

AVC Graduate Student and Graduate Faculty Handbook (2024)



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Introduction

The purpose of this document is to provide basic information on various aspects of the graduate program at the Atlantic Veterinary College (AVC), UPEI, as delivered by four different academic departments (Veterinary Biomedical Sciences VBS, Veterinary Companion Animals VCA, Veterinary Health Management VHM, Veterinary Pathology and Microbiology VPM). The AVC Graduate Studies and Research (AVC-GSR) Office is the college-wide entity that provides coordination and standardization across departments. However, many of the detailed aspects related to each graduate program are specific to the department and so further information may be sought from either the department chair's office or the AVC-GSR office. Any difference between these two sources of information should be brought to the attention of the AVC-GSR office who will help to identify which policy needs to be updated.

Resident and Intern Graduate Students

Note: Students participating in residency programs and internship programs (PGC) should also refer to the residency handbooks and/or VIRMP Supervisors for specific questions about residencies including non-academic issues and activities related to their training. Veterinary Teaching Hospital Residents and Interns are considered graduate students and must follow UPEI Academic Regulations for Graduate students as outlined in the UPEI Calendar [UPEI Calendar 2023-2024 – Open Textbook](#) (Section VI & VII).

Mission Statement of University of Prince Edward Island

The University of Prince Edward Island, founded on the tradition of liberal education, exists to encourage and assist people to acquire the skills, knowledge, and understanding necessary for critical and creative thinking, and thus prepare them to contribute to their own betterment and that of society through the development of their full potential. To accomplish these ends the University is a community of scholars whose primary tasks are to teach and to learn, to engage in scholarship and research, and to offer service for the benefit of our Island and beyond.

GENERAL UNIVERSITY INFORMATION

ROBERTSON LIBRARY: (902) 566-0583

[Home | Robertson Library \(upei.ca\)](https://upei.ca)

The Robertson Library provides numerous resources and services for graduate students, including:

- Research assistance through liaison librarians to get orientated with the library services and information resources and to receive assistance with search strategies and using specific databases.
- Extensive library collections, including the library catalogue, article databases, journals, theses, government information, and the Data Liberation Initiative (original data from Statistics Canada).
- Off campus access to search licensed databases and electronic journals through the UPEI network login.
- Additional services, including borrowing library materials, photocopying, interlibrary loans, and scanned articles from the library's print journal collection.

Library Hours:

Check at [Home | Robertson Library \(upei.ca\)](https://upei.ca) for current library hours of operation, but during the fall and winter semesters they are generally open 7 days per week (except some holidays): Mon-Thurs 8:00 am to 11:00 pm, Fri 8:00 am to 8:00 pm, Sat 10:00 am to 5:00 pm, and Sun 10:00 am to 11:00 pm. You can also access virtual assistance by visiting their website and access the chat function.

Please check the library website for information on updated COVID-19 procedures, services available, holiday hours, closures, and more.

Information Desk – you can visit the information desk in person, by telephone (902) 566-0583, or email reference@upei.ca for more information.

Kim Mears (kmears@upei.ca; 902-566-0453) is the Health Sciences and Scholarly Communications Librarian who provides librarian support for Veterinary Medicine graduate programs.

CAMPUS SECURITY:

[Security Division | University of Prince Edward Island \(upei.ca\)](#)

The role of the Security Services Division is to protect and provide for the ongoing safety of the people, property, and information resources of the university community and to provide students, faculty, staff, and visitors with a secure environment in which to live, work, study, and play 24 hours a day, 365 days a year.

Security Services contacts

Email: security@upei.ca

Security Office: (902) 566-0384

(902) 628-4357 (HELP) (emergency contact line)

Safety Services:

UPEI Emergency Contact Line: (902) 628-4357 or (902) 628-HELP

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location. To contact Security Services Dispatch from on campus telephones, dial 0384

Safe Walk: (902) 566-0384 or 566-0373

Individuals, upon request to the Security Services Division, can obtain an escort to points between buildings and parking lots and be given approved access to buildings on campus 24 hours a day.

We encourage individuals to take advantage of the campus Safe Walk program. Security Services staff provide a point-to-point escort anywhere on campus. Potential users of this service are reminded that availability of Officers to respond to a call for this service is based on dispatch priorities at the time the request is made. Some delay in responding to an escort request may be inevitable.

The Security Services Division has the authority to conduct criminal investigations on campus and co-operates with the [City of Charlottetown Police](#) in the following areas:

Highway Traffic Act

All motor vehicle collisions on campus, with the exception of those which result in injury or fatality, are the responsibility of the Security Services Division.

Liquor Control Act

All infractions under the *Liquor Control Act* are the responsibility of the Security Services Division.

Criminal Code of Canada

The Security Services Division has responsibility for investigating all matters outlined below, with the Charlottetown City Police lending assistance where possible and upon request:

UPEI SAFE: [UPEI SAFE | University of Prince Edward Island](#)

UPEI SAFE

UPEI SAFE is the University's safety app and mass notification system which helps UPEI advise the campus community about university/storm closures and any safety concerns. All members of the UPEI community - students, faculty, staff, family, and friends - are encouraged to [download the app](#). Standard message and data rates may apply.

Lost and Found: If you have lost or misplaced an item on campus, please contact Security by email at security@upei.ca or drop by the Central Utility Building between 8:00am and 4:00pm. You can also call (902) 566-0384 to report a lost item. Items may be turned in to the Security Services Division office in the Central Utility Building and are held for a period of time before they are removed from inventory.

Campus Alone:

"Campus Alone" is a UPEI program initiated and provided by Security Services. It is available to all members of the campus community who work or study on campus outside of normal working hours (i.e., evenings, nights, and weekends).

Individuals concerned with their personal safety while working/studying on campus at night may telephone Security Services at (902) 566-0384 and provide the following information:

- * Your name
- * Exact location where you are working in a building
- * A contact phone number
- * Your estimated time of departure

A member of Security will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you.

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location.

To report an emergency or suspicious activity, immediately contact Security Services dispatch at (902) 566-0384 or through one of the following options:

Blue Emergency Poles: There are five blue poles located on Campus. They provide direct voice access to the Security Services Office in the Central Utility Building.

Pay Phones and Elevator Phones: Pay phones and elevator phones provide no-cost dialing to 4357 or HELP.

UNIVERSITY CLOSURES

For the latest policy regarding university closures, see [University Closure | University of Prince Edward Island \(upei.ca\)](#)

Here is some important information about how we communicate about storm/weather-related closures and things you should keep in mind about parking on campus when UPEI is closed.

How will I know if UPEI is closed?

The University uses a number of different channels to communicate storm closures. These include:

- A message on the home page of [upei.ca](#)
- An email via our mass notification system, UPEI SAFE, to all students, faculty, and staff to their upei.ca email account ([learn more about UPEI SAFE](#) and how to download app from the App Store or Google Play to receive texts to your mobile device)
- Tweets from the University's Twitter account, follow us [@UPEI](#)
- Media outlets (radio, TV, and print news websites) are informed and encouraged to share our status
- A message is placed on the UPEI Campus Closure and Alert Phone Line (902-894-2882)
- A message is placed on the UPEI Campus Screen network (there are screens in several buildings across campus).

When will I know if UPEI has decided to delay opening or close?

When conditions develop outside of normal operating hours, the decision to delay opening or close the University will be announced at or before 6:30 am. If there is a delay, the time will be

included as to when the next announcement will be made to either open, close, or extend the delay.

If a decision to close the University is made during normal operating hours, it will be announced as soon as possible through the University's various communications channels as outlined above.

Will UPEI reopen after a closure announcement is made?

When the conditions that caused the closure improve and no longer pose a danger to the University community or prevent the normal operation of the campus, UPEI may reopen all or parts of the campus. The change in status will be announced as soon as possible through the University's various communications channels as outlined above. For more information, email communications@upei.ca

Winter Parking Restrictions

From November 1 to March 31, winter restrictions on overnight campus parking are in effect. Parking Lot "A" is the only lot where overnight parking is permitted for the winter season. Residents of Andrew Hall and Bernardine Hall may park overnight in the Andrew Hall lot or General Parking Lot B, provided that their vehicles are moved to Lot "A" during storm conditions and until plowing operations have been completed after a storm.

If vehicles are left in any parking lot other than Lot "A" during storms or before snow removal is complete, they will be towed at the owner's expense. Facilities Management appreciates your co-operation to ensure parking lots are cleared safely. If you have any questions or concerns regarding winter parking, contact parking@upei.ca

**Technically, UPEI is only closed completely in extreme circumstances, as there are essential personnel who need to work on campus, and we have students living in residence. However, the University will use the word "closed" to communicate to the campus community that classes and most services are not taking place.*

HEALTH AND WELLNESS CENTRE: [UPEI Health and Wellness | University of Prince Edward Island](#)

(902) 566-0616

The mission of the UPEI Health and Wellness Centre is to provide access to high quality, safe health care delivery to students, staff, faculty, and families. To accomplish these ends, the Health and Wellness Centre is committed to partnering with interdisciplinary and collaborative teams to deliver health promotion, optimal health care and ongoing education. To learn more,

you can visit their website or in person at the W.A. Murphy Student Centre, Second Floor. The Health and Wellness Centre offers many services which can be seen on their website.

