

# Graduate Student Handbook

Department of Neuroscience  
Carleton University

\*Updated June 2022

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## Welcome

Welcome to the Department of Neuroscience, one of Carleton's most dynamic units. We hope that your time with us will be stimulating, rewarding and fun.

While the purpose of this document is to help you navigate successfully through your degree, you can always seek advice from your supervisor, the Graduate Administrator, Graduate Chair, or Departmental Chair – we are here to help you. Information about Carleton's policies for graduate students can also be found at the Faculty of Graduate and Postdoctoral Affairs (FGPA) website at <http://gradstudents.carleton.ca>

Staff and Faculty contact information can be found at <https://carleton.ca/neuroscience/>

## Your Responsibilities as a Graduate Student

As a graduate student, it is your responsibility to ensure you meet all degree requirements and deadlines, including meeting regularly and requesting feedback from your supervisor(s), completing your research projects in a timely manner, and organizing your thesis advisory committee, committee meetings and examination meetings.

A detailed description of the responsibilities and expectations of both students and supervisors can be found on the FGPA website at <http://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>

## Guidelines for Working with your Supervisor

It is your responsibility to ensure you meet with your supervisor regularly, and to determine whether you are making sufficient progress through your thesis and research project(s).

When preparing written work (e.g.: prospectus, comprehensive exam, thesis) that requires input from your supervisor, it is your responsibility to have an agreed time-frame for you to submit drafts of those documents, to enable feedback and time to make suggested revisions after that. This revising stage can often be quite extensive. Be mindful that your supervisor has many commitments on his/her time, and may not be able to return drafts of written work rapidly, especially if a time frame for submission of the draft has not been established well in advance.

**Is your primary supervisor an adjunct professor, an affiliated member of the department, or a retired member of the department?**

If the answer to this question is yes, you will also require a co-supervisor who is a member of the Department of Neuroscience. It is important that you meet your co-supervisor from within the department on a regular basis (recommended 2 times per semester) to ensure your progress is appropriate.

## Recommended Timeline for your Degree

If you do not complete your degree within the regular time frame (2 years M.Sc., 4 years Ph.D.), it can result in major negative financial implications and you will be required to submit an application for extension to FGPA – completing on time is therefore in your best interests. In order to maximize your chances of completing your degree on time, it is strongly recommended that you follow the timeline described below:

### Recommended Timeline: Master of Science

Year One	
Fall Semester	<ul style="list-style-type: none"> <li>• NEUR 5100 Fundamentals in Neuroscience</li> <li>• NEUR 5201 Foundations in Statistics for Neuroscience</li> <li>• NEUR 5909 Thesis</li> <li>• Determine thesis project, learn techniques, data collection</li> </ul>
Winter Semester	<ul style="list-style-type: none"> <li>• NEUR 5100 Fundamentals in Neuroscience</li> <li>• Eligible 0.5 credit course</li> <li>• NEUR 5909 Thesis</li> <li>• Learn techniques, data collection</li> <li>• Identify members of your thesis advisory committee</li> </ul>
Summer Semester	<ul style="list-style-type: none"> <li>• NEUR 5909 Thesis</li> <li>• Data Collection</li> <li>• Complete and submit Progress Report Year 1 to your <b>thesis advisory committee</b> (By May 31<sup>st</sup>)</li> </ul>
Year Two	
Fall Semester	<ul style="list-style-type: none"> <li>• NEUR 5909 Thesis</li> <li>• Data Collection</li> <li>• Write prospectus</li> <li>• Defend prospectus by end of semester</li> </ul>
Winter Semester	<ul style="list-style-type: none"> <li>• NEUR 5909 Thesis</li> <li>• Data Collection</li> <li>• Write thesis</li> <li>• Potentially defend thesis</li> </ul>
Summer Semester	<ul style="list-style-type: none"> <li>• NEUR 5909 Thesis</li> <li>• Complete thesis</li> <li>• Defend thesis</li> </ul>

Please note: At the time of admission, your supervisor may recommend additional coursework if he/she feels it will benefit you in the completion of your M.Sc.

