Geoscience Graduate Program Committee Policy for GLGY/GOPH 701/703 Courses
Approved by the Geoscience Graduate Program Committee,

Definition and preamble

- GOPH 701/GLGY 701 and GOPH 703/GLGY 703 are three unit (half-course equivalent) courses are part of the Graduate Curriculum in Geoscience.
- Independent research projects conducted under the supervision of a Geoscience faculty member (including instructors) who may or may not be their supervisor.
- A 701 course is mandatory for students enrolled in the cb MSC program and constitutes their degree’s capstone project in the last term of their program.
- Nominally, a 701 requires “A written report based on laboratory and field studies”, while a 703 is “A written report based on a literature review”.

The objectives of the policy are:
- Flexibility to accommodate different kinds of independent projects, while providing fairness and uniformity in the volume of work required from the students and how they are graded.
- Facilitate timely completion of GLGY/GOPH 701/703 projects in the term that they are initially registered in (and have clear rules when they are not).

Time line:
- The 701/703 project must be completed and graded by the end of the term of registration.
- If it is anticipated that project completion will require work spread over more than the 13 week teaching term, it is recommended that students, in consultation with their 701/703 supervisor, start working on their project in the term previous to registration.
- Normally, a 701 or 703 project should require a similar number of hours to a lab-based HCE (estimated as ~ 120 hours). This includes the time for literature review, sample collection and processing, analysis or observation, knowledge synthesis, and paper writing.
- The deadline for grade submission is set by the registrar’s office.

Required work and grading procedure for GLGY/GOPH 701/703 independent research projects
- 701: Requires a written report that summarizes the independent research project. This includes review of up-to-date scientific literature (this could previously have been part of a 703) and analysis of data.
- 703: Requires a written report that summarizes the independent research project. This includes the compilation and analysis of relevant, up-to-date scientific literature.
- The examination and grading process for 701 and 703 projects is based on the same procedure.
- The report will be read by an examination committee that includes Geoscience faculty members (or equivalent academics that are normally able to participate in graduate student oral examinations). The examination committee for thesis-based MSc or PhD candidates includes the project supervisor and at least one existing examiner (i.e. a total of two examiners). As per

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1 (as described in the calendar at under programs http://www.ucalgary.ca/pubs/calendar/grad/current/geoscience-glgp.html and course description http://www.ucalgary.ca/pubs/calendar/grad/current/geology.html#36835 for GLGY, and http://www.ucalgary.ca/pubs/calendar/grad/current/geophysics.html#37791 for GOPH)
the calendar requirements, course-based MSc GLGY/GOPH 701 exams require at least three examiners (i.e. the supervisor and at least two additional examiners). Non-academic examiners, such as geoscientists working in the industry, can be added to the examining committee as additional examiners but do not replace faculty.

- A complete student paper must be provide to the examining committee at least one week before the scheduled defence.
- The one-hour oral exam is preceded by a a short (10-15 minutes) presentation about the project. The presentation is not considered as part of the grade or the hour-long exam period.
- Once the oral exam is complete, the student leaves the examining room and the examiners decide, by consensus and after discussion, on the grade that will be assigned. The grade must reflect both the quality of the paper and the student’s ability to defend it.
- The student is informed directly of the grade.

**Delayed completion of research project and paper**

- If a student is unable to complete or defend the research paper before the end of the term for which they are registered, they must withdraw from the course prior to the withdrawal deadline (typically the last day of classes) and will thus be assigned the grade of “W” (Withdraw). The student can re-register for the 701 or 703 course in an ulterior term when his or her project is completed and ready to be defended.
- As detailed in the calendar, extenuating circumstances approved by the Dean of the Faculty of Science and the Registrar, a student may be assigned a “deferred term work”, or “DTW”, grade.
- If the student does not complete or withdraw from the course in time, they will receive the grade of “F” (Fail) for the course.

**Supervisor’s Responsibilities**

- Provide the student with a project that is achievable within the time constrains, and with appropriate supervision (normally via regular meetings).
- Ensure that the student is given access to material and/or data in a timely fashion to ensure a successful completion of the project within the prescribed time.
- Examining committee formation and scheduling.
- Setting the oral exam date, in consultation with both the student and the other member(s) of the examining committee.

**Student’s Responsibilities** (in consultation with their supervisor)

- Satisfy themselves that they have what they need to be successful prior to the last day of term (i.e. in order to drop courses without penalty).
- Assess their own progress towards a timely and successful completion of a given project.
- Ensure the examination is scheduled early enough in the term to ensure examiners are available.
- Withdraw from the course prior to the deadline if they judge that the project will not be completed and/or examined by the end of the term it is registered to.