

**A HANDBOOK
FOR GRADUATE STUDENTS OF TRENT UNIVERSITY**

School of Graduate Studies
2010

This handbook has been compiled in an effort to assist graduate students in taking full advantage of the opportunities offered at Trent. It is meant to go hand-in-hand with the graduate section of the Trent Calendar, www.trentu.ca/calendar which outlines university-wide and graduate specific regulations and policy.

Appendices include the "Thesis Guide" (including procedures for submission and examination of theses).

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The School of Graduate Studies is responsible for the administration of graduate degree programs offered at Trent University.

The School of Graduate Studies is administered by the Dean of Graduate Studies and in co-operation with the University committee on Graduate Studies.

The Committee on Graduate Studies, as appointed by the University, consists of the graduate program directors and 3 members of faculty from various other disciplines, along with 2 graduate students. This body makes executive decisions regarding graduate admissions and the application of general regulations, standards and

procedures.

Graduate students should familiarize themselves with the contents of the Graduate Studies section of the Trent University Calendar

Protection of Personal Information

Trent University may collect and maintain personal information from prospective students for the purposes of communicating with students about University programs, processing applications, assessing eligibility for admission and student awards and maintaining statistical data on applications. Personal information contained in the records of current students is used to register students in courses and to deliver academic and administrative services related to attendance at a public post-secondary institution. Personal information in the student record is protected in compliance with the Ontario *Freedom of Information and Protection of Privacy Act* and the University's privacy protection policies.

Notification of Collection, Use and Disclosure of Personal Information

Students' personal information is collected, used and disclosed by Trent University under the authority of Section 18(3)(c) of the *Trent University Act, 1963*. It is used by the University to create permanent student records, track academic progress, process fees, conduct research into university enrolment, administer programs and services of the University, conduct program reviews and appraisals and communicate with students regarding University business. For more information on this policy please consult: www.trentu.ca/secretariat/policies.php

Graduate Students' Association

Website: www.trentgsa.ca
Email: gsa@trentu.ca

Mission Statement:

The Trent University Graduate Students' Association is an organization that encompasses all students enrolled in graduate programs at the university. As the GSA Executive Committee, our aim is to effectively and fairly represent the needs and concerns of those students in all university matters. We recognize that the diversity of Trent's graduate programs may lead to a wide range of viewpoints on any given issue and we recognize this diversity of perspective as one of the strengths of our Association. All of the decisions and actions of the GSA Executive Committee will be based upon the ideals of mutual respect for, cooperation with and trust between all programs and individuals represented in the Association.

The GSA was officially formed during the 1972-73 academic year. The GSA has a voting seat on the University Senate and CASSC. Additionally, the GSA coordinates graduate student representation on numerous other University committees.

The GSA has a constitution with the following objectives:

- to contribute to the intellectual growth and cultural development of the university;
- to uphold and respect the academic freedom of the university;
- to provide opportunities for the exchange of ideas between the graduate students of all departments and disciplines of the university;
- to organize social and cultural events for the benefit of graduate students;
- to facilitate communication between the graduate students and governing bodies of the university on matters affecting the interests of graduate students;
- to encourage the establishment of inter-university contact between graduate students.

The full text of the GSA Constitution is available on the website. If graduate students encounter difficulties such as policy, supervisory or funding problems, they may contact the GSA for advice and assistance. If needed, the GSA can also act as a mediator in these situations. A union representative from CUPE local 3908, Unit 2 should be consulted for issues relating to the employment of a graduate student as a Graduate Teaching Assistant, Student Marker, Academic Assistant or Computer Lab Advisor (www.cupe3908.org).

GSA Executive Officers and Committee Representatives

GSA Executive Officers are elected at the end of the previous academic year and hold office from May 1 to April 30. The only exception is the First Year representative who is elected in September and holds office until April. The Executive meets regularly to discuss academic and other matters pertaining to graduate students and the university. Nominations for Program and Committee representatives are generally received each fall at an introductory meeting of continuing and new graduate students. Program representatives will meet with a Liaison (Science or Arts) that is an Executive Officer once a month to raise any concerns from their program. Committee representatives are responsible for attending the committee to which they belong and to report any pertinent information to the GSA Executive Committee. For a listing of the executive officers and committee representative positions please visit the GSA website at www.trentgsa.ca.

Graduate Conference Bursaries and Group Support

The GSA provides conference bursaries for members of the Association that are attending conferences and seminars away from Trent. The awards are designed to help with the cost of out-of-pocket expenses. Conference registration fees, travel costs and accommodation costs may be covered upon application approval. In addition to these bursaries, funding is also available to support other student groups, associations and conferences held at Trent University that have graduate students as active members. Applications are available on the GSA website.

GSA Events

The GSA organizes a variety of graduate student events throughout the academic year. Two social events are hosted each month, including the Symons Seminar Series, which runs on the first Wednesday of each month. There are also two large gatherings at the end of the Fall and Winter terms. While certain events, such as the monthly summer BBQs, bowling and attending a Pete's game have become "standard favourites," the VP Student Affairs reps. on the GSA Executive Committee are open to hearing graduate students' suggestions about the types of events that they would like to attend. Please feel free to contact the Student Affairs reps. with any questions, concerns, or suggestions you may have and keep an eye on the GSA website and facebook group for upcoming events.

Symons Seminar Series

The Thomas HB Symons Seminar Series is series of talks where graduate students from the various disciplines communicate their findings to other graduate students and the Peterborough community. The research presented ranges from Canadian history to water chemistry and from wildlife genetics to oral traditions. The format is that of two twenty-minute talks, between which there is an intermission for people to have coffee, tea, some snacks, and a chance to mingle.

The Symons Seminar Series is coordinated by the Graduate Student Association.

Graduate Student Fees

- All students must register and pay fees at the beginning of their program of study and must maintain continuous registration and fee payment (except during approved leaves) until degree requirements have been completed and notification of approval to convocate has been received.
- Students who have an unpaid University account for fees and other charges (including library fines and parking fines) at the time of re-registration at the start of each term will be deemed financially ineligible to register and the student may be restricted from re-registering in their program.

- Students enrolled under the Trent/Queen's agreement, while at Trent, are assessed Queen's tuition fees and Trent's ancillary fees.
 - A \$75.00 late payment fee will be levied if payment is not made by any fee payment deadline date for any academic term.

Fee Schedule

Full details of the current graduate tuition, ancillary and other fees can be found at <http://www.trentu.ca/graduatestudies/financialsupport.php>

Overdue Accounts

Student accounts must be paid by the registration deadline of each term and must be up to date at the time of re-registration in order to remain eligible to be enrolled. If your most recent Statement of Account shows an unpaid balance and you need to discuss fee payment options, please contact the School of Graduate Studies..

Refunds

Pro-rated refunds of tuition will be available to those who (a) withdraw from a graduate program early, or (b) complete degree requirements part way through their final year.

- a) On withdrawal from the University, a student must complete a Withdrawal Form found at www.trentu.ca/graduatestudies/forms.php , and submit it with signatures to the School of Graduate Studies; clear their student account; and may request a pro-rated refund of fees by depositing his/her student account card with the School of Graduate Studies.
- b) Graduate degree requirements are deemed to be complete when the thesis has been defended and revisions and course requirements have been signed off by the Program Director; or the student has completed all requirements for a Major Research Paper.

Degree Completion

Students who complete their program of study, including defence and submission of final copies of thesis/dissertation to the School of Graduate Studies, by the final registration date for the term published in the Graduate Calendar, will receive a refund in accordance with the refund policy of the School of Graduate Studies. To be eligible for a refund, students must have been registered for the term prior to completion. Students returning from inactive status (e.g. leave of absence) or re-admitted students will be assessed the term tuition fees at the time of re-entry and there will be a minimum period of registration and payment amounting to one term (even if degree requirements are met prior to that date). No defence will be scheduled or held without registration being completed prior to the proposed date of the defence.

Full refunds or cancellation of term fees will be available to students who have completed all degree requirements (including oral defence and all necessary revisions) before the registration deadline of the term.

Time Limits

Time limits listed here are the maximum allowed for all graduate programs at Trent University. Individual programs may have their own time limit regulations. Please see the program sections for details.

The maximum time allowed to complete all requirements for the Master's degree (thesis-based) from initial registration is three years for a full-time candidate or five years for a part-time candidate. The maximum time allowed to complete all requirements for students in a course-based masters program is two years for a full-time candidate or four years for a part-time candidate. The maximum time allowed to complete all requirements for the Doctoral degree from initial registration is five years for a full-time candidate or nine years for a part-time candidate. (note: see regulations pertaining to full-time/part-time status)

When students change status from full-time to part-time (or vice-versa) the time remaining to complete degree requirements will be adjusted with one term of full-time study being equivalent to two terms of part-time study.

Such adjustments will take effect at the start of the next term. In all cases, the total time to complete all degree requirements will not exceed five years (Master's) or nine years (Doctoral).

In the case of full-time students, the completion of course work is an absolute requirement by the end of two years (Master's), or three years (Doctoral) in order to continue in the program. Ph.D. students should complete their comprehensive and qualifying exams within two years of beginning their studies, or within the time frame outlined in the program requirements.

Extension of Time Limits

No extensions of the prescribed time limits will be granted except under extraordinary circumstances. In such instances, a Time Limit Extension Request form must be completed by the student in consultation with the supervisor and submitted to the Graduate Program Director. If the Director supports the request, a recommendation will be referred to the Dean of Graduate Studies for approval.

