

# Philosophy Grad Student Handbook

Department of Philosophy, University of Guelph  
*Last updated: June 2024*

## Table of Contents

<b>1 Introduction</b> .....	<b>3</b>
<b>2 Who does what?</b> .....	<b>3</b>
Department staff .....	3
Advisory Committee.....	4
Other members of the department.....	4
Philosophy Graduate Students' Association (PGSA).....	4
<b>3 Other people and departments</b> .....	<b>5</b>
Office of Graduate and Postdoctoral Studies .....	5
Student Financial Services .....	5
Graduate Students' Association .....	5
Canadian Union of Public Employees (CUPE) local 3913.....	5
Other groups.....	6
<b>4 You and your responsibilities</b> .....	<b>6</b>
<b>5 Funding your graduate studies</b> .....	<b>7</b>
Funding guarantees and sources of funding .....	7
Timing of payments .....	8
<b>6 Graduate Teaching Assistantships (GTAs)</b> .....	<b>9</b>
How to apply.....	9
Resources to help you do the job.....	9
Can I change my GTA assignment?.....	10
When do I get paid? .....	10
Can I have an intimate relationship with a student in my course?.....	10
<b>7 Course Registration</b> .....	<b>11</b>
How do I register for courses? .....	11
Graduate Settlement.....	11
How do I register for a Reading Course?.....	12
Auditing a course .....	12
Taking graduate courses at another institution .....	12
<b>8 Tuition and Fees</b> .....	<b>12</b>
How do I pay my tuition? .....	12
Reduced tuition fees .....	13
If I have a financial need, do I have any options to request additional funds?.....	13
Other Financial Opportunities for Graduate Students .....	13
Do I have any benefits as a graduate student?.....	13

<b>9 Office space, equipment, and facilities</b> .....	<b>14</b>
Will I have an office to work in?.....	14
Do I have access to a computer? .....	14
How do I connect to the university’s Wi-Fi?.....	14
Do I have access to a photocopier?.....	14
Do I have access to a printer?.....	14
Do we have a lunchroom?.....	14
Can I receive mail in the department?.....	15
<b>10 Teaching and Training Opportunities</b> .....	<b>15</b>
Will I have an opportunity to teach a course?.....	15
Are there any workshops I can take to help me in leading a tutorial/seminar group? .....	15
<b>11 Religious Accommodation</b> .....	<b>15</b>
<b>12 Leave of Absence</b> .....	<b>15</b>
<b>13 Advisory Committee</b> .....	<b>16</b>
How do I set up my Advisory Committee? .....	16
Graduate Degree Program form.....	17
Can I change my Advisory Committee members?.....	17
Will I have to fulfill a competency requirement for my program?.....	17
<b>14 Progress in your program</b> .....	<b>17</b>
<b>15 Transfers</b> .....	<b>18</b>
How do I transfer credits from another university? .....	18
Transferring from full-time to part-time.....	18
<b>16 Conference travel expenses</b> .....	<b>19</b>
<b>17 Graduate Awards and Scholarships</b> .....	<b>19</b>
<b>18 Oral Qualifying Examination (PhD only)</b> .....	<b>19</b>
When does it happen?.....	19
How do I set it up?.....	20
What happens if I do not pass the OQE?.....	20
<b>19 Thesis defence</b> .....	<b>21</b>
How do I set up my Thesis defence (aka Final oral examination (FOE))? .....	21
Master’s degree (thesis option) .....	20
Doctoral degree.....	21
Submitting your e-thesis .....	22
Tuition rebate .....	22
<b>20 Graduation</b> .....	<b>22</b>
<b>21 Administrative Procedures</b> .....	<b>22</b>
Address change .....	22
Requesting an official transcript.....	23
Graduate transcripts to be submitted for award/scholarship applications.....	23
Academic Consideration .....	23

# 1 Introduction

Graduate Studies can be exciting, confusing, and stressful all at the same time. This handbook is designed to reduce the confusion and stress by providing information about the Philosophy Department, people who can help you, resources that are available for your use, and answers to frequently asked questions.

The handbook will be updated regularly as information changes, and as new information is added. Suggestions for improvements are welcome. If you have any questions or suggestions, please contact Priyanka Jhanjee, Academic Program Assistant, at [pjhanjee@uoguelph.ca](mailto:pjhanjee@uoguelph.ca) or 519-824-4120 ext. 56265.

# 2 Who does what?

Many people in the department and the university will be ready and willing to help you during your time as a graduate student. If you get to know who they are, what their responsibilities are, and how they can help you, then your graduate experience will go smoothly.

Don't forget that you are one of the people responsible for ensuring that your graduate experience at Guelph is productive and enjoyable! This section also identifies your specific responsibilities to yourself and others.

## Department staff

**Department Chair (Don Dedrick – Room 347, [ddedrick@uoguelph.ca](mailto:ddedrick@uoguelph.ca), extension 53203)** is the person ultimately responsible for the Department of Philosophy (including its graduate program). Chairs the GTA assignment committee; decides on funding.

- First point of contact re: funding, GTA assignments. Fallback point of contact for questions unresolvable elsewhere.

**Graduate Coordinator (John Hacker-Wright – Room 330, [jhackerw@uoguelph.ca](mailto:jhackerw@uoguelph.ca), extension 56765)** is responsible for administering the Department of Philosophy's graduate programs.

- First point of contact re: program regulations, course selection, formation of your advisory committee, arranging oral qualifying exams. *Arrangement of Final Oral Examinations is the responsibility of your Advisor (who will consult with the Graduate Coordinator).*

**Academic Program Assistant (Priyanka Jhanjee – Room 348, [pjhanjee@uoguelph.ca](mailto:pjhanjee@uoguelph.ca), extension 56265)** takes care of day-to-day administration of the graduate programs.

- First point of contact re: forms, registration for a Reading Course, or University procedures

**Administrative Assistant (Vanessa Joy – Room 350, [vjoy@uoguelph.ca](mailto:vjoy@uoguelph.ca), extension 54253)** is responsible for day-to-day administration in the Department and works with the Chair to ensure that things are running smoothly.

