

PART 2: GRADUATE STUDENTS AND THE DEPARTMENT OF BIOLOGY

USEFUL INFORMATION FOR NEW STUDENTS:

- A) LUNCH AND READING ROOM
- B) PAY



accommodated. Travel award application deadlines for summer and winter are available at <http://www.uwo.ca/biology/pdf/graduate/travelcriteria.pdf>.

E) TRAVEL AND RESEARCH CLAIMS

Fill out one expense report for each trip or group of expenses within 60 days. You will need a speed code for your expenses, check with your

When traveling on University business you are encouraged to use one of the University owned vehicles in Biology, if they are available and you are listed on the Drivers List housed in Corporate Insurance, (please note forms and copies of your license are to be submitted to the Biology Operations Manager (Hillary Bain) for approval and submission).



1. You are on University payroll or are enrolled as a student of the University
2. You are 21 years of age or older, and hold a full 'G' Licence.



You must have a current paid appointment on the University's Payroll System to rent a vehicle and register the insurance through the University's Non-Owned Auto Insurance.

Language below is from the website--We have also included the link for more information - <http://www.uwo.ca/hr/safety/insurance/rentals.html>

The University's Non-Owned Auto Insurance is applicable to University employees traveling on University business. The University employee must be a licensed and qualified driver over the age 21. An "employee" is one who has been appointed officially to the University as academic or administrative staff. Coverage is extended to individuals who have a current appointment on the University's Payroll System. This would include Graduate Teaching Assistants, Research Assistants and Post-Doctoral Fellows. If in doubt as to the status of an appointment, please contact the Western Corporate Insurance office.

The Western Corporate Insurance policy does not cover the use of personal vehicles for university business and with that our insurance company confirmed that the individual's personal auto insurance policy would be responsible to pay any claims - whether on or off campus. The employee must discuss the extent of "business use" with their broker and a determination will be made if an additional premium or change in rating is warranted.

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#### G) OTHER SCHOLARSHIPS AND AWARDS

The Biology website provides a list of internal and external Scholarships and Awards offered to graduate students on the basis of academic merit and/or financial need. Please visit the website <http://www.uwo.ca/biology/graduate/current/> for descriptions of awards offered and eligibility requirements. In particular, see the links for Financial Support, Scholarships and Awards, Research Grants and Thesis Awards.

#### H) MAIL

The mail is picked up and delivered at approximately 11:30 a.m. Graduate student mail is grouped alphabetically by surname and distributed to mailboxes located in BGS 2025J. For outgoing mail, students are expected to pay for their own postage; for research related mail a speed code could be used (check with your supervisor first). Outgoing mail can be sent via the Biology office in BGS 2025. Departmental letterhead and envelopes may be obtained from BGS 2025

#### I) MEETING ROOMS

J) AUDIO-VISUAL EQUIPMENT

For those who are preparing seminars, presentations and so on, Power Point Projection Systems are available in BGS 2084 and 3026, as well as NCB 301L, 340, 446A and 454. For other rooms, equipment may be borrowed through Diane Gauley ([dgauley@uwo.ca](mailto:dgauley@uwo.ca))

Run by the Society of Graduate Students, the Grad Club is a bar in the basement of Middlesex College, open to the campus community but frequented by graduate students and faculty. In addition to a range of





prices. The UCC also offers a film program and video matinee gratis or for a minimal fee.

I) OFF-CAMPUS

Not all activities of interest take place on the UWO campus. London boasts a variety of night-spots and eateries to suit most tastes. The better places are best discovered by asking around the resident graduate students, faculty and staff. The city boasts numerous parks ideal for "dandelion breaks" and those times you need a little solitude.

Cycling is popular and enjoyable in London (though at times you take your life in your hands). Mild, snowy winters make X-country skiing a possibility most years. Finally, frequent excursions are planned to locations ranging from Point Pelee for bird watching, to Toronto (for museums and Big City fun). Just keep your eyes and ears open and ask around, the more you put into life at UWO, the more you'll enjoy it.