



## ENVIRONMENTAL & LIFE SCIENCES GRADUATE PROGRAM

### Environmental & Life Sciences Graduate Program Student Requirements Checklist

This document serves as a brief checklist of requirements for ENLS Graduate Students. This document is meant as a quick reference and is not a comprehensive list. For a full description of each requirement please refer to the [ENLS Graduate Program Handbook](#). Review policies on satisfactory graduate student status, data ownership and discuss publication expectations with your supervisor. Refer to the [ENLS Graduate Program Handbook](#) and [School of Graduate Studies Academic Calendar](#). Links to forms can be found on the [ENLS website](#).

## ENLS Graduate Program Contact

- General Email: [enlsgrad@trentu.ca](mailto:enlsgrad@trentu.ca)
- 705-748-1011 ex 7360
- Location: ESBA211
- Website: [trentu.ca/els](http://trentu.ca/els)

## ENLS Graduate Student Mailroom and Computer room

- Location: ESBA207
- All students have a labelled mail slot
  - Mail is to be addressed as follows:
    - YOUR NAME, c/o Trent University, Environmental & Life Sciences Graduate Program, 1600 West Bank Drive, ESB A 211, Peterborough, ON, K9L 0G2

## ENLS forms and important resources

### ENLS Graduate Program Handbook

- Includes details on the responsibilities of a student, supervisor, policies, procedures, etc.

### Graduate Academic Calendar

- Includes important dates for registration and financial deadlines relevant to student timelines
  - <https://www.trentu.ca/graduatestudies/current-students>

### ENLS Forms & Resources

- Includes commonly used forms for the ENLS Program and Graduate Studies

# ENLS MSc Student Requirements Checklist (2 yr FT; 4 yr PT\*)

\* Note: Timeline expectations for part-time students are considered doubled.

- ☐ [Supervisory Committee Information Form](#)
  - Completed and sent to the ENLS Program office within 3 months of degree start date.
- ☐ [Supervisory Committee Meetings](#)
  - Every **6 months**, the form is sent to the ENLS Program office.
- ☐ [Annual Progress Reports](#)
  - Completed and sent to the ENLS Program office.
- ☐ 1 full course credit (two 0.5 course credits)
  - ☐ ENLS 5000H Research Foundations (required)
    - Complete in the first year of study. Typically, it is done in the second semester of the first year of study.
  - ☐ 0.5 credit course
    - Select from courses in the [Graduate Program Academic Calendar](#).
    - Additional credits may be required on the recommendation of the Supervisory Committee.
- ☐ Thesis and Oral Defense
  - Refer to the [ENLS Graduate Program Handbook](#) and [Graduate Studies guidelines](#) for thesis preparation and defense procedures.

# ENLS MSc to PhD conversion Student Requirements (5 yr FT)

- ☐ [Supervisory Committee Information Form](#)
  - Completed and sent to the ENLS Program office within 3 months of degree start date.
- ☐ [Supervisory Committee Meetings](#)
  - Every **6 months**, the form is sent to the ENLS Program office.
- ☐ [Annual Progress Reports](#)
  - Completed and sent to the ENLS Program office.
- ☐ 1 full course credit (two 0.5 course credits) \*must be completed in order to petition to convert
  - ☐ ENLS 5000H Research Foundations (required)
    - Complete in the first year of study. Typically, it is done in the second semester of the first year of study.
  - ☐ 0.5 credit course
    - Select from courses in the [Graduate Program Academic Calendar](#).
    - Additional credits may be required on the recommendation of the Supervisory Committee.
- ☐ Petition to Convert
  - Submitted within 9-15 months of degree start date.
  - See [ENLS Graduate Program Handbook](#) for required documentation and approval procedures.
- ☐ [PhD Candidacy Course](#)
  - Pending Conversion Exam Committee approval successful Conversion exams will serve as the candidacy exam. See the [ENLS Graduate Program Handbook](#) for details.
- ☐ [PhD Graduate Research Seminar](#)
  - Research presentation. Typically done in the 3<sup>rd</sup> or 4<sup>th</sup> year of study.
  - ☐ Form completed and sent to the ENLS Program office.
- ☐ Thesis and Oral Defense
  - Refer to the [ENLS Graduate Program Handbook](#) and [Graduate Studies guidelines](#) for thesis preparation and defense procedures.

# ENLS PhD Student Requirements (4 yr FT; 8 yr PT\*)

\* Note: Timeline expectations for part-time students are considered doubled.

- ☐ [Supervisory Committee Information Form](#)
  - Completed and sent to the ENLS Program office within 3 months of degree start date.
- ☐ [Supervisory Committee Meetings](#)
  - Every **6 months**, the form is sent to the ENLS Program office.
- ☐ [Annual Progress Reports](#)
  - Completed and sent to the ENLS Program office.
- ☐ [PhD Candidacy Course](#)
  - ☐ Sign up for ENLS 6100H at the start of the second year of study (12 months from degree start).
  - ☐ Complete ENLS 6100H within 16 months from start date of degree.
- ☐ 0.5 credit course
  - Select from courses in the [Graduate Program Academic Calendar](#).
  - Additional credits may be required on the recommendation of the Supervisory Committee.
- ☐ [PhD Graduate Research Seminar](#)
  - Research presentation. Typically done in the 3<sup>rd</sup> or 4<sup>th</sup> year of study.
  - ☐ Form completed and sent to the ENLS Program office.
- ☐ Thesis and Oral Defense
  - Refer to the [ENLS Graduate Program Handbook](#) and [Graduate Studies guidelines](#) for thesis preparation and defense procedures.