## Recommended Timeline: Doctor of Philosophy

Year One	
Fall Semester	<ul style="list-style-type: none"> <li>• NEUR 6100 Advanced seminar in Neuroscience</li> <li>• NEUR 5201 Foundations in Statistics in Neuroscience (unless taken previously, in which case substitute with different 0.5 credit course)</li> <li>• NEUR 6909 Thesis</li> <li>• Determine thesis project, learn techniques, data collection</li> </ul>
Winter Semester	<ul style="list-style-type: none"> <li>• NEUR 6100 Advanced seminar in Neuroscience</li> <li>• Eligible 0.5 credit course</li> <li>• NEUR 6909 Thesis</li> <li>• Learn techniques, data collection</li> <li>• Identify members of your <b>thesis advisory committee</b></li> </ul>
Summer Semester	<ul style="list-style-type: none"> <li>• NEUR 6909 Thesis</li> <li>• Data collection</li> <li>• Identify members of your thesis advisory committee</li> <li>• Complete and submit Progress Report 1 to your <b>thesis advisory committee</b> by May 31st</li> </ul>
Year Two	
	<ul style="list-style-type: none"> <li>• NEUR 6200 (Comprehensive Exam; see page 8) is to be completed ideally by the end of the sixth term but no later than the 7<sup>th</sup> term. Enroll for the semester in which you plan to complete your oral candidacy exam.</li> <li>• Complete and submit Progress Report 2 to your <b>thesis advisory committee</b> by May 31<sup>st</sup></li> <li>• NEUR 6909 Thesis</li> <li>• Data collection</li> </ul>
Year Three	
	<ul style="list-style-type: none"> <li>• NEUR 6909 Thesis</li> <li>• Data collection</li> <li>• Complete and submit Progress Report 3 to your <b>thesis advisory committee</b> by May 31st</li> </ul>
Year Four	
	<ul style="list-style-type: none"> <li>• NEUR 6909 Thesis due August 31<sup>st</sup> year four.</li> <li>• Data collection</li> <li>• Complete and submit Progress Report 4 to your <b>thesis advisory committee</b> by May 31<sup>st</sup> – discuss plans to write up and defend thesis</li> <li>• Write thesis</li> <li>• Defend thesis</li> </ul>

## Potentially Equivalent Courses at Other Institutions

Supervisor permission is required in order to replace Carleton courses with potentially equivalent courses at other institutions. Approval will be based upon written justification. This process requires students to obtain the thesis supervisor's signature on the justification and submit it, along with a course syllabus, to the Graduate Administrator along with any forms required by the host institution. The Administrator will present the application to the Graduate Chair and Chair of the Department for approval.

## Thesis Advisory Committee (M.Sc. & Ph.D)

### Thesis Advisory Committee

It is your responsibility to form your thesis advisory committee, with members identified through consultation with your supervisor(s). The committee should be identified by the end of year one of your M.Sc. or Ph.D. degree, at the latest, and consist of your supervisor(s) plus two additional faculty members from the department of Neuroscience. When appropriate, adjunct and affiliated faculty can also be members of your committee.

## Progress Reports

### Progress Reports (M.Sc)

One progress report is to be completed together with your supervisor and submitted to your thesis advisory committee members and the department (via the Graduate Administrator) by May 31<sup>st</sup> of your first year. Your thesis advisory committee should consist of your supervisor(s) plus two additional faculty members from the Department of Neuroscience. The report is divided into two sections: Progress to Date and Action Plan. The Progress Report form for master's students is distributed by the Graduate Administrator in early May.

### Progress Reports (Ph.D)

One progress report is to be completed together with your supervisor and submitted to your thesis advisory committee members and the department (via the Graduate Administrator) by May 31<sup>st</sup> for each year in the program. The following reports are due during your program:

#### Progress Report Yr 1

- One page report submitted to your thesis advisory committee providing an overview of your research plan
- Submission deadline is May 31<sup>st</sup> of your first year (for students with September entrance)

### Progress Report Yr 2

- One to two page report submitted to your thesis advisory committee providing an overview of your research plan, and the progress of your research to date
- Submission deadline is May 31<sup>st</sup> (for students with September entrance)
- **Please note: This progress report is due at the same time as working on the Comprehensive Exam, so be prepared to have both finished around the same time**

### Progress Report Yrs 3 and up

- One to two page report submitted to your thesis advisory committee providing an overview of your progress
- Submission deadline is May 31<sup>st</sup> (for students with September entrance) for Report 3 and Report 4

## Prospectus Guidelines (M.Sc.)

### Prospectus

The prospectus document typically forms the basis of the introduction and methods of your final thesis document. Components of the document include an abstract and title page, your aims and hypotheses, experimental design, and a literature review that provides an adequate background to your proposed research project, including supporting context and rationale.

