
Procedures for Biomedical Engineering
Graduate Program
Fall 2018 Edition

Office Contact:

Christine Ellwood
Graduate Program Coordinator
christine.ellwood@uwo.ca

Direct Telephone: 519-661-4288

On Campus Extension: 84288

Office: Three C+ 2405E

<http://www.eng.uwo.ca/biomed/>

Biomedical Engineering Office

Dr. Jim Lacefield
Director
Three C+ 2405D
jlacefie@uwo.ca

Dr. Abbas Samani
Associate Director, Graduate Studies
MSB 402
asamani@uwo.ca

Christine Ellwood
Graduate Program Coordinator

New Students

- Please ensure you have accepted your offer for admission on Student Center at <https://student.uwo.ca>
- Ensure any/all conditions are satisfied prior to the start date of your program.

International Students

- Please ensure you have checked in to the School of Graduate and Postdoctoral Studies (SGPS) in the International & Graduate Affairs Building (IGAB) with your study permit.
- Ensure your VISA study permit is up-to-date at all times. If your permit expires, you will not be able to enroll or receive stipends, TAs, etc.
- Please give yourself approximately four (4) months before the expiry date to renew.

UWO Email

You have all been assigned a Western University @uwo.ca email address. Please ensure that you have your email set up and you are monitoring this email daily. This is the only email address that important communications from the offices at Western will use. Emails may come from the Registrars Office, Payroll/Human Resources, School of Graduate and Postdoctoral Studies (SGPS), Faculty of Engineering, etc. ***It is your responsibility to monitor this email to ensure you do not miss important information and deadlines.*** Missed deadlines are very often missed opportunities.

At Western, we use a common login ID and password for most of our websites. If your email address is jsmith@uwo.ca, then you will log in to your MyHR.uwo.ca website using jsmith (your ID) with your email password. This will also be used for the library website (www.lib.uwo.ca), SGPS' Grad Portal (<https://grad.uwo.ca/student/>), Student Center (student.uwo.ca), etc.

Required Training

All students must complete the following mandatory online training sessions:

- Worker Health and Safety Awareness Training
- WHMIS
- Safe Campus Community
- Accessibility in Service (or Accessibility in Teaching), AODA
- Laboratory Safety & Hazardous Waste Management

More information is on the Human Resources website at <http://www.uwo.ca/hr/learning/required/index.html>

The training is online and, upon completion, all certificates must be downloaded as PDFs and emailed to the BME Office.

Students must also complete the Academic Integrity Module for SGPS at:

http://grad.uwo.ca/prospective_students/preparing/academic_integrity.html

The program will not approve requests to schedule a thesis examination if the student has not completed all required training and forwarded the certificates of completion to the BME office.

Human Resources / Payroll

Ensure your MyHR account (MyHR.uwo.ca) is up-to-date with your personal and contact information, as well as your direct deposit bank account. Stipends are direct deposited to bank accounts on the second-to-last banking day of each month.

SGPS Regulations

The School of Graduate and Postdoctoral Studies (SGPS) Regulations are on their website at http://grad.uwo.ca/current_students/regulations/index.html. Please familiarize yourself with this information.

Courses

The normal coursework requirements for a MEdSc student are BIOMED 9508, [Foundations of Biomedical Engineering](#), BIOMED 9550, [Principles of Communication and Knowledge Translation for Biomedical Engineers](#), and two elective credits relevant to your thesis topic. The normal coursework requirements for a PhD student are BIOMED 9550, BIOMED 9650, and two elective credits relevant to your thesis topic. Elective courses should be chosen in consultation with your supervisor(s).

All course information, including requirements and schedules, are found on our website.

http://www.eng.uwo.ca/biomed/current_students/courses.html

NOTE: It is the student's responsibility to familiarize themselves of all policies, procedures, deadlines and submission of course enrollment paperwork.

- You may enroll in courses via [Student Center](#).
- If you would like to audit a course, please complete a [Graduate Course Audit Form](#) and submit it to the BME Office.
- If you would like to take an undergraduate course, please complete an [Add/Drop/Audit Undergraduate Course Form for Graduate Students](#) and submit it to the BME Office.

