



MSc and PhD

Vaccinology & Immunotherapeutics Program

Student Handbook 2020-21



UNIVERSITY OF SASKATCHEWAN

School of
Public Health

USASK.CA/SPH

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1. INTRODUCTION

The purpose of this handbook is to provide you with basic information as well as the various duties and requirements that you will need to fulfill to complete your graduate degree. If you need further guidance you can contact: Dr. Suresh Tikoo, V&I Program Director, SPH; or Marylin Rana (306-966-1649) Program Assistant, SPH.

The School of Public Health is an interdisciplinary entity that offers innovative opportunities for graduate training, public health research, and programming to ensure our public health system is responsive to future health challenges. The School offers academic and research excellence in a number of areas:

- Aboriginal peoples' health
- Agricultural and rural public health
- Applied public health
- Environmental health
- Global health
- Human-animal interface in infectious disease
- Social and behavioural health
- Vaccinology and Immunotherapeutics

The [U of S College of Graduate and Postdoctoral Studies \(CGPS\)](#) website is an important source of information for current graduate students. It offers advice on a range of topics including how to manage your program and your relationship with your supervisor, how to apply for a leave from your program, available academic help, guidance on teaching and professional skills, and more.

2. GRADUATE PROGRAM OVERVIEW

The Vaccinology and Immunotherapeutics program provides the Master of Science (MSc) and Doctor of Philosophy (PhD) students with opportunities to study cutting edge advances in the field vaccinology and infectious diseases. It combines interdisciplinary and multidisciplinary academic learning with practical experience under the mentorship of a team of experts focused on two main streams:

- a. **Social and Public Health Issues** – Researching the complex social, health care, legal and ethical issues related to vaccination and the use of immunotherapeutics.
- b. **Scientific Bases** – Understanding the basic biology of vaccine/immunologics development.

Students have access to a diverse group of faculty and world-class research centers. These facilities include the Western College of Veterinary Medicine (WCVM), the Canadian Light Source (CLS), the Vaccine and Infectious Disease Organization (VIDO) and the International Vaccine Centre (InterVac). In addition, students can learn from the wealth of industry knowledge available at Innovation Place – one of the most successful university-related research parks in North America.

3. PROGRAM & SUPERVISION

a) Research Advisory Committee:

Within the first 6 months of a student's first registration in his/her program an Advisory Committee should be named to assist in course selection and definition of the research area. The program chair, the supervisor, and the student most often guide the decision-making process for Advisory Committee selection. The guiding principle is that the student needs sustained advice from the beginning of their program if they are to move expeditiously and constructively through the various program requirements.

Advisory committee meetings should be chaired by the Director of the program. In the event, Director is either the supervisor/co-supervisor/committee member, then the Director of the program can nominate any other eligible member to act as Chair of the Advisory Committee.

Advisory Committee (AC) meetings should be called in consultation with the Chair by Program Assistant. Additional AC meeting can be organized at the request of supervisor/student by Chair of the committee.

A generalized template should be used to report the minutes of the committee in each program. Once minutes are finalized by Chair of the committee, a copy signed by student should be kept in the records with program assistant in SPH office.

The Advisory Committee will meet at least twice a year (usually in May and November) in person to review and assess student progress and to offer advice. The student is requested to give an oral presentation at these meetings highlighting the progress made in the research project. The oral presentation is about 20 minutes. A written report is to be sent out to the members of the Advisory Committee no later than 7 days prior to the meeting. The meetings are seen as an opportunity for the student to interact with the members of the Advisory Committee and to obtain advice and help when necessary. However, interactions between student and members of the Advisory Committee are not limited to these meetings and should occur in a frequent manner. Minutes of the meeting will be recorded by the Chair or Supervisor.

The Masters Advisory Committee consists of at least three members; the PhD Advisory Committee consists of at least five members, as follows:

Advisory Chair - The Program Director or designate

Supervisor - **A member of the faculty of the CGPS and an Associate or Joint or Full member of the School of Public Health but cannot be a Professional Affiliate. An Adjunct Professor at the University of Saskatchewan.**

Co-Supervisor, if applicable - Persons who are not members of the faculty of CGPS, may be granted permission to be a co-supervisor by the Dean, CGPS. (Note: co-supervisors share a vote in decision-making at the oral defense, and thus count as one member).