The methods section should be detailed, just as one would see in a journal article. Likewise, a brief section should be included that describes the statistical methods that will be used.

The document should describe your proposed research study with sufficient detail for your prospectus examination committee to assess the likelihood of success. When writing the document, remember that your internal examiner for your MSc defence will not be a member of the Department of Neuroscience, so extensive detailed knowledge of Neuroscience should not be assumed.

The finalized prospectus document must first be approved by your supervisor(s), and then submitted to your committee three weeks before the date of your defence.

### Arranging the Prospectus Exam

It is the responsibility of the student to arrange (both time and location) meetings of their thesis advisory committee. Please also inform the Graduate Administrator when your prospectus has been scheduled.

### Prospectus Examination

Your prospectus examination will take the following format:

1. 15 minute presentation from student	Summarizing research project context and rationale, aims, and experimental plan
2. First round of questions	Each committee member asks questions on a one-to-one basis. During this period, no comments from other members of the committee are permitted. Each member of the committee can



	ask questions for up to 15 minutes, with the supervisor(s) asking questions last.
3. Second round of questions	Any member of the committee can ask questions, and comment on the questions/answer.

### Prospectus Grading Policy

The prospectus is graded as either:

- Accepted as submitted
- Accepted with recommendations attached
- Accepted in principle, but with recommendations of a major substantive nature (attached) requiring additional written and/or another meeting of the committee; or
- Not Accepted.

If not accepted, the candidate may be given the opportunity to produce a new prospectus document at a later date, but that is at the discretion of the prospectus committee.

## M.Sc. Final Thesis Guidelines

### Format of Thesis Document

The final thesis can take the form of either a traditional thesis, or an integrated article thesis. Details of these formats can be found under item 12 at

<http://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#12>

### Thesis Examination Committee (M.Sc.)

Thesis Examination Committee	
Thesis Advisory Committee	Your supervisor plus two additional faculty members from the Department of Neuroscience (The same members that were on your committee for the Prospectus).
Internal Examiner	Typically, a faculty member at Carleton University, from a department other than the Department of Neuroscience. Notes: An adjunct professor in the neuroscience department cannot serve as an internal examiner. An examiner from a different institution may be appropriate but requires specific justification and approval.
Chair of the Examination Board	Can be any faculty member of the Department of Neuroscience who is not a member of your thesis advisory committee.

In conjunction with your supervisor, you need to confirm your thesis advisory committee as well as your internal examiner. When you are ready to defend, please contact the Graduate Administrator so they may arrange for a Chair of the Examination Board to chair your defence. It is the responsibility of the student to arrange (both time and location) meetings of your examination committee. It is important to schedule your defence as early as possible because it can be difficult to coordinate the availability of faculty members.

The final thesis exam for the M.Sc. takes the same form as the prospectus exam, except for the addition of the internal examiner, and the chair that is not a member of the advisory committee. The internal examiner is typically the first member of the thesis examination committee to ask questions of the candidate.

### Coordinate a Date (Ideally completed at least two months in advance, to enable scheduling)

Coordinate a date with all members and email the Graduate Administrator with the following information:

Title of thesis

Date/Time

Names of the committee members (Thesis Advisory Committee and Internal Examiner)

The Graduate Administrator will book a room for you and send confirmation of location. If you prefer to defend your thesis online via Zoom, either the Chair of Defence or the thesis supervisor may host. The student cannot host the defence.

### Examinable Copies

An examinable copy should be uploaded to Carleton Central three weeks prior to defence. It is not permissible for students to email copies of their thesis copy to committee members in lieu of uploading their thesis by the required timeline.

### Forms

All forms, as well as your final thesis, are now uploaded through the electronic thesis deposit system. Please read the content within the following link carefully for details on forms and formats.

<http://gradstudents.carleton.ca/thesis-requirements/electronic/>.

### Prepare to Defend your Thesis

It is a good idea to ensure a few days before your defence that you are familiar with the equipment in whichever room you choose.

### Questions?

Ask the Graduate Administrator.

### After the Final Thesis Defence

After a successful defence of the thesis document, the committee may recommend revisions to the document before it is finalized. Once the revisions have been completed, you can then upload your final copy via e-thesis submission. Your supervisor will login to the system to verify the final version is the correct version and to ensure any required revisions have been completed. It is possible that these changes have to be completed within a limited timeframe, so candidates are advised to be able to continue to work on the thesis document for a period of time immediately following the scheduled defence.

