



ENVIRONMENTAL & LIFE SCIENCES
GRADUATE PROGRAM

Overview Guide for Environmental & Life Sciences
Graduate Program Supervisors

Table of Contents

Overview Guide for Environmental & Life Sciences Graduate Program Supervisors	1
Table of Contents	2
ENLS Graduate Program Contact.....	3
ENLS forms and important resources.....	3
ENLS Graduate Program Faculty.....	4
Responsibilities to the Program	4
Responsibilities to Students.....	4
New ENLS Graduate Faculty	6
Ideas for finding prospective students	6
The next steps after finding a new graduate student	6
Programs offered in the ENLS Graduate Program	8
Accelerated Masters (12-16 months)	8
Typical Graduate Student Timeline	9
Timeline for MSc Students (2 years FT; 4 years PT*)	9
Timeline for PhD Students (4 years FT; 8 years PT*)	10
Thesis Defense Examination Committee Composition	10

ENLS Graduate Program Contact

- General Email: enlsgrad@trentu.ca
- 705-748-1011 ex 7360
- Location: ESBA211
- Website: trentu.ca/els

ENLS forms and important resources

ENLS Graduate Program Handbook

- Includes details on the responsibilities of a 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 Graduate Program Faculty

****For full details please refer to the [ENLS Graduate Program Handbook](#)**The following is meant to supplement and clarify outlined responsibilities**

Responsibilities to the Program

As part of the ENLS Graduate Program Faculty, it is the expectation that faculty will actively participate in and support ENLS Graduate Program initiatives in addition to Supervisory responsibilities. This includes voluntary participation in several activities to support and advance the ENLS Graduate Program, this includes but is not limited to:

- Acting as:
 - Defense Chair or Candidacy/Conversion Chair
 - Exam committee member for MSc and PhD thesis exams
 - Exam committee member for MSc to PhD conversion exams
 - Exam committee member for PhD candidacy exams
 - Supervisory committee member
- Participating in program initiatives and review
- Participating in the ENLS Program Executive Committee
- ENLS Graduate Program class-based courses
 - ENLS Faculty may teach an ENLS offered graduate course in consultation with their department Undergraduate Chair. Established ENLS Graduate courses (as listed in the [Graduate Academic Calendar](#)) could count towards teaching load.
- Instructing Graduate Courses
 - Ex. Reading Courses (ENLS-5090H) & Directed Research Courses (ENLS-5050H)
- Supporting other faculty through collaborative research initiatives
- Indicating ENLS affiliation. This can include but is not limited to listing the affiliation on grant applications, scientific publications, online publications, etc.

Your participation helps further our program's success.

Responsibilities to Students

Supervisors are expected to support research conducted in their laboratory with their time, expertise, and financial support. Supervisors should meet regularly with students. Any concerns should be promptly addressed. The ENLS program office and the ENLS Director are here to provide resources and support.

Supervisors should inform the program Director, in a timely fashion, of any serious difficulties which may arise in supervision. 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 always display the highest ethical standards of behaviour.

To ensure your student is progressing in their research there are processes that help the ENLS Program to track this, these include tasks the Supervisor will do:

- Set up a Supervisory Committee within 3 months of the student's start date
 - With input from the student
- Have Supervisory Committee meetings every 6 months
- Complete Annual Progress Reports for each student
 - Review the guidelines for "Satisfactory" work under "Roles and Responsibilities" in the [ENLS Graduate Program Handbook](#) and the [School of Graduate Studies](#) website with students.
- Have regular lab meetings
 - Encourage presentations and discussion about student research
- Keep up to date with all [Science Safety](#) protocols
- Discuss data ownership and publication expectations with new students. Faculty and students are encouraged to review the "[Policy on Research and Scholarly Misconduct](#)" and discuss how this policy applies to data, scholarly work, and publication expectations.
- Respond in a timely manner to student inquiries, editing and meeting requests
 - Set expectations for conduct and time when students start in your lab
 - Refer to the [ENLS Graduate Program Handbook](#) and [Graduate Studies Academic Calendar](#) for details on the Roles and Responsibilities of a Supervisor and Student
- [Conflicts of Interest](#) are to be identified and managed as outlined in the [ENLS Graduate Program Handbook](#) and the [School of Graduate Studies](#).

New ENLS Graduate Faculty

Apply for Regular Graduate Faculty status with the ENLS Graduate Program. Submission to the ENLS Program includes a letter of intent, CV, and Letter of Support from an existing ENLS Graduate Faculty Member. See the [ENLS Graduate Program Handbook](#) for additional information on Special Graduate Faculty status or Adjunct Faculty.

Ideas for finding prospective students

- ENLS Program Office
 - If you are searching for a student, let the ENLS program office know. The office can then direct your attention to applications that align with your research.
- Laserfische
 - Laserfische is the platform for students to submit their application to Trent
 - myTRENT>Services>IT services>Laserfische
- Advertise
 - with the ENLS program
 - ENLS has a [Current Research Opportunities](#) page and highlights Faculty/Adjunct availability on our [Faculty/Adjunct](#) pages
 - Email the program office to advertise on the ENLS website
 - on your lab website
 - through undergraduate courses/teaching laboratories
 - with your undergraduate program

The next steps after finding a new graduate student

- If you have a student that you want to work with, let the ENLS program office know. We will watch for their application on Laserfische
- Things you will need to do
 - You will write a letter of reference for the student
 - If the applicant is international, you will need to determine if they require an IGS *International Graduate Scholarship* (we have a set allocation each year) and inform the ENLS program as soon as possible
 - In circumstances where the number of international applicants exceeds the number of International Graduate Scholarships (IGSs), the IGSs will be distributed to prospective ENLS students

competitively. The results of this competition will be completed and communicated as early as possible in the winter term (usually by mid-February).