Additional Members - a minimum of 1 for Masters and 2 for a PhD. Must be members of the faculty of CGPS, adjunct professors, Professional Affiliates or be granted permission by the Dean,

CGPS. The list of faculty, adjuncts, Professional Affiliates can be found in the academic [Calendar](#). Advisory Committees cannot consist of spouses as student advisory committee members and also cannot have spouses as co-supervisors due to potential conflict of interests.

Cognate Member – a minimum of one for a PhD program. Must be a member of the Graduate Faculty, CGPS or granted permission by the Dean, CGPS. Cannot be an Associate, Joint or Full member in the SPH.

b) Supervisory responsibilities

The supervisor will ensure the students meet all the requirements of the program. This includes timelines and all ethical documents, approvals and written reports and oral presentation materials. Supervisors: 1) provide timely and constructive feedback to students as they go through the degree process including timely and constructive feedback on thesis material; 2) ensure that students are well informed about the policies, regulations, expectations and standards of the School and of the College of Graduate and Postdoctoral Studies; 3) inform and provide students with funding opportunities; 4) ensure that adequate provision has been made for continued supervision and student support during an absence or leave.

Supervisors on Sabbatical or other Leave: Students can expect their Supervisors to ensure that adequate provision has been made for continued supervision during their absence or leave of any kind. All such arrangements will be communicated to the CGPS Dean with a copy to the student and Program Director concerned. The Program Director will advise the CGPS if these arrangements are not considered satisfactory by the V&I department. Faculty members should recognize that it is imperative to make an appropriate reduction in supervisory and advisory responsibilities prior to and during sabbatical and similar types of leave. Students can expect their supervisors to recognize that the thesis and examinations required by the Program of Studies are important events and take precedence over sabbatical arrangements. In order that students can schedule their work appropriately, they should be informed well in advance about the Supervisor's plans for forthcoming leaves or absences. Interim examining and supervisory arrangements which have been made to cover a period of absence do not release Supervisors and Advisors from final responsibility for the adequate supervision of their students. In too many cases, extended absences for research purposes over the summer months when not properly planned, have been found to impose undue delays and lack of adequate support on graduate students.

c) Student's Role in their Graduate Program

The student is responsible for the success of their degree, although the faculty, advisory committee and the Program Director will always be available to help with problems within the student's program. Specific responsibilities include: timely registration for courses and payment of fees owing, maintaining academic performance at a level commensurate with the program, attending and participating in the weekly departmental seminar series, a commitment to research, adherence to University regulations concerning Academic Integrity, and maintaining a spirit of collegiality with peers, laboratory co-workers, and faculty. It is the student's responsibility to seek advice from their graduate advisory committee where appropriate.

Students having any Program concerns or other issues should be directed to the Student's Advisor and /or the Graduate Chair. Student concerns about his/her advisor should be directed to the Graduate Chair or the Executive Director of the School

d) Program of Studies

Students will be required to select a Program of Study in consultation with their supervisor and Advisory Committee members. These courses will be designed to make up any deficiencies they might have, as well as to provide them with the knowledge and expertise they require for their research program. MSc students will normally take 9 CUs and PhD students will take 12 CUs of graduate courses. **Students entering the PhD program with a Master's degree will only be required to take 3 CUs.** However, depending on each student's background and needs, these credit unit requirements could be increased. Decisions on the elements of the Program of Study will be done on an individual basis, taking into consideration the student's area of interest as well as their previous training. Within the first year, a Program of Studies has to be submitted to the CGPS by the School of Public Health on behalf of the student. When signed by the Program Director and approved by the CGPS, the Program of Studies forms a contract between the University and the student such that successful completion of the noted courses, passing required examinations and defense of the thesis will result in the conferring of the degree. The Program of Studies is, therefore, a critically important document in each student's file. Until it is approved no legal contract exists between the student and University determining the specific requirements to be fulfilled for the degree.

Student Advisory Committee Meetings:

- Student Advisory Committee Meetings are scheduled twice every year.
- Students will give an oral presentation of their proposal for 20-25 minutes which will be followed by questions and comments from individual members of the advisory committee.
- The student must send the progress report to the committee one week before the meeting. The progress report should be a maximum of 5 pages. Including relevant data (if student wants to provide detailed methodology or more detailed data, it should be included as appendix)

4. PROGRAM REQUIREMENTS

a) Course Requirements

MSc students are required to complete a minimum of 9 credit units and PhD students a minimum of 3 credit units of graduate courses. 12 or 3 cu

All students in the V & I program, regardless of stream, must take

- **VACC 801.3** Vaccinology and Immunotherapeutics (3 credits)

And continuous registration must be maintained throughout the program in:

A. VACC 990.0 Seminars in Vaccinology & Immunotherapeutics,

B. VACC 994.0 – Research – for Master's students

C. VACC 996.0 – Research – For PhD students

In addition to credit courses, students are required to complete the online Graduate Research Ethics and Integrity Training Course (**GPS 960**) during the first term of their program.

