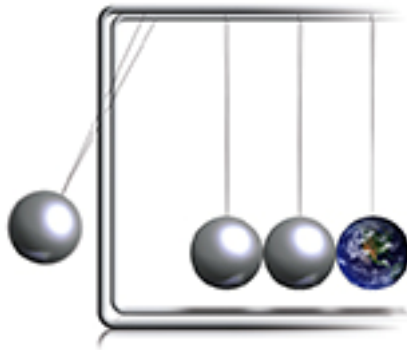


# Central Resources and Services for Students and their Supervisors

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*Queen's University School of Graduate Studies*

*June, 2017*



## Central Resources and Services for Students and their Supervisors

### SGS Habitat – resources for living well and staying well in grad school

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The SGS Habitat provides a comprehensive, integrated suite of resources and supports relevant to wellness, balance, and the graduate student experience in a fresh and focused web space: [the SGS Habitat](#). Given the uniqueness of graduate life and study, programs that address and meet the specific needs of graduate students are essential elements to promote academic, personal, and professional success.

### Thesis Completion

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#### Format of Thesis

Your thesis must adhere to the requirements and formatting standards that apply for traditional, manuscript, project-based, or portfolio style theses. Departments may augment these standard requirements as appropriate. Information on thesis formatting, copyright and final e-submission to Q-Space can be found online.

Visit the [Thesis Formatting webpage](#).

#### Thesis Examining Committee- Oral Examination

The oral examination normally open to all members of the Queen's community. Examiners are selected for specific roles and their expertise; they are tasked with providing a fair assessment of the thesis and the oral examination.

Visit the [Oral Examination webpage](#).

### Progressing to Degree Completion

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#### Research Ethics Approval

Any research project involving human subjects regardless of whether the project is supported by grant funds must receive approval from one of the Research Ethics Boards (REB) prior to the start of the data collection. The approval process takes time. Students must have completed the online module on Ethics for research involving human subjects prior to submitting the research proposal to the appropriate REB. Research associated with the Health Sciences and Affiliated Teaching Hospitals must be submitted to the HSREB and non-health sciences submit to the General Research Ethics Board (GREB). If you are uncertain of whether ethics is required, consult with your supervisor or the appropriate ethics office.

See the [Research Ethics online module](#).

For information about the General Research Ethics Board including the schedule of meetings, visit the [REB website](#).

For information about the Health Science Research Ethics Board, including the schedule of meetings, visit the [Health Science REB website](#).

## Animal Care

The University Animal Care Committee is responsible for the review and approval of all protocols proposing the use of animals in research, teaching, or testing at Queen's. If your research involves the use of animals (any species) then you must complete the course in animal care (QACS 799). For registration and content information go to the [WEBC Training website](#).

## Annual Report

An annual report describes your achievements to date, your academic goals for the next year, what supports need to be in place to accomplish your goals, and whether there have been unanticipated delays in progress. Continuing and satisfactory progress is required to be in 'good standing'. Annual reports are mandatory for students in PhD programs and strongly recommended for students in research-based (doctoral-stream) Master's programs. Reports must be discussed with your supervisor.

 [Tips for completing the annual report \(15 KB\)](#)

 [Annual report template \(25 KB\)](#)

## Persistence 101

This is a new initiative that brings graduate students together to set goals and objectives about what individual students want to achieve in each session and to write elements of the thesis accordingly. There are two 3 hours sessions/week over 6 weeks.

See [Thesis Persistence 101 online](#).

## Dissertation Boot Camp

The School of Graduate studies hosts two Dissertation Boot Camp events throughout the year. The primary aim of the 5-day Boot Camp is to write and to make substantial headway on your thesis. Advice and tips about writing, one-on-one consultation, snacks and lunch are provided.

For details about the program and how to register go to the [Dissertation Boot Camp webpage](#).

## Dissertation on the Lake

Another thesis writing support program hosted by the School of Graduate Studies is Dissertation on the Lake. This writing retreat is held on the shores of Elbow Lake, 30 minutes north of Kingston. It provides graduate students with the opportunity to write in a relaxing and inspiring environment, setting aside the distractions of daily life at home.

To learn more, visit the [Dissertation on the Lake webpage](#).