[Services Offered | University of Prince Edward Island \(upei.ca\)](#)

- [Click here for Mental Health Walk-in Clinic](#)
- Call 811 in non-emergency situations, when you have health concerns or need health information. [Click here for more information](#)
- Call 911 or visit the closest emergency department if you are experiencing a medical emergency.
- When should I visit the emergency? Please visit this [website](#) to evaluate your need
- 24hr Helpline: 1-800 Help Line: 1-800 218 2885

SEXUAL VIOLENCE PREVENTION AND RESPONSE OFFICE

[Sexual Violence Prevention and Response Office \(SV-PRO\) | University of Prince Edward Island \(upei.ca\)](#)

UPEI established the Cross-Campus Sexual Violence Prevention and Response Task Force in 2017 to build on previous protocols and develop a formal, stand-alone policy on sexual violence prevention and response. The Sexual Violence Policy is now in place and UPEI has its first Sexual Violence Prevention and Response Office (SVPRO). Eileen Conboy, the SVPRO Coordinator, has an M.Ed in Counselling from the University of Ottawa and is committed to providing trauma-sensitive services to survivors of sexual violence on campus and to bring the University's new Sexual Violence Policy to practice.

The SVPRO is located on the 3rd floor of the Kelley Memorial Building, Room 304. Additional information can be found on the SVPRO website. If you have questions or are in need of assistance/support, please contact (902) 620-5090, econboy@upei.ca or sv-pro@upei.ca

24/7 Emergency Response: For immediate emergency response call 911 or contact Security Services at 902-566-0384.

Want to Talk?

SV-PRO is here to listen and to help you explore your options.

Visit: Kelley Memorial Building, Room 304 (third floor), call 902-620-5090.

Email: sv-pro@upei.ca

If you have been impacted by sexual violence, know that it's not your fault.

We support you!

UPEI's Sexual Violence Prevention and Response Office (SV-PRO) is a safe and confidential space for students, staff, and faculty who have experienced sexual violence to obtain support.

No matter when, where, or what form the sexual violence took, let us connect you with services that are trauma-informed and suited to your individual needs.

The SV-PRO is committed to fostering a culture of consent on campus by supporting survivors and providing the University Community with education and awareness around issues of sexual and gender-based violence. We all share the responsibility of ending sexual violence.

CAMPUS POLICIES

Tobacco use policy: In accordance with UPEI provincial legislation, no person shall smoke on campus or any other University owned or leased property, including all outdoor, indoor or other enclosed space.

Scent-Free Initiative: UPEI is committed to creating scent-free indoor work, study, and play environments. Scent-free includes the smells or odours from cosmetics (perfumes, shampoos, deodorants, make-up, etc.) or from other products such as air fresheners, cleaning products, etc.

CHI-WAN YOUNG SPORTS CENTRE: (902) 566-0368 panthercentral@upei.ca

[Chi-Wan Young Sports Centre | University of Prince Edward Island \(upei.ca\)](#)

Hours of operation [Chi-Wan Young Sports Centre Hours | University of Prince Edward Island \(upei.ca\)](#)

General hours (subjected to change) during Fall and Winter semesters are:

Monday to Thursday: 6:00 am - 10:00pm, Fridays, 6:00 am – 9:00 pm, Saturdays 9:00 am to 9:00 pm, and Sundays 9:00 am to 10:00 pm. Some holidays are closed.

UPEI Athletics has implemented a new recreation management system. This new system will allow you to make bookings for the fitness centre, track and squash court. Fitness classes, personal training, intramurals and Panther Academy Youth Programming are also available online through this new system.

The Fitness Centre fee that you pay as part of your full-time student fees provides access to both the indoor and outdoor facilities at the Chi-Wan Young Sports Centre, as well as free admittance to some of the fitness classes, Bell Aliant Centre pool, Intramurals, and Panther

Sport regular season home games from September to April. You can purchase a Summer Student membership for the months of May to August.

RESIDENCE/HOUSING

[Residence | University of Prince Edward Island \(upei.ca\)](#)

This website has information about campus housing, including rental listings pages, transportation, meal plans, resources for going about a housing search.

For those travelling from off-island who require accommodations, please visit the website above for information on accommodation and special rates that may be available.

Residence Services Office: residence@upei.ca; 902-566-0330

Summer Visitor Inquiries: [Book Your Stay | University of Prince Edward Island \(upei.ca\)](#)

For those looking for off-campus housing, please visit

[Off-campus Housing | University of Prince Edward Island \(upei.ca\)](#)

Off-campus Housing Coordinator: offcampushousing@upei.ca; 902-894-2850

STUDENT AFFAIRS and the WEBSTER CENTRE FOR STUDENT SUCCESS

[Student Affairs and the Webster Centre for Student Success | University of Prince Edward Island \(upei.ca\)](#)

Student Affairs and the Webster Centre for Student Success enhances individual and collective growth by providing specialized supports and programs that develop the whole student.

Taking a student-centred approach to success, the team understands that support can make a crucial difference in having a positive university experience. Student Affairs helps you to make the most of your time at UPEI. Find out more about our services like academic advising and coaching, personal counselling, and accessibility services. They can provide assistance with writing, English as an additional language, time management, and study skills. The mandate of the Centre is to create a dynamic hub of integrated academic support services by partnering with other campus groups and departments to maximize student learning success.

For supports and academic and EDI (equity, diversity, and inclusion) resources on campus and the broader UPEI community, see [Supports and Resources | University of Prince Edward Island \(upei.ca\)](#)

THE UPEI WRITING CENTRE: [Writing Centre | University of Prince Edward Island \(upei.ca\)](#)

Jarmo Puiras, Coordinator - Writing Centre
jjpuiras@upei.ca; 902-628-4320

The UPEI Writing Centre provides coaching and support for writing in all disciplines for students, faculty, and staff. Enjoy person-to-person writing support in the comfort and privacy of our Writing Centre in Room 274 of the Robertson Library or make an appointment to meet with a tutor online.

The Writing Centre is a FREE writing support service offered to all UPEI students. All writers, regardless of their skill level, can benefit from sharing their work with another reader and writer; it is very easy to lose your perspective and objectivity when immersed in your own work. Writing is also a key communication skill that you will use long after you graduate from UPEI, and in many aspects of your life.

Appointment information

Appointments are up to 45 minutes long. Please have at hand, either in hard copy or electronically, your assignment instructions and any work you have already completed for the assignment. Our writing tutors are approachable and knowledgeable and can help you at any stage of the writing process (brainstorming for a topic, drafting a thesis statement, organizing ideas, and the correct way to use sources). While they may provide instruction on grammar and mechanical problems, they do not edit or proofread papers. Because no one becomes a great writer after one appointment, be sure to visit us soon, and visit us often!

To see available person-to-person and online appointments, and to book an appointment up to two weeks in advance, register for an account at upei.mywconline.com. Also, visit our Facebook page at [\(1\) Facebook](#) for updates and links to helpful writing resources.

UPEI FACULTY OF GRADUATE STUDIES

The Faculty of Graduate Studies serves as a central location and source of information for all graduate students and graduate faculty at UPEI. The Faculty refines and develops graduate studies policies, supports new program development, promotes graduate student research and scholarly work, and provides guidance and support to graduate students in their programs.

Graduate students at the AVC (MSC, MVSc, PhD, Resident MSc, Resident MVSc, Resident PhD, Intern PGC) follow UPEI's Academic Regulations and it is important to discuss any questions with your supervisor, Chair of the Department or the Associate Dean of Graduate Studies and Research at the AVC.

Current graduate students can find the following resources at [Current Graduate Students | University of Prince Edward Island \(upei.ca\)](#)

UPEI Calendar Dates and deadlines

[UPEI Calendar Dates | University of Prince Edward Island](#)

Academic regulations

[Graduate Academic Regulations – UPEI Calendar 2023-2024](#)

Opportunities

- [Graduate research travel funding](#)
- [UPEI scholarships and awards](#)
- [MITACS Research Training Award 2020U](#)
- PEI Office of Commercialization, Industry, and Innovation [Visit the OCII website](#)

The Office of Commercialization, Industry, and Innovation (OCII) provides expertise and knowledge to University of Prince Edward Island (UPEI) faculty, students, and staff in support of: research partnership development, intellectual property (IP) protection, and commercialization of products, processes, services, and insights that can provide practical social and economic benefit beyond the university environment. Opportunities for further stipend funding may be available through working with Sandra LeClair at OCII and discussions with your supervisor.

Required Forms

There are many forms required during various stages of your graduate program. Most are listed with links in the Graduate Student Forms section (below). Note that all forms for AVC are not in the AVC section but may be in the general Graduate Student Form section. If you cannot find a particular form, please contact the GSR Office at the AVC [Graduate Studies at AVC | University of Prince Edward Island \(upei.ca\)](#).

Graduate student forms

- [MSc Program Approval](#)
- [PhD Program Approval](#)
- [MVSc Program Approval](#)
- [Transfer and Process for Transfer from an MSc to a PhD program](#)
- [Application to Conduct a PhD Examination](#)
- [Thesis Research/Paper Consent Form](#)
- [Request for Temporary Leave of Absence](#)
- [Letter of Understanding for Advisors, Supervisors, and Graduate Students](#)

Committee and Coordinator documents

- [Composition and Selection of Graduate Studies Committees](#)
- [Roles and Responsibilities of Faculty-Level Graduate Studies Committees](#)
- [Selection of Graduate Studies Coordinator](#)
- [Roles and Responsibilities of Faculty-Level Graduate Studies Coordinator](#)
- [Template \(Agenda and Minutes\) for Supervisory Committee Meetings](#)
- [AVC PhD Examination Guidelines for Committee Selection](#)
- [AVC PhD External Examiner Instructions](#)
- [Duties of the Chair of a PhD Examination Committee](#)

Atlantic Veterinary College (AVC)

- [Certification of Thesis Work](#)
- [Thesis Information Pamphlet Form](#)
- [Directed Studies Course Outline](#)
- [Progress Report](#)
- [Instructional Mentorship Program Policy for Graduate Students](#)
- [Accepted Stipend](#)
- [General information](#)
- [Graduate program roles and responsibilities](#)
- [Graduate student checklist](#)
- [Departmental funding AVC](#)
- [Thesis Writing Guide](#)

GRADUATE STUDENTS ASSOCIATION [Graduate Students Association | University of Prince Edward Island \(upei.ca\)](https://upei.ca/graduate-students-association)

The UPEI GSA exists to promote the welfare, scholarly excellence and robust graduate studies experience of all members. These goals can only be met if we join hands towards achieving them. Although we may have minimal time for extracurricular activities due to pressure from studies, work and family; let us remember the old saying that ‘all work and no play makes Jack a dull student’! Let us all do well to get involved; each person will cherish the memories even many years after. If you have any suggestions on how to make the association a quintessential one, kindly contact your faculty representative or any of the GSA executives. We all belong to GSA and likewise, GSA belongs to all of us. Are you a new graduate student?