Depending on the area of research, students may be required to complete an additional module designed for work with either human (**GPS 961**) or animal subjects (**GPS 962**), as determined by the student's Advisory Committee.

Students may elect to take non-credit courses such as Critical Thinking Skills for Graduate Students (GPS 985); Moving Beyond Disciplinary Excellence in Science (GPS 987); Introduction to University Teaching (GPS 989), and others as offered. These courses have no credit or fees, but require registration. The courses will appear on the student's transcripts.

All graduate students in the V & I Graduate Program have to attend the V&I Seminar series. Students are required to give a seminar during the series on an annual basis, except those in their first year or those that have received permission to write their thesis. Students will also be required to attend regularly-scheduled journal clubs for at least 1 year in the case of a Masters student and 2 years as a PhD student. Attendance at the seminars and journal club is mandatory. If for some reason a student is unable to attend a session due to illness or other unavoidable conflict, they must notify the course coordinator in advance of the session they will miss. A recurring problem with attendance may result in the assignment of remedial work at the discretion of the program coordinator and the graduate chair.

As well as meeting with their immediate supervisors on a regular basis, students may be required to participate in regularly-scheduled team meetings of various programs in which experimental objectives and experimental design will be discussed. This experience will provide students with a stimulating environment of constructive criticism and more opportunities to collaborate on specific aspects of other projects where they have interest or expertise. Students gain an understanding of the importance of teamwork, as well as in helping understand experimental design for projects beyond their own single project. Furthermore, faculty and staff will provide input into presentation and communication skills.

b. Courses & Academic Standing

To receive credit for a graduate class, you must obtain a grade of $\geq 70\%$ in the Master's program and $\geq 80\%$ in the PhD program. Some students may be required by their Advisory Committee to take additional classes to make up for deficiencies in their knowledge base. Masters students may be granted permission by their Advisory Committee to take one undergraduate class to make up for deficiencies.

All students entering a graduate degree should very seriously consider investing in a bibliography management program (e.g., End-Note) at the beginning of their graduate program. These programs employ references (including abstracts) downloaded directly from the many bibliography services available (e.g., PubMed). They could save you many dozens of hours of computer labour during your degree, particularly within the context of your thesis.

The University Library conducts a free workshop for people interested in learning about RefWorks, a free reference-manager and citation tool available to all U of S student. The workshop is free, but you need to register.

c) Ethics

All graduate students at the University of Saskatchewan are required to complete GPS 960: Research Ethics, and may be required to take either GPS 961: Ethics and Integrity in Human Research or GPS 962: Ethics and Integrity in Animal Research, depending on the nature of their project, thesis, or dissertation work. The U of S has three ethics review boards: the Biomedical Research Ethics Board, the Behavioural Research Ethics Board, and the Animal Research Ethics Board. All research conducted at the U of S must receive ethics approval before the research begins. The official website of the Ethics Office (<http://research.usask.ca/for-researchers/ethics/index.php>) has complete and current information.

The University of Saskatchewan requires that all research conducted by its members conform to the highest ethical standards in the use of human subjects, animals and biohazardous materials. Any research or study conducted at University facilities, or undertaken by persons connected to the University, involving human subjects, animals or biohazardous materials must be reviewed and approved by the appropriate University of Saskatchewan Research Ethics Board (REB) or Committee. For more information see "[How Do I Get Ethics Approval](#)".

d) Qualifying Examinations (time frame)

PhD students or students transferring from the Master's to PhD program are required to take a qualifying exam. The purpose of the Qualifying Exam is to ensure that the student has the potential to obtain sufficient knowledge of the chosen general field of study to proceed toward candidacy for the PhD degree. The content of the examination shall fairly and reasonably reflect material which the student could be expected to know and understand in view of the prevalent and current norms of the discipline and the student's chosen area of research.

Exam Format: The Qualifying Examination is in oral form and will be given by the Student's Advisory Committee. The exam will last no longer than two hours, and will consist of four research topics (given to the student 8 weeks prior to the exam) as determined by the Advisory Committee.