Graduate Student Funding

The Dean's PhD Scholarship

The value of the Dean's PhD Scholarship is \$4,000. The scholarship can be awarded to PhD candidates in their first, second, or third year of study who have/had an entrance average of 82% or higher.

Research Fellowships

The value of the Research Fellowships for 2010-11 is \$4000 for eligible Masters students and \$5,000 for eligible PhD students. Research Fellowships may be awarded to full-time Master's candidates who are in their first or second year of study (depending on stream) and full-time PhD candidates who are in their first, second, third or fourth year of study only.

Bursaries

Bursaries to assist with tuition fees are available to all new and continuing graduate students with demonstrated financial need, although some are restricted to Ontario residents. Bursaries for successful applicants will be deposited directly to students' accounts and will be first applied toward tuition fees. Application forms and deadlines are available online at <http://www.trentu.ca/graduatestudies/scholarship.php>.

Graduate Student Research Support

The Graduate Student Research Support Budget provides a small amount for student research costs to graduate programs. These funds are used to support the administrative costs of a program, including costs for conducting student field research. The funds are dispersed through Graduate Studies and are distributed through the Program Offices.

Graduate Teaching Assistantships

Graduate Teaching Assistantships (GTA's) are generally provided through the School of Graduate Studies. Once these have been decided, the GTA assignments to undergraduate departments through the Graduate budget are arranged by the Graduate Program Directors and in consultation with the undergraduate department chairs.

The assignment of a GTA, the duration, and value of stipend are normally outlined in the University's initial offer of admission. The amount of the stipend is governed by the CUPE local 3908, Unit 2 collective agreement, and rates typically change each year. Please see the CUPE local 3908, Unit 2 collective agreement to find current GTA rates. <http://www.trentu.ca/humanresources/labour.php>

NOTE: Students with a full teaching assistantship are employed for an average of 10 hours per week. Students with a half TA are employed for an average of 5 hours per week.

Graduate teaching assistants are paid in monthly installments during the period for which work for the undergraduate teaching program is normally performed, i.e. September through April for a maximum of 240 hours per undergraduate academic year.

External Scholarships

The School of Graduate Studies prepares a list of scholarships available and application deadlines. In the case of major scholarship competitions, students currently registered at Trent must meet the earlier deadline set by the University. Application forms and information on external scholarships may be found on the School of Graduate Studies website at: <http://www.trentu.ca/graduatestudies/scholarship.php> .

The School of Graduate Studies' scholarships listing is available on Trent's website, along with direct links to granting councils and other agencies. Please note that similar financial aid and/or awards listings are also available at other university sites on the Internet.

President's Medals

The President's Medal was established in 2009 to reward academic excellence and achievement of the graduate studies level. The winners are selected from four categories: Master of Arts (social sciences and humanities), Doctor of Philosophy (social sciences and humanities), Master of Science (sciences), and Doctor of Philosophy (sciences). The President's Medals will be presented annually at Spring Convocation. Three medals are awarded annually; the top student in the four categories will be awarded The Governor General's Gold Medal.

The Governor-General's Academic Gold Medal

The Governor-General's Gold Medal will be presented annually at Spring Convocation to the graduate student who achieves the highest academic standing in his/her graduate degree program. The medal will be awarded on the recommendation of the Committee on Graduate Studies which solicits a nomination from the graduate program directors, and will be presented each year at Spring Convocation to a student among those who are graduating.

Employment From Other University Budgets

Graduate Students are sometimes offered employment as TAs by the undergraduate Dean's office, or for some other employment at the University. It should be noted that the hourly rate for such employment is usually paid at the CUPE I collective agreement rate, which is different than the stipend provided through the Graduate Support Budget.

It is important for new students in particular to note that the graduate academic year is twelve months in duration and is made up of three terms (Spring/Fall/Winter) and that there is no provision for funds to be paid particularly from the Graduate Student Support budget during the Spring term (May 1st through August 31st). In some cases, supplementary funds may be available through a supervisor's research grant for research assistance during the Spring term.

Administration of Teaching Assistantships

Effective September, 1999, the terms and conditions of employment of GTA's at Trent are determined by a Collective Agreement between Trent University and the student teaching local of the Canadian Union of Public Employees (CUPE2).

GTAs should refer to the Collective Agreement regarding matters such as hours of work, wages, dues, grievance procedures, etc. Please see the Trent Human Resources website for a copy of the collective agreement for current GTA rates. <http://www.trentu.ca/humanresources/labour.php>

Problems, complaints, or concerns related to the GTA employment should be addressed, initially, to the course instructor (immediate supervisor) (Article 14.01).

Please note that a meeting between the GTA and the course instructor (immediate supervisor) should occur

within 10 days after start of employment for the parties to discuss the position, hours of work, schedule, sick leave, etc. GTAs have an opportunity to discuss this information with the course instructor (immediate supervisor) at this time (Article 19.02).

Trent/Queen's Graduate Teaching Assistantships

Graduate Teaching Assistantships (when available) in the Trent/Queen's Graduate Program are assigned by mutual consent between the student, his/her supervisors at Trent and Queen's, the undergraduate departments of the supervisors and the Associate Director of the Program.

Student Services

Library Privileges

Your campus card acts as your library card. For further information about the Thomas A. Bata Library please visit their website: <http://www.trentu.ca/admin/library>

If you wish to have a tour of the library's facilities or ask any questions about the services available to you contact the Information Services Department. It is recommended that tours be arranged on a group basis, or with your graduate program.

Campus Cards

Each graduate student will be issued a student photo identification card at the time of initial registration. The purpose of the identification card is to facilitate borrowing from the Bata Library, bus transportation, meal plans (as applicable), and as well as student identification. Payment of the transportation fee (optional) will be indicated on the card and will act as a bus pass on all City of Peterborough buses from September through April.

College Affiliation

All graduate students are members of Traill College which is a group of buildings at the corner of your college fees collected as part of your student fees will be assigned to Traill College. The college sponsors guest lectures, social activities, and have common areas for students. Graduate students are invited to participate in college activities and contribute to the life of the college. There are graduate offices as well as some graduate program offices located at Traill, and are available to students in the humanities, and upon request to graduate students in other disciplines.

University Bus Service

Full-time graduate students can elect to pay the Transportation Fee which entitles them to receive a City of Peterborough bus pass which is effective from Labour Day weekend until Victoria Day in May. Students must show their campus card to the operator of the bus when boarding.

Parking

There is a fee charged for University parking and the amount varies according to the lot location. Parking permits are available on-line or through the Security and Parking Office in Blackburn Hall (748-1011 x.1328). Parking permits can be purchased at the following website: <http://www.trentu.ca/parking/>.

Daycare

The Trent Child Care Centre offers daycare services. Since there are waiting lists, students are encouraged to make inquiries as early as possible. Information on the Trent Child Care Centre can be found on the following website: <http://www.trentchildcare.com/>. Contact the Trent Child Care Centre (743-2811).

Housing

Residence/Housing

There are a few 1 and 2 bedroom graduate apartments available on the Traill College Campus for rent for graduate students. Graduate students may also consider renting accommodations on the main campus in undergraduate residences. In general, most graduate students live off-campus.

For information and listings for off-campus housing, see <http://www.trentu.ca/housing>.

Off-Campus

Trent University's Off-Campus Housing Office provides a web-based housing listing at www.trentu.ca/housing. Listings include apartments, houses, shared accommodations and rooms in private homes. (Note: the Housing Office does not assess landlords or their properties.)

Graduate Student Apartments

There are a few one and two bedroom apartments located at Traill College available for rent to graduate students. For more information go to: www.trentu.ca/housing.

Residence

For information on Trent University's residences, please go to www.trentu.ca/housing.

Recreation and Culture

Athletics at Trent

There is a varied program of varsity and intramural athletic teams at Trent. The athletics complex on campus has a gymnasium, a 25-metre pool, climbing wall, squash courts, a weight room, an artificial turf stadium, indoor rowing tank and shower and locker facilities.

The Athletics Office publishes a schedule of activities, classes and events. More information on athletics can be obtained by calling 748-1011 x.1257, or visiting <http://www.trentu.ca/athletics/>. Activities offered include soccer, softball, volleyball, field hockey, hockey, rugby, aerobics, badminton, rowing and fencing.

Trent Wildlife Sanctuary

The 200-acre bird and wildlife sanctuary in the southeast corner of Trent University's Nassau campus may be of interest to students who enjoy hiking or cross-country skiing. Two inter-connecting nature trails, four miles and one and one-half miles in length, are open to students and to the public. These can be approached from two concession roads bordering the area.

Entries to landing and breeding ponds for waterfowl are cleared through the trees and rustic bridges span waterways and swampy sections along the trails. Split rail fences define the boundaries of the sanctuary. How to get there? From the University entrance:

- cross the river and canal bridges
- turn right (east) on the 10th concession, "University Road"
- continue one-half mile and look for entrance and parking lot on the left.

Health and Safety Information for Graduate Students

Occupational Health and Safety Act:

Graduate Students are covered under the Occupational Health and Safety Act due to their employment at Trent University as teaching assistants (GTAs) or research assistants (RAs). As students, they are not covered by this legislation, although the University has an obligation to provide for the general safety of students. Ontario Health and Safety Act and Regulations, Regulation 858: The Act applies to every person who is employed as a member or teaching assistant of the academic staff of a university or a related institution.

Health and safety concerns in the workplace should be brought to the attention and discussed with your work supervisor. If these issues are not addressed, formal measures may be taken by filling out a Health and Safety concern form, and giving this to the work supervisor. S/he is required to respond to the concern within a "reasonable amount of time". The concern is then forwarded to the Joint Health and Safety Committee (JH&SC).