Office location

Duffy Science Centre, 403

Objectives

The Graduate Student Association (GSA) represents the graduate student body and its members in all matters pertinent to its members. The GSA acts as a liaison between graduate students and the faculty, administration and undergraduate students of UPEI. Furthermore, the GSA promotes social, cultural and academic activities and service programs for the membership. The GSA is a member of the Canadian Federation of Students and the National Graduate Council.

Membership

Membership is available to ALL persons involved in post-graduate education at UPEI.

Keeping in touch

Join our Facebook group (UPEI Graduate Students' Association) to browse pics and receive information about upcoming events!

AVC GRADUATE PROGRAM

[Graduate Studies at AVC | University of Prince Edward Island \(upei.ca\)](https://upei.ca/graduate-studies-at-avc)

Office of AVC Graduate Studies and Research Contacts

Atlantic Veterinary College
University of Prince Edward Island
550 University Avenue
Charlottetown, Prince Edward Island
Canada C1A 4P3

Phone: (902) 566-0542

E-mail: avcgradstudies@upei.ca

As stated above graduate students at AVC and in other faculties and schools are under the guidelines of UPEI Faculty of Graduate Studies. Each faculty or school may also have policies and procedures that are unique. The AVC Graduate Program Website may provide information specific to the AVC.

MISSION

The AVC Office of Graduate Studies and Research supports excellence in the graduate education and scholarly activities of the Atlantic Veterinary College, UPEI.

Since its establishment in 1986, AVC has earned an international reputation for excellence in research and graduate education. Our on-campus research facilities are modern and well-equipped.

As a graduate student at AVC, you will work with dedicated professors who are among the top researchers in their field. AVC prides itself on its highly collaborative environment and ability to offer graduate students direct access to world-class researchers within the College's globally recognized research centres.

FACULTY

[Faculty members of the Atlantic Veterinary College](#)

For complete lists of AVC faculty by department, please [visit the Academic Departments section](#) of the AVC website.

At AVC, graduate students have direct access to global research leaders. Research chairs, highly active research centres and modern, well-equipped facilities ensure that research training at AVC engenders the lifelong curiosity and excitement that are the foundation of a successful and fulfilling research career.

GRADUATE PROGRAMS

The graduate studies at the AVC are divided into 4 paths:

- [Master of Science in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)\(may be combined with residency program\)](#)
- [Master of Veterinary Science | University of Prince Edward Island \(upei.ca\) \(may be combined with residency program\)](#)
- [PhD in Veterinary Medicine | University of Prince Edward Island \(upei.ca\) \(may be combined with residency program\)](#)
- [Post Graduate Certificate \(is combined with an Internship Program\) – please obtain further information as a current intern from your Supervisor or Chair of Department](#)

Please visit our program pages at associated links for complete details, including links to admission, application information, and tuition and fees. Also see **Appendices** in this handbook for further information including details on tuition payments, differences between programs, duration of programs, stipend support, supervisors, supervisory committees, and roles and responsibilities of Graduate students.

Current graduate students can also find resources, forms, and other information on the [UPEI Faculty of Graduate Studies website as indicated in the above section.](#)

INTERNATIONAL STUDENTS

[International Student Office | University of Prince Edward Island \(upei.ca\)](#)

The International Student Office, located on the fourth (4th) floor of Dalton Hall, provides a variety of services for our international students:

- Cultural and social activities for international students
- Assistance with study permits for UPEI students
- Support for international students transitioning to UPEI
- Assistance and guidance for international students at UPEI throughout their degree
- Buddy program for international students
- Immigration services for current international students

Call 902-566-0576 to book an appointment between 9:00 am and 4:00 pm. You can also email us at irostu@upei.ca.

This office can help with visa requirements and study permits renewal, and with post-graduate work-related questions.

GRADUATE STUDENT RESOURCES

If you're a current Veterinary Medicine graduate student, please visit the [Current Students page](#) of the UPEI Faculty of Graduate Studies website for student handbooks, forms, and other resources. [Links to forms are also found under the previous section: UPEI FACULTY OF GRADUATE STUDIES](#)

FUNDING OPPORTUNITIES FOR GRADUATE STUDENTS

For a complete list of scholarships and awards which may be available to graduate students at the Atlantic Veterinary College, please consult [Scholarships and Awards | University of Prince Edward Island \(upei.ca\)](#)

Calls for Scholarship Applications for AVC Graduate students will also be sent out during the Academic Year from the GSR office via email.

The Scholarship and Awards Office is happy to announce that students are now able to apply to the 1st and 2nd Semester Award Cycles electronically through UPEI's new Scholarship and Award Application portal!

If you have any questions or concerns, please contact:

UPEI Scholarships and Awards

Registrar's Office
University of Prince Edward Island
550 University Avenue
Charlottetown, PE C1A 4P3
Telephone: 902-620-5187
Email: scholarships@upei.ca

AVC EVENTS

Graduate students often present their thesis research and participate in other academic and social activities at the Atlantic Veterinary College.

[AVC Events | University of Prince Edward Island \(upei.ca\)](https://upei.ca/avc-events)

AVC WELLNESS

Sapphire MacPhee, AVC Wellness Facilitator

Sapphire is a Registered Social Worker as well as a Certified Health and Life Coach. She is trained in conflict management, the understanding of different mental health diagnoses and concerns, as well as trained in compassion fatigue and burnout mitigation and management.

Within this role, she works very closely with Dr. Tammy Muirhead, Director of Wellness Programming and Dr. Anne Marie Carey, Associate Dean of Academic and Student Affairs.

As the Wellness Facilitator, Sapphire works to promote positive mental health and wellbeing programming to students, staff and faculty of AVC and VTH. She is here to help everyone learn and develop coping skills, resiliency, as well as healthy work-life boundaries. Sapphire looks at the student experience and campus life culture to ensure AVC students have the healthiest educational experience possible and are aware of the services available to them through UPEI, including Student Affairs, the Chaplaincy Centre, UPEI PsyD Training Clinic, Health and Wellness Centre, and other community services.

You can make an appointment with Sapphire via email at sjmacphee@upei.ca

APPENDICES

APPENDIX A: Tuition

TUITION FEES (see specific degree in website for accurate tuition fees and student fees)

[Master of Science in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#)

[Master of Veterinary Science | University of Prince Edward Island \(upei.ca\)](#)

[PhD in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#)

These degrees are paid as tuition installments over two years for MSc and MVSc, and over three years for PhD.

Transition from full-time tuition to maintenance fees

At UPEI, the thesis-based graduate programs are considered full-time and must pay the program tuition installment each semester for six semesters (MSc and MVSc) or nine semesters (PhD). After that time, a lower maintenance fee continues.

Difference between tuition duration and degree program duration

It is important to note that these two durations are not linked. It should be the aim of all parties (i.e. the student, faculty supervisors, and university administration) to complete the degree as efficiently as possible and to try to contain all of the MSc degree requirements to complete by the sixth semester. However, many MSc students take longer (see later section on degree completion times) than six semesters, mostly to complete the last 10% of the package (e.g. complete the thesis analyses and writing leading to the degree defense).

The MVSc duration is dictated by the veterinary residency which is usually three years but can be longer. The residency is a professional training program and so each resident must be in an academic program (i.e. a graduate degree) while they are receiving the residency training. The tuition (which is often paid through scholarships) will revert to maintenance fees by the end of the sixth semester.

The PhD duration is based on completing and defending the PhD thesis which is highly variable. The nine-semester tuition is supportive of lower tuition costs to the student but should in no way be considered the actual duration of the degree. Most PhD completions occur within 5 years, not 3, but maintenance fees will replace tuition after 3 years.

A final note on transferring from MSc to PhD part way through the MSc. This is an efficient way to take the PhD and the Registrar's Office applies the MSc tuition installments already paid to the PhD program tuition. This practice reduces the student's tuition costs compared to paying

tuition for a complete MSc and then a complete PhD (i.e. it is not a combination of MSc years on top of the 3 years for PhD tuition) but again, the duration of the degree does not reflect the tuition duration. Most students who transfer from MSc to PhD will take 5 years or more to complete the PhD.

APPENDIX B: Graduate Student Stipends

AVC has a policy regarding minimum stipend support levels for full time graduate students (https://files.upei.ca/avc/graduatestudies/avc_graduate_stipend.pdf). A prerequisite for success is a degree of financial security such that students can meet their basic cost of living and studying. It is incumbent on the College to ensure that Supervisors, Department Chairs and prospective students are fully aware of the funds required to meet the basic cost of living before students are accepted into a graduate program at AVC. To this end, this policy sets minimum stipend support levels for full-time graduate students at AVC, and requires that in *exceptional* circumstances a Waiver of Stipend Support would be required when the minimum stipendiary support cannot be confirmed. In that case, the student must be aware of the minimum funds required to meet the basic cost of living and confirm that they possess resources from alternative sources sufficient to address their personal support. Graduate students should consult with potential faculty supervisors about other funding opportunities which may contribute to the student stipend.

