Guide to Graduate Studies

Department of Geological Sciences & Geological Engineering

Queen'sUniversity at Kingston



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Departmental policy regarding the operation of the graduate program is consistent with the relevant regulations enacted by the relevant Councils of the School of Graduate Studies, and must be approved by vote of the academic staff and student representatives present at a Departmental Meeting.

The Coordinator of Graduate Studies oversees the day-to-day operation of the Departmental graduate program, with responsibility for the admission of students, the establishment of funding packages, the oversight of student progress and the arrangement of Comprehensive Examinations, promotion Assessment Examinations and Oral Thesis Examinations. The Coordinator also acts as the Departmental liaison with the Graduate Councils and School of Graduate Studies, and is the principal point of contact between the Department and the graduate students.

The committee consists of the Coordinator of Graduate Studies (Chair) and two or more members of the academic staff who are recruited on an ad hoc basis to evaluate applications for admission to graduate studies. Faculty representatives on the Committee consist of those individuals who have research expertise in the area(s) specified by the applicant and thus are capable of evaluating the academic qualifications and background experience of the candidate and who may have an interest in supervising the candidate. The Committee reviews carefully all material

studies. A student will be admitted only if: his/her preparation is judged to be acceptable by the Committee, one or more of the Committee members indicate their willingness to supervise the student and that the minimum grade requirement of B (70%) is met. The overall purpose of the Committee is to maintain the integrity and academic standards of the graduate program and to provide advice to the Head of the Department and the Coordinator of Graduate Studies on such matters.

Under the direction of the Graduate Coordinator, the Graduate Program Assistant administers the daily operation of our graduate programs and acts as the departmental resource person for the graduate program. Duties include monitoring graduate admissions,

The Department of Geological Sciences & Geological Engineering endeavors to arrange financial support in internal

The faculty member responsible for a course is the direct supervisor of the teaching assistants assigned to that course

Before starting work in a research laboratory, a graduate student must seek permission to work in that lab. The supervisor must not grant such permission until they have ensured that the student has the requisite knowledge of the potential hazards and appropriate safety practices relevant to work in that lab.

The Department has in place regulations governing the handling and storage of radioactive rock and mineral specimens. A student whose research involves such materials must abide by these regulations, a statement of which is available from the Ourator of the Miller Museum or the Head of the Department.

Geological fieldwork is inherently dangerous, and all members of the Department are encouraged to maintain a high level of vigilance against the hazards associated with work in rugged terrain and remote areas. Graduate students are provided, upon arrival in the Department, with a brief statement on "Student Field Safety", which describes the procedures that must be followed to report an injury. Students are asked to sign a statement acknowledging receipt of these safety documents. Students are required to practice its precepts at all times when in the field.

Students are also expected to ensure that they and their supervisors adhere to the guidelines set down in the Off-Campus Activity Safety Policy (OCASP) [http://www.safety.queensu.ca/ocasp/].

. If you as a graduate student are

planning the field research see: http://www.safety.queensu.ca/ocasp/form1.pdf

Students who are participating in official Departmental field trips are required to wear suitable eye protection when rock hammers are in use, and to wear hard hats when at outcrops where there is a hazard from falling rock (especially road-side rock cuts).

Provincial legislation (Workplace Safety and Insurance Act) requires that work-related accidents be reported promptly to the Employer, so that the Employer can report the incident to the Workplace Safety and Insurance Board within 72 hours of the incident. Failure to report, and failure to report within the established time limit, can subject the Employer to substantial fines. This requirement applies to all injury-causing accidents, even those that may seem at first glance to be minor.

All employees of the University (e.g., members of faculty, graduate students employed as teaching assistants or as research assistants engaged in thesis work, and persons employed as field assistants) are required to report injuries to the Department of Geological Sciences & Geological Engineering_____, so that the Department can report the incident within the 72-hour time frame.

A more detailed description of the procedures to be followed in the event of an accident is given in the Department's document, "Accident Reporting", a copy of which is given to each student upon first registration in a graduate program (see Appendix).

