

**Vision Science Graduate  
Program - School of Optometry  
& Vision Science**

**Student Handbook**

School of Optometry and Vision Science  
University of Waterloo  
200 University Avenue West  
Waterloo, Ontario, Canada  
N2L 3G1

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## **Welcome!**

Welcome to the Vision Science Graduate Program at the School of Optometry and Vision Science, University of Waterloo. We hope that you will form lasting friendships and develop fruitful collaborations and contacts during your graduate studies. Most of all, we hope that you will value and enjoy your time with us at the University of Waterloo.

There is a lot of information in this handbook, only some of which is relevant at the start of your graduate studies. You will need to refer to this information throughout your studies. If you have any questions or if there is anything that you do not understand please contact your Graduate Coordinator, Stephanie Forsyth, in OPT 305 or by email at [sforyth@uwaterloo.ca](mailto:sforyth@uwaterloo.ca) .

The Vision Science Graduate Program at the School of Optometry and Vision Science is internationally renowned for its research. We are pleased to enrich our program with your skills and knowledge. We encourage you to make the most of your opportunity at the School of Optometry and Vision Science: learn as much as you can from your peers and research colleagues, immerse yourself in your research studies and push yourself to succeed.

Good luck!



**Daphne McCulloch**  
*Graduate Officer*



**Ben Thompson**  
*Graduate Officer*

Below you will find a list of items that you need to complete when you arrive at the School of Optometry and Vision Science as a new graduate student.

**New Student Arrival Checklist**

- |  |   |
|--|---|
| <input type="checkbox"/> Pay or make arrangements for fees                                 | <input type="checkbox"/> Meet with the instructor for the course you will join as a teaching assistant (TA)   |
| <input type="checkbox"/> Fill in payroll paperwork   | <input type="checkbox"/> Meet with your supervisor to discuss graduate courses and your research  |
| <input type="checkbox"/> Pick up Watcard   | <input type="checkbox"/> Sign up for course(s) for term   |
| <input type="checkbox"/> Set up computer account   | <input type="checkbox"/> <a href="#">Complete all required online training</a><br>(Required courses include:<br><b>SO1081 Workplace Violence Awareness;</b><br><b>SO1001 Employee Safety Orientation;</b><br><b>SO2017 WHMIS 2015 Supervisor Training</b><br>and any lab specific training) |
| <input type="checkbox"/> Attend WLRC Graduate Orientation and Training – <b>mandatory!</b> |   |
| <input type="checkbox"/> Meet with Financial Officer                                       |   |
| <input type="checkbox"/> Pick up keys & pay \$25 cash deposit                              |   |

**Additional Checklist for International Students**

- |  |  |
|--|--|
| <input type="checkbox"/> Provide study permit to the GSPA (Upload via Quest) | <input type="checkbox"/> Apply for a Social Insurance Number (SIN) at Service Canada |
| <input type="checkbox"/> Fill in UHIP application                            | <input type="checkbox"/> Register with your Embassy (recommended)                    |
| <input type="checkbox"/> Open a Canadian bank account                        |  |

## ***Registering***

Once you have made arrangements to cover your fee bill or you have paid your fee bill, you are considered registered. You will be billed for one term at a time. Students can update their address and contact details through Quest. **It is very important that you keep your details up to date, as this is how the University will make contact with you.**

There are two different due dates for fees arrangements/payment each term. The earlier date is for anyone paying by Promissory Note. The later date is for students paying fees in full or by direct payment through the bank. Late fees will be charged if you do not meet the payment deadline. Students who feel they have been unfairly assessed late fees (e.g. you have proof that bank payment was made before the due date but funds were lost by the bank) may petition finance to have the late fees removed.

Please visit [Student Accounts](#) for full information on how to make your fee payment arrangements.