The funds for stipend support can originate from different sources and the faculty supervisor has the responsibility to secure funding support to provide this minimum stipend prior to the student being accepted into the program. For Residents and Interns, the resident and intern stipends are also considered the graduate student stipend. For most other research-intensive programs, the funding will be through sponsored projects that include graduate student stipend funds or potentially through a matching program (e.g. Mitacs graduate scholarships). There are also opportunities for prospective students to apply directly for Tri-Council (NSERC, CIHR, SSHRC) scholarships that may be compatible with the faculty supervisor's research program.

APPENDIX C: Comparison of Programs & Program Duration

Course-based Graduate Program (MVSc):

The only course-based program at AVC is the Master of Veterinary Science (MVSc) which is designed around the veterinary residency. The MVSc option is only available to students who already have a veterinary degree. The residency usually requires that the individual obtain, or be eligible to obtain, a license to practice veterinary medicine in the Province of PEI. Veterinary residencies are structured around advanced training in a particular discipline (e.g. surgery or clinical pathology) and that discipline training is in tandem with the graduate program, but only the course-based MVSc degree is the university's academic credential. The residency is a professional program based on the requirement of the veterinary specialty governing bodies. The courses are applied courses that assist the progression through the discipline competencies. One course focuses around the degree project which must result in a reduced scope thesis that is defended prior to completion of the degree.

Most veterinary residencies are three years in duration, but many students can complete the MVSc degree program requirements in about two years. As a rule, the MVSc remains active (i.e., the final documentation of completion is not submitted to the UPEI Registrar's Office) until the residency is also complete. Residents must be registered full time in their academic graduate degree until all their residency requirements are also met. AVC does not have any veterinary residents who are not simultaneously graduate students. This applies to both the starting and ending phases of the residency – no one should start any activity of their residency without first being registered as a full-time graduate student. As a result, very few MVSc degrees are completed prior to three years. Due to the service nature of MVSc and their connection to veterinary residencies, they exist in three of the four departments: Health Management, Companion Animal, Pathology & Microbiology.

MVSc students (and thus, residents) can have veterinary degrees from a North American or international veterinary college, but all have veterinary degrees. About 45% of our MVSc students received their DVM from AVC, 29% from another veterinary college in Canada or the USA, and 26% from outside of these two groups.

Research-based Graduate Programs (MSc, PhD):

The research-based programs at AVC are the Master of Science (MSc) and the Doctor of Philosophy (PhD). It should be noted that the MSc is listed at the university as the MSc (Veterinary Medicine) which distinguishes it from the MSc in another Faculty, such as MSc (Science) which would be a similar MSc but a program under the Faculty of Science. Some new

students confuse the MSc (Veterinary Medicine) with MVSc. The MVSc is an advanced veterinary graduate degree whereas the MSc (Veterinary Medicine) is an advanced science graduate degree and can be taken by individuals with veterinary degrees or other science degrees (i.e., the MSc (Veterinary Medicine) does not need to be a veterinarian to be in the program). Neither degree is a credential that leads to eligibility for licensure as a practicing veterinarian.

Both the MSc and PhD are research-oriented degrees that develop the skills to be a scientist, with the MSc being a reduced scope compared to the PhD. The MSc is advanced training to be a researcher while the PhD is advanced training during which the student applies their research training independently to develop new knowledge. Both degrees will culminate in a thesis that is publicly defended in a committee of accomplished scientists, with the scope adjusted to the level of the degree in that discipline. Both degrees will have didactic components consisting of academic courses and reviewing relevant literature to establish a knowledge framework on which to base the research components of the thesis. The ability to communicate research methods, results and critical interpretations of its application must be demonstrated before the degree is granted. The goal is to generate knowledge that is defensible to discipline peers and can be disseminated to benefit of society.

Master of Science (MSc):

The MSc is offered by all four academic departments at AVC. Veterinary residents occasionally choose this degree (rather than the MVSc) and many students who are not in residencies take the MSc. Thus, MSc students are a mix of students with and without veterinary degrees. This degree is expected to take six semesters (i.e., two years) of full-time commitment by the student and will have a course requirement that prepares the student for their research. Since each research program is different, the courses chosen are identified through consultations between the student's supervisor and the student.

The graduate supervisory committee provides input (thus approving the course selection) and the AVC-GSR Committee approves the courses in each graduate program. As statistics is an essential skill in almost every research project, VHM8010 Veterinary Biostatistics is a mandatory course unless the student has comparable statistical graduate courses and obtains a waiver from the AVC-GSR Office. To obtain such a waiver, please contact the office of the Associate Dean for AVC-GSR to discuss the mechanisms.

MSc Scope and Duration

Although this degree is designed to be six semesters of full-time commitment, completion of the degree does not depend on the actual time, it depends on generating the research results that contribute to drafting and defending a Masters degree scope of a thesis. It is up to the

student and their faculty supervisor, with input from your supervisor committee, to ensure that the scope is feasible within the six-semester timeframe.

Students must register in every semester and pay tuition or a maintenance fee until they complete all requirements for the degree or submit a program withdrawal. Any student who does not continue to register and pay their maintenance fee will be considered to have discontinued their degree and will be asked to formally withdraw or request reinstatement with an application to extend their program (contact the office of the Associate Dean AVC-GSR regarding this process). Students who take longer than six semesters to complete their degree will be asked to include a timetable with a description of specific deliverables (i.e. based on thesis chapters) in their twice annual progress reports. Any student entering their 15th semester will need to apply to the AVC-GSR Office (which will seek input from the AVC-GSR Committee) regarding extending the student's program.

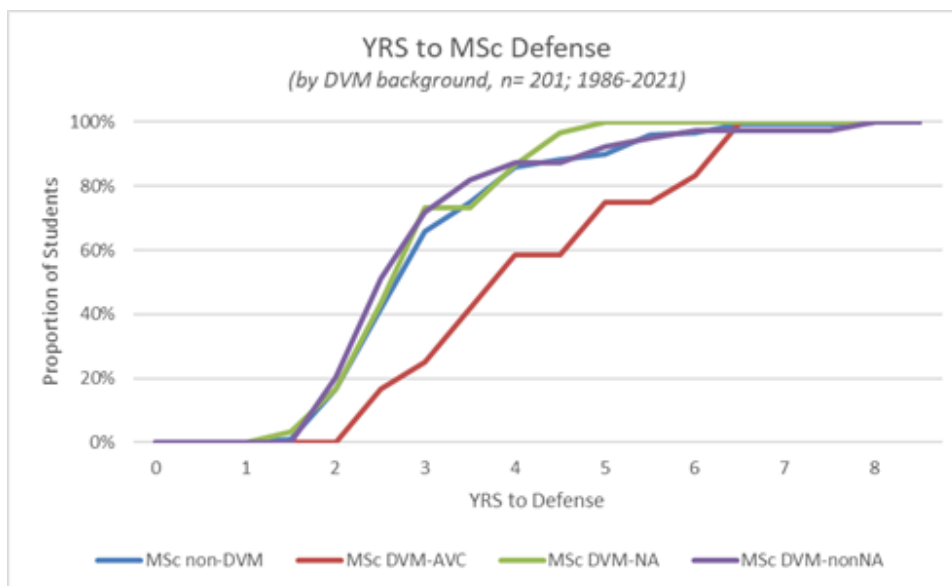
Most MSc students take longer than six semesters and the reasons are highly variable, but most often relate to completing the bulk of their research as full-time students and then after two years starting employment (on-campus or off campus) with the intention to continue these last steps of completing the thesis writing while working. Students should be prepared that this is difficult to keep their focus. They should discuss with their faculty supervisor an extension of their stipend so that they can continue full-time and then try to complete all of the thesis writing and defense soon after. Thesis writing always takes longer than anticipated! Students should discuss a detailed plan with milestones for completion of their thesis long ahead of the two year mark. The student is encouraged to take advantage of any graduate workshops held on campus that provide time management skill development.

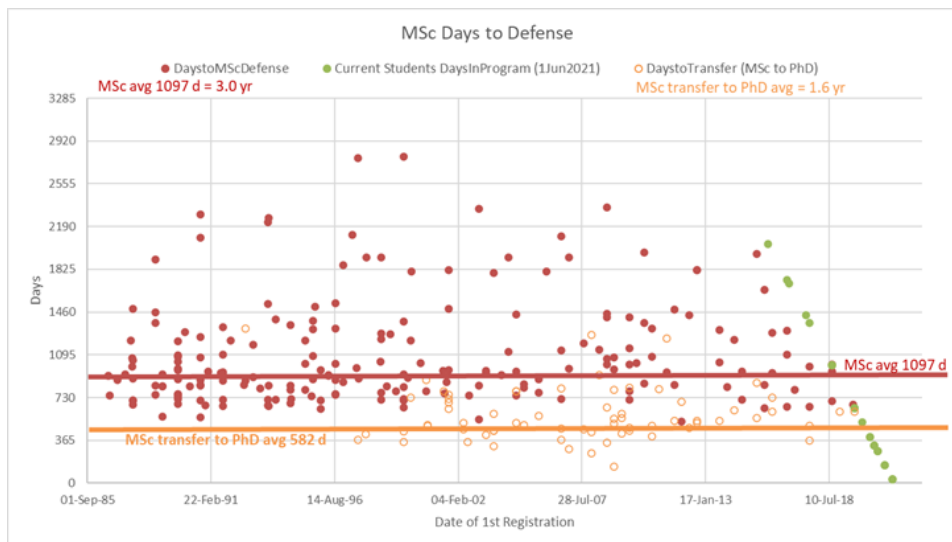
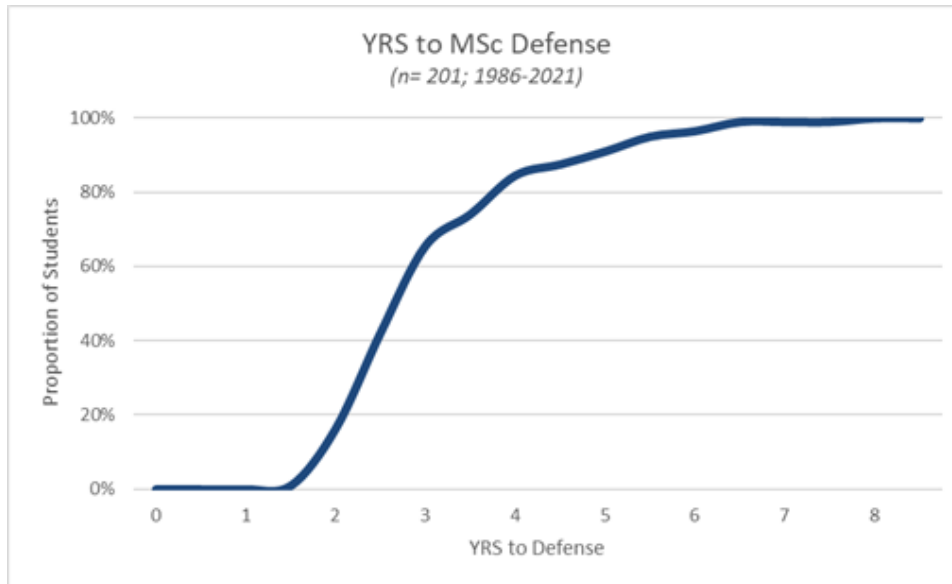
As already stated, there are many factors that affect the duration of the degree. Many of these are personal factors and unrelated to the actual research project. However, by its very nature, research can often go in a direction that was unintended or does not generate results that are publishable. This does not mean that the research cannot be included in the MSc thesis since the MSc degree is proving that a student can do research and not necessarily to generate new knowledge. Students should meet with their faculty supervisors often and every supervisory committee meeting should include a discussion about timelines to complete the degree. An examination of the academic backgrounds of AVC MSc students shows that the students with a DVM from AVC tend to have a slightly delayed completion pathway. It is likely that these are students who have been in PEI for longer and have commitments (family, work, etc) outside of their graduate program. It is important for graduate students to remember that their degree can take longer than the two years that they pay full-time tuition.