# Ph.D. Comprehensive Exam Guidelines (NEUR6200)

## Format, Timeline & Comprehensive Exam Committee

1. Student and supervisor form the Comprehensive Examination Committee, which includes the supervisor, the two members of the Thesis Advisory Committee, and one faculty member external to the Thesis Advisory Committee.
2. Student submits Comprehensive Written Document (see section A below) to their Comprehensive Examination Committee by the end of their 5<sup>th</sup> semester, in the Winter semester of their second year.
3. Within two weeks of receiving the student's Comprehensive Written Document, every committee member confirms whether the document is of sufficient quality to proceed to the Comprehensive Oral Exam.
4. After the Comprehensive Written Document is considered acceptable for oral examination, the student communicates with each member of the Comprehensive Examination Committee, who each identify 2–3 articles (either review papers, textbook chapters, research papers or other resources relating to the proposed project). These materials will form the general framework for the questions asked by each member during Round 2 of the Oral Candidacy Exam (See section B below).
5. The Oral Candidacy Exam takes place within the 6<sup>th</sup> semester and no later than by the end of the 7<sup>th</sup> semester, which corresponds to the Fall semester of the student's third year. To give the student and examiners adequate time to prepare, the oral exam should occur no earlier than four weeks after the examiners have assigned specific articles, as outlined in Point 4 above. Any student who fails to meet the oral exam deadline will meet with the Graduate Chair to discuss their timelines and whether continuation in the program is feasible.

## A. Comprehensive Written Document (submitted by end of 5<sup>th</sup> semester, winter semester of 2<sup>nd</sup> year)

- Written literature review and thesis proposal (started before formally registering for Comprehensive exam course, NEUR6200), including:
  - **Introduction** with the relevant background literature for the proposed thesis project, including rationale and overall objective of the project. Suggested length: 15–25 double-spaced pages.
  - **Specific experimental objectives** and associated hypotheses should be explicitly stated, although these may change as the project evolves. Potential pitfalls and contingency plans within each experimental objective should also be considered.

- **Methods** and analyses section will include the detailed experimental procedures and protocols planned for the proposed project.

## B. Oral Candidacy Exam (completed no later than end of 7<sup>th</sup> semester, Fall semester of 3rd year)

Components of oral candidacy exam:

- Student delivers an oral presentation (15–20 minutes) on the proposed project, including background, rationale, and specific objectives.
- Two rounds of question-answer periods (12–15 minutes per examiner)
  - Round 1. Questions are based on the proposed research plan. These questions are expected to target specific conceptual, methodological and other aspects of the actual proposed/ongoing experimental research.
    - Purpose - To ensure that the student can develop a suitable research plan for a PhD thesis. To ensure that the student can explain and then defend the theoretical context and technical aspects of data collection and analysis for the project.
  - Round 2. Questions are based on background articles chosen by the committee members relating to the thesis project. This will focus mainly on principles and concepts from these assigned readings.
    - Purpose – To ensure that the student has a broad knowledge of the subject matter relevant to the thesis, including the critical-thinking skills required to successfully complete and defend a PhD thesis.

## Criteria for Passing the Comprehensive Exam (Graded as Satisfactory/Unsatisfactory)

The student must successfully demonstrate:

- An ability to formulate a logical and well-written preliminary research plan at the standards required for peer-reviewed publications.
- An understanding and developing mastery of research concepts and primary literature relating to the proposed research project.
- A grasp of both the theoretical and technical aspects of the research plan, with the critical thinking skills required to execute the plan.
- A feasible research project, with clear objectives, appropriate methodology, and suitable contingency plans.

If the student receives an Unsatisfactory grade in the Comprehensive Exam, the student will work with the committee members to address identified deficiencies through revisions to the Comprehensive Written Document and/or additional oral explanations at a later date. Once the Comprehensive Examination Committee reaches a consensus that all requirements have been met, the Comprehensive Exam grade will be updated to Satisfactory. Failure to pass the Comprehensive Exam will result in withdrawal from the PhD program.

# Ph.D. Final Thesis Guidelines

## Format of Thesis Document

The final thesis can take the form of either a traditional thesis, or an integrated article thesis. Details of these formats can be found under item 12 at

<http://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#12>

## Thesis Examination Committee (Ph.D.)

Your examination is conducted by your thesis examination committee.

