PROCEDURES FOR BIOMEDICAL ENGINEERING
GRADUATE PROGRAM

Core office hours: 9:00 - 3:00 p.m.
Email: dtimmermans@eng.uwo.ca
Telephone: On-campus 84288 or 519-661-4288

NOTE: Diana is frequently away from the office. If you wish to speak
to her directly it is best to call (leave message if needed) or email first.

ALL information pertaining to the Biomedical Engineering program
(i.e. forms, courses, guidelines) is on our website.
www.eng.uwo.ca/research/biomed
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NOTE: It is the responsibility of the student to familiarize themselves of all policies, procedures, deadlines and submission of paperwork.
New Students
- Please ensure that you have accepted your offer of admission online (FGS offer letter)
- Please visit our website for New Students for information. Please read through the BME Handbook. It contains all information that new students need to know! [http://www.eng.uwo.ca/research/biomed/NewStudentInfo.htm](http://www.eng.uwo.ca/research/biomed/NewStudentInfo.htm)
- There will be an orientation meeting the first week after Labour Day at (TBA). At that time, we will discuss all pertinent information.

International Students
- Please ensure your VISA Study Permit is up-to-date. The Faculty of Graduate Studies has initiated firmer rules and regulations. You will NOT be able to be enrolled, TA or receive your stipend if your VISA permit has expired.
- Please give yourself approximately 4 months before the expiry date to renew.

Advisory Committee
All students are required to have an Advisory Committee. Form 101 (Advisory Committee) MUST be completed and submitted to the BME Office by the end of the student’s first term. It is the student’s responsibility, in consultation with their advisor, to complete Form 101. Your advisory committee helps guide you in writing your thesis and will confirm when you are ready to defend your degree. See Advisory Committee Meetings below.

This committee consists of your supervisor and at least 2 members in applicable fields (1 member MUST be Biomedical Engineering, (can be a co-supervisor)).

Advisory Committee Meetings
Advisory committee meetings are crucial and mandatory. They are required ONCE a year (due at the end of August) however it is advised that you meet on a regular basis throughout the year. During these meetings progress and future expectations are discussed. Form 104 (Annual Progress Report) must be completed with all advisory committee signatures. For the first advisory committee meeting a written report detailing areas such as research objectives, progress to date (including any results), future plans, and potential publications is required. This report should be given to the committee members no less than 2 days in advance. The student will make an informal presentation outlining the above areas during which the committee may ask questions or for clarification. It is the student’s responsibility to schedule the meeting date, meeting room, and any necessary equipment.

Courses
All course information – requirements and schedules are found on our website. [http://www.eng.uwo.ca/research/biomed/Courses.htm](http://www.eng.uwo.ca/research/biomed/Courses.htm)

NOTE: It is the responsibility of the student to familiarize themselves of all policies, procedures, deadlines and submission of paperwork.
• You must meet the requirements of your degree – posted on our website.
  ○ To enroll for courses, please complete our online course enrollment form.
• If you would like to be exempted from a course, please complete Form 020 (Course Credit)
• If you would like to take a course from another program, please complete Form 021 (Graduate Course Credit). This may be counted towards your required courses if approved.
• If you would like to audit a course, please complete “Graduate Audit”
• If you would like to take an undergraduate course, please complete “Undergrad Course”

**PhD Comprehensive Exam**
Every PhD candidate is required to complete their PhD Comprehensive Exam. This must be completed 18 months into your PhD program.
- Procedures and guidelines are posted on our forms page.
- Comprehensive Examination (PhD) Thesis Proposal
- Comprehensive Examination (PhD) Preparation Meeting
- Comprehensive Examination (PhD) Committee Submission Form (Form 105)
- Comprehensive Examination (PhD) Report (Form 106)

All forms to be submitted to the BME office.

**Scholarships**
There are 3 major scholarships that BME students apply for, however if you wish to apply for any others (ie. Heart and Stroke, CIHR), please feel free to do so. Be sure to read their instructions.
NSERC – is due usually in September
OGS – middle of October
OGSST – middle of March

BME requires that you complete a referee form and submit your application to your referees to review before final submission “Scholarship Intent to Apply”.

All instructions are posted [http://www.eng.uwo.ca/research/biomed/Scholarships.htm](http://www.eng.uwo.ca/research/biomed/Scholarships.htm)

**Seminar (BME 599/699)**
All students are required to present a talk in BME 599/699 *every year*. There are visiting speakers scheduled as well throughout the year. If you have someone you would like to invite to give a talk, please let BME office know. The schedule and guidelines are posted [http://www.eng.uwo.ca/research/biomed/699.htm](http://www.eng.uwo.ca/research/biomed/699.htm)

- 1st year MESc students present a 10 minute presentation at the end of the year
- 2nd year MESc and PhD students present a 20 minute presentation during the year (see guidelines for details).

**NOTE:** It is the responsibility of the student to familiarize themselves of all policies, procedures, deadlines and submission of paperwork.
Transferring From Masters to Doctoral

In order to transfer from Masters to the PhD program, you must transfer by the end of your 5th term and must be submitted 4 weeks prior to the end of term. A Form 103 (Transferring from MESc to PhD) must be completed, a 3-5 page PhD research proposal and a presentation to the student’s advisory committee. (detailed instructions on web)

Once the committee recommends approval, a FGS “FGS Transfer to PhD” form must also be completed and submitted to the BME office.

Thesis

MESc students

Please read the FGS website thoroughly before submitting. www.uwo.ca/grad
Once you know when your exam will be held, please complete “MESc Recommended Examining Board” and submit to the BME office.
You must also complete “MESc Supervisor Form” and submit to BME Office.

This committee must consist of at least 1 Biomedical Engineering faculty member.

The BME office requires copies of your thesis 4 weeks in advance to allow for administrative procedures. If you cannot meet this deadline, please inform the office immediately to make arrangements.

Once you have completed your defense, and are ready to submit your final copy to FGS, you must:
• Complete “Thesis Binding” forms – contact BME office for forms.
• Make an appointment with FGS (online) to submit your final copy along with the forms. http://www1.regx.uwo.ca/GradSchedule/

PhD students

Please read the FGS website thoroughly before submitting. www.uwo.ca/grad
Once you know when your exam will be held, please complete “PhD Recommended Examining Board” and submit to the BME office.
You must also complete “PhD Supervisor Form” and submit to BME Office.

This committee must consist of at least 1 Biomedical Engineering faculty member.

The Faculty of Graduate arranges your defense. BME arranges your public lecture room. Please ensure you follow their instructions. Your thesis MUST be handed in 6 weeks prior to your defense.

Once you have completed your defense, and are ready to submit your final copy to FGS, you must:

NOTE: It is the responsibility of the student to familiarize themselves of all policies, procedures, deadlines and submission of paperwork.
• Complete “Thesis Binding” forms – contact BME office for forms.
• Make an appointment with FGS (online) to submit your final copy along with the forms.  
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