BME Seminar

All students are required attend BME's weekly seminar series and to present a talk in the BME Seminar *every year*. Seminars begin in October and run through April of the following year. The start date and schedule is announced in September or October. More details about the seminar requirements may be found at:

http://www.eng.uwo.ca/biomed/forms/Seminar_Guidelines.pdf

There may be visiting speakers scheduled as well throughout the year. If you have someone you would like to invite to give a talk, please let the BME Office know.

Advisory Committee

All students are required to have an advisory committee and to hold regular advisory committee meetings. Your advisory committee helps guide you to develop your research plan and write your thesis, and will confirm when you are ready to defend your thesis.

For MEdSc students, the advisory committee consists of your supervisor and at least two other members in applicable fields. One member in addition to your supervisor must be from Biomedical Engineering and can be a co-supervisor.

For PhD students, the advisory committee consists of your supervisor and at least three other members in applicable fields. One member in addition to your supervisor must be from Biomedical Engineering and can be a co-supervisor.

Proposed Advisory Committee (Form 101)

<http://www.eng.uwo.ca/biomed/forms/Form 101 Proposed Advisory Committee 2014.pdf>

This form 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 faculty supervisor, to complete Form 101.

Advisory Committee Meetings

Advisory Committee meetings are mandatory at least every six (6) months. A detailed description of BME's expectations for advisory committee meetings is posted at:

<http://www.eng.uwo.ca/biomed/forms/Advisory Committee Guidelines 2014.pdf>

It is the student's responsibility to schedule advisory committee meeting dates, meeting room, and any necessary equipment.

Advisory Committee Report (Form 104)

<http://www.eng.uwo.ca/biomed/forms/Form 104 Advisory Committee Report 2014.pdf>

This form must be completed, signed by all advisory committee members, and submitted to the BME Office at the end of each advisory committee meeting.

Reclassification (Transferring) from Master's to Doctoral Program

Students wishing to apply for reclassification must complete the [Request for Transfer from Masters to Doctoral Degree](#) form with a 3-5 page PhD research proposal and presentation to the student's advisory committee. Once the committee recommends approval, the form must be completed/signed and submitted to the BME Office. The reclassification process must be completed by the end of your 5th term in the MEdSc program. See p. 2 of the Advisory Committee Guidelines, <http://www.eng.uwo.ca/biomed/forms/Advisory Committee Guidelines 2014.pdf>, for more information about BME's reclassification process.

After reclassification has been approved by your advisory committee, you must also submit a transfer request to SGPS via the Grad Portal, <https://grad.uwo.ca/student/> See also http://www.grad.uwo.ca/current_students/change_status/index.html for more information about SGPS's reclassification procedure.

PhD Comprehensive Exam

Every PhD candidate is required to successfully complete a PhD Comprehensive Exam within the first five (5) terms of their PhD program. BME comprehensive exams must follow the specific format and procedures outlined in the following documents:

<http://www.eng.uwo.ca/biomed/forms/PhD-Comprehensive Exam Preparation Meeting Policies and Procedures 2014.pdf>

<http://www.eng.uwo.ca/biomed/forms/PhD Thesis Proposal and Comprehensive Exam-Policies and Procedures 2014.pdf>

It is the student's responsibility to ensure that their advisory committee members are aware of BME's comprehensive exam requirements.

Failure to complete the comprehensive exam in within the first 5 terms may result in the student's academic record being frozen.

PhD Comprehensive Exam Committee Form (Form 105)

This form must be submitted to the BME Office at least three (3) weeks prior to a comprehensive exam to allow time for the Office to identify an exam chair.

<http://www.eng.uwo.ca/biomed/forms/Form 105 PhD Comprehensive Committee.pdf>

PhD Comprehensive Committee Consensus Report (Form 106)

This form must be signed by all examiners and submitted to the BME Office as soon as possible after your exam.