## ***Awards/Scholarships***

Any awards or scholarships you receive will be held by finance as long as you have outstanding fees. If finance receives notification from the GSPA about an award before fee bills are assessed, the award will appear as a credit on your student account. To have the award applied to your fees you must sign the promissory note from UW Finance. Any money left over once fees are covered will be sent to your home address in the form of a cheque, or may be directly deposited into your bank account if you have set up payroll information. If the award is not listed on your fee bill, you may attach a letter proving you have received or will receive the award.

Graduate students who are not receiving employment income, but may receive a refund for a scholarship, bursary, or award through Finance, are required to provide direct deposit information through myHRinfo in order to have their payment deposited directly to their bank account. Further information regarding refunds for scholarships, bursaries, and awards can be found on the [Student Financial Services website](#).

## ***Receipts***

Receipts for tuition fees paid are mailed out/posted to *myHRinfo* on February 28<sup>th</sup> of the following year. Keep this receipt for income tax purposes.

***Forms to Complete***

In order to be paid through Payroll, graduate students are required to provide:

- A valid **social insurance number (SIN)** and expiry date (expiry date is only required if your SIN begins with a “9”) – this information can be provided in person, by phone, by email using Sendit, or by completing and submitting a Personal Information Form (available on the HR website under [Forms](#)).
- **TD1 Tax Credit information** – on-line through myHRinfo self service
- **Direct Deposit information** – online through myHRinfo self service
- **Up-to-date address information** – on-line through myHRinfo self service

You may download the personal information form [online](#). Return the personal information form to your Graduate Coordinator and she will send the form to the appropriate person in Human Resources. These forms only need to be filled out for your first term unless you have a change in information (e.g. you switch banks or your family status changes and therefore your tax exemption claim changes).

***Payment Dates***

TAs and RAs are paid on a monthly basis on the last Friday of the month. GRS's are paid out in one lump sum on the last Friday of the first month of each term.

***International Students***

International students will need to obtain a Social Insurance Number (SIN) before any income can be paid to them by the University. The government tracks income tax and benefits using the SIN number. You may read more about applying for a SIN [here](#).

***MyHRInfo***

A record of your pay can be found on [myHRinfo](#) on-line. You will use the same user ID and password you use for Quest.

Students who need further assistance (e.g. TD1 questions) can go in person to the East Campus 1 (EC1) building, email HR at [hrhelp@uwaterloo.ca](mailto:hrhelp@uwaterloo.ca) or call the HR phone line at 519-888-4567 ext. 35935.

You will need to set up a computer account, e-mail account and use the on-line student information system (Quest) and MyHRInfo. To do any of these things you will first need to obtain a UW User ID (WatiAM). New students should have received this information when you applied or were accepted. If you did not get this information follow the steps below to get you UW User ID.

***Obtaining Computer Access***

Most research labs have computers. Graduate students also have access to the graduate computer in the Graduate Hall.

***Obtaining a UW User ID:***

Go to the WatiAM [homepage](#). You will need your student number with you when you try to obtain a user ID. Follow the instructions to receive your user ID and your password.

***Using E-mail***

Go to <https://uwaterloo.ca/email> to log on and check your mail. For trouble shooting regarding your UWaterloo email, please see [here](#).

**Please note that you should use your UWaterloo e-mail address and not personal e-mail addresses for university communications as the University, Graduate Studies/Post-Doctoral Affairs Office (GSPA) and instructors will send all official notices through your UWaterloo e-mail.**

Your UWaterloo email address will be added by the Graduate Coordinator to the graduate student mailing list. If you are in a joint program with another department you should check with the Graduate Coordinator in the other department to see if a mailing list exists for that department and ask to be added.

On occasion, you will want to send messages to the entire optometry faculty or staff, or the Vision Science graduate students. You can do this by using a global e-mail address:

For Staff Members: [optstaff@uwaterloo.ca](mailto:optstaff@uwaterloo.ca)  
For Faculty Members: [optfac@uwaterloo.ca](mailto:optfac@uwaterloo.ca)  
For Graduate Students: [optgrad@uwaterloo.ca](mailto:optgrad@uwaterloo.ca)  
Center for Contact Lens Research: [optcclr@scimail.uwaterloo.ca](mailto:optcclr@scimail.uwaterloo.ca)

***Quest – Online Student Information System***

Use [Quest](#) to enrol in classes, check schedules, change your contact information, check your finance account, and obtain an unofficial transcript. From Waterloo's homepage there is a link on the right sidebar to Quest.