Anonymous Concerns: If a graduate student has a health or safety concern they would like addressed, but would prefer to remain anonymous, a Health and Safety Concern form can be forwarded to their work supervisor through the graduate student representative to the JH&SC or through a CUPE representative.

Health and Safety concern forms can be obtained from the graduate student representative to the JH&SC and from the Trent University Health and Safety Officer (Bill Gibson, 748-1011 x.7373, Risk Management Office).

Refusal of unsafe work: Under the Act, the right to refuse work may be exercised by any employee who has reason to believe that any machine, equipment, device or thing or physical condition of a workplace, or contravention of the Act is likely to endanger her/him.

Description of GTAs' role/responsibilities (specifically with regards to the Ontario Health and Safety Act): Workers must work in compliance with the Act and Regulations, including using or wearing protective gear, and reporting any hazards and defective devices to the employer/supervisor.

Graduate students working as supervisors of students in classrooms are accountable for the safety of those they supervise. If you are not familiar with any materials that you are asked to demonstrate, bring this to the attention of the course instructor. S/he can provide you with information for proper use of such materials. For more information please talk to the Trent University Health and Safety Officer or to a member of the JH&SC.

WHMIS: Anyone working with or near chemicals must have completed the Workplace Hazardous Materials Information System (WHMIS) course. This course is offered at Trent University by the Department of Human Resources. The course is provided for GTAs each September.

Appendix I: Trent University Guidelines for Graduate Students, Supervisors, Supervisory Committees and Graduate Programs

Preamble

It is recognized that graduate students bring to our graduate programs a rich and varied experience derived from Universities elsewhere. These guidelines are to provide an indication of the expected practices and principles that should guide the normal interactions within a graduate program at Trent University. The underlying principle is one of mutual respect of the students and faculty in an academic environment governed by traditional standards of research and professional integrity, without prejudice or discrimination based on non-academic considerations. Within this context, students, faculty supervisors, supervisory committees and graduate programs assume certain responsibilities or obligations and are entitled to expect reciprocal commitments. The guidelines presented are neither exhaustive nor exclusive and should be viewed in the context of "normal" circumstances. As such they are not intended to be formal regulations, limiting or replacing specific Graduate Program guidelines or regulations. The guidelines represent the perspective of the University's Graduate Studies Committee and are used by the Committee to exercise judgement when issues of supervision arise. In addition to these guidelines, faculty and students should be aware of university policies, especially those governing academic integrity, ethics in research, violence on campus, harassment, and conflict of interest. All relevant policies can be accessed through the Graduate Studies web site.

1. Program Responsibilities

1. Programs should implement and follow the policies of the School of Graduate Studies.
2. Programs should inform prospective students of the graduate faculty members willing to supervise their research and the areas of research that they are prepared to supervise, and provide an opportunity for candidates to request a supervisor of his/her choice.
3. Programs should ensure that each new graduate student understands the extent or limitations of financial support and the associated requirements for teaching, research, or other services associated with the letter of offer from the School of Graduate Studies.
4. Program should ensure that each new graduate student has an identified supervisor (or interim supervisor/program consultant) as soon as possible after starting the program. The program should also ensure that the supervisory committee is in place at the appropriate point in time. Where a supervisor of studies is not identified at the time of acceptance, the student should be made aware of the process and timeframe for assignment of a supervisor.
5. Program should ensure that arrangements are made for an alternate supervisor if the regular supervisor either departs or is absent for an extended period.
6. Programs should provide students with program-specific policies and notification of any changes.
7. Programs should assess and review each student's academic and research progress, at least on an annual basis. The review is undertaken by the supervisor in consultation with the supervisory committee. This review would include such factors as performance on course work, Ph.D. comprehensive examinations, and research and thesis or dissertation progress. The review should provide feedback which may include areas of concern, assessment of progress toward completion and/or time-lines for completion of various components of degree requirements
8. Programs should maintain an atmosphere conducive to scholarly work by graduate students, and help enhance their creativity and productivity, encourage open communication and feedback between students and supervisors on all issues, including supervisory practices.

9. The program should identify to students the appropriate pathways for obtaining assistance or raising concerns about their program, supervisor, etc., and should inform students of avenues of appeal of the outcome of assessment that are available to them.
10. The program should ensure students are aware of evaluation criteria for all work before work commences.
11. The program should ensure that a supervisor takes on only as many graduate students as he/she can properly supervise.

2. Supervisor Role and Responsibilities:

1. Supervisors should make and maintain a strong commitment to devote the required time and energy needed to successfully engage in graduate student supervision. As part of this commitment, the supervisor should display the highest ethical standards of behavior at all times.
2. Potential supervisors should have sufficient familiarity with the field of research to provide appropriate guidance and supervision, or indicate a willingness to gain that familiarity before agreeing to act as supervisor.
3. At the earliest possible time the supervisor should discuss with the student the specific nature and subject of the proposed research. The supervisor should provide guidance on establishing a research project, approaching problems that might be encountered in the research, how to assess the progress of the research, and expectations for an acceptable thesis or major research paper.
4. At the outset of the research, the supervisor should discuss with the student intellectual property rights, including the process of decisions concerning shared intellectual property and authorship of any publications that might involve shared work or intellectual property. The supervisor should discuss with the student the degree to which a research project may be an integral part of a larger research program of the supervisor and the consequential possible implications for authorship of resulting publications, including the aspects or areas of the research project over which the supervisor wishes to claim background intellectual property rights.
5. At the earliest possible time the supervisor should discuss the extent to which the supervisor is able to support the research project in space, equipment and facilities, and provide financial support to the student;
6. The supervisor should make the student aware of any financial support to be provided by the supervisor. This information should be communicated clearly to the student, in writing, including such details as the amount of financial support, the length of time of such support, and any specific conditions pertaining to this financial support.
7. At the earliest possible time the supervisor should discuss with the student her/his expectations for the student's academic performance and progress towards completion of the proposed research.
8. Supervisors should make every effort to ensure that all resources (e.g., laboratory/field facilities and essential operating funds) necessary for execution of the thesis research project or major research paper will be available as required so the student can complete the project without undue delay, and, when necessary, to assist the student in gaining access to facilities or research material;
9. A supervisor must be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems. Requests for consultation, advice or input on academic matters should not be unreasonably denied.
10. A supervisor should make satisfactory arrangements for the supervision of the student when the

supervisor is on leave or extended absence from the campus

11. Supervisors should assist their students in developing a program of study that will allow for completion of all degree requirements within the specified time limits.
12. Supervisors should inform their students of the approximate time it will take for submitted written material to be returned with comments.
13. A supervisor should be thorough in the examination of written material submitted by the student, making constructive suggestions for improvement.
14. Supervisors should provide a fair assessment of the completed thesis or major paper, with explanations of criticism and constructive suggestions for improvement.
15. The supervisor should indicate when a draft thesis or major paper is satisfactory for submission to the supervisory committee or, if the supervisor believes that it cannot be successfully completed, to communicate this to the student (and the supervisory committee, if appropriate) with reasons.
16. The supervisor should know Graduate Program and University regulations and standards to which a thesis or major research paper is required to conform, and to ensure that the student is informed of them. The Supervisor should inform supervisees of what is expected in research and the writing of a thesis or major research paper, such as the quantity and quality of research required, the length and composition of a thesis or major paper, and the mechanism for reviewing progress.
17. The supervisor should monitor any major discrepancies in advice given to the student by members of the supervisory committee and/or supervisor, and attempt to achieve resolution and consensus on the issue(s) involved.
18. Supervisors should inform the program Director, in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.
19. Supervisors may request withdrawal of a student from the program, following normal program review procedures, when for specific reasons, he or she feels that continued supervision could not lead to the satisfactory completion of the degree requirements by the student. In such circumstances, the supervisor should discuss the reasons with the student and the supervisory committee and provide a written statement of the reasons to the student and to the Program Director. The Program Director should meet with the student and the supervisory committee to review the request and to facilitate its resolution.

3. Supervisory Committee Role and Responsibilities

1. The supervisory committee should be established by the Program Director in consultation with the potential supervisor(s) and in accordance with the Graduate Program guidelines.
2. The role of the supervisory committee is to provide additional guidance and advice on the student's research, complementing the expertise of the supervisor.
3. The supervisory committee should be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems.
4. The supervisory committee should ensure that a "Program of Study" is established with the student's involvement.
5. The supervisory committee should identify potential problems that may arise in the student's program and to help alleviate them.
6. The supervisory committee should meet, at least once each year, to review the student's progress and

to promote constructively the student's research.

7. The supervisory committee should submit progress reports to the Graduate Program and make recommendations concerning the student's program.
8. The supervisory committee should read and comment on drafts of written material in a timely manner and to indicate when a major paper is complete or a thesis is ready for examination.

