WELCOME TO GRADUATE STUDENTS

SCIENCES BIOLOGIQUES

BIO.UMONTREAL.CA
CONTENU

01 Ressources
02 Études
03 Comité de consultation
04 Épreuve globale (PhD)
05 Soumission de thèse
06 Financement
08 En cas de problèmes
GUIDE FOR GRADUATE STUDENTS

https://bio.umontreal.ca

RESSOURCES ET SERVICES > Guides et formulaires > 2e et 3e CYCLES
CONTACTS

Tiana Alexander
TGDE (academic)
tiana.alexander@umontreal.ca

Olivier Arlabosse
TGDE (scholarships)
olivier.arlabosse@umontreal.ca

Annie Angers
Head of Graduate Programs
annie.angers@umontreal.ca

Francis Gingras
Chair
f.gingras@umontreal.ca

AECBUM
Association des étudiant.e.s-chercheur.e.s en biologie de l'Université de Montréal
https://biologiecsudem.weebly.com/ @Facebook
STUDIES

What you need to know to meet all your program obligations
Access the student center

Check your registration
Consultation only;
Your responsibility: check your registration status (SPT or RDC) and courses

Tuition fees
Deadlines:
Fall: October 15
Winter: February 15
Summer: June 15
https://registraire.umontreal.ca/

Ressources Studies Advisory committee Comprehensive exam Submission Funding In case of problems
You don't need to fill in every section. Only what is relevant to your situation.

**Study Plan**
- Generated in Synchro from data entered by TGDE
- Research director
- Courses to follow
- Mandatory milestone deadlines

**Success support plan**
- Completed in collaboration with your research director
- Respective expectations and responsibilities
- Laboratory working procedures
- Etc.
COURSE SELECTION

- From the study plan
- To be completed with your supervisor
- List all courses to be taken during your program
- Deposit on your student center
- If any changes, contact TGDE

⚠ This document will enable Tiana to register you for your courses.
MANDATORY REGISTRATION

Full-time registration period

Master

- Year 1
  - 6 graduate course credits
  - At least 3 BIO credits
  - Initial meeting with advisory committee
  - Registration of research topic

PhD

- Year 1
  - 6 graduate course credits
  - At least 3 BIO credits
  - Initial meeting with advisory committee
  - Registration of research topic
- Year 2
  - Comprehensive exam (ideally in 4th or 5th trimester)
https://saisonsesp.umontreal.ca

Learning French

- Twinning and mentoring in French as a second language
- Courses, training and language support
TUITION FEES

Quebec students
+ French and French-speaking Belgians
  • Master and PhD: 1 440,45$

International students
  • Master: 9 864,00$
  • PhD: 8 854,20$

Canadian students
  • Master: 4 495,95$
  • PhD: 1 440,45$

Writing terms
  • Master and PhD
    ○ Fall and Winter: 512,32$
    ○ Summer: 479,11$
EXEMPTION SCHOLARSHIP FOR INTERNATIONAL STUDENTS

Master

Partial exemption from additional tuition fees

3 terms

10 347,75 $/an

PhD

Full waiver of additional tuition fees

6 terms

22 241,25 $/an

You don't have to apply for it.
FAST TRACK PHD

From master to PhD, without writing a master's thesis

- courses completed
- grade point average > 3,3/4,3
- research topic registered
- advisory committee authorization

⚠️ $7000 scholarship for 2 years if before end of first year
Most of your graduate work is research. The results of your projects are recorded in a thesis or dissertation. This is the main objective of your graduate studies.
INTEGRITY

Plagiarism and fraud

Responsible research conduct

Animal ethics

Scientific integrity
DURATION OF STUDIES

**Masters** 2 ans

**PhD** 5 ans

**NORMALE**

Maximum 1 year
Application required in synchro, with justification

**EXTENSION**

Maximum 1 year, not automatic
Letter of support from research director

**EXCEPTIONAL EXTENSION**

In case of problems
ADVISORY COMMITTEE

- accompanies you throughout your studies
- monitors your progress
- provides constructive feedback
FORMATION OF THE COMMITTEE

**Formation**
- Formed in the first term
- In agreement with your research supervisor

**Composition**
1. Research supervisor [and cosupervisor]
2. Chairperson
   - Must be professor in the department
3. Member
   - Researcher capable of directing research work
INITIAL MEETING

1. OBJECTIVES
   - Project feasibility and relevance
   - School follow-up
   - Evaluation of resources
   - Authorization of subject registration
   - Recommendation for accelerated passage
   - Recommendation for comprehensive exam

2. WRITTEN DOCUMENT
   - To be provided one week before the meeting
   - Description of research project
     - Introduction
     - Hypotheses and objectives
     - Methodology
     - Timetable
   - Maximum 15 pages at Master’s level
   - Maximum 20 pages at doctoral level

3. COMMITTEE MEETING
   - Oral presentation of project (20 minutes)
   - Discussion with committee members
   - Deliberation by committee members
   - Meeting with student without supervisor

⚠️ This meeting is not an exam!
ANNUAL MEETINGS

IN THE LAST TERM OF EACH WRITING YEAR

Master’s: term 6
PhD: terms 9, 12, 15, etc.
Objective: to check research progress

The student submits a brief document (1–2 pages): progress, problems, revised timetable, etc.