## **Waterloo LEARN**

When you enrol in a graduate course or are assigned as a TA for a course, you will have access the course information such as schedules and course materials shortly before teaching begins.

<https://learn.uwaterloo.ca/>

## **Questions**

Computer accounts and questions are handled by Chris Mathers, Computer System Support Specialist (Rm 346, ext. 36240, [chris.mathers@uwaterloo.ca](mailto:chris.mathers@uwaterloo.ca)) or Jim Davidson, Computer System Support Specialist (Rm 346, ext. 36482, [jim.davidson@uwaterloo.ca](mailto:jim.davidson@uwaterloo.ca)).

## **Relevant University Policies & Guidelines**

The University of Waterloo publishes policies and guidelines that act as 'rules'. The following links provide relevant information on computer use at the University:

[Use of UW Computing & Network Resources](#)

[Security of UW Computing and Network Resources](#)

[Policy 64 Use of Proprietary Computer Software](#)

***Student ID Card***

The University of Waterloo ID card is called the “WatCard”. The WatCard is one of the most important pieces of identification you will have while at the University of Waterloo. Visit the WatCard office (lower level in SLC) when you arrive on campus to receive your student identification card. To pick up your WatCard you must attend in person and you will need to show a valid piece of photo identification (e.g. driver’s license, passport, or another government issued document with your picture and name.)

Your WatCard is not just identification. You need it to use the Physical Activities Complex, library and computer labs. You can place money in your WatCard account and use your card as a credit card to purchase food at on-campus food outlets, photocopying, parking etc. The WatCard also acts as a bus pass for [Grand River Transit](#), the local bussing system. For more information, see the WatCard [website](#).

***Meeting with the Financial Officer***

Graduate students should plan to meet with the Financial Officer for the School within the first month of the school term to review relevant policies, guidelines, procedures and forms that might pertain to them during the course of their studies or when performing their research. This also applies to returning students to ensure they are informed of any updates or changes.

***Witer Learning Resource Centre (WLRC)***

The School of Optometry and Vision Science has its own library, the Witer Learning Resource Centre (WLRC). All MSc and PhD students must attend the 50 minute workshop “WLRC Module 1: Graduate Orientation and Training” during their first term, in order to become acquainted with the information services and resources available to them through the WLRC and University Libraries, and after-hour access policies. Attendance will be recorded in the student’s annual review. The WLRC supports grad student’s work through face-to-face and email research support, and by offering a series of workshops tailored to Vision Science graduate students. Help with bibliographic management software is also available. Learn more about the WLRC workshops and resources [here](#).

In-person consultations with the Writing and Communication Centre (WCC) can also be scheduled at the WLRC, as another source of writing support. The WCC also offers workshops on particular writing topics or discipline-specific genres. Learn more about these resources [here](#).

***Keys***

Graduate students are supplied with keys and an electronic access ‘fob’ for office/lab, the optometry building, graduate hall and the administrative office. Your supervisor must email the receptionist with details on what access you require. There will be a \$25.00 deposit to obtain keys. Please note that keys & fobs must be returned to the receptionist upon completion of



your studies. On the return of the keys, you will fill out paperwork to be reimbursed the key deposit.

**Programs**

The School of Optometry and Vision Science offers four graduate programs which are summarized in Appendix I of this handbook. For program details see:

- [Masters of Science \(MSc\)](#)
- [Doctor of Philosophy \(PhD\)](#)
- [Accelerated MSc/PhD](#)
- [Accelerated Doctor of Optometry \(OD\)/MSc](#)

**Responsibilities**

The University of Waterloo provides Guidelines on the Supervisory Process which outlines the responsibilities of the department, the graduate officers, the supervisor, the graduate student and the advisory committee. Please review this document on the GSPA web site [here](#). An understanding of your responsibilities will help ensure your success in the program.