4. Graduate Student Role and Responsibilities:

1. Graduate Students are considered for admission to a graduate program on the basis of previous academic performance, letters of recommendation, assessed potential for successful completion of the degree requirements and availability of a suitable supervisor who is willing to act in that role and who has the necessary resources to support the research program contemplated.
2. Students should be prepared to devote the required time and energy needed to engage successfully in graduate work and research, and contribute fully to the scholarly and intellectual life of the University. Students must adhere to the highest standards of ethical behavior to assure academic integrity and professionalism.
3. Students should maintain registration throughout the program and ensure that, where required, visas and employment authorization documents are kept up to date.
4. Students must inform the Program of any limitations or commitments that could jeopardize successful completion of the degree requirements; and should indicate any restrictions related to financial support or time available for completion of the program.
5. Graduate students should choose a topic of research acceptable to their supervisor and produce a thesis or major research paper which is essentially their own work, and which meets the School of Graduate Studies standards for style and quality, reflecting a capacity for independent scholarship in his/her discipline.
6. A student should, very early on, discuss and formulate with their supervisor a plan of study for completion of degree requirements and thesis work, with clear milestones denoting progress. More generally, the student should maintain open communication and feedback with the supervisor on all issues, including supervisory practices.
7. A student's product of their research should give evidence that they have made a logical and intelligent approach to their selected problem, and the language of the writing should be clear and precise.
8. Graduate students should be aware of the University regulations concerning academic integrity and professionalism, and acknowledge assistance, materials and/or data provided by other scholars, including fellow students or technicians.
9. Graduate students should recognize that the supervisor and members of the supervisory committee have a spectrum of educational and research obligations which may result in delays in responding to the graduate student.
10. Graduate students must maintain a regular work schedule and communications with their supervisor (or designate); must meet with the supervisory committee in accordance with program requirements; and must understand and adhere to the University regulations concerning full time status (where applicable), and to keep the supervisor informed of how they may be contacted.
11. Graduate students must give serious consideration to the advice and criticisms provided by his/her supervisor or members of his/her supervisory committee.
12. A graduate student should know and understand the Graduate Program and University regulations and standards for academic performance to which a thesis or major research paper is required to conform.

13. Where applicable, students must comply with all ethical policies and procedures governing human or animal research.
14. As a graduate student you agree to submit to the supervisor for comment any work which has been carried out under his/her supervision and which is intended for publication during or after completion of the degree;
15. To the best of their ability, graduate students should complete all work required for the degree within specified time limits.
16. A graduate student retains authorship, singly or jointly as appropriate, to his/her research (recognizing the timely nature of the research and the importance of rapid publication) and must receive credit for significant contributions to other research.
17. As a graduate student you agree that intellectual property of your supervisor or others which may be included in your thesis or major research paper will be properly represented and acknowledged.
18. As a graduate student you agree to the incorporation or utilization of your research in other related research projects under the supervisor's direction, with the understanding that you retain intellectual property rights and will receive scholarly credit for your contributions.
19. Students should inform the Program Director, in a timely fashion, of any serious difficulties which may arise in supervision. These might include major professional academic disagreements, interpersonal conflicts, or potential conflict of interest situations.
20. A student may request a change of supervisor when, for specific reasons, the student feels that he or she would be unable to complete the degree requirements under current supervision, or wishes to pursue another area of research. In such circumstances, the student should discuss the reasons with the supervisor and the supervisory committee and provide a written statement of the reasons to the supervisor and to the Program Director. The Program Director should meet with the student and the supervisory committee to review the request and to facilitate its resolution.
21. Graduate students have the right to request the reconsideration of a decision regarding their degree program or to lodge an appeal as in the Appeals Section of the Graduate Calendar.

APPENDIX II: Guidelines for Oral Presentations on Scientific Research

[Notes prepared by Dr. A. Slavin, Professor of Physics and Director, Applications of Modelling in the Natural and Social Sciences M.A./M.Sc. Program, November 1994]

1. Learn who your audience is, before you present your seminar. Very different presentations are required if you are speaking to researchers in your field, undergraduates in your discipline, or scientists from many backgrounds.
2. Set your goals: what are the main ideas you want people to leave with? Is it the experimental results, an understanding of experimental technique, a new theory, novel apparatus?
3. Decide which equations, figures or tables best communicate your goals. Always use graphs over tables of data where possible, because the former show trends and are more easily remembered.
4. Decide how much background information (e.g., theory and apparatus) is necessary to allow the audience to understand your main points. Again, this will vary dramatically with the audience. Reduce this to a series of necessary equations and/or figures. For apparatus, use line diagrams instead of photographs, except for "human interest". Colour may sometimes be used effectively to separate different subjects.
5. The figures, tables, and equations chosen under 3 and 4 above should form the core of your presentation. Do not confuse your slides with explanatory text, which should be given orally. That is, speak to your slides; do not use them to duplicate what you want to say.
6. There is an old saying for seminar presentations:-
 - a. First you tell them what you're going to tell them.
 - b. Then tell them what you want to tell them.
 - c. Then tell them what you told them.

For (a) use a one-page agenda for your presentation so people have a mental framework for organizing your talk. Point (b) covers the material discussed under 3 and 4 above. For (c) end with a one-page list of "conclusions" so people will know which are the main points you want them to remember.

7. Finally, your first slide should be a "title page" which includes the talk's title, your name, your institutional affiliation (advertise Trent!). Acknowledge supervisors, colleagues, and funding agencies.
8. Type size on your slide (including fractions) should be at least 6mm (1/4", 20 point) high to be visible from the back of a room.
9. Number your slides sequentially. This lets your audience refer to a page number during questions, and simplifies life for you if you drop them during your talk!
10. Rehearse your talk by yourself to ensure it fits in the allotted time. Leave adequate time for questions. Be prepared to answer questions on areas related to your talk; be aware of recent advances.
11. Give the talk to a small group of friends, representatives of your eventual audience, for critical feedback.
12. Points During Presentation:
 - Don't rush your talk.
 - Speak to the entire audience, not just the people you know.

- Make eye contact with members of the audience; this involves them personally.
- Set your volume as though you were talking to someone in the back row: you are.
- For correct orientation of your viewgraphs, place them on the projector so you can read them as you face the audience.
- Face your audience, not the screen. It is usually better to use a pointer from the side of the screen rather than a pen on the viewgraph, so you do not block the screen for part of your audience.

For poster presentations, follow steps 1 to 4, and 6 to 7. However, the presentation must be understandable when you are not present, so it must have enough text to explain each of your figures, tables or equations. Type size should be at least 6mm (1/4", 20 point).

Appendix III

Applicable University Policies and Procedures

Graduate students and the academic and research activities of graduate students are governed by several University policies. Students should be aware of the following policies as well as the regulations as listed in the graduate calendar which can be found at www.trentu.ca/calendar.

Policies

- i) Appeals Procedure
- ii) Academic Integrity Policy
- iii) Policy on use of External Examiners
- iv) Failed Course Policy
- v) Special Student Status Policy
- vi) Transfer Credit Policy
- vii) Trent University Policy on Research with Human Subjects

i) Graduate Student Appeals Procedure – Approved at Senate, April 2009

General:

Under this procedure, an issue should be initially be dealt with as close to its source as possible. Students should first attempt to resolve a matter informally with the initial decision-maker(s). Where informal resolution is not possible, a student has the right to make a formal appeal. This procedure recognizes two different types of appeals: 1) those dealing with assignments and examinations associated with graded courses that are part of the requirements of a degree; and 2) those dealing with the examinations or evaluations associated with major degree requirements such as comprehensive or candidacy examinations, evaluation of major research or internship papers and theses defences.

It is the responsibility of the student to present full supporting documentation and to state grounds for the appeal in writing. Details on the first step of an appeal process may be obtained from each Program Office. Dissatisfaction with, or ignorance or neglect of university policy or published deadlines does not constitute sufficient grounds for an appeal. Decisions related to admission to an academic program are not subject to appeal.

Formal Appeals:

1. Formal appeals of grades on assignments or examinations that are part of a course

Appeals of grades on assignments/exams in a course should be made to the course instructor in the first instance, normally within four (4) weeks of receipt of the grade. Appeals submitted after that time may not be accepted.

The original grade of a student who is making an appeal cannot be lowered as a result of that appeal. If the appeal is denied, the instructor will provide the reasons in writing to the student.

Where the student is dissatisfied with the outcome, a further appeal may be made to the Program Director. The Program Director's decision is final subject to an appeal to the Special Appeals Committee.

2. Formal appeals of outcomes of comprehensive/candidacy examinations, thesis/dissertation examinations, or MRP/Internship evaluations, or other degree elements

Appeals of outcomes of comprehensive/candidacy examinations, thesis/dissertation examinations, MRP/Internship evaluations, other degree elements, or recommendations for withdrawal from a degree program

should be referred to the Program Director in the first instance.

Appeals should be submitted to the Program Director normally within four (4) weeks of receiving the outcome in question. Appeals submitted after that time may not be accepted.

If the appeal is denied, the Program Director will provide the reasons in writing to the student.

Where the student is dissatisfied with the outcome, the appeal may then be sent to the Dean of Graduate Studies, within two (2) weeks of receiving the decision.

Upon receipt of an appeal, the Dean of Graduate Studies will inform the Program Director and will convene the Graduate Studies Appeal Committee. The composition of the Committee will normally be three non-student, voting members of the Graduate Studies Committee (GSC) who are not members of the graduate program of the student. Where necessary for reasons of expertise or background, the Dean may appoint a non-member of the GSC as one of the three members. The Committee will review written documentation and may seek additional relevant evidence at its discretion, including evidence from external experts. The remedy open to the Committee will be limited to a recommendation for reassessment and the conditions under which a reassessment will be made. The decision of the Committee is final, subject to an appeal to the Special Appeals Committee. The committee will attempt to reach a decision within eight weeks.

In the event that there is a dispute over which process, (i.e.. 1. or 2.) should be used for a particular appeal, the decision on process will be made by the Dean of Graduate Studies.