## The Lake Shift

A writing retreat for doctoral student from across Ontario universities. The retreat provides graduate students with structured time to write, workshops on tips for effective dissertation writing, opportunities to network with other graduate students and all at the beautiful Queen's Biology Station on Lake Opinicon. <http://www.queensu.ca/sgs/lake-shift>

## Three Minute Thesis (3MT)

The 3MT is a university wide competition for Master's students (thesis or research project) and doctoral students in which participants present their research and its wider impact in 3 minutes or less to a panel of non-specialist judges. This is an excellent opportunity to develop strong communication skills and convey the significance of your research work to a broad audience.

Visit the [Three Minute Thesis online](#).

## Student Academic Success Services

These services include thesis writing support in small groups covering topics of interest to the participants and learning strategies for graduate students. Through the writing centre, graduate students can get assistance with academic writing and one-on-one consultations. SASS works with students in all disciplines and provide specialized support for English language learners.

Visit the [Student Academic Success Services \(SASS\) website](#).

## Tips & Resources Webpages

**SGS Habitat** provides resources on degree completion under the [Navigating Academe](#) heading; specifically on maintaining momentum, managing the student-supervisor relationship, and writing supports. You can also visit the [SGS Student resources webpage](#) for additional resources.

## Policies and Regulations

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For a complete listing please go to the [General Regulations webpage](#). A subset of graduate policies is provided below.

### Academic Integrity Policy

Academic integrity is constituted by the five core fundamental values: honesty, trust, fairness, respect and responsibility. Queen's students, faculty, administrators and staff all have responsibilities to support and uphold the fundamental values of academic integrity. For more details, see the [Academic Integrity Policy](#).

### Accommodation of Graduate Students with Disabilities



Queen's University is committed to providing accommodation for graduate students with

disabilities. University administrators, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's academic standards and adhere to the principles of academic integrity.

### [Roles and responsibilities associated with accommodation \(students, faculty and staff\) \(2.1 MB\)](#)

Visit the [Accommodating of Graduate Students with Disabilities webpage \(for educators\)](#) and [Documentation and Accommodations for Grad Students \(for students\)](#).

## Appeal of an Assigned Grade in a Graduate Course

Most graduate departments have a procedure compatible with that of the School of Graduate Studies whereby any graduate student wishing clarification about, or who is dissatisfied with, an assigned grade in a graduate course, can appeal that grade. When departments do not have their own procedure, a graduate student follows the steps outlined in the SGS policy. See [How to Appeal an Assigned Grade in a Graduate Course](#).

## Off-Campus Study

Subject to the residency requirement of the program of study, students registered in a master's or a doctoral program may be permitted to study at another approved university, institution, library or laboratory. To do so requires program approval, the submission of a request for Full-time off-campus registration, and approval by the School of Graduate Studies. See details about [Off Campus Study](#).

## Time Limits for Completion of Programs and Extensions

While Master's programs are designed and approved to be completed in one year (3 terms) or two years (6 terms) and doctoral programs are designed and approved to be completed within four years (12 terms) of initial full-time registration there are many reasons why additional time may be required. This regulation describes the standard timeframe for program completion and the process for extending the timeframe. See the [Time Limits for Completion of Programs](#).

For extensions of the standard time limit for program completion see the [Extension of Time Limits webpage](#).

## Appeals against Academic Decisions

In the event that academic problems arise, efforts should always be made to deal with them early and by informal means. There are however situations in which informal resolution is not possible and formal processes need be pursued. If a resolution is not reached then the student may appeal the decision on procedural grounds if they exist. Refer to the webpage, [Appeals against Academic Decisions](#).

## Withdrawal on Academic Grounds

A department may recommend that a student be required to withdraw on academic grounds when academic performance including progress is unsatisfactory. There are several circumstances that may lead to such a recommendation. These circumstances, the process, and procedures for appeal are described in the policy found at the [Withdrawal on Academic Grounds webpage](#).

## Professional Skills Development for Graduate Students

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### Expanding Horizons

The School of Graduate Studies, in partnership with student service providers at Queen's, offers **Expanding Horizons** - a series of workshops and seminars to support the academic, personal, and professional success of graduate students. Graduate students are encouraged to participate according to their needs and interests, and may attend as many workshops/seminars as desired. A planning guide assists by recommending when students might benefit most from certain workshops, see the [Workshop Series Planning Guide](#).

For complete details on **Expanding Horizons** visit the [Expanding Horizons website](#).

**SGS Habitat** brings together a wide range of resources to support career exploration and skills development under the [Building a Career](#) heading.

### Career Services

Career Services provides career education and employment support services at Queen's for undergraduate and graduate students in all disciplines. A comprehensive range of services are offered including drop-in career advising, supporting graduate students in making informed decisions about career options, job search strategies, and CVs/resumés. For a full description of services see the [Queen's Careers Services website](#).