The Oral Examination (defense) for the award of the Master's degree at the University of Saskatchewan or other recognized universities may, at the discretion of the student's Advisory Committee and the CGPS, be accepted in lieu of the Qualifying Examination.

A student failing the Qualifying Examination is permitted a second Examination with permission of the Dean of the CGPS. A second failure automatically disqualifies the student from further work on that PhD degree. The failure may be appealed to the PhD Committee on substantive or procedural grounds.

If part of a transfer from Master's to PhD, the Qualifying Examination can only be taken once.

e) Oral Comprehensive Examinations

The purpose of the Oral Comprehensive Examination is to determine whether the student has a mature and substantive knowledge of the field as a whole. Normally this examination is scheduled

after the student has completed all course requirements and before beginning the doctoral research and thesis (i.e. at least one year before expected thesis submission). The exam is on topics cognate to the candidate's field of research. A student passing the Comprehensive Examination is deemed a PhD candidate.

Exam Format:

There are two options for setting the exam topics.

1. The Advisory Committee members will each send two topics that are somewhat related to the research project, but not restricted to the area of research. The student in consultation with the supervisor will then select one topic of each member.
2. The student in consultation with the supervisor will suggest eight topics. These topics will then be circulated to the committee, where each member will pick one topic.

The topics selected by the advisory committee members will then be circulated to the student eight weeks prior to the exam. The oral exam will be no longer than two hours.

A student failing a Comprehensive Examination is permitted a second Examination with permission of the Dean of the CGPS or designate. A second failure automatically disqualifies the student from further work for that particular Ph.D. degree. This failure may be appealed to the Graduate Academic Affairs Committee on substantive or procedural grounds.

If the student chooses a written exam it will be a four hour in house exam without books or computer with topics chosen by the Advisory Committee and two sets of questions of which the student will choose one question per topic. All members of the committee will assess the answers within 7 days of the student submitting the answers. The chair will convene a meeting of the committee at the earliest opportunity at which the student will defend his/her answers. The time between the first and second exam will be no longer than six weeks. The Comprehensive Exam will be marked Pass/Fail.

f) Masters to PhD transfers

Transfer from a Masters to a PhD program should take place after the end of the first year and no later than the end of the second year in the program. Recommendation to transfer from Masters' to PhD program must be initiated by the student's Advisory Committee through the Program Chair of the School of Public Health to the CGPS. The following recommendations must be met:

- The student shows great promise both in terms of academic accomplishments and in potential for research.
- The student has completed at least 9 credit units, and has achieved a high academic standing in these 9 credit units with a minimum average of 80% and no grade below 70%.
- There is evidence of good writing and oral communications ability.
- There is evidence the student has requisite research skills and knowledge to be able to successfully complete a PhD dissertation.
- The student has successfully completed the PhD Qualifying Exam. This examination can only be taken once.

If students wish to transfer from a Masters to a PhD program, they will be required to pass a qualifying examination, as described above. This examination can only be taken once.

For the comprehensive examination, the Advisory Committee will decide on four topics that are somewhat related to the research project, but not restricted to the area of research. For each topic two sets of questions will be submitted by the Advisory Committee to the student eight weeks prior to exam of which the student has to choose one question per topic. The oral exam will be no longer than two hours.

g) Thesis

Thesis must follow a very specific editorial format, as laid out by the CGPS in their publication Guide for the Preparation of a Thesis, available at their website, <https://students.usask.ca/graduate/thesis-preparation.php#Beforebeginning> Normally the order in which the items are presented is as follows: The title page, followed by an Abstract, "permission to use the thesis", table of contents, list of tables, list of figures, and a list of abbreviations. The body of the thesis should start with an introduction that gives in 1-2 paragraphs an overview of the rationale for the project. This is followed by the literature review, which should outline the relevant literature framework into which your work will fit. This review should in essence set up and rationalize to the reader and writer a hypothesis (i.e., what you are setting out to prove). Your next section should comprise your hypothesis and objectives. Remember, a hypothesis is a statement of what you believe to be true, and which you are setting about proving or disproving.