**Program Time Limits**

The University has set the following time limits:

MSc (full-time)	6 terms (2 years)
PhD (full-time)	12 terms (4 years)
PhD (part-time)	18 terms (6 years)
MSc/PhD (accelerated, full-time)	18 terms (6 years)

Up to three terms' extension of these time limits may be obtained by petitioning the Associate Dean (Graduate Studies) of the Faculty. Further extensions must be approved by the Dean of Graduate Studies. *Petition for Extension of Program Time Limit* forms are available from the GSPA website. Forms should be returned to your Graduate Coordinator, who will obtain all the necessary signatures and forward them to the appropriate office.

**Please note that students who are over the above time limits cannot be considered for UW Graduate Student Awards and are not eligible for the International Master's/Doctoral Student Award. They are also not guaranteed TAs, nor are they eligible for the SGEA Award.**

**Courses**

Students should discuss their course selections with their supervisor. The schedule of classes is available [here](#). Note that courses will be cancelled if there is insufficient enrolment. Cancelled courses will be offered as a priority the following year. Students should use Quest to enrol in courses. There is a deadline for enrolling in or dropping courses (approximately 4 weeks from the beginning of term).

A full listing of graduate courses offered, with descriptions, can be found [here](#) - please make note of your course requirements (Stream A and Stream B courses) as described in Appendix I of this handbook.

### ***Program Milestones***

In addition to completing courses for your degree, certain milestones must also be met. They are also outlined in Appendix I of this handbook:

#### ***Academic Integrity Milestone***

All students must attend this workshop, a 1.5-hour long event, consisting of a 30 minute long presentation (by the Associate Dean, Graduate Studies) followed by an hour of discussion groups to gain understanding of issues and practices related to academic integrity, scientific misconduct and intellectual property rights. You will receive an email invitation to attend this workshop from the Associate Dean, Graduate Studies at some point in your first year of studies. Before attending this workshop, you are required to complete an [online Academic Integrity tutorial](#). Material covered in the workshop will build upon this online tutorial, so it is important that you work through the online tutorial before attending the workshop. Once you have completed the workshop you will be credited with the Milestone on your Quest account (this may take up to 1 term to be reflected on your record).

#### ***Seminar Attendance & Presentation***

All Vision Science graduate students in the Masters of Science (MSc) program must present at least one formal oral presentation on their current research during their degree program; all students in the Doctor of Philosophy (PhD) program must present at least two formal oral presentations. In addition to these talks, all students are required to attend a minimum of 10 research seminars and a one day research symposium throughout each year of enrolment. The presentation and symposium requirements can be fulfilled through the Vision Science Graduate Student Research Conference. The seminar requirements can be partly fulfilled by attending the School's [Vision Science Research Seminar Series](#) (VSRSS) and Graduate Student Research Conference.

When attending external seminars, proper proof of attendance must be provided. A CE certificate or a completed External Seminar Attendance Form ([available on the GIVS website](#)) is acceptable proof. For internal seminars, sign-up sheets will be provided in the lecture hall. Attendance at a thesis defence may be counted towards a seminar credit. One's own defence is excluded. A one-hour seminar is equal to 1 seminar credit. Longer seminars will be credited accordingly (i.e. a 3-hour seminar would earn 3 seminar credits).

### ***Thesis Proposal***

Students in the MSc program must make a formal thesis proposal to their advisory committee by the end of their 3<sup>rd</sup> term of enrolment. PhD students' proposals should be made by the end of the 4<sup>th</sup> term of enrolment.

### ***Comprehensive Exam (PhD Students Only)***

PhD students must complete a comprehensive exam. The comprehensive exam must be completed within 16 months of enrolment in the PhD program. Students should speak to the advisory committee to receive guidance on topics to be covered and suggested readings.