Students who have exhausted all other appeal processes may appeal to the Special Appeals Committee of Senate on the grounds that a policy or practice has caused the student undue hardship. Special appeals must be filed with the University Secretariat within four (4) weeks of the receipt of the previous ruling. More information is found at the Special Appeals website - <http://www.trentu.ca/administration/specialappeals.php>. All decisions of the Special Appeals Committee are final within the university and take effect when issued.

ii) Graduate Student Academic Integrity Policy - Approved at Senate, April 2009

Part I: APPLICATION AND DEFINITIONS

1.1 Application

This policy applies to students registered in graduate programs or graduate courses in the Faculty of Arts and Science at Trent University as well as to applicants to graduate programs at the University. (In addition to their responsibilities under the Academic Integrity policy, students should also be aware of their obligations under other university policies including Research Involving Human Participants, and Animal Use Protocol.)

1.2 Terminology

In this policy, "program" means graduate programs. "Director" means Directors of graduate programs. "Dean" means the Dean of Graduate Studies. "Instructor" means the person responsible for submitting a final grade for a course, where a course may be a regularly scheduled course or an individual study program. "Supervisor" means the faculty members assigned as a supervisor of study for a thesis, major research paper, internship report or the person responsible for determining the success or failure of any other degree requirement.

1.3 Academic Integrity

All members of the University community share the responsibility for the academic standards and reputation of the University. When students submit work for academic evaluation and credit, they imply that they are the sole authors of the work. Clear and careful attribution of the words and ideas of others is an essential part of academic scholarship. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a condition of continued membership in the University community.

1.4 Academic Dishonesty

Academic dishonesty, including plagiarism and cheating, is ultimately destructive of the values of the University. Scholarly integrity is required of all members of the University. Engaging in any form of academic dishonesty or misconduct in order to obtain academic credit or advantage of any kind is an offence under this policy.

1.5 Plagiarism

Plagiarism is knowingly presenting words, ideas, images, data, or any other form of work of another person (including essays, theses, lab reports, projects, assignments, presentations and posters) in a way that represents or could be reasonably seen to represent the work as one's own. "Knowingly" includes ought reasonably to have known. Plagiarism includes failure to acknowledge sources correctly and submitting materials copied from the internet without proper acknowledgement of the source. Draft work submitted for evaluation is subject to the same standard as final work. Draft work of a preliminary nature that is submitted for review and comment rather than evaluation should be clearly marked as such, if for example, referencing of material is incomplete.

1.6 Cheating

Cheating is dishonest academic conduct or attempted dishonest academic conduct during tests or examinations or in the preparation of any other course work or in the presentation of credentials for admission to the University or one of its programs. Cheating also includes the knowing falsification of data and the knowing misrepresentation of evidence. "Knowing" includes ought reasonably to have known.

1.7 Student to consult if in doubt

Students who have any doubt as to what might be considered academic dishonesty in a particular course should consult the instructor of the course or their Program Director to obtain appropriate guidelines.

Part II: PENALTIES AND PROCEDURES FOR ACADEMIC OFFENCES ON COURSE WORK, TESTS, EXAMS or ORAL or WRITTEN MATERIAL PRESENTED AS PART OF A DEGREE REQUIREMENT

2.1 Expectations of Graduate Students

Graduate students study at an advanced level and the university has every expectation that all graduate students understand the meaning of academic integrity and will undertake work with academic integrity.

2.2 Penalty

The penalty for any offence by a graduate student will be expulsion from the University.

2.3 Extraordinary circumstances

The usual penalty will be levied unless extraordinary circumstances are found which justify a different penalty.

2.4 Instructor/supervisor investigates

If an instructor or supervisor has reason to believe that a student has committed an academic offence s/he will so inform the student within a reasonable time and invite the student to meet to discuss the matter. The instructor/supervisor will make reasonable inquiries to investigate the circumstances of the matter.

2.5 Instructor/supervisor finds no academic dishonesty

If after meeting with the student and reviewing the evidence the instructor/supervisor is satisfied that no academic dishonesty occurred, no further action will be taken by the instructor/supervisor unless new evidence comes to his/her attention.

2.6 Instructor/supervisor finds academic dishonesty, reports to Director

If, after meeting with the student (or if the student fails to respond to the request for a meeting or does not attend a prearranged meeting) the instructor/supervisor concludes that academic dishonesty has occurred, the

instructor/supervisor will prepare a report to the Director. Where the Director is the instructor or supervisor s/he will prepare the report her/himself. The report will summarize the relevant facts and evidence, including the student's version of events if given. The report will additionally state any extraordinary circumstances that are evident in the case. Copies of all supporting documentation will be attached to the report. The instructor/supervisor will inform the student in writing that a report to the Director has been prepared and that a copy has been made available for the student to pick up from the Program office.

2.7 Opportunity for comment by student

Should the student wish to add to or clarify the information in the report, the student may send written comments to the Director within seven days of the date of the report.

2.8 Director may forward to Dean

The Director shall review the report and any written comments submitted by the student. If the Director is satisfied that no academic dishonesty occurred, no further action will be taken unless new evidence comes to his/her attention. If the Director concludes that academic dishonesty has occurred, s/he will forward the report and written comments to the student and the Dean.

2.9 Graduate Studies Appeal Committee decides

Upon receipt of material from a Director, and upon a request from the student within fourteen days, the Dean will usually convene a Graduate Studies Appeal Committee to decide the case. The committee will normally be composed of three non-student, non- same program members of the Graduate Studies Committee (GSC). Where necessary for reasons of expertise or background, the Dean may appoint a non-member of the GSC as one of the three Committee members. The committee will review the written documentation provided and may seek additional information from the parties at its discretion. If the Appeal Committee determines that academic dishonesty has occurred, the Dean will inform the student and Program Director in writing of the decision.

2.10 Dean may decide based on extraordinary circumstances

If the Dean is satisfied that extraordinary circumstances justify a different penalty, s/he may decide the case without convening an Appeal Committee.

2.11 Note on Tests and Exams

Where an allegation of academic dishonesty arises during a test or examination, the responsible invigilator will collect the available evidence and, if he/she is not the course instructor, will notify the course instructor who will proceed as detailed above.

PART III: PROCEDURES FOR APPLICATIONS TO THE UNIVERSITY OR ONE OF ITS PROGRAMS

3.1 Notice to Graduate Studies Officer

Where the alleged academic dishonesty involves falsifying, misrepresenting, or withholding records for entry into the University or one of its programs, the Graduate Studies Officer will be informed.

3.2 Student notified

The Graduate Studies Officer will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Graduate Studies Officer will proceed to make a decision on the basis of the evidence before him/her.

3.3 Graduate Studies Officer decides

If, after reviewing the evidence, the Graduate Studies Officer is satisfied that no academic dishonesty occurred, the Graduate Studies Officer will inform the student in writing of his/her decision and no further action will be

taken by the Graduate Studies Officer unless new evidence is brought to the Graduate Studies Officer's attention. If the Graduate Studies Officer is satisfied that academic dishonesty has occurred, the Graduate Studies Officer will decide the appropriate penalty and inform the student in writing of his/her decision. A written record of the incident, along with the documented evidence, will be kept on file at the Office of Graduate Studies.

3.4 Appeal of Graduate Studies Officer's decision to Dean

The student has a right to appeal the decision of the Graduate Studies Officer by writing to the Dean setting out the grounds for appeal within two weeks of notification of the Graduate Studies Officer's decision. The Dean will normally respond to the appeal within two weeks of receiving the appeal.

Part IV: OTHER

4.1 Final Appeal

The student may appeal a decision of the Graduate Studies Appeals Committee, or the Dean, to the Special Appeals Committee of the University within four weeks of notification of the decision. The decision of the Special Appeals Committee is final within the University.

4.2 Privacy protection

In accordance with privacy legislation, personal information gathered under this policy will be shared only among university personnel on a need to know basis.

4.3 Other allegations of academic dishonesty

Any other allegations of academic dishonesty may be made in writing to the Dean. The Dean will determine the appropriate procedure to be followed.

4.4 No permanent record of dropped allegations

If it is determined that allegations are not supported by sufficient evidence, no permanent record of the incident will be kept on file at the offices of the program or Graduate Studies.

4.5 Withdrawal is not a stay of proceedings

A student's withdrawal from a course, program, or the University does not stay or prevent proceedings for academic dishonesty under this policy. Further, penalties for academic dishonesty determined under this policy will appear as appropriate on the student's record, including the student's transcript, despite any such withdrawal.

4.6 Report on Academic Offences

In years where there have been an academic offence(s), a summary of offence(s) (setting out the nature of each offence and the penalty) will be prepared by the Dean, published on an Academic Integrity website, and circulated to Senate for information.

iii) Policy on Use of External Examiners

Approved by Senate, December 5, 2006

Wherever possible an external examiner should be present, on the Trent campus, for all thesis defence examinations. In situations where it is not possible to have an external examiner attend in person, programs are encouraged to use video or audio conferencing. In extraordinary situations, for a Master's degree only, where neither in person, nor video, nor audio conference examinations are possible, an external examiner may be asked to review the thesis and to provide a detailed written assessment of the thesis and questions that will be asked during the defence by the examination Chair. Where none of the above is possible, the Program may petition the Dean for permission to use a second internal examiner, in lieu of an external examiner, for Master's degrees only.

iv) Graduate Studies Failed Course Policy

Approved by Senate April 2010

Background:

University regulations for graduate students state that a passing grade in a graduate course is 70% (page 360 of the current calendar). Further the regulations include a section on unsatisfactory work. Students deemed to be doing "unsatisfactory work" "may at any time be required to withdraw from the University" (page 361 of current calendar). Unsatisfactory work is defined as including course work receiving a final grade lower than 70%.