[http://www.eng.uwo.ca/biomed/forms/Form 106 PhD Comprehensive Committee Consensus Report 2014.pdf](http://www.eng.uwo.ca/biomed/forms/Form_106_PhD_Comprehensive_Committee_Consensus_Report_2014.pdf)

If your exam yields a “Conditional” or “Unsatisfactory” result, you must follow the steps described in the *PhD Thesis Proposal and Comprehensive Exam Polices and Procedures* document linked above.

Thesis

MESc Thesis

Please read the SGPS regulations and information thoroughly before submitting.

http://www.grad.uwo.ca/current_students/thesis/index.html

http://www.grad.uwo.ca/current_students/regulations/8.html#81

Once you know when your exam will be held, please complete the Proposed Masters Thesis Examination Board form and Masters Thesis Supervisor Approval form at http://grad.uwo.ca/current_students/thesis/forms.html and submit to the BME Office at least five (5) weeks prior to the exam date.

An MESc Exam Committee must consist of two (2) Biomedical Engineering faculty members and one (1) Western faculty member who is not a member of BME.

Your forms will be approved by the BME Office and forwarded to Krystyna Locke in SGPS. Three (3) weeks prior to the defense, the preliminary submission of your thesis will be due to be uploaded to SGPS' website. http://grad.uwo.ca/current_students/thesis/preliminary.html

PhD Thesis

Please read the SGPS regulations and information thoroughly before submitting.

http://www.grad.uwo.ca/current_students/thesis/index.html

http://www.grad.uwo.ca/current_students/regulations/8.html#81

Once you know when your exam will be held, please complete the Proposed Masters Thesis Examination Board form and Masters Thesis Supervisor Approval form at http://grad.uwo.ca/current_students/thesis/forms.html and submit to the BME Office at least seven (7) weeks prior to the exam date.

A PhD Exam Committee must consist of two (2) Biomedical Engineering faculty members, one (1) Western faculty member who is not a member of BME, and one (1) external examiner who does not hold a faculty appointment at Western.

Your forms will be approved by the BME Office and forwarded to Krystyna Locke in SGPS. Five (5) weeks prior to the defense, the preliminary submission of your thesis will be due to be uploaded to SGPS' website. http://grad.uwo.ca/current_students/thesis/preliminary.html

Thesis Self-Assessment Form and Examiners' Rubric

Effective for theses submitted September 1, 2017 or later, all students must complete a thesis self-assessment form as part of the thesis submission process. From the student's perspective, the self-assessment form provides guidance about the program's expectations for the scholarly content of an M.E.Sc. or Ph.D. thesis and provides you with an opportunity to call your examiners' attention to the key contributions of your thesis in advance of the public lecture and oral exam. You must send a copy of the completed form to Christine at the time you submit the initial version of your thesis for the examiners. The form can be downloaded from the BME web site, http://www.eng.uwo.ca/biomed/current_students/rubric---thesis-self-assessment-form.pdf.

Your examiners will also be asked to complete a thesis assessment rubric at the completion of your oral examination. The rubric does *not* supersede SGPS's procedures for determining the outcome of a thesis exam. Rather, the examiners' assessment rubric is intended to promote consistency in the evaluation of theses and to serve as a means of collecting program outcome data for periodic external reviews of the program. Students may obtain a copy of the examiners' assessment rubric from the BME web site, http://www.eng.uwo.ca/biomed/current_students/rubric---thesis-exam-assessment-form.pdf.

Overtime ("Year X") Students

SGPS expects graduate students to complete and defend a Master's thesis within two years and to complete and defend a Ph.D. thesis within four years (for a Ph.D. student with a prior Master's degree) or five years (for a direct-entry or reclassified Ph.D. student). Students who exceed

these time limits are classified as “overtime” and are no longer eligible for WGRS or TA assignments. Continued financial support of overtime students is at the supervisor’s discretion and, if provided, is paid solely from the supervisor’s research funds. If you realize you are likely to become an overtime student, you should discuss financial support during the remainder of your graduate program with your supervisor.