### ***Acceleration Qualifying Exam (Accelerating MSc students only)***

A student accelerating from the MSc to the PhD program must complete an Acceleration Qualifying Examination (AQE) prior to transferring to the PhD program. If the student is successful in the AQE examination, it fulfils the PhD Comprehensive Examination requirement. Other criteria required for acceleration can be found on our [website](#).

### ***Thesis & Thesis Defence***

Thesis regulations can be found on the GSPA site [here](#) and on the Faculty of Science website [here](#).

**MSc:** A defence date should be selected which all committee members are able to attend. The Graduate Coordinator should be notified of the date and a Chair will be assigned by the GSPA. The student should book a room and make arrangements for any required equipment with the Graduate Coordinator. MSc students are required to submit an electronic version of their thesis to the Faculty of Science Graduate Dissertation Coordinator **at least 15 business days** prior to the chosen defence date. Earlier submission is preferred. Submissions received later than 3 weeks prior to the arranged defence date will require the defence to be rescheduled.

**PhD:** The PhD examining committee must be comprised of a minimum of 5 voting members (see [here](#)). The student should book a room and make arrangements for any required equipment with the Graduate Coordinator. PhD students are required to submit an electronic version of their thesis to the Faculty of Science Graduate Dissertation Coordinator **at least 30 business days** prior to the chosen defence date. Earlier submission is preferred. Submissions received later than 6 weeks prior to the arranged defence date will require the defence to be rescheduled. One unbound hard copy of the thesis must also be submitted to distribute via courier to the External Examiner.

The GSPA provides a [searchable database](#) of awards and scholarships. Emails are also sent out through the year notifying graduate students of awards and scholarships that come available. The largest scholarship competition takes place in the early Fall term when NSERC, CIHR and OGS applications are due. Maintaining an up-to-date CV with your publications, presentations, abstracts, conferences and awards will help you complete scholarship applications faster.

***NSERC, CIHR & OGS Scholarships***

Your Graduate Coordinator can provide information on NSERC, CIHR and OGS scholarships. In addition, you can review program and eligibility information at:

- NSERC            <http://www.nserc.ca>
- CIHR            <http://www.cihr.ca>
- OGS            <https://osap.gov.on.ca/OSAPPortal/en/A-ZListofAid/PRDR015090.html>

***UW Scholarships***

In addition to external scholarships that are available, the University of Waterloo offers some smaller scholarships:

***GSPA Travel Assistantship***

Students may apply for travel assistance to cover the cost of attending conferences for the purposes of presenting a poster or seminar. Applications are available through the [GSPA website](#). This assistantship can be obtained once each year. Completed applications are submitted to your Graduate Coordinator before travelling. After the conference, travel claim forms should be submitted to the finance officer so the assistantship can be received.

***International Master's/Doctoral Student Awards***

Full-time international students paying tuition who are within their program time-limits are automatically given the applicable [award](#) each term. No application is necessary.

***Bursaries***

Bursaries are for students in financial need. Applications are available through the [GSPA website](#) and must be filled out each term. There are restrictions on the amount of bursaries one can receive.

## ***Student Organizations***

The University of Waterloo Graduate Student Association (**GSA**) is the official representation for the graduate students at the University of Waterloo. All UW graduate students are members of the GSA.

The GSA serves graduate students by communicating with University administration, holding seats on University committees, and other administrative duties. In addition, the GSA "shall act to stimulate social, intellectual, and political contact among its members."

The GSA holds a free legal aid clinic monthly and income tax clinic in March and April.

***Graduates in Vision Science (GIVS)*** is the graduate student organization at the School of Optometry and Vision Science at the University of Waterloo. It is officially sanctioned by the Graduate Student Association (GSA) of the University of Waterloo. GIVS provides services and information to its members, promotes social interaction and participates in policy developments that relate to our graduate students. All full-time, part-time, and joint-program graduate students at the School of Optometry and Vision Science are members of GIVS.

## ***International Student Experience***

The International Student Experience (ISE) provides assistance and information to facilitate adjusting to University and Canadian society. Assistance with immigration regulations, study permit questions, SIN application help and more is available at the ISE.