- First point of contact re: human resources, payroll, GTA applications or hiring procedure, applications for graduate student travel funding.

## **Advisory Committee**

Your **Advisor** is the faculty member with whom you will have the most contact during your program. Your Advisor will guide you through the graduate program, help you to develop and undertake a research project, assist you in developing your thesis, and make sure that you are on track to complete your program successfully.

It is very important that you and your Advisor have a mutual understanding regarding your relationship. One reason that this is important is that “styles” of advising do differ among faculty. (Some might schedule weekly meetings with feedback on written work; others might be more hands-off, waiting for you to propose meetings. Some might want to meet in cafés off campus; others might prefer in-office meetings solely. None of this is right or wrong, but it may affect your decision as to whether the advisory relationship will be useful for you academically.) So, make sure that you have an open and thorough discussion about your mutual expectations at the start of your program, and that you keep the lines of communication open throughout your program.

All graduate students must have an **Advisory Committee**, which is required by the Office of Graduate and Postdoctoral Studies to be established before the 20th class day of the student's second registered semester. For a Master's program, the Advisory Committee must consist of at least **two** Graduate Faculty members from the Philosophy Department. For a Doctoral program, the Advisory Committee must consist of a minimum of **three** Graduate Faculty members and one member must be from outside the student's home department. Talk to your Advisor about who the members of your Advisory Committee will be, how they will be selected, and what role they will play. Your committee members can be an excellent source of support as you complete your work. How much interaction you will have with your Advisory Committee members will depend on how much effort you make to involve them, how they want to be involved, and your Advisor's expectations.

## **Other members of the department**

Other faculty in the department will be happy to chat with you about your work. Feel free to knock on doors and ask for help, advice, and suggestions.

The people who started the program with you are your **cohort**, and they can be a tremendous source of support, friendship, and advice. Do not be afraid to lean on them when you need help.

The people who went through what you are going through now a year or two ago—the **upper year students**—have a lot of experience to share, and they are usually willing to share their knowledge. You can learn a lot about how things work and gain valuable insights into challenges you might be facing, by talking to people who have already been there.

## **Philosophy Graduate Students' Association (PGSA)**

The purpose of the PGSA is to:

- represent Philosophy graduate students in matters pertinent to their welfare.

- try to effect cohesion and interaction amongst graduate students in the program.
- organize and conduct the elections of student representatives in the Philosophy Department, namely: Department Representative, Joint PhD Exec Committee Representative, Hiring Committee Representative, and Program Committee Representative. Elections usually take place sometime in September. If the elections are done in a meeting, it will most likely serve also as a meeting to introduce new students and to generate ideas for the upcoming year.

The PGSA meets for social events throughout the academic year. We encourage you to participate in these events to find an appropriate work-life balance throughout your graduate program.

Another purpose of the PGSA is to help voice any of our students' concerns to the department or elsewhere, e.g., to the Graduate Students Union or CUPE (see next section).

## 3 Other people and departments

### Office of Graduate and Postdoctoral Studies

You will deal with the Office of Graduate and Postdoctoral Studies (OGPS) regarding registration, certain scholarships, thesis submission and graduation. OGPS is also responsible for dealing with health insurance for international students. OGPS is located on the 3rd floor of the University Centre. The OGPS website contains a lot of helpful information:

<https://www.uoquelfh.ca/graduatestudies/>

### Student Financial Services

They are available for assistance with financial matters, including paying tuition and fees, graduate settlement, applying for OSAP and other forms of financial assistance. Visit the Student Financial Services website:

<https://www.uoquelfh.ca/registrar/studentfinance/>

To contact them by email, use [accquest@uoquelfh.ca](mailto:accquest@uoquelfh.ca). If you need to see someone from this office in person, Student Financial Services is located on the 3rd floor of the University Centre.

### Graduate Students' Association

This organization—of which you are automatically a member—represents your interests to the administration, deals with issues such as the Student Health and Dental plans, and performs the very important function of running the Graduate Lounge (The Lookout). Visit the GSA website for more information:

<http://www.uoquelfh.ca/gsa/>

### Canadian Union of Public Employees (CUPE) local 3913

If you are a Graduate Teaching Assistant (GTA) or a Graduate Service Assistant (GSA), then this is your union. Graduate Teaching and Graduate Service Assistants are in Unit 1. For information concerning your benefits, visit the CUPE 3913 website for further information:

<http://www.cupe3913.on.ca/>

## Other groups

The University has two **International Student Advisors**. They are Matthew Keefe and Ernest Damalie. They provide counseling and assistance to international students. The Office's website provides links to useful resources and information for international students. For further information see:

<https://www.uoguelph.ca/studentexperience/international-student-advising>

The University of Guelph has an excellent library, and superb **reference librarians**. You can get assistance in Studying, Writing, Research, Publishing Support, Teaching Support, Accessibility, and Printing and Computing. For further information, please visit the library website:

<https://www.lib.uoguelph.ca/>

Numerous other organizations exist on campus to provide assistance to graduate students. Examples include Teaching Support Services, the Learning Commons, Health Services, Student Financial Services, Career Services, and the Centre for International Programs. Links to these organizations and services are collected in the Services page of the University's website:

<http://www.uoguelph.ca/>

## 4 You and your responsibilities

You can do a lot to ensure that your graduate experience at Guelph is productive and enjoyable. You also have important responsibilities. General responsibilities of all graduate students at Guelph are detailed in the Graduate Calendar, please review them.

<https://www.uoguelph.ca/registrar/calendars/graduate/current/geninfo/geninfo-por-gsr.shtml>

### Responsibilities of graduate students in the Department of Philosophy

- Asking questions if you do not know how something works, or what you are supposed to do.
- Negotiating an agreed-upon program of research with the Advisor. An approved research proposal will consist of an agreed-upon description of your program of research.
- Bringing any proposed deviations from the agreed-upon program of study and research to the attention of your Advisor in a timely fashion and negotiating an appropriate course of action.
- Meeting regularly with your Advisor and/or the Advisory Committee to discuss your progress, problems etc.
- Actively seeking and applying for funding from pertinent external and internal sources (awards, scholarships) to support your studies.
- Becoming familiar with the rules governing graduate studies in the Department of Philosophy at the University of Guelph, and seeking clarification immediately from the Academic Program Assistant, Graduate Coordinator, or the Office of Graduate and Postdoctoral Studies in cases where you do not understand the rules.