Thesis Examination Committee	
Thesis Advisory Committee	Your supervisor plus two additional faculty members from the Department of Neuroscience
Internal Examiner (External to the Department)	Typically, a faculty member at Carleton University, from a department other than the Department of Neuroscience.
External Examiner	A faculty member at an institution other than Carleton University who is an expert in the field.
Chair of the Examination Board	Faculty member outside of the Department of Neuroscience.

In conjunction with your supervisor, you need to confirm your Thesis Advisory Committee, your Internal Examiner, and your External Examiner. The external examiner should be approached by your supervisor. External examiners must be approved by FGPA. More information about the requirements for an external examiner can be found in the [Thesis Examination Policy 2.2.1](#).

When you are ready to defend, please contact the Graduate Administrator so they may arrange for a Chair of the Examination Board to chair your defence. It is the responsibility of the student to arrange (both time and location) meetings of your examination committee.

## Coordinate a Date

Coordinate a date with all members and email the Graduate Administrator with the following information:

Title of thesis

Date/Time

Names of the committee members (Thesis Advisory Committee, Internal Examiner, and External Examiner)

The Graduate Administrator will book a room for you and send confirmation of location. If you prefer to defend your thesis online via Zoom, either the Chair of Defence or the thesis supervisor may host. The student cannot host the defence.

## Examinable Copies

An examinable copy should be uploaded to Carleton Central three weeks prior to defence. It is not permissible for students to email copies of their thesis to committee members in lieu of uploading their thesis by the required timeline.

Students are required to submit a PDF copy via email to Graduate Administrator, who will then distribute it directly to the External Examiner, who does not have access to the Carleton Central system.

### Forms

All forms as well as your final thesis are now uploaded through the electronic thesis deposit system. Please read the content within the following link carefully for details on forms and formats.

<http://gradstudents.carleton.ca/thesis-requirements/electronic/>.

### Prepare to Defend your Thesis

If you are defending in person, it is a good idea to ensure a few days before your defence that you are familiar with the equipment in whichever room you choose.

### Thesis Defence Proceedings (Ph.D.)

The thesis defence proceeds as follows:

Thesis Defence Proceedings	
Opening Remarks	The candidate provides opening remarks (15-20 minutes)
First Round of Questioning	Questioning from the examination committee in the following order: external examiner (15-20 minutes), internal examiner, committee members, supervisor(s) (10-12 minutes each).
Second Round of Questioning	Informal round. Questions may be asked by any member of the examination committee in any order.
Closing Remarks	The candidate may provide closing remarks if they wish. Closing remarks are optional.

Following closing remarks, the candidate is excused while the committee deliberates. Once a decision has been made, the candidate is invited back into the room where they are informed of the results.

### Questions?

Ask the Graduate Administrator.

### After the Final Thesis Defence

After a successful defence of the thesis document, the committee may recommend revisions to the document before it is finalized. Once the revisions have been completed, you can then upload your final copy via e-thesis submission. Your supervisor will login to the system to verify the final version is the correct version and to ensure any required revisions have been completed. It is possible that these changes have to be completed within a limited timeframe, so candidates are advised to be able to continue to work on the thesis document for a period of time immediately following the scheduled defence.

## Sources of Funding

All graduate students are encouraged to apply for external scholarship funding. These scholarships typically come from federal or provincial granting agencies. Typically, graduate students work together with their supervisor(s) in the preparation of applications to these granting agencies. Carleton Neuroscience students have been very successful in obtaining these external awards. In particular, this success has been attributed to the high caliber of students, as well as the exciting health-relevant research being conducted by the faculty members. Examples of funding sources include:

- NSERC Scholarships
- CIHR Scholarships
- Canada Graduate Scholarships (CGS)
- Ontario Graduate Scholarships (OGS)
- Internal Awards
- Travel Awards

Details of various internal and external awards can be found on the FGPA website at <http://gradstudents.carleton.ca/awards-and-funding/>

If you are a PD McCormack Scholarship recipient and are presenting at a conference, you can apply for support from the PD Travel Fund, through the Graduate Administrator. The department also has some travel bursary funds to distribute throughout the year to those who are not P.D. McCormack recipients .