## ***GRADventure***

GRADventure is a central hub of professional development resources designed specifically for graduate students at the University of Waterloo. It is a "one-stop shop" where you will find relevant resources, special events listings, and details about upcoming workshops that were designed for you.

## ***Health Plan***

Membership in the student health plan is open to all full-time, registered, on-campus University of Waterloo students. You will be insured on the first day of the month in which you begin a semester as a full-time student. Details of the plan are available [online](#).

Students have a Supplementary Health Plan which they are automatically billed for on fee bills. You may add dependents to the insurance by paying an additional premium. If you have comparable coverage (through a spouse or parent), you have the option to opt out by submitting a completed Request for Exemption Form to Student Financial Services.

## **UHIP**

UHIP - the University Health Insurance Plan is a **compulsory** health insurance plan for all international students, exchange/visiting students, and returning Canadians/new permanent residents who are either not covered by OHIP (Ontario Health Insurance Plan) or who are in their three-month qualifying period for OHIP. Since the plan is compulsory, international students should **NOT** purchase another health insurance to cover them while in Canada.

You must enroll as soon as you arrive in Ontario. Your dependents must enroll within 30 days of their initial arrival in Canada. If you enroll or re-enroll your dependents more than 30 days after their initial date of arrival in Canada, or after their previous UHIP coverage expires, conditions will apply.

You will receive information about registering for UHIP via email. After the first term you are automatically enrolled in UHIP each term.

## **Health Services**

UW Health Services provides family physician care for all registered students on campus. Please consult their website for information about appointments and services. You may call 519-888-4096 to schedule an appointment.

***Teaching***

Most graduate students do work in the University to gain professional experience and supplement their income. Teaching Assistantships (TAs) and other positions such as supervising Optometry Clinics (licensed optometrists) should not interfere substantially with graduate student progress. Thus, the University limits the working hours of full time students to an average of 10 hours per week. Most full-time graduate students in Vision Science will be assigned to TA in each of Fall and Winter terms. This TA time allocation will include scheduled hours and paid hours for preparation, marking and/or proctoring examinations. There are variations in the amount and type of paid work done by individual graduate students at different stages of their studies. All work in the University is dependent on the availability of positions and the consent of the supervisors.

As Teaching Assistants (TAs), graduate students do not have full responsibility for teaching courses; they are normally appointed to carry out teaching-related duties, such as proctoring, marking, tutoring, laboratory supervision, and occasional lecturing in the optometry (OD) program. Other duties may be assigned with the agreement of the instructor, the department Chair or Graduate Officer, and the graduate student.

Graduate students will be asked to submit their TA preference for courses offered in the OD program. Prior to the beginning of the Fall and Winter terms, the School of Optometry and Vision Science will inform the graduate students of their Teaching Assistant assignment. Assignments will, where possible, try to accommodate your preference. You will receive a contract from the School of Optometry and Vision Science that you must sign and return to your Graduate Coordinator.

It is the department's responsibility to ensure that adequate preparation time is allowed for; it is the graduate student's responsibility to be prepared. In order to ensure that you are adequately prepared, you should contact the course instructor before classes begin to understand the expectations. The course instructor should also provide you with a list of duties and any relevant deadlines.

Graduate student employees shall notify the instructor of any known academic obligations that may interfere with their duties and any planned/unplanned absences. Whenever possible, arrange to exchange duties with another graduate student to cover for your absences. Please be reminded that a TAship is a job, and should be treated with all the considerations a job would require regarding accountability for attendance.

### ***Centre for Teaching Excellence***

The Centre for Teaching Excellence offers some useful teaching tips for all teachers, including graduate student TAs.

### ***Guidelines for Teaching Assistants***

Students may approach graduate TAs with difficulties or problems that they are encountering in the classroom, or in their life outside the classroom. If you have any questions or concerns surrounding guidelines for dealing with these situations, please see the Conflict Management and Human Rights [webpage](#). You should also report your concerns to your instructor.

