



PhD

Epidemiology Program

Student Handbook 2020-21



UNIVERSITY OF SASKATCHEWAN

School of
Public Health

USASK.CA/SPH

Table of Contents

1. INTRODUCTION.....	2
2. GRADUATE PROGRAM OVERVIEW.....	2
3. PROGRAM & SUPERVISION.....	3
a) Research Advisory Committee	3
b) Supervisory responsibilities.....	4
c) Student’s role in their Graduate Program	4
d) Program of Studies	5
4. PROGRAM REQUIREMENTS.....	5
a) Course Requirements	5
b) Courses & Academic Standing.....	6
c) Ethics.....	7
d) Qualifying Examinations.....	7
e) Comprehensive Examinations	8
f) Thesis.....	9
g) Thesis defence.....	12
5. CENTRALLY ADMINISTERED AWARDS.....	13
a) External Scholarships.....	13
b) University Administered Scholarships.....	13
6. SCHOOL OF PUBLIC HEALTH ADMINISTERED AWARDS.....	14
a) Devolved Scholarships.....	14
b) SPH Scholarships.....	14
c) Student travel (Authority to Travel Form).....	14
d) Student Travel awards.....	15
7. ADMINISTRATIVE GUIDELINES.....	15
a) Academic Honesty & Integrity	15
b) Tuition, Fees & Registration	16
c) Residency Requirements.....	17
d) Time Extensions	17
e) Requirement to Withdraw.....	18
f) Graduate Student Space	18
g) E-mail Accounts	18
h) Frequently Forms used	18
i) On Campus Services.....	19

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. Carl D'Arcy, Epidemiology Program Director, SPH; or Marylin Rana (306-966-1649) Epidemiology 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
- Chronic diseases
- Environmental health
- Global health
- Human-animal interface in infectious disease
- Mental Health
- Social and behavioral 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

- Epidemiology is largely a quantitative study of the distribution and determinants of disease and injuries in human and animal populations although some qualitative research is possible. The epidemiology program is designed to produce highly qualified epidemiologists capable of investigating complex population and public health issues, and independently designing and conducting quantitative research to address the biological and socio-environmental determinants of health. Program and policy evaluation are also part of the epidemiologists training. Through classroom instruction, hands-on experience in the research programs of faculty of the School of Public Health, and their own dissertation research, students will develop expertise in one or more of the following areas of specialization:
 - Chronic disease epidemiology
 - Clinical epidemiology
 - Environmental epidemiology
 - Epidemiology of zoonotic diseases

- Infectious disease epidemiology
 - Nutritional epidemiology
 - Occupational epidemiology
 - Neurological and Psychiatric epidemiology
-

3. PROGRAM & SUPERVISION

a) Research Advisory Committee:

Within the first 12 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 Director, 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 Epidemiology Program Director or designate. In the event, the Program Director is either the supervisor/co-supervisor/committee member, then the Program Director 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 or student by Chair of the committee.

An approved template is to be used to report the minutes of the Advisory Committee. Once minutes are finalized by Chair of the committee, a copy signed by student is to be kept in the records with program assistant in SPH offices.

The Advisory Committee will meet once a year 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 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 these meetings should 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 a Full or Joint or Associate or Adjunct member of the School of Public Health (cannot be a Professional Affiliate).

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 all decision-making and at the oral defense, and thus count as one member).

Additional Members - a minimum of 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 interest.

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

b) Supervisory responsibilities

The supervisor will ensure the student meets 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 the Program Director concerned. The Program Director will advise the CGPS if these arrangements are not considered satisfactory by the Epidemiology Program or the School. 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 faculty, Advisory Committee and the Program Director will always be available to help resolve 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 School and program 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 direct their concerns to the Student's Advisor and /or the Graduate Chair. Student concerns about his/her supervisor should direct their concerns 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. The PhD in epidemiology is a three to four year dissertation degree. Graduate students are required to complete a *minimum* of 5 course (15 credit units), consisting of three core classes (nine credit units), two electives (six credit units)

Within the first year, a Program of Studies information must 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.

Advisory Student Meetings:

- Advisory Student Meetings are scheduled once 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 progress report has to be emailed to the committee one week before the meeting.

4. PROGRAM REQUIREMENTS

a) Course Requirements

PhD Program: Coursework Requirements

Students will complete a minimum of 15 credit units of coursework, of which 6 credit units are required courses and 9 credit units are elective courses. The *required courses* are:

- PUBH 842 – Current Biostatistical Methods and Computer Applications
- PUBH 846 – Analytic Methods in Epidemiological Research Level II

Students must select *two* of the following restricted elective courses and the third one from either the restricted or open elective list.