The next portions of the thesis present your research, in one of two formats. If you have published much of your research, you may wish to use these publications as the individual chapters of your thesis. In this case, each publication has its own introduction, materials and methods, results and figures/tables, and discussion section. The references from all chapters will be collected together in one common bibliography at the end of the thesis. In addition, you will need to present a coherent discussion of all of your work in one common discussion, presented as its own section immediately following the last "publication", and followed by your conclusions, bibliography and any appendices. If you have not published your work, you may elect to use a more traditional thesis format, with one common materials and methods section, several results subsections, one common discussion, and then the conclusion, bibliography and any appendices (e.g., relevant, but somewhat ancillary data, or raw data perhaps).

Please refer to the links below for important information regarding: The Thesis/Dissertation Process: Writing, Ethics, Defense and Submission.

- [Thesis Preparation: Guidelines for Preparation of a Thesis](#)

This CGPS page has links you will need to read before formatting and styling your thesis. The documents contain rules and regulations, as well as some suggestions, for your thesis document.

- [Citation Style Guides](#)

The library's page with information on the most commonly used citation styles. You will find information on MLA, APA, Chicago, as well as others.

- [Manuscript-Style Theses](#)

Here you will find information and guidance on what is required of a manuscript-style thesis.

- [University of Saskatchewan Research Ethics](#)

Will you need ethics approval? The university requires all people doing research on humans, animals, and biohazardous materials to get approval. Here you will find the guidelines and the ethics approval submission forms

- [Guidelines for Ethical Editing of Theses and Dissertations](#)

Have you ever wondered how much editing by a secondary person would be too much editing? From the Editors' Association of Canada this is a guideline for ethical editing specifically for theses and dissertations.

- [How to Survive a Thesis Defense](#)

Tips on your defense.

- [Tips for your Thesis Defense](#)

Bill Gardner, from the University of Guelph, offers some advice on the thesis defense.

- [Preparing for Your Thesis Defense](#)

James Hayton offers some advice on preparing for a thesis defense.

- [ETD \(Electronic Theses and Dissertations\)](#)

Submit your thesis/dissertation to the Library and CGPS here. You will find additional information on things such as formatting requirements.

- [Find Thesis and Dissertations](#)

Looking for a thesis or dissertation at the U of S? Elsewhere? This guide helps you find theses and dissertations at U of S, in electronic and print form, as well as elsewhere.

- [5 Strategies for Surviving and Thriving During Your Dissertation Process](#)

In this essay Ramon B. Goings discusses his path through the dissertation process and gives five strategies for surviving.

- [The Thesis Defense](#)

This College of Graduate and Postdoctoral Studies guide (<http://www.usask.ca/cgps/policy-and-procedure/defense.php>) helps students prepare for their defense.

h) Thesis defense

The thesis defense is the time in your program when you publicly announce and defend your results and conclusions. Normally, you present a seminar covering the entire thesis data set and conclusions, then are joined in private by your Advisory Committee, an external examiner (selected by your Advisory Committee as an expert in your area, but from another institution), and a representative of the Dean of the CGPS. The external examiner, followed in turn by each member of your Advisory Committee, asks you questions about data, experiments or concepts within your thesis. Normally each individual in turn questions you for 15-20 minutes in order to determine whether you do indeed possess a comprehensive knowledge of your area and are able to develop rational philosophies related to your results. Normally, each individual also has a second 10-20 minute turn in asking questions. After this, the chair of the defense will ask you to leave the room briefly so that the examining committee can deliberate. They will discuss any issues they have and arrive at a conclusion regarding your defense, then call you back into the proceeding to advise you of their decisions. Most often this involves additional editorial changes that need to be done in order for the thesis to be acceptable. Normally, you make these in conjunction with your supervisor, who takes responsibility for ensuring that the changes are made before the thesis is declared suitable for binding and submission to the CGPS.

Permission to Write Thesis/Permission to Defend

- Advisory committee has to agree to allow student to start writing thesis. This agreement has to be recorded in advisory committee minutes or in writing.
- Advisory committee has to agree that thesis is ready to be sent to external examiner. This agreement has to be in writing (i.e. email etc.)
- Supervisor proposes three names in order of preference who could act as potential external examiners and submits these names along with brief CV to Chair of the advisory committee. The Chair of the advisory committee gets approval from other committee members keeping in mind the conflict of interest as per CGPS policy 13.2.1 before SPH will submit the names to CGPS along with thesis.
- Supervisor/Chair can contact the preferred external for potential dates for Thesis defense
- The Chair of the Advisory committee finally decides the exact date/time after determining the availability of advisory committee members and supervisor for the dates provided by external examiner.