- Completing degree requirements in a timely fashion, consistent with the University’s policy regarding acceptable program durations.
- Notifying the Graduate Coordinator immediately if a serious interpersonal conflict has occurred between you and your Advisor, or between you and any other member of the University, which you cannot resolve yourself.
- Respecting other graduate students, undergraduate students, faculty, and staff including their opinion, beliefs, and sexual orientation.

## 5 Funding your graduate studies

### Funding guarantees and sources of funding

The funding commitment that the department has to you is stated in the letter sent to you offering admission to the program. With minor variations in wording from year to year, what those letters say is that the department guarantees that you will receive—from various sources—a certain *amount* of funding, for a certain *period*. Happily, over the last few years we have been able to significantly increase the amounts of funding that we are guaranteeing. This is a wonderful development. Along with this increase in funding, however, comes an increase in the need to manage funds carefully so that we can continue to be able to make such attractive offers in future.

The “various sources” of funding just mentioned include:

- Graduate Teaching Assistantships (GTA)
- Graduate Service Assistantships (GSA)
- University Graduate Scholarships (UGS)
- International Doctoral Tuition Scholarships (IDTS)
- Social Sciences and Humanities scholarships (SSHRC)
- Ontario Graduate Scholarships (OGPS)
- and some others

The challenge facing the department, and you, is to know *which* of these sources will comprise your funding. Since the major external sources of funding (SSHRC, OGS) do not announce all their results until well after we have written our offer letters, the default configuration that those letters describe—typically some combination of GTAs and GSAs—is often out of date by the time the academic year begins, because you have in the meantime secured SSHRC or OGS funding. In such a case, the stated funding commitment is met *by that external funding*.

In such a case the department’s funding offer to the student does not *require* us to offer a GTA position. It is however the practice of the Philosophy Department (and most academic units in the University), to offer students successful in securing external funding the GTA positions specified in their original funding commitment. Typically, there will be a reduction in the UGS funding to such students (UGS funding is also a component of the funding commitment stated in the letter of offer), but external funding is viewed by the Department as more of an addition to the original offer than as a replacement for original funding commitments. Students that secure an external

award after receiving their letter of offer will receive a revised funding commitment. If a student is awarded external funding, they may decide to turn down a GTA appointment in order to focus on their research. The Department encourages such decisions but does not require them.

In recent years our students have been very successful in securing such external funding—typically it totals over \$200,000/year in the Department. Not only can this free up students from having to spend time doing teaching assistantships, but it also frees the department to deploy to other students the GTA funds not required by those with external funding. So, if you get a SSHRC or OGS: congratulations, this is a hugely prestigious validation of your work as a philosopher, and it can free up time for you to focus on that work!

Funding commitments are stated, in the letter of offer, for the duration of a program (typically one or two years for a MA, 4 years for a PhD). Beyond these program durations, the Department has no commitment to fund students. Funding in the form of GTAs may be available, but this is not something one can count upon.

Grad students can apply for GTAs in other departments.

### **Timing of payments**

The university requires that any funding that students receive, no matter from which source (internal or external scholarships), be credited to the student's financial account. Cheques are no longer issued except in exceptional circumstances.

For MA students doing their program by thesis, the University Graduate Scholarship (UGS) amount is usually payable in two equal instalments (Fall and Winter).

For MA students doing their program in the one-year program by coursework and Major Research Project, the University Graduate Scholarship (UGS) amount is payable in three equal instalments (Fall, Winter and Summer).

For PhD students, the University Graduate Scholarship (UGS) amount is payable in three equal instalments (Fall, Winter, and Summer).

Regarding GTA pay; if you accepted a GTA position, you will be paid bi-weekly based on the university's payroll system. It is directly deposited into your bank account. You can add your bank account information at the Human Resources Employee Self-Service Portal.

<https://www.uoguelph.ca/hr/staff-faculty-pay/e-pay-statement>

Any students receiving external scholarship payments such as Ontario Graduate Scholarship (OGS), Canada Graduate Scholarships -Master's (CGS-M) or Social Sciences and Humanities Research Council (SSHRC) scholarships, will receive these payments in three equal instalments (usually Fall, Winter and Summer).

After your tuition is paid, or your graduate settlement shows how you will pay your tuition (payroll deduction or awards payment, or personal funds), you may have a credit in your student account.

See below for a link to the new refund request procedure:

<https://www.uoguelph.ca/registrar/studentfinance/fees/refunds>

# 6 Graduate Teaching Assistantships (GTAs)

## How to apply

If your guarantee of funding requires that you are offered a GTA position—that is, if you need that salary to meet the guaranteed amount—then you are invited to apply. There is a common website where all departments post their GTA positions that are available each semester:

[https://www.uoguelph.ca/sessional\\_ta/](https://www.uoguelph.ca/sessional_ta/)

In the drop-down list, search by the Philosophy Department. GTA positions are assigned based on the agreement between the University of Guelph and CUPE 3913, Unit 1, as well as the Department of Philosophy’s hiring process for Graduate Teaching Assistants (GTAs) which can be found in the Policies section under the Departmental heading on the Resources page of the Philosophy Department’s website. See the link below:

[https://www.uoguelph.ca/philosophy/resources/department\\_policies/GTA\\_hiring](https://www.uoguelph.ca/philosophy/resources/department_policies/GTA_hiring)

The Administrative Assistant for the Philosophy Department will email you when the GTA positions have been posted indicating the deadline that the postings will be removed from the website. The Administrative Assistant is your first point of contact if you have any questions about the application process. Once the GTA positions have been allocated by the department, you will receive an “Offer of Appointment” email generated by the same system you applied to with instructions on what the position is and how to respond to the offer.