Overall, very few MSc students complete before two years and about 60% are complete before the start of year 3. This timeline is very important for students to consider as they progress through the MSc at AVC.

To demonstrate that each student's program is unique and has many factors influencing the time to completion, an analysis of time to defend the MSc or to transfer to PhD was completed in 2020 and appears below. There are three potential exit points for those students who enter into the MSc at AVC: 1) completion and the degree is awarded, 2) withdrawal from the program, and 3) transfer to PhD part way through the MSc. The average time to defend the MSc thesis is 3.0 years which is one year longer than described by tuition installments and one year longer than we consider the students as requiring a full time stipend (stipends are covered later). However, the third year the student pays only a maintenance fee (\$167 per semester) and is often drafting their thesis elsewhere. If they continue to be at AVC under the guidance of their supervisor, then the supervisor often (but it is not a requirement) provides a continuing stipend.

It is the responsibility of the supervisor, supervisory committee and the student to work toward an efficient and timely successful conclusion. Attention to the scope of the research and thesis should be included at every meeting between the student and supervisor.



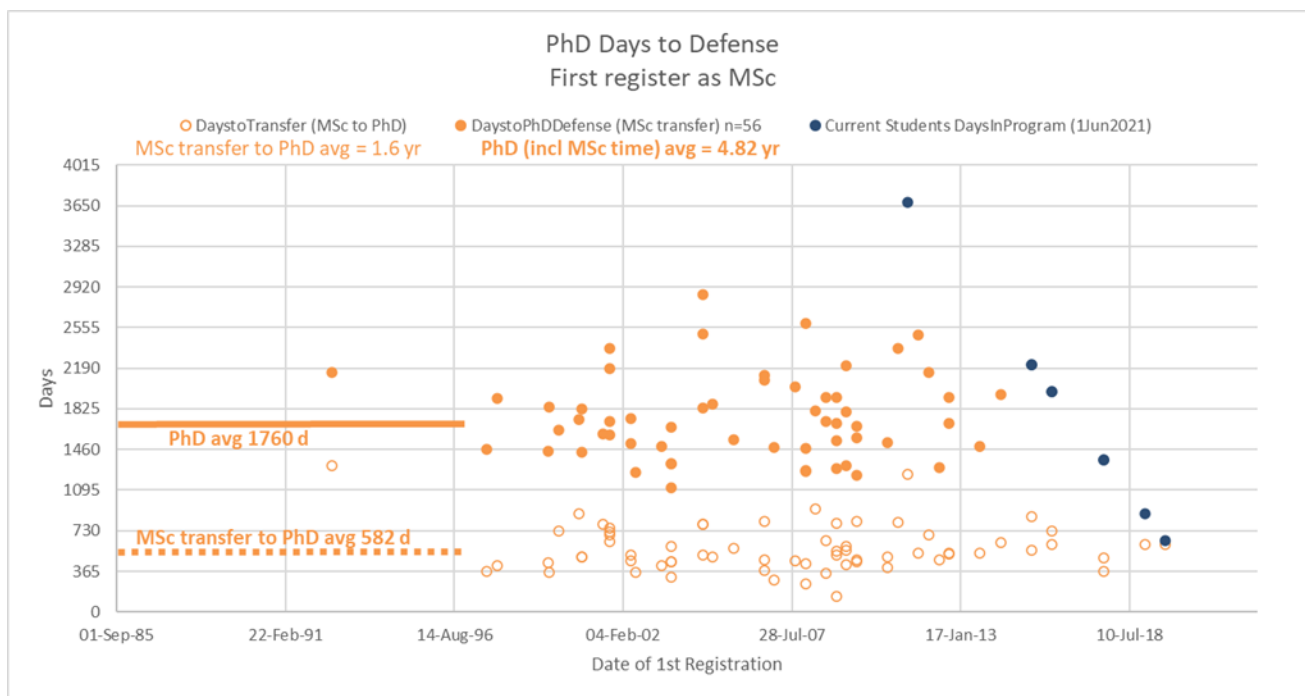


PhD (in Veterinary Medicine)- Duration of Program

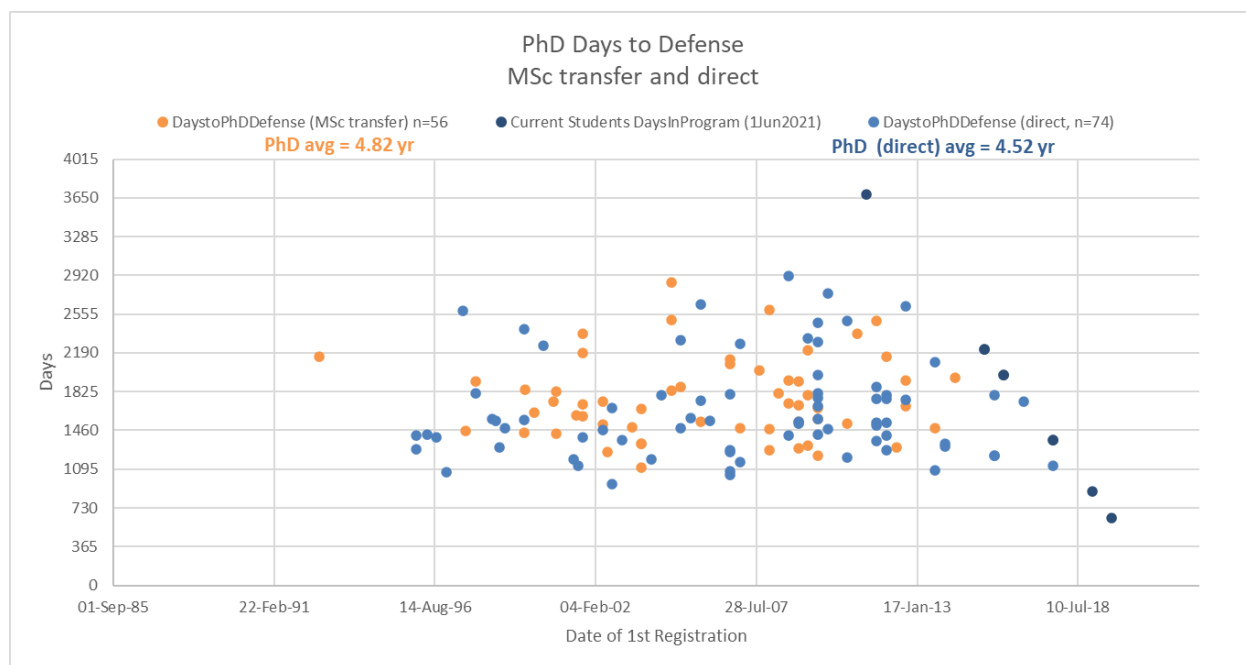
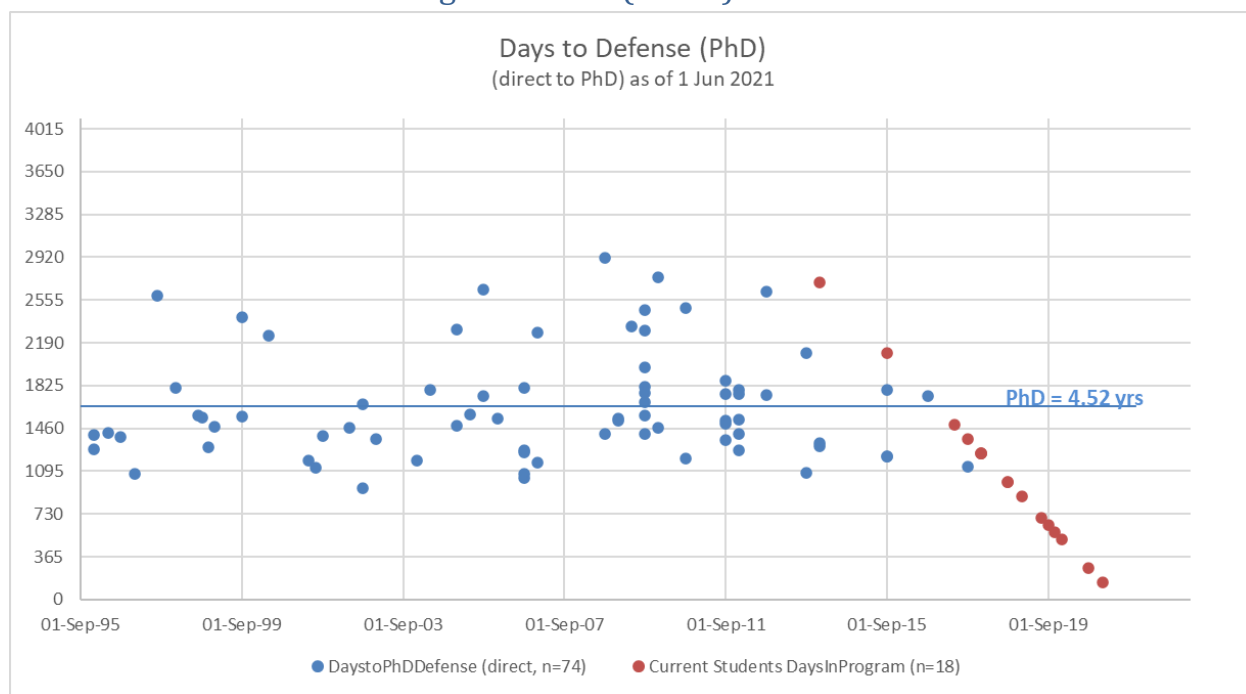
There are two potential exit points for those students who enter into the PhD at AVC: 1) completion and the degree is awarded, or 2) withdrawal from the program. The entry points are either directly from a previous thesis-based Masters program or indirectly by entering our MSc and transferring to the PhD.