### ***Certificate in University Teaching***

The University of Waterloo is committed to helping our graduate students develop their professional profile. The Certificate in University Teaching is offered by the Centre for Teaching Excellence and provides an opportunity for graduate students to develop their teaching skills. Completion of the required courses may not only enhance the competitiveness of graduate students in obtaining academic positions, but the skills developed may also be advantageous in careers in research, business, or government.

The CUT course is free of charge to UW students and is open to interested graduate students (particularly Doctoral students) in all Faculties. Students who participate in the program should have held (or concurrently hold) teaching assistantships, and ideally will have the opportunity, during their time as students, for some classroom teaching.

More specific guidelines and requirements for each component of the Certificate are available electronically at the CUT [website](#).



## **University Policies**

As a member of the optometry community, you should aim to be respectful of your colleagues, co-workers and students, of their cultures and identities even when they are different from your own or unfamiliar to you. The University of Waterloo is an inclusive community where its members are free to be themselves. The University of Waterloo policies are intended to provide regulations and guidelines for the University's activities.

### **Relevant Policies for Graduate Students**

Listed below are the University of Waterloo policies that are particularly relevant to graduate students.

**Policy 1.** Initiation and Review of University Policies

(See reference to Graduate Student Relations Committee in this Graduate Studies Calendar; or Appendix D to Policy 1.)

**Policy 19.** Access to and Release of Student Information

**Policy 21.** Alcohol Use & Education

**Policy 29.** Smoking on University Premises

**Policy 31.** Travel

**Policy 32.** Pets on University Property

**Policy 33.** Ethical Behaviour

**Policy 34.** Health & Safety and Environment

**Policy 56.** Vacations and Vacation Pay for Non-regular Faculty Members, and Graduate and Undergraduate Students with Academic Appointments

**Policy 64.** Use of Proprietary Computer Software

**Policy 66.** Use of University Resources and Affiliation

**Policy 69.** Conflict of Interest

**Policy 70.** Student Grievance

**Policy 71.** Student Academic Discipline

**Policy 73.** Intellectual Property Rights

The full text University policies are available at: <https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines>

**Vacation:** As part-time employees and students, Graduate students are paid vacation pay (4% of earnings) in lieu of vacation days. However, as most students work irregular hours and often put in more than a normal 8 hour day, most supervisors permit students to take time off to make up for extra hours worked. Arrangements should be worked out with the supervisor. Absences from campus of more than 4 weeks require written notification to the GSPA.

**CONTACT INFORMATION**

	<u>Ext. #</u>	<u>Room</u>	<u>Email</u>
<b><u>School of Optometry &amp; Vision Science</u></b>			
Director - Dr. Stan Woo	X35914	OPT 303	stan.woo@uwaterloo.ca
Receptionist – Dale Livingstone	x33178	OPT 301	d5livingstone@uwaterloo.ca
Graduate Officer – Dr. Daphne McCulloch	x37940	OPT 336	daphne.mcculloch@uwaterloo.ca
Graduate Officer – Dr. Ben Thompson	x39398	OPT 332	ben.thompson@uwaterloo.ca
Graduate Coordinator – Stephanie Forsyth	x35039	OPT 305	sforsyth@uwaterloo.ca
Graduates in Vision Science (GIVS) Council	N/A	N/A	optgivs@uwaterloo.ca
Financial Officer – Melissa Graham	x 37944	OPT 340A	melissa.graham@uwaterloo.ca
<b><u>Faculty of Science</u></b>			
Associate Dean of Science for Graduate Studies – Dr. Kirsten Muller	x36844	PHY 248	kirsten.muller@uwaterloo.ca
Administrative Assistant – Agnes Kolic	x33525	PHY 2011	akolic@uwaterloo.ca
Dissertation Coordinator – Krista Parsons	x39106	PHY 2013	krista.parsons@uwaterloo.ca
<b><u>Graduate Studies &amp; Post-Doctoral Affairs Office</u></b>			
Graduate Student Services Assistant	X35209	NH – 2 <sup>nd</sup> floor	gsoffice@uwaterloo.ca
<b><u>Finance Office</u></b>			
Student Financial Services	X38466	EC5	sfs@uwaterloo.ca