5. CENTRALLY ADMINISTERED AWARDS

External Scholarships

There are a wide variety of provincial, national and international scholarships available for graduate students who wish to study at the University of Saskatchewan. These scholarships are provided by provincial, national and international agencies as well as by organizations dedicated to the cure and treatment of specific diseases and health problems.

Some may be restricted to specific country nationalities and others may be restricted to Canadian citizens or Permanent Residents. Some scholarship maybe restricted to students just enrolling for the first time in a PhD program

Please consult the following web links for further information:

<http://explore.usask.ca/moneymatters/awards/external.php>

University Administered Scholarships: Centrally administered awards may be scholarships, assistantships or fellowships. Below are listings of the centrally (CGPS) administered awards:

1. University Graduate Teaching Fellowship (GTF)
2. University Graduate Research Fellowship (GRF)
3. Teacher Scholar Doctoral Fellowship (TSDF)
4. Dean's Scholarship (Dean's)

Eligibility Requirements:

1. Full-time graduate students, in a thesis program, who have not exceeded the maximum amount of time in program, are eligible.
2. Master's nominees must meet the minimum standard which is a GPA of 80%, equivalent to the University of Saskatchewan grading system, on the last two years of completed study or the last 60 credit units.
3. Doctoral nominees must meet the minimum standard which is a GPA of 80%, equivalent to the University of Saskatchewan grading system, for their master's degree.
4. While holding the award, the student shall maintain registration as a full-time student, meeting all requirements for such status.
5. During the time of the award, the student shall not have any other substantial source of financial support provided through the University or other agencies (public or private, including research assistantships and foreign government funding. Such substantial support is defined as more than 50% of the value of the award.

More information about centrally administered awards can be found at:

<http://grad.usask.ca/funding/scholarships.php#University>

Stipends for exceptional students for one year are available and will be awarded by the V&I Program Committee based on the student's CV, research project and extracurricular activities. Stipends can be awarded as full- or half-scholarships and will be applied against the salary provided by the supervisor. The stipends are renewable.

6. SCHOOL OF PUBLIC HEALTH ADMINISTERED AWARDS

a) Devolved Scholarships

Academic units are eligible to receive devolved funds from CGPS if their enrollment was at least 12 graduate students per year averaged over the previous three years, and, they received at least two scholarship awards per year averaged over the previous three years in the non-devolved competition.

Eligibility for Devolved scholarship funds:

1. Students must be full-time graduate students, in a thesis based program, who have not exceeded the maximum amount of time in program. For Masters Students it is two years and for PhD Students it is four years.
2. Students must have a GPA of 80% and continuously maintain the GPA of 80% throughout the tenure of the award.
3. Students must maintain registration as a full-time student, meeting all requirements for such status.
4. During the time of the award, the student shall not have any other substantial source of financial support provided through the University or other agencies, including research assistantships and foreign government funding. Such substantial support is defined as more than 50% of the value of the award.

b) SPH Scholarships:

SPH Scholarships for exceptional students for one year are available and will be awarded by the V & I Program Committee based on the student's CV, research project and extracurricular activities and matching supervisor support. SPH Scholarships are awarded depending on funding availability. The Scholarships are renewable.

Eligibility for SPH Scholarships:

1. Students must be full-time graduate students, in a thesis based program, who have not exceeded the maximum amount of time in program. For Masters Students it is two years and for PhD Students it is four years.
2. Students must have a GPA of 80% and continuously maintain the GPA of 80% throughout the tenure of the award.
3. Students must maintain registration as a full-time student, meeting all requirements for such status.

c) Student Travel

Authority to Travel Form:

The purpose of this form is to ensure appropriate information has been captured to support risk management and to facilitate emergency contact with students while travelling. And to ensure any travel related insurance claims are processed as quickly as possible.

- **An Authority to Travel form** must be completed for all Out-of-Province travel **as well as all In-Province** travel.
- Students must submit an **Authority to Travel form** *before* the travel date. It is the student's responsibility to ensure the form is signed and to keep a copy of the signed form.
- If the **Authority to Travel form** is submitted after the travel dates, the student may not be reimbursed.

d) **Student Travel Awards**

Students may receive (depending on availability of funds) a Travel Award from the V&I program once every 12 months. Applicants, are also highly encouraged to apply for the University's travel award (available the link [here](#)).

Eligibility to apply for a Student Travel Award:

- Students must present at a conference or participate in a competition
- Conference should be relevant to the student's research area
- Students must provide a signed letter of support from the supervisor including fund # supporting award.
- An abstract acceptance confirmation.
- A detailed budget.