The population of PhD students actually consists of two groups, those who first registered in the MSc program and transferred, and those who had a previous MSc so registered directly in our PhD program. These are represented in two separate graphs below. The average time to defend the PhD thesis for students who enter the MSc and then transfer is 4.8 years (total time is calculated starting at first MSc registration date). The average time to transfer to their PhD, if they do so, is 1.6 years followed by 3.2 years before completing their PhD. It should be noted that the cost of their PhD tuition is calculated on a nine semester (or 3.0 years) of tuition (backdated to the start of the MSc) after which they pay maintenance fees of \$170 per semester until complete. Many of these students are part-time students who may even work elsewhere while they finalize their thesis. Full time stipends paid by their faculty supervisor are only required for three years (i.e. the duration of their tuition). They often continue to be at AVC under the guidance of their supervisor for a sizable portion of the 1.8 years (average past 3 years tuition), and the supervisor usually (but it is not a requirement) provides a continuing stipend.

Duration of AVC Graduate Degrees – PhD (transferred from MSc)



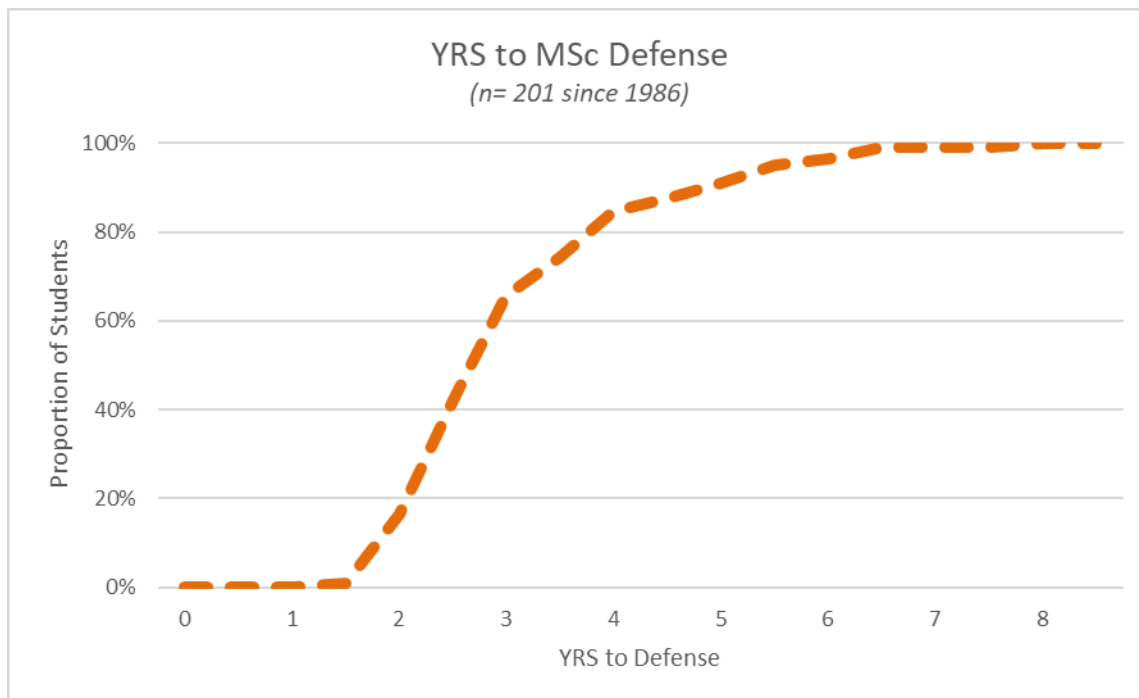
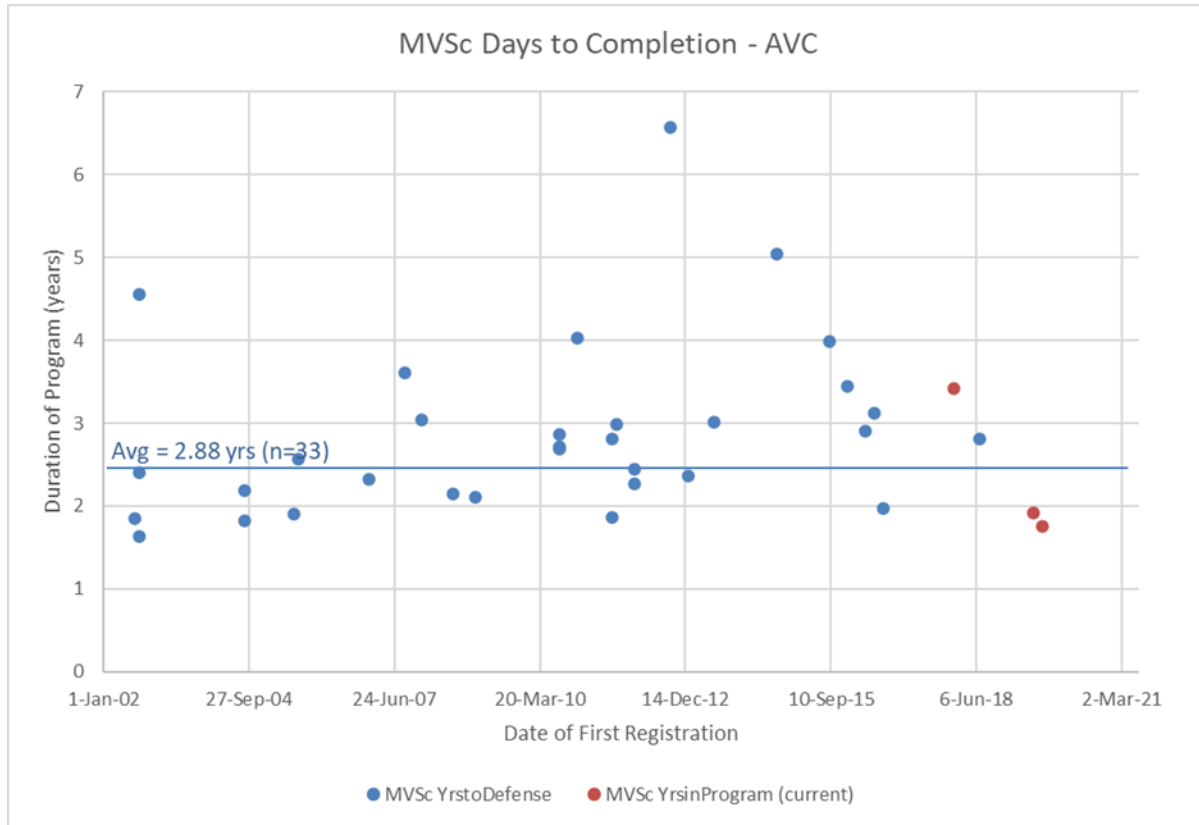
Duration of AVC Graduate Degrees – PhD (direct)