Full GTAs involve 140 hours of work over the semester. Your GTA supervisor will request to meet with you to complete the Assignment of Work Agreement. This form indicates how much time (in hours) is to be spent on the various aspects of your GTA assignment. Please make sure to retain your copy of the Work Agreement for your records.

## Resources to help you do the job

Chances are good that if you have not been a Teaching Assistant, you are wondering what that involves. Or even if you have already been one, you may want information about doing the job better. There are some resources to help you with this. Please see the Resources for graduate students link below.

<https://graduatestudies.uoguelph.ca/current/resources>

There is also a Graduate Student University Teaching Conference in August which is organized by the Office of Teaching and Learning. Part of this conference is a set of concurrent sessions concerning very ground-level matters, e.g., how to lead a discussion; how to handle controversial topics etc.

Finally: please—as soon as possible—arrange to meet with the professor to whom you are assigned as a Teaching Assistant! They have years of teaching experience and are eager to help you do an excellent job. You are not on your own.

## **Can I change my GTA assignment?**

It may be possible to change your GTA assignment if you have a conflict that prevents you from performing your GTA duties. You should contact the Administrative Assistant concerning this.

## **When do I get paid?**

The university is on a bi-weekly pay schedule. You can view your pay via the E-pay Statement link on the Human Resources page. You will use your central login to access your pay information. Find the E-Pay Statement link below:

<https://www.uoquelfh.ca/hr/admins/links>

If you have any questions concerning your pay, please contact our Administrative Assistant.

## **Can I have an intimate relationship with a student in my course?**

The short answer here is No. The University has explicit policy governing conflicts of interest that arise involving employees:

<https://www.uoquelfh.ca/hr/node/4128/>

The general idea is that where such relationships generate, or would be perceived to generate, conflicts of interest, they must be disclosed, and discussions must take place about remedies for that conflict. The clearest examples of conflict of interest, of course, are cases in which a TA is grading or leading a discussion section that includes someone with whom they are in an intimate relationship. The University's general policy governing all employees (except where superseded, e.g., with faculty by their Collective Agreement) addresses this as follows:

All Employees have an obligation to disclose to their Supervisor any Conflict of Interest. The Employee must disclose in writing as soon as she/he could reasonably be aware that a Conflict of Interest exists.

<https://www.uoquelfh.ca/hr/node/4128/>

The University takes this obligation very seriously. Moreover, it would be appropriate for someone who has knowledge of such a relationship, to disclose that knowledge to the Supervisor of that TA (that is, the professor teaching the course) or to the Department Chair. (We would hope that first-person disclosure would occur promptly, but this is not always the case.)

Although this policy does not prohibit relationships that can generate conflicts of interest, the arising of one during a GTA's term of service in a course certainly would raise serious questions about their approach to pedagogy—i.e., whether they had satisfactorily carried out their assigned work and are thus entitled to more work of that sort—which would be investigated by the professor teaching the course and by the department chair.

The question of conflicts of interest is separate from the question of any kind of harassment. The University's overarching obligations under the Ontario Human Rights Code encompass a prohibition against sexual solicitation (which contemplates intimate interactions between adults across situational power imbalances). Sexual solicitation by a person in a position to confer a benefit where such solicitation is known or ought to reasonably be known to be unwelcome is prohibited by the Code. Therefore, it is also prohibited by the University of Guelph's Human Rights Policy via section 7.1.

## 7 Course Registration

### How do I register for courses?

For each semester that you will be registered, you must register for the following course:

- UNIV\*7510\*01 (02, 03 etc.) Active Full-time Registration.

Registering for this course serves to activate your registration. In addition to this basic selection, you must be registered in at least one other course. If you are working on your thesis and not taking any courses, choose:

- UNIV\*7500\*01 (02, 03 etc.) Research/Writing

Failure to do this will result in the term not appearing on any official transcript.

You can add courses up until the last day of the add period. See the Schedule of Dates from the Graduate Calendar:

<https://www.uoguelph.ca/registrar/calendars/graduate/current/sched/index.shtml>

Every semester you must complete this process unless you are requesting a Leave of Absence.

Check for course availability on WebAdvisor. Follow the links for WebAdvisor for Students and Search for Classes. See the link to the Student Registration Guide below:

<https://www.uoguelph.ca/graduatestudies/current/registration>

### Graduate Settlement

Registration for each semester consists of payment in full, or completion of the “Graduate Settlement” in WebAdvisor and registering for courses by the deadline date. The Graduate Settlement can be used only if you are settling your account with one of the following options:

- Award/scholarship funds (such as OGS, CGS-M, SSHRC or University Graduate Scholarship)  
If students wish to settle their tuition with Awards/Scholarships, they ***must*** select this on their Graduate Settlement. ***Although Awards/Scholarships show on account, they are only applied once the Graduate Settlement is completed.***
- Payroll deduction, with departmental approval (if you have accepted a GTA position)
- Departmental trust fund, with departmental approval - Departments will reach out to Student Financial Services, if the students are funded this way.

The Graduate Settlement deadline is the same as the academic registration deadline date. See the Dates and Deadlines Page on the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/deadlines>

**You must register first before you can complete your Graduate Settlement.**

If you have accepted a GTA position, you can select “payroll deduction” as your Graduate Settlement to pay your tuition. With this selection, an amount will be deducted from each bi-weekly pay throughout the semester to pay your tuition bill.