7. ADMINISTRATIVE GUIDELINES

a) **Academic Honesty & Integrity**

Students shall perform their academic work with honesty and integrity. Academic work includes, but is not limited to in class participation, examinations, assignments, patient care and other duties. Every student must perform his or her own work.

Student misconduct includes: Cheating; plagiarism; forgery; fabrication; theft of instructional material or tests; unauthorized access to or manipulation of laboratory or clinical equipment or computer programs; alteration of grade books, clinical records, files or computer grades; misuse of research data in reporting results; use of personal relationships to gain grades or favours or other attempts to obtain grades or credit through fraudulent means; unprofessional conduct related to patient care; threats to university personnel; and other conduct inconsistent with academic integrity.

University of Saskatchewan Council has approved a document entitled "The Guidelines for Academic Conduct, available at: <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>

The guidelines identify expectations about ethical behavior expected from all those who work and learn at the university. These guidelines include honesty and integrity expectations of graduate students, in their coursework including assignments and examinations, in their research and scholarly activities for theses and dissertations, and in their interactions with others in internship or practicum placements.

- **Cheating & Fabrication** - Cheating includes, but is not limited to, giving or receiving unauthorized aid in academic work such as the improper use of books, notes, or other students' tests, papers or lab reports; the buying or supplying of term papers, lab reports, essays or analyses; passing off the artistic work of others as one's own; taking a dishonest competitive advantage (for instance, preventing others from fair and equal access to library

resources); or using work done for one course in fulfillment of the requirements of another, without approval of the teachers involved.

Fabrication includes furnishing to a university office or official or faculty member a written or oral statement known by the student to be false or misleadingly incomplete. This includes, but is not limited to, medical information and student data for financial aid and admission.

- **Plagiarism** - Plagiarism is the theft of the intellectual creation of another person without proper attribution. It is the use of someone else's words or ideas or data without proper documentation or acknowledgement. Quotations must be clearly marked, and sources of information, ideas, or opinions of others must be clearly indicated in all written work. This applies to paraphrased ideas as well as to direct quotations. A student must acknowledge and fairly recognize any contributions made to their personal research and scholarly work by others, including other students and self.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Citation Style Guides: Why Cite Sources: Academic Honesty & Plagiarism

To learn why you need to cite sources when writing a research paper, please click the link below:
<http://libguides.usask.ca/citation/whycite>

b) Tuition, Fees & Registration

There are three (3) terms per year: September to December, January to April and May to August.

Tuition:

- Most students registering in a thesis program will pay a fixed amount each term, called a Standard Term Tuition, from the beginning to the end of their program of studies.
- Tuition will not be assessed when a student is on an approved leave.
- Students are required to pay tuition for any courses they take which are not part of their program of studies.

For up-to-date information about program tuition and fees, students should refer to the Tuition page on the University of Saskatchewan website.

<https://students.usask.ca/money/tuition-fees/graduate-tuition.php#TuitionratesSept2016Aug2017>

Tuition Refund Following Thesis Program Completion

Graduate students who defend their thesis and complete all program requirements prior to the end of an academic term may be eligible for a partial tuition refund. Only students in thesis-based programs are eligible.

To be eligible for a refund, all program requirements must be complete and submitted, including all defense and program completion paperwork from the academic unit and student, and the final thesis being successfully submitted through the [electronic site](#). The date that all of these requirements are met is the student's official completion date, and will be the date used to assess any refund.

Refunds are pro-rated monthly (e.g. a student with a completion date which falls on any day in January will receive a tuition refund for February, March and April. A student who completes on any day in February will receive a tuition refund for March and April, etc.). This refund applies only to tuition, student fees are non-refundable.

Registration:

- All graduate degree students will maintain continuous registration throughout their programs.
- Degree thesis students shall be considered full-time for every term for the duration of their programs, including the May to August summer term.
- All graduate students shall register in the 990 seminar in the regular graduate academic session until they have received a Completed Requirement (CR) for it.

c) Residency Requirements

The normal residence requirements for a Master's program are one regular academic session, starting in September and ending in April, or by the equivalent in Spring and Summer Session. Within the Residence period, candidates in a thesis program must have full-time status and must register in 994, 990, and the minimum number of graduate credit units for their specific program of study. The normal residence requirements for a PhD program are two full years (i.e. 24 continuous months) for those students who hold a recognized Master's degree in a suitable field. Within the Residence period, candidates must have full-time status and must register in 996, 990, and the minimum number of graduate credit units for their specific program of study. They must be actively engaged during this period in academic work as prescribed by the department or college, including research.