\*Remember to include your 8-digit UW Student ID# in all email correspondence

Vision Science Program Requirements

Responsibilities	MSc	Accelerated PhD *for registered MSc students only (Request up to 3 full-time terms after MSc registration)	PhD
Time Limits	F/T = 6 terms (2 years) P/T = 15 terms (5 years)	F/T (from an Honours Bachelor's) = 18 terms (6 years)	F/T (from a Master's) = 12 terms (4 years) P/T (from Honours Bachelor's) = 21 terms (7 yrs) P/T (from a Master's) = 18 terms (6 years)
Extensions must be approved by the Associate Dean (Grad Studies). If the Petition is not approved, the student will be discontinued from their program.			
Course Work & Milestones	Min. of 4 x one-term grad courses (one course from <b>Stream A*</b> , one course from <b>Stream B**</b> and one from <b>A* or B**</b> . Seminar Milestone: See below.	Will have completed 2 x one-term grad courses as a MSc student Min. of 2 x one-term courses as PhD student (one course from <b>Stream A*</b> , one from <b>Stream B**</b> and one from <b>A* or B**</b> . Seminar Milestone: See below.	Min. of 2 x one-term grad courses (one from <b>Stream A*</b> & one from <b>Stream B**</b> ) Seminar Milestone: See below.
Academic Integrity Tutorial & Workshop	Both University tutorial and Dept. of Science workshop within first term	Both University tutorial and Dept. of Science workshop within first term	Both University tutorial and Dept. of Science workshop within first term
Committee Appointment	Within first 12 months	Reconstitute PhD committee immediately after acceleration	Within first 12 months
First Committee Meeting	Within first 12 months, then once a year	Within first 12 months, then once a year	Within first 12 months, then once a year
Thesis Proposal Evaluation	By end of 3 <sup>rd</sup> term for FT By end of 6 <sup>th</sup> term for PT	MSc by end of 3 <sup>rd</sup> term PhD proposal by end of 5 <sup>th</sup> term of enrollment	By end of 4 <sup>th</sup> term for FT By end of 6 <sup>th</sup> term for PT
Comprehensive Exam	n/a	Comp Exam will be considered complete when students have successfully completed AQE by end of 4 <sup>th</sup> term	Complete within 16 months of beginning studies Approval from Grad Office of appropriate examining committee
Seminar Attendance & Presentation	Present at least one talk during program. Attend at least 10 seminars and/or defences and a one day research symposium <b>throughout each year of enrollment.</b>	Present at least <b>two</b> talks during program. Attend at least 10 seminars and/or defences and a one day research symposium <b>throughout each year of enrollment.</b>	Present at least <b>two</b> talks during program. Attend at least 10 seminars and/or defences and a one day research symposium <b>throughout each year of enrollment.</b>
	<p>Presentation &amp; symposium requirements can be fulfilled throughout the year and at the annual GSRC. If presenting a talk at the annual Grad Conference, then the talk + 8 others attended = symposium milestone Attend 9 talks at the GSRC = symposium milestone Attending for the full two days = 2 additional seminar credits and symposium milestone Students must attend 10 seminars/defences per year and a one day research symposium.</p> <p>When attending external seminars, proper proof of attendance must be provided. For internal seminars, sign-up sheets will be provided. Attendees must sign these sheets in order to receive credit. Attendance at a thesis defence can be counted, however one's own defence cannot. Invited presentations can be counted towards a seminar credit. One-hour seminar = 1 seminar credit. Three-hour seminar = 3 seminar credits.</p>		

\*Stream A (Courses 650 - 669) \*\*Stream B (Courses 670 – 689) <http://www.ucalendar.uwaterloo.ca/SA/GRAD/1415/GRDcourse-OPTOM.html>

Students who transfer to PhD must meet the new course requirements.