduate Studies. Student do not normally receive financial support during Time Extensions, but must pay full tuition each semester until their degree requirements area complete.

Students who do not complete their Thesis or Dissertation and other degree requirements within the maximum time to completion and a maximum of three semesters of Time Extension fail the program. Reversal of this decision can only be by reapplication to the Faculty of Graduate Studies for readmission to the program, and then only following an absolute maximum additional period of study limited to three consecutive terms. Hint: this is a situation graduate students should avoid at all costs!

## MScF Timeline Checklist

### First month

- Meet with supervisor to discuss expectations of student and supervisor, degree requirements, policies and timelines.

### **First term**

- Meet with committee (minimum attendance: Supervisor and one other Faculty member) to discuss coursework, composition of Supervisory Committee and research plan.

### **First two terms**

- Establish a full Supervisory Committee. Three faculty members including the Supervisor and normally at least two members from the Faculty of Forestry and the Forest Environment.
- Coursework. Two and one-half courses including the Research Planning course (Forestry 5995) completed.
- Apply for scholarship funding. Major scholarships have a similar application process, with a deadline in October.
- Identify research project. If this has not occurred within first eight months, the supervisor must provide a project that can be completed in a reasonable (<18 months) time.
- Prior to commencing research, convene a Supervisory Committee meeting to discuss proposed research.
- Begin research as soon as you start your MScF program. Do not forget to register each term you are conducting research but not taking courses in the thesis placeholder course (Forestry 5901/9901).

### **First year**

- Have your Thesis proposal approved by your supervisory committee.
- Complete your data collection
- Begin data analysis

### **Second year**

- Convene a Supervisory Committee meeting at the beginning of the year to discuss research results from first year, possible further research, timeline to Thesis completion.
- Complete research.
- Complete writing the Thesis four months before the end of the second year.

### **Submission of Thesis**

- Obtain approval of Supervisor. This may be an iterative process.
- Submit to Supervisory Committee members and allow two weeks for comments and approval.
- Identify External Examiner and allow four weeks for evaluation report.
- Schedule Oral Defence date and submit approved version to members of the examining committee at least one week before defence date.
- Examination, revisions, and submit signature page, thesis copies, and necessary forms to the Graduate Secretary. If this stage is not complete by the last day for registration of classes in a given semester, the Registrar will automatically register you in the thesis placeholder course (Forestry 5901/9901) and fees will be charged for that semester. Therefore, there is a strong incentive to begin the thesis submission process early.

## **PhD Timeline Checklist**

### **First month**

- Meet with Supervisor to discuss expectations of student and Supervisor, degree requirements, policies and timelines.

### **First term**

- Meet with Supervisory Committee (minimum attendance: Supervisor and one other Faculty member of the PhD program core) to discuss coursework, composition of Supervisory Committee and research plan.
- Begin coursework.
- Identify research project.

### **First two terms**

- Full Supervisory Committee established. Three faculty members including Supervisor, at least two members from PhD (Forest Sciences) program core.
- Prior to commencing research, convene a Supervisory Committee meeting to discuss proposed research.
- Begin proposal writing.

### **First year**

- Complete Qualifying Examination. Do not forget to register each term you are conducting research but not taking courses in the PhD Dissertation placeholder course (Forestry 6901/9900).

### **By end of 18 months**

- Submit the research proposal and obtain approval from the Supervisor.
- Convene a Supervisory Committee meeting to discuss proposed research and Comprehensive Examination.
- Revise proposal as necessary and get approval of all Supervisory Committee members.
- Meet with Supervisory Committee to discuss expectations for the Comprehensive Examination, and set date and time for examination at least two months prior.

### **By end of 24 months**

- Complete coursework.
- Take comprehensive exam.
- Have final copy of proposal approved by Supervisory Committee.
- Admission to Candidacy. Continue research.

### **Following years**

- Convene regular committee meetings to discuss research results from first year, further research plans, and timeline to completion of a dissertation
- Complete research.
- Aim to complete writing the PhD Dissertation by the end of the third year, fourth at the latest.

### **Submission of Dissertation**

- Submit request for External Examiner from 3 months before completing dissertation.
- Obtain approval of dissertation by Supervisor. This may be an iterative process.
- Submit dissertation to Supervisory Committee members, at least 2 weeks before approval is required.
- Obtain approval of Supervisory Committee.

- Identify members of the Examining Committee (Supervisor, External Examiner, University Examiner, 2-3 members of Supervisory Committee, and a presiding chair). Schedule Oral Defence >8 weeks after submission of PhD Dissertation to the Faculty of Graduate Studies.
- Oral Defence
- If this stage is not complete by the last day for registration of classes in a given semester, the Registrar will automatically register you in the PhD Dissertation placeholder course (Forestry 6901/9900) and fees will be charged for that semester. Therefore, there is a strong incentive to begin the thesis submission process early.