The minimum resident period for students who transfer from a Master's program to a PhD program without completing the Master's program is three regular academic sessions beyond the attainment of the Bachelor's degree (i.e. 32 continuous months). Students transferring from a Master's program are required to complete a minimum of two regular academic sessions in residence as PhD candidates, regardless of the time in residence completed at the Master's level.

All interpretation regarding residence credit will be made by the CGPS Dean on the advice of the Chair of the student's Advisory Committee. The place of residence is normally the University of Saskatchewan. Formal permission from the CGPS must be obtained in advance if students plan to study or do research elsewhere during the residence period. Following the residence period, students may continue their research at the place of their choice, in consultation with their Supervisor and Advisory Committee. However, at any time during the program, students may be required to spend their time at the University of Saskatchewan in order to remain in good standing.

d) Time Extensions:

Graduate students and all those involved in graduate studies are strongly encouraged to ensure that students move as expeditiously as possible through their programs of studies. Official program time limits are 5 years for Master's and Postgraduate Diploma and 6 years for PhD, whether full or part time. This time is measured from the beginning of the first term of registration for work which is included in the Program of Studies (may be course work done at U of S or elsewhere, thesis, project, or practicum). Students who have reached the time limit of the program without completing program requirements should meet with their Advisory Committee. If the Advisory Committee supports an extension, students may apply in writing to the CGPS, with a written indication of support from the Supervisor and the Advisory Committee, indicating reasons for the slow progress and providing a detailed plan, with indications on time, for completing remaining requirements. **Only one extension request will be allowed per student, so it is important to plan accordingly and mutually commit to achieving the timelines submitted.**

For full instructions and forms involving extensions, please visit:

<https://students.usask.ca/graduate/appeals-leaves-extensions.php#ExtensiontoTimeinProgram>

e) Requirement to Withdraw:

Students who fail to make satisfactory progress in their program, as shown by performance in course work, in examinations, in research, or in other program components, will be required to withdraw from the graduate program. Such students must be invited to meet with their Advisory Committee as soon as evidence of unsatisfactory performance is available to either the Supervisor or the Graduate Chair. All relevant circumstances should be taken into account, every possible accommodation made, and appropriate procedures followed in order to ensure that the student has full opportunity to explain his/her situation and to take reasonable remedial action.

When departments or colleges recommend that a student be required to withdraw, they must so inform the student in writing through a copy of the recommendation sent to the CGPS Dean. After the Dean is convinced of the appropriateness of this action, official notification of the requirement to withdraw will be sent by the Dean to the student. The student may appeal this decision to the CGPS Academic or PhD Committee, as appropriate.

f) Graduate Student Space:

Each student in our department should receive their own office space as well as adequate lab space in which to do their experiments, although this will vary substantially, depending on your supervisor.

g) E-mail Accounts:

Upon enrollment in the CGPS each student will automatically be issued an email account by the Information Technology Services (ITS). The usask email addresses of students will be used for communication.

h) Frequently Used Forms:

1. Class Override and/or Late Enrolment in a Class
<https://students.usask.ca/documents/class-override.pdf>
2. Audit a Class
<https://students.usask.ca/documents/audit.pdf>
3. Request for Extension to Time in the Program
<http://www.usask.ca/CGPS/documents/GPS205Extension.pdf>

For other frequently used forms, please visit the link below.

<https://students.usask.ca/forms.php>

Students are advised to become familiar with the rules and regulations of the College of Graduate Studies and Research they can be found online at: <http://www.usask.ca/cgps/policy-and-procedure/>

i) On Campus Services:

IT Support Services

Email, PAWS, and technology support.

→ <http://www.usask.ca/ict/help-support/index.php>

International student information

Find everything a person needs to know about life as an international student at USask including immigration matters and information on working and living in Canada:

→ <https://students.usask.ca/international/index.php>

Resources and services for international students and those wanting to go abroad can be found through the International Student and Study Abroad Centre (ISSAC).

→ <https://students.usask.ca/international/issac.php>

Student Central

Don't know who to call? Start at Student Central for help with questions about finances, registration, academic life, and more.

→ <https://students.usask.ca/student-central.php>