The policy as currently written does not specify that withdrawal is mandatory for receiving a grade of less than 70%, only that this may be an outcome. In the absence of clearer regulations programs have adopted different approaches and this has led to confusion on the part of students and faculty members. Accordingly, the GSC proposes that the following policy be adopted concerning failed courses.

Calendar Copy:

Students who obtain less than 70% in a **non-required or elective** course or degree element may take another course or degree element in substitution. If 70% is not obtained on the substituted course or degree element, the student will then be obliged to withdraw from the program. Only one such substitution will be permitted as part of requirements of any degree.

Students who obtain less than 70% on a **required course** or required element of a degree will not be permitted to retake the course and will be required to withdraw from their program. This regulation does not apply to doctoral program comprehensive or candidacy examinations. See program regulations for information concerning comprehensive or candidacy examinations.

This regulation will take effect on September 1, 2010.

v) Special Student Status Policy:

The proposal to allow Special Non-degree students to enrol in Graduate Courses
(Approved by GSC April 17, 2009) Approved by Senate May 2009

- 1) The student must possess the requisite academic background for success in the course by meeting the minimum admission requirements of a program or be deemed acceptable by the Program Director. The student must apply and submit official transcripts and a rationale for admission as a special student. (No reference letters or 'plan of study' are required).
- 2) Permission must be granted by both the graduate Program Director **and** the course instructor. Faculty have no obligation to accept a non-degree student into a course.
- 3) Enrolment is subject to space availability; degree students are given first priority for space in any graduate course.
- 4) Normally, only Masters level courses are open to non-degree students.
- 5) Non-degree students are eligible to take up to a maximum of two half credits or one full credit.
- 6) Fees are set annually. Payment is due upon registration.
- 7) Credits earned as a non-degree student may be accepted for credit to a degree program upon approval of the Program Director.

vi) Graduate Student Transfer Credit Policy

(Approved by the Graduate Studies Committee May 4, 2009, and Senate May 12, 2009)

Students may petition to have previous graduate credits transferred from other academic institutions to their Trent graduate degree. Students must submit the course syllabus and transcript to the Program Director. Prior course work should have been taken within the past 5 years.

The maximum number of credits transferred is dependent upon program regulations. Transfer credits are granted at the discretion of the Program Director and will not normally be granted for required courses.

The Graduate Program Director will assess the previous graduate course(s) for transfer credit eligibility and to determine if the course work is equivalent to a Trent graduate course, or may give it an unassigned credit if there is no equivalent course. Only courses with a grade of at least 70% / B- or equivalent (or the minimum grade as required by the program) will be considered for transfer credit.

Courses transferred for credit will be given a grade of “**PASS**”. No letter or numeric grade will be noted on the Trent transcript for a transfer credit.

Students who have taken a course(s) under the **Ontario Visiting Graduate Student Plan** will have the official grade provided by the host university placed on their graduate transcript.

vii) Trent University Policy on Research with Human Subjects

Graduate students research is governed by the Trent University Policy on Research with Human Subjects. Graduate Students should be familiar with the policy which can be found on the Office of Research Website: <http://www.trentu.ca/research/certification.php>

Trent University Senate Policy for Research Involving Human Participants

(Approved by Senate 25 April 2007)

I. Context for an Ethical Framework

Trent University has formulated a policy for the conduct of research 1 involving human participants 2 , human remains, cadavers, tissues, biological fluids, embryos or foetuses. This policy applies to all Departments of the University. It is intended to protect the Researcher 3 and/or Principal Investigator, the Participant, and the University jointly, and protect various rights and responsibilities of the respective parties to the research endeavour. Information provided by the Principal Investigator (PI) in these documents is confidential and will be retained in the files of the *Office of Research*. The Senate of Trent University affirms that researchers must respect the safety, welfare, and dignity of human participants in their research and treat them equally, fairly, and not as a means to an end. The University values the academic freedom of its researchers, and the ethics review process shall not unfairly censor researchers who support unorthodox views. However, academic freedom is complemented by the requirement that the rights of human participants be respected. It is imperative that researchers strive for ethical conduct and that ethical guidelines be respected. This policy acknowledges the need for continuing interpretation and refinement of applicable policies to account for diversity and changes in research methods and perspectives, contexts and cultures. Thus, continued awareness and debate of the topic in the research community is essential. The University's principal reference for ethics review is the *TriCouncil Policy Statement (TCPS)*, with which the University has agreed to comply pursuant to the *Memorandum of Understanding* between the University and the three agencies that make up the TriCouncil.

The remainder of the policy can be found on the Office of Research Website: <http://www.trentu.ca/research/certification.php>

APPENDIX IV: Thesis Guide

Introduction

This Thesis Guide has been prepared by the School of Graduate Studies, Trent University, as a supplement to the Graduate Studies Calendar. The Guide incorporates a number of University policies regarding the production of theses including microfiche requirements.

It is hoped that those involved in thesis preparation will find the guide useful. Please note that it is written particularly for those students whose theses are in the final stages of preparation. Students who are just beginning to plan or to write a thesis will probably find the information contained in standard style guides more useful. A number of style guides are listed below.

For further information, please contact the School of Graduate Studies, Suite 115.5 Blackburn Hall 705 748 1011 x 7245

I. DETAILS OF PREPARATION

Draft Copy

The student should obtain the thesis supervisory committee's approval of the draft copy before submitting the copy to the external.

Format is Important

A thesis must follow the formatting guidelines (see below). Students are encouraged to consult the School of Graduate Studies for format approval before making final copies.

Manuals

Any one of the following manuals may be used in the preparation of the thesis

J.I. Miller and B.J. Taylor, *The Thesis Writer's Handbook*. Oregon: Alcove Publishing Company, 1987.

R.M. Wiles, *Scholarly Reporting in the Humanities*. Toronto: University of Toronto Press for the Humanities Research Council of Canada, 1968.

R.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. Chicago: University of Chicago Press, 1973.

MLA_Handbook. New York: Modern Language Association, 1977.

L. Fieser, *Style Guide for Chemists*. New York: Robert E. Kreiger Publishing Co. Inc., 1960.

AIP Style Manual for Physicists. New York: The American Institute of Physics, 1968.

II. TECHNICAL REGULATIONS

The following procedures have been adopted in accordance with the guidelines of the National Library of Canada, Canadian Theses Service.

1. Legibility

1.1 The theses should be presented on good quality white bond paper.

1.2 Pages should be printed single sided only (not-backed).

- 1.3 The size of the pages should be 21.5 x 28 cm (8-1/2 x 11 inches), the type reading across the 21.5 cm dimension.
- 1.4 Margins should be 38 mm (1-1/2 inch) margin on the left side of the page with 25 mm (1 inch) margin on the remaining sides. This allows the thesis to appear centred when binding is on.
- 1.5 A black and white copy should be provided for microfilming using 10 to 12 characters per inch.
- 1.6 Because many microfiche readers do not permit the rotation of images, illustrations should be positioned as the main text (the type reading across the 21.5 cm dimension). On a microfilm colours appear as varying shades of grey. Therefore, labels and symbols should be used rather than colours to identify the lines of a graph.

Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis. Such oversize pages complicate microfilming and it is recommended that they be avoided unless absolutely necessary. Oversize pages shall be microfilmed in sections, with the sections numbered and arranged so that they read from left to right, top to bottom.

- 1.7 An unbound copy of the theses is required for microfilming to the National Library.

2. Completeness

- 2.1 The page numbering should be checked for correct sequence and completeness. Errors in pagination should be reported in a covering letter as well as in a note attached to the thesis. The National Library will then be able to film a target notifying the reader of the pagination error. When errors in pagination are not explained the thesis is rejected for microfilming and is returned to the university.
- 2.2 The author's full name, the thesis title and the date the degree was conferred should be identical on the title-page of the thesis and on the "Non-Exclusive License to Reproduce Theses". Form NL/BN 91 (90-09). This form must carry the author's original signature.. Any thesis for which the author has requested that the distribution be postponed will not be submitted by the university until such period has expired.

3. Copyright

- 3.1 The universal copyright notice © must appear on the title-page as indicated in the example below:

© Copyright by John Robert Smith 1985.

- 3.2 An authorization to reproduce copyright material beyond brief excerpts must be obtained from the copyright owner and submitted with the thesis. Such permission letters should not only allow inclusion of the material in the thesis but should specify the use made of the thesis by the National Library as worded in the "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 (90-09), which states

"...In consideration of the National Librarian making copies of my thesis available to interested persons, I, hereby grant a non-exclusive license to Her Majesty the Queen in right of Canada as represented by the National Librarian...to reproduce, loan, distribute or sell copies of my thesis....in microform, paper or electronic formats..."

4. Major Reasons for Rejecting a Thesis for Microfilming

- 4.1 Poor legibility of any thesis which will not produce a quality micro-image.

- 4.2 Missing pages (leaves).
- 4.3 The unauthorized presence of substantial copyrighted material.
- 4.4 "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 (90-09) missing, altered, unsigned or signed by a person other than the author.

Order of Elements

For consistency, the order of the front matter should be as follows:

- Title Page
- Abstract
- Preface, if any
- Table of Contents
- List of Illustrations and List of Tables, if any
- List of Abbreviations and Symbols, if any
- Glossary

Title Page

A standard title page is required. The information that should be included and the format are illustrated in Appendix I of the Thesis Guide.