Duration of AVC Graduate Degrees – MVSc

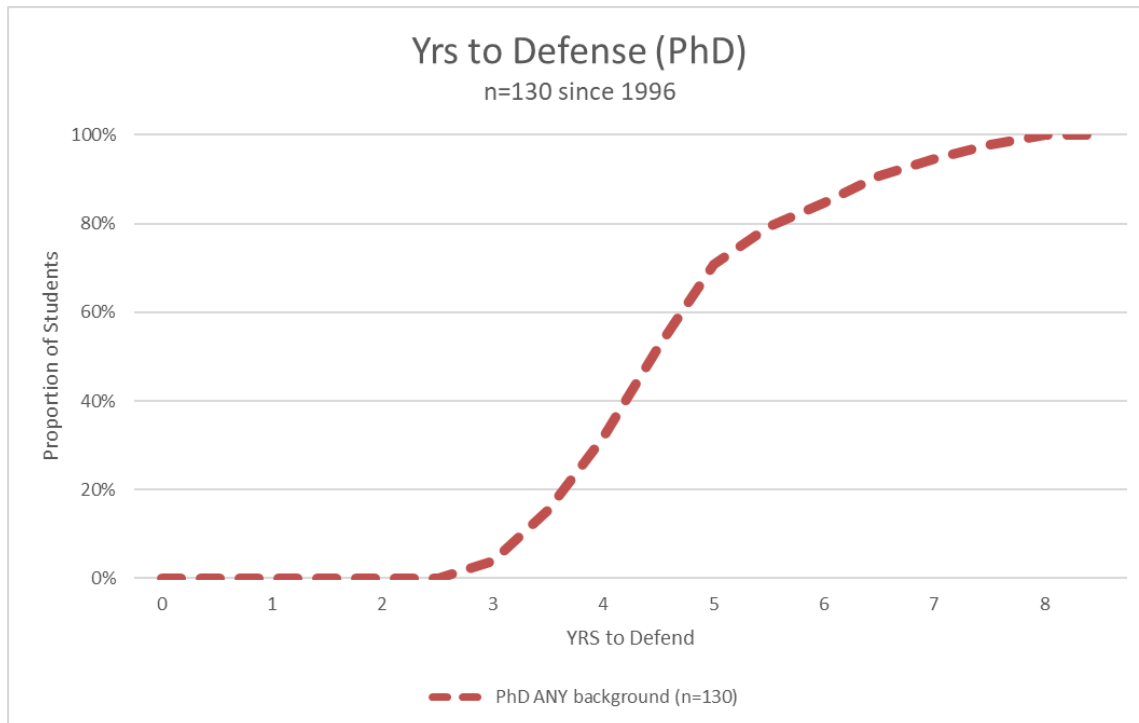
The MVSc is course intensive and directed toward clinical residents. As a structured program without an unpredictable research project, it appears that the duration is also more in line with the expectations of being a three-year program. The tuition is based on a two-year Masters level program tuition after which the student pays maintenance fee of \$167 per semester. The stipends are normally provided by

AVC core funding to the departments and lasts three years. Only a small proportion of these students are taking longer than three years to complete their program.



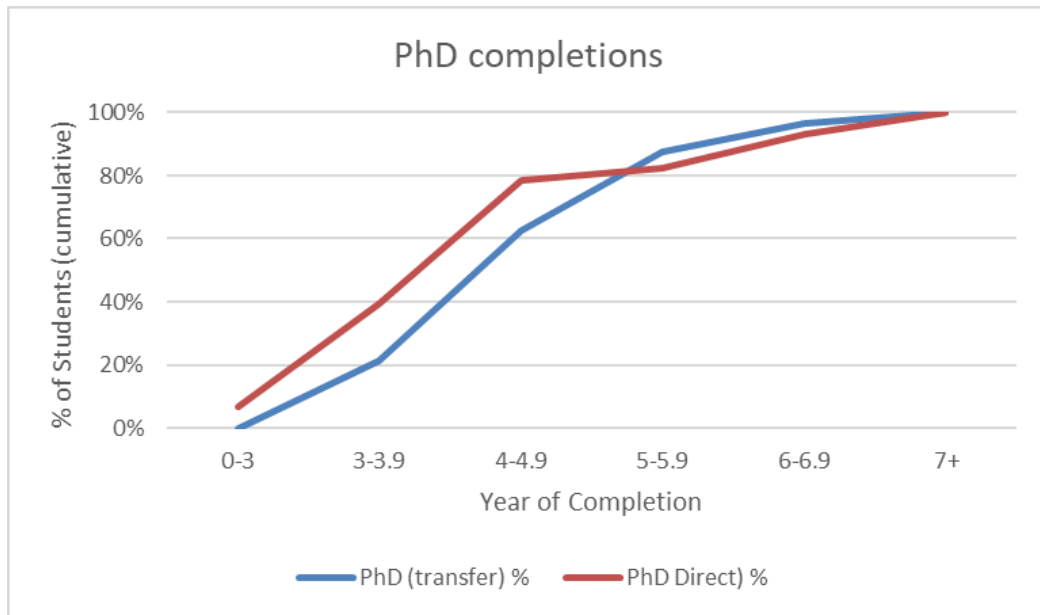
Years to Defense – PhD (all students)

For the 130 PhD successful defenses (74 direct entry, 56 transfer from MSc), the trend as to when they defend their PhD reflects about 30% defending by the end of their fourth year in the program and 75% defending by the end of their fifth year.



Years to Defense – PhD Transfer versus Direct

It is expected that the direct entry (n=74) PhD students will start their program ready to complete their research and defend sooner than a student who starts in the MSc and transfers (n=56). The following comparisons are for total duration from the time of first registration (i.e. backdated for MSc transfers to the start of their MSc). It appears that the direct entry students are defending 6-9 months earlier than the students who transfer from MSc.



APPENDIX D: Oversight of Graduate Students Through Supervisory Committees (MVSc, MSC, PHD)

Roles and Responsibilities of Graduate Supervisors (MVSc, MSc, PhD):

Each research-based graduate student has a program that is uniquely designed for their research project. Thus, AVC has a very student-centred approach to the research degree that takes immense coordination and mentorship by a faculty supervisor. The supervisory committee structure is designed to minimize the chance that students will fail, but it is important that all parties understand that communication must be constant, thorough, and respectful for the student to succeed. The roles and responsibilities of both the supervisor and graduate student are outlined below.

3.2 Roles and Responsibilities of Supervisors*

The Supervisor is a mentor, advisor, and monitor with the student in an atmosphere of mutual respect. The Supervisor must remain sensitive to the critical role of the Supervisor/student relationship in the evolution of the graduate program. As the senior partner, the Supervisor must encourage commitment without exploiting or indoctrinating the student. The Supervisor has several responsibilities toward the student:

- 1) to guide the choice of the Program of studies, research project, timeline to completion, milestones, and graduate faculty members on the Supervisory Committee,
- 2) to be accessible for and encourage regular meetings (minimum one per month) with the student,
- 3) to ensure timely scheduling of any qualifying and/or comprehensive examinations, outline expectations, and prepare the student for the examinations,
- 4) to provide expectations, criteria and evaluation for written work, including the thesis, in a timely fashion,
- 5) to guide the student on finding information on policies, regulations, expectations, and standards of the Department, College, and University with respect to coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, professionalism,
- 6) to convene the Supervisory Committee 2-3 times each year,
- 7) to make every effort to provide the student with an opportunity to present their research at a conference,
- 8) to ensure the eligibility of the thesis for examination, provide the names of potential suitable External Examiners, and prepare the student for the defence,
- 9) to provide letters of recommendation on request, in a timely fashion,
- 10) to arrange for suitable supervision during absences,

Graduate Faculty Co-Supervisory Role

Another robust aspect of our graduate student mentorship policies is to require new faculty (i.e. faculty who have not successfully supervised a graduate student through to completion) to have a co-supervisor as a mentor. We encourage them to take the responsibilities of a primary supervisor but to rely on the co-supervisor for advice on administrative and mentorship matters to ensure student oversight is optimized. The AVC guidelines for graduate faculty membership are listed under AVC Policy documents (found by opening MyUPEI and searching AVC policy) with the relevant sections referenced here.

6.1.2 **Masters (MSc) Sole Supervisory Role**

6.1.2.1 Serve as Supervisor of thesis-based masters (MSc) degree students.

6.1.2.2 **Qualifications**

6.1.2.2.1 Members of Graduate Faculty (Masters Sole Supervisory) will be tenured or probationary faculty members of an AVC academic department. Members of Graduate Faculty (Masters Sole Supervisory) will have appropriate experience in graduate-level teaching or participation on graduate supervisory committee, normally including co-supervision of a graduate student.

6.1.4 **Primary Supervisory Role (with a Co-Supervisor)**

6.1.4.1 Serve as Co-supervisor of graduate students provided the other supervisor has the appropriate Graduate Faculty role.

6.1.4.1.1 For the purposes of external funding agencies, the primary supervisor in this situation should refer to themselves as the sole or primary supervisor even when their designation requires a co-supervisor to be named for additional mentorship of graduate student supervision. The co-supervisor in this situation would consider themselves as co-supervisors for external funding agencies.

6.1.4.3 **Considerations in Assigning Primary Supervisory Role (with a Co-Supervisor)**

6.1.4.3.1 Recently hired tenure-track faculty admitted to Graduate Faculty will normally be nominated for Co-supervisory Role for thesis-based graduate degrees unless appropriate prior experience in graduate student supervision can be demonstrated to justify the recommendation to a higher level of supervisory responsibility. Emeritus, term and adjunct faculty appointees are normally eligible for Co-supervisory status only, however term-appointed faculty members may be nominated for other roles on a case-by-case basis.

The Supervisor and Supervisory Committee are responsible for defining the scope of the research and thesis to ensure that the student has the reasonable potential to complete their degree on schedule.

Roles and Responsibilities of Graduate Students (MVSc, MSc, PhD)

3.3 Roles and Responsibilities of Graduate Students

The student entering a graduate program is a junior partner and colleague in a relationship of mutual respect with the Supervisor and the Supervisory Committee. The student makes a commitment to the Program, dedicating him/herself to completion within an acceptable timeframe and in accordance with the policies and Regulations in place in the Department, College, and University. The graduate student has several responsibilities:

- 1) to be accessible for and maintain regular and frequent communication with Supervisor and Supervisory Committee,
- 2) to know and adhere to policies, regulations, expectations and standards of the Department, College, and University with respect to coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, professionalism, obligations associated with their funding,
- 3) to be aware of and meet deadlines for registration, coursework, research, applications, reporting, defence, and convocation preparations,
- 4) to strive for excellence in and take responsibility for coursework and research,
- 5) to help establish and adhere to a timeline and milestones for completion of the Program of studies,
- 6) to record research procedures and results systematically, completely, and honestly,
- 7) to report on progress to the Supervisory Committee 2-3 times annually,
- 8) to submit work for evaluation, allowing reasonable time for review, and to give consideration to advice from the Supervisor and Supervisory Committee,
- 9) to make considerate and responsible use of financial and laboratory resources.