### **How do I register for a Reading Course?**

With the permission of the Graduate Coordinator a student may take up to one, but normally no more than one, of their prescribed courses as a Reading Course (PHIL\*6900). You should approach one of the philosophy professors who is an expert in the research area you wish to study and see if they are willing to do a Reading Course with you. If they agree, you need to complete a Graduate Course Waiver Request form. You can see the Academic Program Assistant who can give you the form and assign the section code. The professor is required to sign in the Instructor Consent section and the Graduate Coordinator is required to sign in the Program Approval section. After you have the signatures, submit a copy of this form to the Academic Program Assistant. You will then take your signed form to Enrolment Services located on the third floor of the University Centre to complete your registration for the course. Alternately, you can email the completed, signed Course Waiver to [es@uoguelph.ca](mailto:es@uoguelph.ca)

### **Auditing a course**

Students who want to audit a course cannot register through WebAdvisor. They must complete a Graduate Add/Drop – Course Waiver Request form with the course title, course code and section number, as well as the semester. The instructor must agree to have you in the class. The student must obtain the instructor’s signature on the “Instructor Consent” line on the form. The form also requires the Graduate Coordinator’s signature on the designated location on the form. Once the signatures are obtained, the student takes the signed form to Enrolment Services to have the course added to their schedule. Alternately, it can be emailed to [es@uoguelph.ca](mailto:es@uoguelph.ca).

See the link below to the Graduate Records Forms on the Forms and Documents page on the Graduate Studies page:

<https://www.uoguelph.ca/graduatestudies/forms>

### **Taking graduate courses at another institution**

Normally, students may not complete any of their prescribed course requirements, those to be taken after entry into the PhD, outside of the University of Guelph. If a graduate course is not offered by the department, and it is necessary for your thesis preparation and is offered at McMaster or Wilfrid Laurier, please contact the Graduate Coordinator.

## **8 Tuition and Fees**

### **How do I pay my tuition?**

Tuition and fees are calculated based on your academic program, course load, cohort year and citizenship. These fees (tuition & fees, meal plan and residence fees – if living in residence) are due by the deadline date posted. Student accounts may be viewed through WebAdvisor. The University does not issue printed bills or statements. Please see the Student Financial Services website below for accepted methods of payment:

<https://www.uoguelph.ca/registrar/studentfinance/fees/payments>

Also, please see the link below to Frequently Asked Questions from the Student Financial Services website:

<https://www.uoguelph.ca/registrar/studentfinance/fees/faq>

## **Reduced tuition fees**

Can I get reduced tuition fees if I do not live close to campus?

Full-time students who no longer live close to the campus (at least 200 km away), and who therefore do not make use of university facilities on a regular basis, may apply for “Full-time Distant” status. This exempts you from paying the ancillary student fees (except the GSA fees, the medical insurance premium, the Dental Plan premium, and, in the case of international students, the UHIP fee if applicable). You must complete the Application for Full-Time Distant Fee Status GryphForm. See the Graduate Records Forms Section on the Forms & Documents page on the Graduate Studies website below:

<https://www.uoguelph.ca/graduatestudies/forms>

This is an online GryphForm. Your Advisor and the Graduate Coordinator must sign off on the form.

## **If I have a financial need, do I have any options to request additional funds?**

If you have a financial need, there may be some assistance for you. See the link below to the Graduate In-Course Bursaries information from the Student Financial Services website:

[https://www.uoguelph.ca/registrar/studentfinance/bursaries/incourse\\_gr](https://www.uoguelph.ca/registrar/studentfinance/bursaries/incourse_gr)

International students: please read the information under the “International Student Eligibility” heading.

## **Other Financial Opportunities for Graduate Students**

Graduate students are permitted to apply for GTAs in other departments. See the Academic Staff Work Assignments website available through CUPE 3913:

[http://www.uoguelph.ca/sessional\\_ta/](http://www.uoguelph.ca/sessional_ta/)

Writing Services hires graduate students each semester to work as Graduate Student Writing Advisors, working one on one with students in all disciplines in writing tutoring. These are advertised under the library heading on the CUPE website.

The University provides Work Study opportunities:

<https://www.uoguelph.ca/registrar/studentfinance/ws/index>

## **Do I have any benefits as a graduate student?**

Graduate Students are members of CUPE 3913, Unit 1, and thus have benefits with this group. See the link to the CUPE 3913 website below (select the Benefits tab):

<http://www.cupe3913.on.ca/>

# 9 Office space, equipment, and facilities

## **Will I have an office to work in?**

PhD students are assigned a shared office with other PhD students. See our Academic Program Assistant for keys.

MA students are not assigned an office; however, they may use one of two offices to hold their office hours. These are allocated on a first come first-served basis.

## **Do I have access to a computer?**

All PhD offices and the shared MA offices have a computer with internet for your use. They are not connected to a printer. You use your central login to access the computer. You are discouraged from saving your documents on these computers since they are shared by other students. It is best to save your documents to a memory/USB stick.

## **How do I connect to the university's Wi-Fi?**

The University of Guelph's wireless network is available in various locations around campus and allows users to seamlessly check their email, surf the web and access the network without plugging in cables. See the link below to information from the Computing and Communications Services (CCS) website:

<https://www.uoquelfh.ca/ccs/securewireless>

CCS provides an IT help desk in McLaughlin Library if you need assistance with this. They are located on the first floor. See the link below.

<https://ithelp.uoquelfh.ca/it-help>

## **Do I have access to a photocopier?**

All grad students have access to print from a designated computer in the department lounge to the photocopier. Please ask one of the Administrative Staff for help. It is expected to be used for class-related photocopying and not for personal use. There are photocopiers in the library for personal use.

## **Do I have access to a printer?**

None of the computers in the TA or PhD offices are connected to a printer. The photocopier can be accessed using the computer in the department lounge using your central login. Follow the instructions next to the computer.

## **Do we have a lunchroom?**

Yes. The department faculty, staff and graduate students share the Philosophy lounge located in MacKinnon on the 3rd floor, Room 345. There is a couch and several chairs and tables. You are welcome to use the kitchen (located across from the elevators) which has a sink, fridge, and microwave. There is also a water cooler for your use. The kitchen is open between 8:30 a.m. and 4:30 p.m. Monday to Friday. Please make sure you clean up after yourself.

## **Can I receive mail in the department?**

All graduate students have a mail slot in the photocopier/mailroom located in MacKinnon 343..