Abstract

Each thesis must contain an abstract. It must include the title "ABSTRACT", the thesis title, the author's name, and a summary. Make sure that you don't exceed 150 words for masters theses and 350 words for doctoral dissertations. The abstract should state the purpose, method, results and conclusions of the thesis. The inclusion of keywords at the bottom of the page is recommended.

Oversize and Undersize Material

When the size of drawings, charts, tables, etc. does not remain within the normal margins, these margins may be reduced to 1.3cm on the right and 2.54cm on the left. Since a further reduction would not allow the volume to be bound, it may be necessary either to fold the material, making sure the folds lie within the prescribed limits, or to place the material in an envelope which will eventually go into a pocket at the back of the bound volume. Material of a smaller than standard size, such as a photograph, should be securely mounted on standard paper.

III. SPECIFICATIONS FOR THESES

Number of University Copies

Four copies are required for the university, One bound copy goes to Bata Library, one bound copy is given to the student's program and one bound copy is given to the student's supervisor. The unbound copy is sent for microfiche. The student may also wish to have one or more personal copies of the thesis bound. There is a binding fee, per copy, and the student is responsible for all costs for binding. This is payable at the School of Graduate Studies at the time the final approved theses are submitted.

Language Requirement

All theses/dissertations will be written and defended in English (or in French, subject to individual program's policy/practice), unless the Dean of Graduate Studies, acting on the recommendation of the Director of the Graduate program involved, grants an exception to this rule. The Dean must take into account: a) the relevance of this language to the content of the thesis/dissertation, and b) the availability of Trent graduate faculty members fluent in the language (both verbal and written) who can supervise the thesis/dissertation, and c) the

availability of External and Internal Examiners fluent in the language (both written and verbal) who can effectively participate in the thesis/dissertation examination. Application to defend in a language other than English or French must be submitted to the Dean of Graduate Studies by the Program Director at least one (1) year in advance of the proposed date of the thesis/dissertation defense. In any case, the Title and Abstract of the Thesis/Dissertation must also be provided in English.

Off-Campus Defences

All graduate thesis/dissertation defences will be conducted on the Trent Campus in Peterborough with the examining committee and the candidate physically present at the examination. Under exceptional circumstances, the Dean of Graduate Studies, acting on the recommendation of the Director of the Graduate Program involved may permit some members of the examining committee and/or the candidate to participate by video or teleconference. Requests for this exam status must be submitted by the Program Director to the Dean of Graduate Studies at least one month in advance of thesis/dissertation defence.

IV. PRINCIPLES GOVERNING SUBMISSION AND EXAMINATION OF THESES

1. Submission of thesis for examination

- 1.1 Supervisory Committee members shall review a complete version prepared in conformity with program requirements of the thesis/dissertation and send a signed "Pre-Exam" form to the Graduate Program Director verifying that the thesis meets degree level expectations and is of sufficient quality to proceed to formal examination.
- 1.2 Depending on program requirements for committee composition, three or more copies of the thesis/dissertation, typed in conformity with Appendix VI of the current *Graduate Students' Handbook*, shall be deposited with the Graduate Program Director.

2. Examining committee

- 2.1 After the supervisory committee has confirmed that the thesis may proceed to examination, the Program Director establishes a committee to participate in the examination and defence, consisting of a Chair, the supervisor, at least one member of the supervisory committee and at least one other member, internal or external to the University who is not a member of the supervisory committee; and determines the date, place and time of the defence.

3. Thesis examination

- 3.1 Copies of the thesis shall be distributed amongst the Examining Committee by the Graduate Program Director *at least three weeks* before the scheduled date of the oral, along with a covering letter from the Graduate Dean explaining the status of the thesis and the range of options for its disposition.
- 3.2 A "Pre-Oral Defence" form is supplied on which each examiner, who has not previously approved the thesis, should verify whether they recommend that the oral examination should proceed. These forms must be returned to the Graduate Program Director at least one week before the scheduled date of the oral.
- 3.3 A negative response by any member of the Examining Committee may result in cancellation of the defence and return of the thesis to the student.

4. Defence

- 4.1 The thesis will be defended by the candidate in an oral examination before the Examining Committee.
- 4.2 Every attempt shall be made to schedule the defence within six weeks from the date of approval of the submitted thesis by all members of the Supervisory Committee.

- 4.3 All graduate thesis defences will be conducted on one of the Trent campuses with the Examining Committee and the candidate physically present at the examination. The Dean of Graduate Studies, acting on the recommendation of the director of the graduate program involved, will permit some members of the examining committee and/or the candidate to participate by video or teleconference. When an external examiner is a member of the Examining Committee, in extraordinary situations where neither in person or videoconference examinations are possible, the external examiner may be asked to review the thesis and provide a detailed written assessment of the thesis and questions that will be asked during the defence by the examination chair. Requests for this exam status must be submitted by the Program Director to the Dean of Graduate Studies in advance of thesis defence.
- 4.4 The Examining Committee, and the defence examination, will be chaired by a person appointed by the Graduate Program Director.
- 4.5 Subject to the policy of individual graduate programs, any member of the university or public is free to attend an oral thesis defence examination.
- 4.6 The chair will give priority to questions from members of the Examining Committee, and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.
- 4.7 The deliberations of the Examining Committee are held in camera. That is to say, only appointed members of the Examining Committee are present at this stage.
- 4.8 It is the responsibility of the chair to see that a report on the examination is prepared before the committee adjourns.
- 4.9 Five recommendations are open to the Examining Committee:
- (i) the thesis is approved as it stands, or
 - (ii) the thesis is approved provided certain minor revisions are made, or
 - (iii) the thesis is approved provided certain major revisions are made, or
 - (iv) the thesis is not approved as it stands but may be resubmitted, and re-examined by some or all of the Examining Committee (this may or may not involve another oral defence), or
 - (v) the thesis is not approved.
- 4.10 The voting is based on a simple majority.
- 4.11 If revisions are required, the Examining Committee must provide a written list of required revisions to the Graduate Program Director within a week following the oral examination. Minor revisions are defined as changes that can be made readily to the satisfaction of the supervisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a thesis is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report as well as a time within which the revisions will be accepted. It is then the responsibility of the candidate's supervisor to demonstrate to the Examining Committee that the required revisions have been made. In the case of a thesis that is not approved but that may be resubmitted, the Examining Committee will determine whether the thesis or portions of it will be reviewed by one or more members of the Committee following revisions, or whether a second defence is required.
- 4.12 If the Examining Committee is not prepared to reach a decision concerning the thesis at the time of the thesis defence, it is the responsibility of the chair to determine what additional information is required by the committee to reach a decision, to arrange to obtain this information for the committee, and to call another meeting of the committee as soon as the required information is available. It is also the chair's responsibility to inform the candidate that the decision is pending.

5. Final submission

- 5.1 The Graduate Program Director, in consultation with the thesis supervisor, must verify that appropriate corrections have been made, and then submit a summary report of the thesis defence and examination to the Office of Graduate Studies.
- 5.2 An approved thesis may be submitted at any time following the oral defence. However, candidates wishing to graduate at Spring convocation should refer to the deadlines for submission of final copies of successfully defended theses. Candidates not meeting these deadlines are required to re-register until the thesis has been formally submitted and approved by the University.

- 5.3 The formal submission of the thesis to the University is made to the School of Graduate Studies. At this point, the thesis should be in its final typed version, but only the original copy should be submitted. If there are any discrepancies in format, the student will be contacted by the School of Graduate Studies.
- 5.4 After the thesis has been formally approved, the candidate submits the required copies and pays the cost for binding and microfilming.

6. Microfilming of thesis

- 6.1 When the thesis is submitted, the candidate is required to complete a “Non-Exclusive Licence to Reproduce Theses/Dissertations” (Form NL/BN 59/02). This gives consent for the thesis to be microfilmed by Library and Archives Canada. There is a fee for this service and the candidate is billed for this at the time the final approved thesis is submitted.

7. Binding of thesis

- 7.1 Theses must be bound in Trent green with front cover and spine writing in gold. Binding arrangements are made through the School of Graduate Studies. Students are required to pay binding and microfilming costs at the time of final submission. The thesis will not be sent for binding or microfilming until fees have been paid.

8. Copyright regulations

- 8.1 For information concerning thesis borrowing and copyright law, please refer to Appendix IV of the current *Graduate Students' Handbook*, available through the Graduate Student portal or on the website: www.trentu.ca/graduatestudies/forms.php

Notes

- Arrangements and expenses for typing the dissertation are the responsibility of the student.
- The current *Graduate Students' Handbook* available through the Graduate Student Portal or on the Graduate Studies website: www.trentu.ca/graduatestudies/forms.php ,includes a detailed guide on the preparation of dissertations.

V. Principles Governing Submission and Examination of Dissertations

1. Submission of dissertation for examination

- 1.1 Supervisory Committee members shall review a complete typed version of the dissertation, prepared in conformity with Program requirements, and send a signed “Pre-Exam” form to the Graduate Program Director verifying that the dissertation meets degree level expectations and is of sufficient quality to proceed to formal examination.
- 1.2 Depending on program requirements at least four copies of the dissertation, typed in conformity with Appendix VI of the current *Graduate Students' Handbook*, shall be deposited with the Graduate Program Director.

2. Examining committee

- 2.1 After the supervisory committee has confirmed that the dissertation may proceed to examination, the Program Director establishes a committee to participate in the defence, consisting of a Chair, the supervisor, at least one member of the supervisory committee, one Trent faculty or adjunct member external to the supervisory committee and one member external to the University. The Program Director determines the date, place and time of the defence.
- 2.2 The external examiner must not have any affiliation with the university or the candidate that might be construed as creating a conflict of interest. Guidelines on conflict of interest are available from the School of Graduate Studies.