### Internal Awards

A list of internal awards can be viewed on the Graduate Studies website at <http://gradstudents.carleton.ca/awards-and-funding/internal-awards/> The following is the process for internal awards:

- Students interested in applying for an internal award need to discuss their interest in the award with their supervisor.
- Some internal awards are submitted through Carleton Central, while some are submitted directly to the Graduate Administrator. The application method will be clearly communicated to you in the award notice.
- The Graduate Committee will review the nominations as there is a limit to one application per award. The only exception to this rule are both awards in dementia: Graduate Award for Ontario Students for Research in Dementia and Graduate Award for Research in Dementia. As a department, for these two awards only, we are permitted to nominate and submit applications for more than one student.
- The Graduate Committee will decide which nominations will be sent forward to Graduate Studies and Post-Doctoral Affairs (FGPA).
- Nominations will be forwarded to FGPA following the award deadlines.

## Teaching Assistantship

Most graduate students in the department will be awarded a Teaching Assistant position, as part of their offer of admission. Each position requires you to work for 130 hours per semester, to facilitate the operation of an academic course. These position should be taken very seriously by all students, and it is important that you work with the course instructor to determine when the 130 hours of work are required, so you can arrange your schedule accordingly.

Details of TA positions, including details on the CUPE 4600 union (to which teaching assistants belong) can be found at <http://gradstudents.carleton.ca/teaching-assistants>

## Research Assistantship

Some graduate students may receive funding in the form of a research assistance position (RAship). You may therefore be asked to conduct research-related tasks that are not directly related to your thesis, but will enhance your laboratory experience. If you receive an RAship, expectations will be determined through consultation with your supervisor(s).

## Contract Instructor Positions

As a Ph.D. graduate student, you may have the opportunity to apply for a position as a contract instructor (CI), teaching course(s) for the university. While these experiences can be very rewarding, the workload associated with teaching a course should not be underestimated. Students interested in applying for CI positions are *strongly* advised to discuss the idea in advance with their thesis supervisor(s).

**Students employed as a contract instructor cannot work simultaneously as a teaching assistant. Acceptance of a CI position will result in the student *forfeiting* one TAsip, along with the funds associated with that TAsip.**

## Employment while Studying as a Full-time Student

There are maximum time limits for the completion of degree programs and the University strictly enforces these limits. Refer to the Graduate Calendar for the policy on Extensions of Time Limit. Keep in mind it can be a challenge to balance employment outside of your graduate studies, as your studies are a full-time commitment. If you are suffering financial distress, you are encouraged to meet with your supervisor to discuss options.



## Carleton Neuroscience Society

Carleton graduate students are highly involved in the Ottawa chapter for the Society for Neuroscience <http://sfn-ottawa.ca>. Everyone is encouraged to become a member of this very active and rewarding society.

## Library Support

Carleton University library subscribes to large numbers of neuroscience and life science publications. We recommend that you attend an introductory tour of the library facilities. Details can be found at <http://www.library.carleton.ca/services/tours-and-workshops/>

### Off-Campus Access to Library Resources

Articles published in journals to which Carleton library subscribes can be easily accessed from computers on campus by following journal access links from PubMed. However, accessing articles from off campus is more complex, requiring you to login through the library website. An easier option is to establish a Virtual Private Network (VPN) link from your home computer, which essentially makes your home computer function like any computer on campus. Instructions on obtaining free VPN access are found at <https://carleton.ca/its/help-centre/remote-access/>

### Citation Management

Reference manager software is an essential tool for any student writing a thesis, as it allows you to easily organize and format your citations/bibliography. Carleton University library offers resources on citation management here: <https://library.carleton.ca/help/citation-management>

## Student Support Resources

For help and advice on matters that are not directly related to your degree, the following websites should be of assistance. Neuroscience administrators can often assist you should you not find that information that you require.

### Carleton – Current Students

<http://students.carleton.ca> is aimed at all current students, and has links to on-campus resources such as:

- Awards and Financial Aid
- Co-op and Career Services
- Health & Counselling Services
- International Student Services Office
- Paul Menton Centre for Students with Disabilities
- Student Academic Success Centre
- Student Experience Office
- Undergraduate Recruitment Office

- Admissions Services (Undergraduate)
- University Registrar's Office
- Student Affairs

### Carleton – Current Grad Students

<http://gradstudents.carleton.ca> is aimed specifically at current graduate students, and has links to many resources including:

- Awards and Funding
- Thesis Requirements
- Professional Development
- Forms and Policies

## Help and Advice

For help and advice on most matters relating to your degree, you can contact your supervisor, our Graduate Administrator, Graduate Chair, Department Chair, or any member of your thesis advisory committee.