⚠️ Committee report required to obtain extension
COMPREHENSIVE EXAM

- For doctoral students only
- verify the candidate's knowledge in his/her field of research
- assess research aptitude
JURY
- Research supervisor
  - and cosupervisor
- Chair
  - Professor in the department
- Member
  - Researcher capable of directing research work
- Must be different from the advisory committee

WRITTEN EXAMINATION
- À fournir un mois avant l’examen
- ≠ advisory committee, but may be inspired by it
  - Introduction
  - Literature review
  - Issues
  - Preliminary results
  - Timeline
  - Organization of the thesis
- Maximum 30 pages

ORAL EXAMINATION
- A single question determined by the jury
- Submitted one month before the exam
- Topic related to but distinct from the thesis
- Subject of oral presentation at time of examination

⚠ This is an exam!
EXAMINATION PROCEDURE

**Part 1**
- Presentation of up to 20 minutes to answer the oral examination question
  - Critical review of relevant scientific articles
- Questions from the jury on the concepts presented
- The total duration of this part of the test should not exceed 90 minutes.

**Part 2**
- Brief presentation of the written examination
- Questions from the jury on the written examination
- To test knowledge of disciplines related to the field of research
- The total duration of this part of the test should not exceed 90 minutes.
EVALUATION CRITERIA

ORAL TEST

- Ability to summarize the problem
- Originality of approach
- Integration of theoretical concepts
- Knowledge of analysis techniques
- Overall quality of presentation (oral communication skills)

WRITTEN TEST

- Demonstration of the relevance of the problem
- Review and knowledge of the literature
- Clear expression of hypotheses and objectives
- Clarity and conciseness of project
- Overall quality of text (ability to communicate in writing)
First Attempt

- Success
- Postponement
  - Serious deficiencies found
  - Reopening planned within six months
- Failure
  - Excluded from program

Resumption

- Success
- Failure
  - Expulsion from the program

In all cases, the jury must explain its decision in a written report to the student.
SUBMITTING YOUR THESIS
1. Notice of submission
   Two months before submission

2. Appointment of jury
   1. Research supervisor
   2. Chair
   3. Member
   4. External examiner (PhD only)

3. First submission
   Complete document submitted to TGDE for jury review
Possible decisions

- Accepted
- Accepted with minor corrections
  - You have one month to make corrections
  - The jury president evaluates the final version
- Accepted with major corrections
  - Up to 6 months for corrections
  - Jury assesses whether corrections are satisfactory

Defence

- PhD only
- Once the jury has accepted the thesis, it recommends its defense.
- The defence is public
- At the end of the defence, the jury decides whether to award the title

Dépôt final dans papyrus
SUBMISSION SCHOLARSHIP

Master

Before the end of the 2nd year
- Notice of submission: $1500$
- Initial submission: $1500$
- $1000$

After the end of the 2nd year
- Notice of submission: $1000$
- Initial submission: $1000$
- $1500$

PhD

Before the end of the 5th year
- Notice of submission: $2000$
- Initial submission: $2000$
- $1000$

After the end of the 5th year
- Notice of submission: $1000$
- Initial submission: $1000$
- $2000$

Ressources  Studies  Advisory committee  Comprehensive exam  Submission  Funding  In case of problems
DEPARTMENTAL POLICY

Financing agreement

- Conditions of admission
- Review in your global study plan
- At least $13,000/year for 2 years at the master's level
- At least $15,000/year for 4 years at doctoral level
- 1000/year increase starting at A25 and every 3 years
SCHOLARSHIPS

FRQNT
- Master's Research Scholarship
  - 20000$ maximum 6 terms
- Doctoral Research Award
  - 25000$ maximum 12 terms
- Date:
  - Application, October 3, 2023
  - Results April 2024

NSERC
- Master's Research Scholarship
  - 17500$ maximum 3 terms
  - Application December 1, 2023
- Doctoral Research Award
  - 21000$ ou 35000$
  - maximum 9 terms
  - Application, September 20, 2023

U of M
- ESP Excellence Scholarships
- Graduation scholarships
- Departmental scholarships
- Several specialized scholarships

Consult the directory of scholarships

- The FAS and the department also offer some scholarships.
- All announcements are sent to you by e-mail by Olivier Arlabosse
- Stay tuned!
SCHOLARSHIP APPLICATIONS

WHEN WRITING APPLICATIONS

- Follow the instructions to the letter
  - They may vary from year to year
- Pay attention to deadlines
  - Internal deadlines precede those announced by organizations
- If there is an internal selection process, your complete file, including letters of support, must be sent to Olivier
- Be careful with your applications; don’t leave out any sections.
- Committees must review many applications before selecting only a few.

Get help with your application: https://esp.umontreal.ca/ce-qu-il-faut-savoir/financement/clinique-des-bourses/
TEACHING ASSISTANTS

WHY
- Work experience
- Personal development
- Additional income

HOW MUCH
- Master 20,62$/h
- PhD 22,74$/h

HOW TO
- Quarterly announcements
  https://bio.umontreal.ca

Ressources  Studies  Advisory committee  Comprehensive exam  Submission  Funding  In case of problems
IN CASE OF PROBLEMS

- Financial problems arising from your research direction
  - Advisory committee, AECBUM, Head of Graduate Programs, chair
- Respect for Persons Office
  - https://respect.umontreal.ca/accueil/
- Student Life Services
  - http://www.sae.umontreal.ca/
- Psychological Support
  - https://toutlemondeadesbas.ca
  - https://vieetudiante.umontreal.ca/sante-bien-etre/soutien-psychologique/consultation-psychologie
  - https://vieetudiante.umontreal.ca/sante-bien-etre/soutien-psychologique/reseau-sentinelles
- For serious prejudice
  - http://www.ombuds.umontreal.ca
Thank you for your attention and good luck with your studies! Please don’t hesitate to contact us if you have any questions.