# **10 Teaching and Training Opportunities**

## **Will I have an opportunity to teach a course?**

PhD students are given the opportunity to teach an undergraduate course as part of their program. Usually this is in the third year of their program. Also, PhD students have the opportunity to apply for all Sessional positions that are posted through CUPE. Look under the SL (Sessional Lecturer) Work Assignments. See the link below to the Academic Staff Work Assignments website for further information:

[http://www.uoguelph.ca/sessional\\_ta/](http://www.uoguelph.ca/sessional_ta/)

MA students may have the opportunity to teach if their GTA position involves leading a tutorial/seminar group.

## **Are there any workshops I can take to help me in leading a tutorial/seminar group?**

The library offers many free graduate workshops. Grad Pathways (formerly known as The Graduate Student Learning Initiative) is a collaborative endeavour that brings together key campus services that support academic and professional skill development for graduate students as learners, instructors, researchers, and professionals. We encourage you to register for some of these workshops during your time as a graduate student. See the link below to the Grad Pathways website:

<https://gsli.uoguelph.ca/>

# **11 Religious Accommodation**

Students may request accommodation to observe a religious holy day. See the link below to the procedures for making this request:

[https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\\_d0e2257.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e2257.shtml)

# **12 Leave of Absence**

A student may, under certain circumstances, apply for a Leave of Absence. Some acceptable situations are for a medical reason, a family emergency or for financial reasons. Leave requests must be approved by both your department and the Office of Graduate and Postdoctoral Studies. You should discuss your leave with your advisor prior to completing an application. Complete the Leave of Absence/Withdrawal/Academic Break Application GryphForm from the Graduate Records Forms section under the Forms and Documents page on the Graduate Studies website. This form is now an online GryphForm.

While on a Leave of Absence you may not function as a graduate student. This includes all research/writing activity and completion of any incomplete courses. You may not make use of university resources, either personnel or physical relating to your graduate program. You cannot work as a GTA. You are expected to check your university email account regularly for important notices.

## 13 Advisory Committee

### How do I set up my Advisory Committee?

You should select your Advisor based on your (and their) area of research interest. You can locate the professors' research areas on the People section of the Philosophy Department's website:

<https://www.uoguelph.ca/arts/philosophy/faculty>

Your advisor is the faculty member with whom you will have the most contact during your program. Your advisor will guide you through your graduate program, help you to develop and undertake a research topic, and make sure that you are on track to complete your program successfully. It is very important that you and your advisor have a mutual understanding regarding your relationship, so make sure that you have an open and thorough discussion about your mutual expectations at the start of your program, and that you keep the lines of communication open throughout your program. Your advisor can assist you in selecting your other committee member(s). How much interaction you have with your advisory committee member(s) will depend on how much effort you make to involve them, how much they want to be involved, and your advisor's expectations. Your committee members can be an excellent source of support as you complete your work.

In your first semester you should make every effort to talk to the professors whose research interest is similar to your own. If you have any problems determining who would be a good match with you, please talk to the Graduate Coordinator.

- MA advisory committees must have two graduate faculty members from the Philosophy Department: one as your advisor, the other as your second reader.
- PhD advisory committees must have: two graduate faculty members from the Philosophy Department, one of whom will be your advisor, and one of whom will be your second reader, and one graduate faculty member from outside the department. This member can be from another department at the University of Guelph or from another university.

It is the student's responsibility to keep in regular contact with their advisor. The advisory committee should meet at least once a semester to discuss your progress; however more regular contact will be required when working on the major research component of the program.

The Office of Graduate and Postdoctoral Studies requires you to complete the Advisory Committee Appointment form before the 20th class day of your second registered semester. Once you have determined the members of your advisory committee, you must complete the form with their name and department. Your Advisor, the Graduate Coordinator and yourself,

must sign the form. Once your form is completed online it will proceed to the Academic Program Assistant to review. You can locate the form on the Forms and Documents page on the Graduate Studies website, under the Graduate Records Forms heading. The form is now an online GryphForm.

<https://www.uoguelph.ca/graduatestudies/forms>

*Note for PhD students:*

The committee member that is from outside the Philosophy Department must be approved by the Programs Committee for the Office of Graduate and Postdoctoral Studies. Therefore, it is imperative that this member is decided in a timely fashion. You will be restricted from registering for the following semester until the Advisory Committee Appointment form has been completed with this information and submitted to the Office of Graduate and Postdoctoral Studies.

### **Degree Program form**

Once Advisory Committee members have been determined, the Office of Graduate and Postdoctoral Studies requires that the student, in consultation with their Advisory Committee, complete the Degree Program form. Both forms are due before the 20<sup>th</sup> class day of your second registered semester. See the link below to the Graduate Records Forms heading on the Forms and Documents page on the Graduate Studies website. This is now an online GryphForm.

<https://www.uoguelph.ca/graduatestudies/forms>

The Degree Program GryphForm represents a contract between the student and the University and specifies the courses and other requirements for your program; if changes are required to the original contract, a revised form should be completed.

### **Can I change my Advisory Committee members?**

It is possible to change the members on your committee; however, these changes (additions or deletions) must be approved by the Graduate Coordinator and the Office of Graduate and Postdoctoral Studies. You are required to submit a revised Advisory Committee Appointment form to the Office of Graduate and Postdoctoral Studies if any members on your committee change. The Academic Program Assistant can direct you to the form.

### **Will I have to fulfill a competency requirement for my program?**

It is possible that you may be required to demonstrate a competence in one or more skills to fulfill your program. Examples of such skills include a language other than English, facility with some branch of formal logic, or experience with a certain body of non-philosophical content or methodology. Your Advisory Committee members will determine if this is required. The committee will also specify, in consultation with the Graduate Coordinator, how the competency will be fulfilled.

## **14 Progress in your program**

You are required by the Office of Graduate and Postdoctoral Studies to complete a Graduate Student Progress Report at the end of every semester you are registered in. The report is completed online at the OGPS GryphForms portal. See the link to the GryphForms Student Guide below.

<https://graduatestudies.uoguelph.ca/current/gryphformsstudentguide>

The report should specify the aspects of your program you accomplished that semester (e.g., courses taken, papers presented at conferences, research in progress, or chapters written for your thesis). After the report is completed, it will be forwarded to your committee members for their review and acceptance. You will receive a copy after this process.