- Later submissions are accepted if quota is not used
- Complete a [Supervisor Guarantee of Financial Support](#) form and send it to the ENLS program office
 - Guaranteed amounts are set each year and provided to Supervisors
- Indicate what Department the student will be doing their GTA through (usually the undergraduate department the Supervisor is affiliated with)
- Standard RFA amounts are set by the School of Graduate Studies. You can choose to pay your students the standard amount, or you can top it up to better reflect the cost of living.

Programs offered in the ENLS Graduate Program

- Accelerated Masters
- MSc; full-time or part-time
- PhD: full-time or part-time

Accelerated Masters (12-16 months)

The Accelerated Masters provides a pathway for those who have demonstrated academic excellence to obtain a research-based M.Sc. within a shorter timeframe.

- The Accelerated Masters option is specifically designed for highly motivated students and those who have shown academic excellence. Applicants must have a minimum cumulative grade **average of 80%**. Students will be completing an Honours Thesis in their 4th year of undergraduate study.
- The Honours Thesis Supervisor will act as M.Sc. Supervisor conditional upon the student successfully completing their Hons. Thesis, meeting entrance requirements to the Accelerated M.Sc. ENLS Graduate Program, and the supervisor providing a letter of support showing sufficient progress by the student during their honours thesis. The supervisor will provide financial and research support as indicated in the Accelerated Masters application process and as outlined in the ENLS MSc Program.
- Students must indicate their intent to do an Accelerated Masters at the beginning of their 4th year honors thesis and complete the [Accelerated MSc Application- Part I](#) in conjunction with their undergraduate department and Honours thesis Supervisor
 - The undergraduate program must indicate support of the student's application. The undergraduate program must approve that a 0.5 ENLS graduate level course will count towards the student's undergraduate course requirements
- Students must complete the [Accelerated MSc Application- Part II](#) in conjunction with their undergraduate department and Honours thesis Supervisor
- Students must formally apply to the ENLS MSc Program (May start date) and complete all requirements of their undergraduate program and additional requirements outlined in the Accelerated MSc Application process.

Typical Graduate Student Timeline

****Please see the [ENLS Graduate Program Handbook](#) for more details****

****Note: Timeline for Accelerated Masters and MSc to PhD Conversion varies from the timelines listed below****

Timeline for MSc Students (2 years FT; 4 years PT*)

* Note: Timeline expectations for part-time students are considered doubled. Below timelines are for full-time students.

Action	Time from start date
1. Meet with Supervisor. Select Elective Course and register (1 full course credit required)	1 week
2. Meet with Supervisory Committee and submit Supervisory committee form to the ENLS Program office	3 months
3. First draft of Research Proposal	4 months
4. Register for ENLS-5000H Research Foundations	6 months
5. Register for additional 0.5 credit course	Decide within 12 months
If converting from MSc to PhD submit petition See ENLS Graduate Program Handbook for details	9-15 months
6. Meet with Supervisory Committee	Every 6 months
7. Draft of thesis to Supervisor	20 months
8. Draft of thesis to Supervisory Committee	21 months
9. Supervisory Committee returns comments and submits Step 1 form.	21-22 months
10. Submit approved thesis to ENLS Program office	22-23 months
11. Examination Committee returns signed Step 2 forms	22-23 months
12. Thesis defense	23 months
13. Complete graduation requirements and submit the final version of thesis to the School of Graduate Studies	24 months

Timeline for PhD Students (4 years FT; 8 years PT*)

* Note: Timeline expectations for part-time students are considered doubled. Below timelines are for full-time students.

Action	Time from start date
1. Meet with Supervisor. Select Elective Course and register (0.5 course credit required)	1 week
2. Meet with Supervisory Committee and submit Supervisory committee form to the ENLS Program Office	3 months
3. First draft of Research Proposal	10 months
4. Register for Candidacy Exam (ENLS 6100H) Exam.	12 months
5. Submit Final Proposal to Program office	12-14 months
6. Candidacy Exam	14-16 months
7. Meet with Supervisory Committee	Every 6 months 40 months
8. Complete Graduate Seminar and submit form to ENLS Program office	
9. Draft of thesis to Supervisor.	42 months
10. Draft of thesis to Supervisory Committee	45 months
11. Supervisory Committee returns comments and submits Step 1 form .	45-46 months
12. Submit approved thesis to ENLS Program office	46-47 months 45-46 months
13. Examination Committee returns signed Step 2 forms	
14. Thesis defense	47 months
15. Complete graduation requirements and submit the final version of the thesis to School of Graduate Studies	48 months

Thesis Defense Examination Committee Composition

MSc: Supervisor, committee member or co-supervisor, internal examiner (internal to ENLS-Trent but external to the thesis).

PhD: Supervisor, committee member or co-supervisor, one internal examiner and one external examiner (external to Trent and the thesis).