3. Dissertation examination

- 3.1 Copies of the dissertation shall be distributed amongst the Examining Committee by the Graduate Program Director *at least three weeks* before the scheduled date of the oral, along with a covering letter from the Graduate Dean explaining the status of the dissertation and the range of options for its disposition.
- 3.2 A "Pre-Oral Defence" form is supplied on which each examiner, who has not previously approved the dissertation, should verify whether they recommend that the oral examination should proceed. These forms must be returned to the Graduate Program Director at least one week before the scheduled date of the oral.
- 3.3 A negative response by any member of the Examining Committee will result in cancellation of the defence and return of the dissertation to the student. An examiner who indicates that a dissertation is not suitable for defence will provide a written explanation of the deficiencies and the changes necessary to make the dissertation acceptable for defence.

4. Defence

- 4.1 The dissertation will be defended by the candidate in an oral examination before the Examining Committee.
- 4.2 Every attempt shall be made to schedule the defence within six weeks from the date of approval of the submitted dissertation by all members of the Supervisory Committee (see 1.2).
- 4.3 All graduate dissertation defences will be conducted on one of the Trent Campus with the examining committee and the candidate physically present at the examination. The Dean of Graduate Studies, acting on the recommendation of the Director of the graduate program involved may permit some members of the examining committee to participate by video or teleconference. Requests for this exam status must be submitted by the Program Director to the Dean of Graduate Studies in advance of the dissertation defence.
- 4.4 The Examining Committee, and the defence examination, will be chaired by a person appointed by the Director of the Graduate Program.
- 4.5 A quorum consists of the external examiner and two other members of the examining committee, not including the chair.
- 4.6 If any member of the examination committee cannot be present, the defence may be postponed at the discretion of the Program Director. The candidate shall not be penalized unduly by a postponement.
- 4.7 Subject to the policy of individual graduate programs, any member of the university or public is free to attend an oral dissertation defence examination.
- 4.8 The chair will give priority to questions from members of the Examining Committee, and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.
- 4.9 The deliberations of the Examining Committee are held in camera. That is to say, only appointed members of the Examining Committee are present at this stage.
- 4.10 It is the responsibility of the chair to see that a report on the examination is prepared before the committee adjourns.
- 4.11 Five recommendations are open to the Examining Committee:
 - (i) the dissertation is approved as it stands, or
 - (ii) the dissertation is approved provided certain minor revisions are made, or
 - (iii) the dissertation is approved provided certain major revisions are made, or
 - (iv) the dissertation is not approved as it stands but may be resubmitted, and re-examined by some or all of the Examining Committee (this may or may not involve another oral defence), or
 - (v) the dissertation is not approved.

- 4.13 If revisions are required, each member of the Examining Committee must provide a written list of required revisions to the Graduate Program Director immediately following the oral. Minor revisions are defined as corrections that can be made immediately to the satisfaction of the supervisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a dissertation is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report as well as a time within which the revisions will be accepted. It is then the responsibility of the candidate's supervisor to demonstrate to the Examining Committee that the required revisions have been made. In the case of a dissertation that is not approved but may be resubmitted, the Examining Committee will determine whether the dissertation or portions of it will be reviewed by one or more members of the Committee following revisions, or whether a second defence is required.
- 4.14 If the Examining Committee is not prepared to reach a decision concerning the dissertation at the time of the dissertation defence, it is the responsibility of the chair to determine what additional information is required by the committee to reach a decision, to arrange to obtain this information for the committee, and to call another meeting of the committee as soon as the required information is available. It is also the chair's responsibility to inform the candidate that the decision is pending.

5. Final submission

- 5.1 The Graduate Program Director, in consultation with the dissertation supervisor, must verify that appropriate corrections have been made, and then submit a summary report of the dissertation defence and examination to the Office of Graduate Studies.
- 5.2 An approved dissertation may be submitted at any time following the oral defence. However, candidates wishing to graduate at Spring convocation should refer to the deadlines for submission of final copies of successfully defended dissertations. Candidates not meeting these deadlines are required to re-register until the dissertation has been formally submitted and approved by the University.
- 5.3 The formal submission of the dissertation to the University is made to the Office of Graduate Studies. At this point, the dissertation should be in its final typed version, but only the original copy should be submitted. If there are any discrepancies in format, the student will be contacted by the Office of Graduate Studies.
- 5.4 After the dissertation has been formally approved, the candidate submits the required copies and pays the cost for binding and microfilming.

6. Microfilming of dissertation

- 6.1 When the dissertation is submitted, the candidate is required to complete a "Non-Exclusive Licence to Reproduce Theses/Dissertations" (Form NL/BN 59/02). This gives consent for the dissertation to be microfilmed by Library and Archives Canada. There is a fee for this service and the candidate is billed for this at the time the final approved dissertation is submitted.

7. Binding of dissertation

- 7.1 Theses must be bound in Trent green with front cover and spine writing in gold. Binding arrangements are made through the Office of Graduate Studies. Students are required to pay binding and microfilming costs at the time of final submission. The dissertation will not be sent for binding or microfilming until fees have been paid.

8. Copyright regulations

- 8.1 For information concerning dissertation borrowing and copyright law, please refer to Appendix IV of the current *Graduate Students' Handbook*, available through the Graduate Student portal or on the website: www.trentu.ca/graduatestudies/forms.php

Notes

- Arrangements and expenses for typing the dissertation are the responsibility of the student.
- The current *Graduate Students' Handbook* available through the Graduate Student Portal or on the Graduate Studies website: www.trentu.ca/graduatestudies/forms.php , includes a detailed guide on the preparation of dissertations.

THESIS GUIDE...Appendix IV

SAMPLE ONLY: Front Page of Thesis

THE UTILIZATION OF FISH RESOURCES BY THE COAST TSIMSHIAN:
PREDICTING OPTIMAL PATTERNS OF EXPLOITATION

A Thesis Submitted to the Committee on Graduate Studies
in Partial Fulfillment of the Requirements for the Degree of Master of Arts
(or Science) in the Faculty of Arts and Science

TRENT UNIVERSITY

Peterborough, Ontario, Canada

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Anthropology M.A. Graduate Program

June 2010 (Convocation month & year)

THESIS GUIDE...Appendix IV

SAMPLE ONLY Format for Abstract

ABSTRACT

The Utilization of Fish Resources by the Coast Tsimshian:
Predicting Optimal Patterns of Exploitation

Richard William Nolan

This thesis is an attempt to explore the explanatory potential of predicting optimal patterns of exploitation. By examining currently available data on hunter-gatherer subsistence behaviour, we may establish a number of generalizations which would seem to legitimately describe hunter-gatherer subsistence. These generalizations provide the theoretical foundation of the analysis....

Keywords: Tsimshian, hunter-gatherer, fishing

(Maximum 150 words)

APPENDIX V: Trent University Policy Regarding Thesis Borrowing and Copyright

University Position

The University's claim on material submitted as a thesis is limited to the requirement that the prescribed number of copies be deposited at the School of Graduate Studies, that permission be given for this material to be made available to those who may wish to consult it, and that a Non-Exclusive License to Reproduce Theses be granted for the microfiching of theses by the National Library of Canada. The University makes no claim of ownership on the intellectual content of a thesis, this remaining the property of the author.

Library Policy

The Library copy of the Trent theses will be retained for supervised consultation. In addition, many of the Trent theses are available to be viewed on microfilm in Bata Library. When a student has good reason for delaying the release of the thesis (i.e., reasons related to patent), he/she may request permission for this. The thesis shall be retained by the School of Graduate Studies for twelve months unless, by mutual agreement between the supervisor of the thesis and the supervisee, it is decided that it may then be released and deposited in the Library. Otherwise, at the end of the twelve months the completed thesis will be deposited in the Library. Any thesis for which you request that the distribution be postponed will not be submitted to the National Library until such period has expired.

Microfiching by National Library and Copyright Law

The student is strongly encouraged to have the thesis microfiched by the National Library of Canada. There is a fee for having the thesis microfiched for which is currently covered by the GSA at the time of paying binding fees. In order to participate in the NLC's microfiche program, the student must complete a Non-Exclusive License to Reproduce Theses Form, granting permission to the National Library of Canada to microfiche the thesis.

The advantages of having this done are that the thesis thus becomes available to the international academic community, and the student's work is added to the store of scholarly research being accumulated at the National Library. The National Library agrees to reproduce theses and provide access to them through Canadiana and Canadian Theses; market and distribute them; make them available from the National Library's lending collection; and keep copies for archival conservation. Students who elect not to participate in the National Library's thesis program will see their theses deposited solely in the Trent University library, effectively rendering their work inaccessible to the broader academic community.

Concerning copyright, the Universal Copyright Convention (of which Canada has been a member since 1962) affords protection automatically to unpublished works, without notice or other formalities. Therefore, when a student's thesis is in progress, this copyright law goes into effect and remains so when the thesis is microfiched by the National Library of Canada. By signing the Non-Exclusive License to Reproduce Theses form, the student is granting permission for the thesis or extracts from it (beyond a maximum of approximately 5 lines) to be printed, quoted or reproduced, including sale for profit by third party vendors. While the National Library of Canada license may include lending or selling copies of the microfiche, the copyright principle remains in effect. A list is not kept of borrowers and buyers of any microfiche, thus making it impossible to keep track of those in possession of the material.