You can refer to your Program Regulations for information on what constitutes Satisfactory or Unsatisfactory progress. See the links to the program regulations below:

MA program regulations

<https://www.uoguelph.ca/arts/sites/uoguelph.ca.arts/files/public/PHIL%20MA%20regulations%20%28Jan%202018%29.pdf>

PhD program regulations

<..\Graduate Programs\Regulations\PhD Regulations\current regulations\PhD regulations 2022 v06.pdf>

## 15 Transfers

### **How do I transfer credits from another university?**

If you started a graduate program at another university, and did not finish that program, you may apply to transfer some of the course credits received at the other university to the University of Guelph (and then have them count towards your program requirements). Strict conditions apply for this request. The Application for Transfer Credits form outlines the conditions. See the link below to the Graduate Records Form section on the Forms & Documents page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

After you complete the form, it requires the signatures of your Advisor and the Graduate Coordinator. Submit the completed form to the Academic Program Assistant who will take a copy for your file, then deliver it to the Office of Graduate and Postdoctoral Studies.

### **Transferring from full-time to part-time**

With permission from the department and the Office of Graduate and Postdoctoral Studies, students may request to transfer from full-time to part-time status or from part-time to full-time. To do so complete the, Full-Time/Part-Time Transfer GryphForm, which can be found under the Graduate Records Forms heading on the Forms and Documents page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

Your advisor and the Graduate Coordinator must sign your application. Documentation may be required to accompany your application. Please note that if you change to part-time status, your department funding commitment will change.

## 16 Conference travel expenses

The Department has a limited amount of funds it can use to support students travelling to give talks at professional conferences. The process is that one applies *first to the College* (see link, below) then *after one has received their decision* one may apply to the Department for funding not covered by the College. The College considers applications twice each year, and retrospective applications are allowed if they fall within the stated window. Once the College has given you its funding decision (which may not cover the entirety of your expenses), you have *two weeks* to attach it to the application you submitted to them and submit it to our Administrative Assistant. The Department will then decide, with all such applications in hand, how much of the outstanding amounts we can fund. (Maximum for domestic travel is \$600 and for international, \$1,200.) Reimbursement will be managed by the Administrative Assistant—remember to provide all relevant receipts, including boarding passes.

The College of Arts Graduate Travel, Research, and Creation Fund:

<http://www.uoquelfh.ca/arts/grad-resources>

Also, there are Graduate Travel Grants available to graduate students on a competitive basis. See the link below to Travel Awards information from the Student Financial Services website:

<https://www.uoquelfh.ca/registrar/studentfinance/aid/travelgrants>

You must meet the eligibility criteria.

## 17 Graduate Awards and Scholarships

As stated in your offer of admission letter, your funding commitment is contingent on your applying for graduate awards: the Ontario Graduate Scholarship (OGS) and the Social Sciences and Humanities Research Council (SSHRC) award. The Office of Graduate and Postdoctoral Studies offer information sessions early in the Fall semester with the award deadlines, eligibility requirements and application procedures.

<https://graduatestudies.uoquelfh.ca/current/funding/scholarships>

There are other awards and scholarships you may be able to apply for depending on your research area. See the link below to the Graduate Award Search website:

<https://www.uoquelfh.ca/registrar/studentfinance/apps/gawards?app=gawards>

## 18 Oral Qualifying Examination (PhD only)

### When does it happen?

The Graduate Calendar states: “As early as possible and in no case later than the final semester of the minimum duration requirement (which is five semesters for full-time students with an MA or

seven semesters for full-time students who entered the PhD directly from a BA). The student is required to pass an examination to assess his or her knowledge of the subject area and related fields.”

According to the Philosophy Department’s PhD Program Regulations, “As a qualifying examination, consideration is to be given not only 1) to the student’s knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also 2) to the student’s ability and promise in research.” It is also the qualifying examination committee’s task to determine whether the proposed thesis addresses a question that is manageable and worth undertaking. The examination committee determines the relative importance to be given to the written thesis proposal and the student’s oral discussion, defence and amplification of that proposal. Upon completing it satisfactorily, the student is deemed to have met the department standards and becomes a candidate for the PhD degree.

### **How do I set it up?**

Your Advisor should notify the Graduate Coordinator that you are ready for your Oral Qualifying Examination. The Graduate Coordinator will set up the Examination Committee and determine a date for all members to attend. Normally this is set up at the end of the 5th semester. The basis for the OQE is a written thesis proposal. This proposal should be between 3,000 – 5,000 words in length, not including the bibliography. It should include the following elements: a statement of the philosophical importance of the research and the student’s anticipated contribution to the subject, a description of the location of the student’s project with respect to alternative positions in the current literature, a clear statement of the problem that the thesis proposes to treat and the proposed strategy for addressing it (where possible, students should sketch the argument of the thesis), a working table of contents with a sketch of what each chapter contributes to the overall argument of the thesis, and a modest annotated bibliography of a core sample of the literature that the student has already read (10 to 15 pieces, typically including some books), plus a broader bibliography, not annotated, of works the student has identified as important to read as the project progresses.

### **What happens if I do not pass the OQE?**

A student who fails their OQE on their first attempt may repeat the exam. They must re-attempt the exam within one semester of failing the OQE, or six weeks after the termination of the minimum duration period, whichever is sooner. A second failure constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw from the program.

## **19 Thesis defence**

### **How do I set up my thesis defence (aka Final oral examination (FOE))?**

The process differs between the Master’s and Doctoral degrees.

#### *Master’s degree (thesis option)*

The procedure is described in the “Master’s Thesis Submission and Defence Schedule” located in the Graduate Calendar:

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/masters\\_sched](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/masters_sched)

It is the responsibility of the Advisor to begin making arrangements for the Master's thesis defence at least eight weeks prior to its anticipated date. Your Advisor will inform the Graduate Coordinator that you are ready to defend your thesis.