Importance of Communication for Graduate Student Success (MVSc MSc, PhD)

As outlined previously, the flexibility and unique program design for graduate programs at AVC are a strength but require great attention to communication between the faculty supervisor and their student. It is recommended that expectations be discussed so that there are no surprises and when confusion or conflicts arises, they should be respectfully brought to each other's attention. When there is no satisfactory resolution, the supervisory committee chair, the department chair, and the associate dean of AVC-GSR should be consulted (in that order of escalation). To this end, it is useful to follow a template for this discussion and one has been adapted from the Canadian Association of Graduate Studies for this purpose (it can be found here:

[Letter of agreement between graduate student and supervisor \(upei.ca\)](https://upei.ca/letter-of-agreement-between-graduate-student-and-supervisor)

Graduate Student Supervisory Committee Meetings

It is mandatory that every graduate student at AVC have at least two meetings with their full supervisory committee each year until they have completed the degree. This also means that the student will need to take responsibility to arrange their supervisory committee meetings and if their supervisor is inattentive to these requirements, then the student should be contacting the chair of the supervisory committee, the department chair, and the AVC-GSR Office (in that order of escalation) to assist. Progress reports are brief and have inputs by both the student and the faculty supervisor. They must be submitted to the department representative on graduate studies committee and the department chair, who will forward these to the AVC-GSR Office. These progress reports must contain any concerns that either the student or the faculty supervisor have regarding the student's progress toward successful completion of the degree. An example agenda for supervisory committee meetings is available: [Microsoft Word - upei graduate student supervisory committee meetings agenda template.docx](#)

Graduate Program Approval

Every AVC MSc student should prepare this approval form with their supervisor, have it signed by the department chair, and submit it to the AVC-GSR Office within 60 days of starting their program. Ideally, this form should be submitted as soon as the student's program is designed, preferably in the first week or two of the first semester. This form can be found at

- [MSc Program Approval](#)
- [PhD Program Approval](#)
- [MVSc Program Approval](#)

Progress Reports

The progress report is an important document that every research-based graduate student (MSc or PhD) at AVC must submit twice per year until they have completed all requirements for their degree (or have withdrawn). The report would normally follow a supervisory committee meeting so that the progress is known and agreed upon by the entire committee. The format for the report can be found here: [Progress Report \(upei.ca\)](https://upei.ca/progress-report)

APPENDIX E: LEAVES

Parental Leave Policy for AVC Graduate Students

This policy can be found in MyUPEI (search AVC Policy). It is updated periodically.

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Sick Leave Policy for AVC Graduate Students

This policy can be found in MyUPEI (search AVC Policy). It is updated periodically.

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Leave of Absence

Leaves of absence are possible but are usually limited to one year or less and must be by entire semesters. If a research-based graduate student needs to take an extended leave (i.e. encompassing an entire semester), they should contact the AVC-GSR Office for assistance. The application process will be through the UPEI Registrar's Office. If the duration of the leave is part of a semester (or part of two semesters), it may be more straightforward to arrange this with your supervisor and thus take a temporary leave from research but not an official academic leave. Due to the complexity of these arrangements, it should be agreed between the student and supervisor and the department chair and AVC-GSR associate dean should be consulted.

APPENDIX F: Recommended Sequence of Events for Graduate Students and Supervisors

“Future Student”

Considering Applying to AVC Graduate Studies

See information for Future Graduate Students [Future Graduate Students | University of Prince Edward Island \(upei.ca\)](#)

See Admissions requirements [Master of Science in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#); [Master of Veterinary Science | University of Prince Edward Island \(upei.ca\)](#); [PhD in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#)
[Graduate Admissions | University of Prince Edward Island \(upei.ca\)](#)

Prior to your Application to UPEI ([Apply to UPEI! | University of Prince Edward Island](#)):

Connect with AVC Faculty member as potential Supervisor [Potential Graduate Supervisors | University of Prince Edward Island \(upei.ca\)](#); [Veterinary Medicine Faculty Members | University of Prince Edward Island \(upei.ca\)](#)

Discuss potential research projects: [Research at AVC | University of Prince Edward Island \(upei.ca\)](#)

Determine most appropriate degree (MVSc, MSc, PhD) [Master of Science in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#); [Master of Veterinary Science | University of Prince Edward Island \(upei.ca\)](#); [PhD in Veterinary Medicine | University of Prince Edward Island \(upei.ca\)](#)

Make sure to see information on differences between MSc and MVSc described in the AVC Grad Student Handbook [avc_graduate_student_handbook.pdf \(upei.ca\)](#) and in [Graduate Studies at AVC | University of Prince Edward Island \(upei.ca\)](#)

Determine starting date and application deadlines in consultation with Supervisor [Apply to UPEI! | University of Prince Edward Island](#); [Future Graduate Students | University of Prince Edward Island \(upei.ca\)](#)

Determine funds available through discussion with Supervisor (Stipend, Research Operating funds, tuition & fees funds). Note the recommended stipend support for graduate students: https://files.upei.ca/avc/graduatestudies/avc_graduate_stipend.pdf

With agreement from Supervisor, apply to UPEI Graduate Program in the Supervisor’s Department [Apply to UPEI! | University of Prince Edward Island](#)
The process will take approximately 2-4 weeks:

Registrar forwards application to AVC GSR Office. GSR Office forwards application and “AVC Information form” to Supervisor and Chair of Department. “AVC Information form” is returned to AVC GSR Office and the entire application is reviewed by the AVC GSR Committee. The recommendation is forwarded to the Registrar’s Office, and they prepare the official letter of acceptance. Registrar contacts student with decision.

Once accepted into the AVC Graduate Program you are a current student:

“Current Student” [Current Graduate Students | University of Prince Edward Island \(upei.ca\)](#)

Connect with Supervisor to discuss arrival at UPEI.

Prior to arriving or once you have arrived at the AVC do onboarding through your Supervisor’s Department’s Administrative Assistant.

Upon arrival: Meet Supervisory Committee: Supervisor to arrange a meeting of the Supervisory Committee.

Discuss proposed courses with Supervisor and Supervisory Committee. Courses can be found in the UPEI Calendar [UPEI Calendar 2023-2024 – Open Textbook](#). Directed Studies with a focus on a particular area of the student’s research can also be a 2-3 credit course with agreement by Supervisory Committee. [Directed Studies \(upei.ca\)](#)

Discuss research project plan.

Log on to myupei.ca using your student number and register for your courses. You will always need to register in thesis/research (8000 for MSc, 9000 for PhD and 8600 for MVSc students) as well as the seminar course (8900 for MSc and MVSc and 9900 for PhD students) along with focused courses important for your particular program.

Graduate courses outside of AVC can also be considered with agreement by Supervisory Committee and Instructor of the course. This form can be requested from GSR office.

Do a program approval form with Supervisor(s) and Supervisory Committee: [MSc Program Approval \(upei.ca\)](#); [avc_graduate_phd_program_approval.pdf \(upei.ca\)](#); [MVSc Program Approval \(upei.ca\)](#)

Review expectations of all parties with Supervisor and/or Chair of Dept: [Letter of agreement between graduate student and supervisor \(upei.ca\)](#)

Discuss timeline for graduate program. This can be altered at various times.

Do modules (Library, WHIMIS, Biosafety, and CCAC if required) – see Progress Report

Meet at least once each semester with Supervisory Committee

Supervisory Committee Meeting:

Student prepares Agenda & Minutes with consultation of supervisor: update committee on progress (PPT format for presentation), - see templates:

[upei graduate student supervisory committee meetings agenda template.docx](#)

Progress Reports are due twice a year. After you complete the form the first time, save it and then update it twice a year. The Administrative Assistant in your department will email you with a deadline for submission (around December 1 and May 1 of each year). [Progress Report \(upei.ca\)](#)

Considering a Transfer from MSc to PhD: [AVC Student Transfer \(MSc to PhD\) \(upei.ca\)](#)

Note that MSc credits completed transfer towards PhD credits required.

Discuss Thesis format and plan with Supervisory Committee

[AVC Graduate Thesis Information Form \(upei.ca\)](#)

[Microsoft Word - Thesis Writing Guide.doc \(upei.ca\)](#)

Preparing for exams:

Decide on date for MSc or MVSc defense or PhD Comprehensive exam and subsequently final examination/defense with Supervisory Committee

See information on the MSc Examination in the MSc Program (Faculty of Veterinary Medicine) [Master of Science \(Science, Sustainable Design Engineering and Veterinary Medicine\) – UPEI Calendar 2023-2024](#)

See information on the MVSc examination in the MVSc Program [Master of Veterinary Science \(MVSC\) – UPEI Calendar 2023-2024](#)

For the PhD Program see all information in the UPEI Calendar which includes information on the Comprehensive Exam [Doctor of Philosophy Program \(PhD\) – Veterinary Medicine – UPEI Calendar 2023-2024](#)

Complete the Application to Conduct a PhD Examination 8 weeks before the anticipated date of the examination. [AVC Graduate Application to Conduct a PhD Examination \(upei.ca\)](#)

Planning to Graduate

Log on to [myupei.ca](#) and apply to graduate.

Your final thesis must be submitted to the AVC GSR Office 3 weeks prior to convocation (if graduating in May). This implies that your exam will have already taken place, your Examiner's

have signed the Certificate of Approval and a pdf of your final thesis has been submitted to the AVC GSR Office.

Interns and Residents

The Handbook is relevant to Graduate Students who are also Residents or Interns. However, residents and interns should also discuss residency and internship requirements with their Residency Supervisor and Program Coordinator.

Please note: Internships are considered a Post Graduate Certificate Program and follow the Academic Regulations of Graduate Studies.