### Career Week

The School of Graduate Studies hosts an annual Career Week, which is a five-day program with workshops focusing on strategies for career success in various sectors. During the week, learn how to identify your skills and how to translate them into future employment opportunities. See the daily schedule, and learn more at the [Career Week page](#) on the **Expanding Horizons** website.

### Centre for Teaching and Learning

The Queen's Centre for Teaching and Learning (CTL) offers a wide array of programs and services that are designed to meet the teaching and learning needs of students, post-doctoral fellows, staff, and faculty members. Visit the website for the [Queen's Centre for Teaching and Learning](#).

## Resources for Well-Being

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### Academic Counselling, Confidential Advising

The Associate Deans in the School of Graduate Studies are available to graduate students who wish to talk about any academic issue they have. The Associate Deans will offer advice and lay out options to manage the specific issues. These meetings are in confidence and actions are only taken with the student's consent. To make an appointment please contact the Administrative Assistant at [sgsasst@queensu.ca](mailto:sgsasst@queensu.ca).

## School of Graduate Studies on-site Counsellor

This service is part of Student Wellness Services and provides an additional access point for graduate students to counselling services. Located in the School of Graduate Studies, graduate students have access to individual counselling services, group programs and various health and wellness events. Strict standards of confidentiality are upheld. Visit the [SGS Counsellor webpage](#) for details.

## Student Wellness Services - Formerly Health, Counselling and Disability Services (HCDS)

Student Wellness Services provides a welcoming, confidential and integrated service that is responsive to the needs of students be it health services, counselling services, disability services or advice on maintaining or improving your overall well-being. For a full listing of services visit [Student Wellness Services online](#).

## Peer Advising (Society for Graduate and Professional Students, SGPS)

The Student Advisor program provides advocacy and support for graduate and professional students. The program's primary goal is to assist SGPS members negotiate their many roles as students, researchers, teachers, employees and colleagues. Services are strictly confidential. Visit the [Peer Advising website](#) for details.

## SGS Habitat

The [SGS Habitat](#) offers a wide range of resources for staying well during your studies. The page, [Staying Well](#), includes resources for physical and mental well-being.

Adjusting to living in a new city is made easier with **SGS Habitat's** [Coming from Away](#) resources.

Opportunities for getting involved, staying in touch, and physical activity are listed on the **SGS Habitat** [Playing](#) page.

Balancing life in grad school takes planning and support. The [Managing](#) page in **SGS Habitat** offers advice and information to help with stressful situations, such as finances, housing, family life, and more.

## Other Services and General Resources

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### Queen's University International Centre (QUIC)

QUIC is a support service for all members of the Queen's Community and through its activities promotes an internationally informed and cross-culturally sensitive learning environment. The centre offers support for international students in finding housing, it provides a relaxing and welcoming space for conversation, and provides information about study permits, visas, health insurance coverage, taxes and living in Kingston. Visit the [Queen's University International Centre online](#).

## Queen's Libraries

Students can access library materials on-site or via the internet with a Queen's netID. In addition, students can book study space, borrow materials from other libraries, seek advice on searching for the information you need, and access information about copyright, open access and scholarly communications. For service descriptions visit the [Queen's Library website](#).

## Guidelines to Intellectual Property

These guidelines are intended to support your study and research at Queen's and to provide you with a general overview of what intellectual property is, what you should know, and how to find out more. You will find practical guidance about issues associated with intellectual property (IP) including patents, copyright and ownership of IP.

PDF

[Students Intellectual Property Guidelines \(210 KB\)](#)

## Guidelines to Graduate Supervision

Understanding roles, responsibilities and expectations is important in graduate study and effective communication is essential to ensuring a shared understanding. The development of strong working relationships helps to promote an excellent graduate experience. This guide provides best practices, advice and general information to assist in forming and maintaining good student-supervisor relationships and references resources that may be helpful in the pursuit of a graduate degree.

PDF

[Graduate Supervision Handbook \(1.7 MB\)](#)

## Handbook for International Students

This handbook provides valuable information and resources that will help students find what they need upon arrival and throughout their stay in Kingston. Sections include student services, academic life, housing, money matters, cross-cultural transition, and community and recreation.

PDF

[International Student Handbook \(2.1 MB\)](#)

## School of Graduate Studies (SGS) Website

The SGS website links you to the many programs and resources available. For information about funding, events, profiles of graduate students and much more visit the [SGS website](#).