Students who are overtime must, in consultation with their supervisor, complete a progress report form, http://www.eng.uwo.ca/biomed/forms/Progress_Report_Past_Elig.pdf, at the beginning of each term and submit the form to the BME office. The form is a mechanism to ensure that overtime students are receiving appropriate guidance from their supervisor to help the student complete his or her thesis efficiently.

Occasionally, students complete thesis writing but are not able to schedule a thesis exam in the same term. Such students are eligible to register under Thesis-Defense-Only status for one term to allow the thesis exam to be completed. Thesis-Defense-Only students pay graduate student fees but no tuition. The procedures and forms to request Thesis-Defense-Only status are available from the SGPS web site:

http://grad.uwo.ca/current_students/change_status/index.html.

Scholarships

The following are major provincial and federal scholarships that BME students may apply for; however, if you wish to apply for any others (e.g., from disease-specific foundations), please feel free to do so. Be sure to read the funding agency's instructions. Watch for scholarship information sessions organized by SGPS and the Faculty of Engineering during the first few weeks of the Fall term.

NSERC Postgraduate Programs – online applications open in September
http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/index_eng.asp

CIHR Training Award Programs – applications usually open in the summer
<http://www.cihr-irsc.gc.ca/e/49440.html>

Ontario Graduate Scholarships (OGS) – online applications usually open September/October
<http://grad.uwo.ca/news/ogs.html>

Students who hold a competitive external scholarship will receive a \$2,500 per year stipend top-up from the BME program for the duration of the scholarship.

For more information on scholarships, please visit SGPS's Funding Opportunities website at
http://grad.uwo.ca/faculty_staff/financial_support/funding_opportunities.html

Teaching Assistantships

BME students have the opportunity to serve as teaching assistants (TAs) for courses for which they are academically qualified. Most of the TA placements are in undergraduate courses offered by the Faculty of Engineering, but you do not necessarily need an engineering degree to obtain a TA placement. For example, many BME students are placed each year in ES 1036A/B, Programming Fundamentals for Engineers, which requires only a knowledge of introductory level C++ programming and good oral communication skills to teach effectively.

Watch for e-mail surveys from Christine asking students who wish to TA in the upcoming term to identify themselves and suggest some courses they would like to TA. These e-mails are usually sent in August for Fall term courses and in November for Winter term courses. You must respond to the e-mail survey by the deadline given in the e-mail to be eligible for a TA placement. Final TA assignments are made by the department responsible for each course. BME will communicate your course preferences to the relevant department(s), but BME cannot guarantee a placement in a specific course.

You are reminded that thesis research is the primary learning experience in the M.E.Sc. and Ph.D. programs and BME strongly encourages all of our students to focus their efforts on their research projects. Therefore, except for truly extraordinary circumstances that are approved in

advance by the BME Office, TA commitments for BME students are capped at 5 hours/week per term.

Western TAs are members of the Graduate Teaching Assistants Union, so TA salaries, maximum workloads, and other related issues are governed by a collective agreement. Further information about the GTA Union and the collective agreement can be found at: <http://www.uwo.ca/gtaunion/Content.html>.

Travel Bursary

BME students attending a research conference or a training workshop outside London are eligible for a travel bursary of \$500. Each student can receive one travel bursary each year he or she is a WGRS-fundable (i.e., not overtime) student.

To apply for a travel bursary, complete and submit the request form, http://www.eng.uwo.ca/biomed/forms/Travel_Bursary.pdf, immediately after you return from your conference or workshop. Your supervisor must sign the form to verify that the trip was relevant to your thesis research. The bursary, once approved, will be paid to your supervisor to offset a portion of your travel expense reimbursement for the trip.

Travel expense reimbursement claims (regardless of whether or not a BME travel bursary is requested) are submitted online to Western's Financial Services office. See http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html for additional information about filing a travel expense claim.

Vacation Request Form

Students planning extended vacations are encouraged to complete and submit the Vacation Request Form, http://www.eng.uwo.ca/biomed/forms/Vacation_Form.pdf. The form is intended to prevent misunderstandings between the student and supervisor about the timing and duration of student vacations. See also SGPS Regulation 4.10, Vacation, for further information: http://grad.uwo.ca/current_students/regulations/4.html.