The Office of Graduate and Postdoctoral Studies requires that the Examination Request form be completed. Each Advisory Committee member must complete the Summary of Advice to Student, check that they "recommend that the examination proceed," and sign and date the form. The Graduate Coordinator will, upon approval of the form, sign and date the section that reads, "I have reviewed the comments on the reverse of this page and: I recommend that this examination proceed." The student must then sign and date the section that reads, "I acknowledge receipt of this advice from the Graduate Coordinator/Chair, and I elect ... to proceed to defence on the above date."

The Academic Program Assistant will contact the Examination Committee members and the student to determine the defence date.

### *Doctoral degree*

The procedure is described in the "Doctoral Thesis Submission and Defence Schedule":

[https://www.uoguelph.ca/graduatestudies/current/completion/thesis\\_completion/doctoral\\_sched](https://www.uoguelph.ca/graduatestudies/current/completion/thesis_completion/doctoral_sched)

It is the responsibility of the Advisor to begin making arrangements for the Doctoral thesis defence at least eight weeks prior to its anticipated date. Your Advisor will inform the Graduate Coordinator that you are ready to defend your thesis.

Your Advisor should provide the Graduate Coordinator with the name of an External Examiner. The External Examiner is to read your thesis, prepare a report, and be a member on the Examination Committee at your defence. It is the Graduate Coordinator's responsibility to contact the External Examiner and ask them if they are willing to fulfill this role and be a member of your Examination Committee.

The Office of Graduate and Postdoctoral Studies requires that the Examination Request form be completed. The Academic Program Assistant will provide this form. Each Advisory Committee member must complete the Summary of Advice to Student, check that they "recommend that the examination proceed," and sign and date the form. The Graduate Coordinator will, upon approval of the form, sign and date the section that reads, "I have reviewed the comments on the reverse of this page and... I recommend that this examination proceed." The student must then sign and date the section that reads, "I acknowledge receipt of this advice from the Graduate Coordinator/Chair, and I elect ... to proceed to defence on the above date."

The Academic Program Assistant will send a copy of the thesis to the External Examiner and will contact the Examination Committee members and the student to determine the defence date.

### **Submitting your e-thesis**

After you have successfully defended your thesis, you are required to submit your e-thesis. As of 2011, the University of Guelph requires the electronic submission of all theses (ETDs). Your thesis must conform to the thesis standards established by the University of Guelph, the Library, and Archives Canada. See:

<https://www.uoguelph.ca/graduatestudies/current-students/preparation-your-thesis>

Please refer to # 3, Electronic Format Requirements.

Also refer to the Submission Checklist for further instructions:

[https://www.uoguelph.ca/graduatestudies/current/completion/submission\\_checklist](https://www.uoguelph.ca/graduatestudies/current/completion/submission_checklist)

Refer to # 4, under the Submission Process heading for instructions for uploading your thesis to the Atrium.

The Academic Program Assistant will deliver (or email) the signed Certificate of Approval and the Report of Examination Committee to the Office of Graduate and Postdoctoral Studies after the required signatures have been obtained.

### **Tuition rebate**

The Graduate Calendar states, “In certain circumstances, those students who complete the requirements for their degree program early in a given semester may apply for a partial rebate of tuition fees paid for that semester. The rebate is pro-rated according to the date of completion.” See the link to the Guelph Graduate Refund schedule:

[https://www.uoguelph.ca/registrar/studentfinance/fees/refunds\\_guelph\\_gr](https://www.uoguelph.ca/registrar/studentfinance/fees/refunds_guelph_gr)

For more information regarding this option, contact the Office of Graduate and Postdoctoral Studies. To qualify for the rebate, the student must have been registered in the immediately preceding semester. If you took a Leave of Absence in the semester preceding your defence, you are ineligible for a refund. You are required to complete the Early Completion Rebate GryphForm. See the Thesis and Completion Forms & Information section on the Forms & Documents page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

## **20 Graduation**

You can apply to graduate through WebAdvisor before the deadline. In WebAdvisor, look for “My Application for Graduation.” After the deadline, you must complete a hard copy of the application. You will be charged a \$60 late fee after the deadline. You must apply for graduation regardless of your intent to attend or not attend the ceremony. See below to the link for more Graduation information:

<https://www.uoguelph.ca/graduatestudies/current/completion/graduation>

Note: If you expect to complete your program in the following semester, we suggest you apply to graduate since the deadline can be quite early in the semester. This will avoid being charged the late fee. If, by chance, you do not complete your program as scheduled, you can request your graduation application be deferred until the following convocation ceremony.

## **21 Administrative Procedures**

### **Address change**

Address changes can be made online. Complete the form at the link below:

<https://www.uoguelph.ca/registrar/changeaddress>

If you changed addresses since you completed your graduate application, you should update your address.

### **Requesting an official transcript**

To request an official transcript, you are required to complete a Transcript Request form and submit it to Enrolment Services in the Office of Registrarial Services. See:

<https://www.uoguelph.ca/registrar/undergraduate/transcripts>

### **Graduate transcripts to be submitted for award/scholarship applications**

If you are requesting a University of Guelph graduate transcript to be included with an award or scholarship application, you will not be charged a transcript fee if you pick it up from Enrolment Services. Please note - A rush fee could be charged if you leave it too close to the scholarship application deadline.

### **Academic Consideration**

In all matters relating to program regulations, courses and grades, graduate students are entitled to petition for academic consideration. See the link below to the Graduate Calendar for information concerning the grounds and procedure for requesting academic consideration:

[https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec\\_d0e2221.shtml](https://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/sec_d0e2221.shtml)

### **Withdrawing from your program**

In the unfortunate event that you decide to withdraw from your graduate program, you must do so formally. You are required to complete the Leave of Absence/Withdrawal/Academic Break Application GryphForm. See the link below to the Graduate Records Forms section on the Forms & Documents page on the Graduate Studies website:

<https://www.uoguelph.ca/graduatestudies/forms>

The form requires the signatures of your advisor and the Graduate Coordinator. Please take note of the instructions concerning refunds of tuition and other fees as well as the return of all outstanding loans from the library. Also, see the instructions regarding re-admission.