7. Office and Research Space

The Department will provide office space for those students for the duration which the Department has guaranteed financial support. The Graduate Program Assistant (Bruce Wing, Room #240), is responsible for assigning office space to graduate students. One year course based M students are provided with office space for 3 terms, two year while doctoral students will have office

space for 12 terms. Beyond this time period, the Department may no longer be able to provide office space. In this case the student's supervisor may provide a desk within the supervisor's research lab if space is available. A \$40 office deposit is required by the student prior to receiving an office and will be returned once the student has completed all degree requirements.

Keys are allocated by the Departmental Manager (Bruce Wing, Room #247). A key security deposit is collected when

keys are handed out, and this will be refunded when the keys are returned. All key deposits are \$10/key.

prior to registering

Limitsfor

The student is required to give a brief presentation (~20 minutes) and defend the results of the research before an examining committee following submission of the thesis for examination. The examination is based primarily on the thesis although the student may be asked to demonstrate his or her background knowledge where appropriate. The student should be:

fully familiar with all experimental or analytical procedures used in the thesis;

prepared to discuss and defend all approaches to the problem, the procedure, the results, and the conclusions;

prepared to discuss and defend the format and preparation of the thesis; and

prepared to evaluate the significance of the results and to suggest further work.

Membership and Convening of Thesis Examination Committee - according to the Engineering and Applied Sciences and Science Graduate Council Manuals:

The supervisor, in consultation with the Head of the Department, shall nominate members for the Examining Committee and propose a date, time and place for the examination. The supervisor must obtain commitments to serve as examiners from those he/ she nominates for the

scheduled.

- 6. If two negative reports are submitted, the candidate and the supervisor shall be consulted by the Chair of the Examining Committee or the Graduate Coordinator to see if they wish to proceed with the oral thesis examination. The School of Graduate Studies shall be notified whenever two or more examiners recommend that the thesis oral examination not proceed. The onusis on the candidate to make the decision to proceed or not. If the candidate agrees that the oral thesis examination be postponed, the Chair must convey to the candidate, through the supervisor, the nature of the revisions to the thesis that are advised, and the candidate has the right to present the revised thesis at a later date. At the subsequent submission of the thesis, the oral thesis examination must be held. The School of Graduate Studies shall be informed when an oral thesis examination has been postponed due to two negative reports.
- 7. After the oral thesis examination, examiners are to submit reports (a standard form shall be provided) on the conduct of the examination to the Chair of the Examining Committee (Head of the Department, the

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(project/course-work)	Science Council	GEOL 898	

- Proposed budget outlining costs of research
 Timeline outlining the main milestones and deliverables

- (i) The graduate student is usually first author on publications arising directly from his/her thesis research.
- (ii) Where a significant amount of additional research or analysis is required to produce publishable results, or where the student does not contribute to the writing of the paper, the supervisor might be expected to claim first authorship.
- (iii) If a student expects to be sole author on publications based on all or part of his/her thesis research, this should be discussed in advance with the supervisor, keeping in mind the financial and intellectual contributions to the research program made by the supervisor.
- (iv) Students employed as research assistants for data collection or analysis should not expect joint authorship unless they have made significant original contributions to the research program.
- (v) Common courtesy demands that assistance

- i. The Workers' Compensation Act of Ontario imposes a legal requirement to report certain accidents (see below).
- ii. The University requires information about accidents involving third parties and accidents on university property because of the possibility of legal claims against it.
- iii. The Department (or University) must be informed of accidents so as to be able to correct unsafe conditions and educate personnel with the aim of preventing recurrence.

The question often arises whether a particular accident is of sufficient severity or occurred in circumstances which necessitate its being reported to the University. This document addresses this question and describes the required reporting channels for a range of circumstances. The term "accident" here refers to a mishap which results either in obvious bodily injury requiring first aid or medical treatment or in possible injury such that a medical opinion is needed.

The general rule is that you must report any work-related 22 cqirdent, regardless of where it occurs. A.96 Tfgardless of their be(ge)5(n)41.4

The online library catalogue, QCAT, contains the location records of all books, ebooks, journals, ejournals,

[http://library.queensu.ca].

i) Your student card is your library card. Visit the circulation desk in any campus library to activate it. Queen's graduate students can borrow up to 100 library items at any time. Notices about your library