- AGMD 801 – Introduction to Occupational and Environmental Health
- CHEP 802 – Community and Population Health Research Methods

- CHEP 806 – Applied Statistical Methods for Follow-up Data
- CHEP 810 – Advanced Topics in Clinical Trials
- CMPT 838 – Simulation for Health Policy Modeling
- NURS 892 – Research Methods
- NURS 894 – Systematic Reviews of Healthcare Interventions
- NURS 897 – Nursing Research: Advanced Research Methods in Quantitative Design
- PUBH 809 – Field Epidemiology
- PUBH 832 – Infectious Disease Epidemiology
- PUBH 843 –Advanced Topics in Analytical Epidemiology Level III
- PUBH 844 – Chronic Disease Epidemiology
- PUBH 845 – Clinical Epidemiology
- VLAC 840 – Zoonoses and Food Safety
- VLAC 881 – Clinical Trial Design and Analysis

In addition, students are required to complete the following non-credit unit requirements:

- GPS (CGPS) 960: Introduction to Ethics and Integrity (if not already completed)
- GPS (CGPS) 961: Research in Human Ethics (if required)

Students must maintain continuous registration when in the program in the following two courses:

- PUBHI 990: Seminar in Epidemiology and Public Health
- PUBH 996: PhD Research: Public Health

The elective courses will be appropriate to the student's research area and will be chosen in consultation with the student's Advisory Committee. In the absence of a suitable elective course in any of the Departments or Schools of the University, students may either take a special topics (reading) course with the permission of the student's Advisory Committee or may take a course at another university and apply to have the course accepted by the College of Graduate and Postdoctoral Studies as an equivalent of program course requirements (see Sections 5.2.1 and 5.3.1 of the CGPS Policy & Procedures Manual).

b. Courses & Academic Standing

To receive credit for a graduate class, you must obtain a grade of $\geq 75\%$ 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.

All students entering a graduate degree should very seriously consider investing in a bibliography management program (e.g., RefWorks, End-Note among others) 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 labor during your degree, particularly within the context of your thesis.

The University Library conduct free workshops for people interested in learning about RefWorks, a free reference-manager and citation tool available to all U of S student, while the workshop is free, registration is required.

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 Behavioral 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**

PhD students entering the Epidemiology program may be 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. The Qualifying Examinations are either in written or oral form and will be set and performed by the Student's Advisory Committee. The exam should last no longer than 3.5 hours, and should consist of three research topics with two sets of questions each of which the student must choose to answer one question per topic (written). If, after the completion of the written Qualifying Examination there is any concern among members of the Advisory Committee, the Committee may ask for an oral examination where the student is examined orally on their examination answers. Students are marked on a pass/fail basis. Students entering the PhD program who also graduated with a Master's degree from a thesis based program are not normally required to pass a Qualifying Examination.

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.

With permission of the Dean of the CGPS, a student failing their first Qualifying Examination is permitted to sit a second examination. A second failure automatically disqualifies the student from further work on that PhD degree. The failure may be appealed to the PhD in Epidemiology Program Committee on substantive or procedural grounds. The appeal is governed by the University Council's Procedures for Student Appeal on Academic Matters.

e) Comprehensive Examinations

The purpose of the comprehensive examination is to determine whether the student has a mature and substantive knowledge of the field of epidemiology and public health as a whole. Normally this examination is scheduled after the student has completed all coursework requirements and before beginning the doctoral research. The examination is on topics cognate to the candidate's field of research. A student passing the Comprehensive Examination is deemed a *PhD candidate*. The Comprehensive Examination will be administered within the guidelines of **Section 12.6** of the CGPS Policy & Procedures Manual.

The comprehensive examination is set and administered by an Examination Committee that is comprised of all members of the Student's Advisory Committee. The examination has written and oral components. Both components will test the student on theoretical and applied epidemiological, statistical and public health concepts.

1. The Committee should agree to a set of readings to be covered.
2. The Committee also needs to agree on a set of written questions to be put to the candidate. This meeting can occur virtually by email or by a physical meeting.
3. The candidate sits the exam at a mutually convenient time (Committee members are not required to be present). The candidate is generally given 3.5 hours to complete the written portion of the exam.
4. The Comprehensive examination is invigilated by either staff or faculty members. There can be more than one invigilator for the exam with individual invigilators trading each other off.
5. The written examination is reviewed by individual committee members on a pass/fail basis. This should occur within 7 to 10 days of the examination..
6. The second oral part of the Comprehensive examination allows Committee members to explore the candidate's written answers in more detail. *All Committee members* are required to be present either physically or virtually to question the student. Again, the timing of the oral part of the Comprehensive examination is at a mutually convenient time for all involved. However, it is advisable to have the oral part of the Comprehensive examination to be scheduled to occur within 10 days of the time of the written examination.
7. This oral component will take approximately 2 to 3 hours at the discretion of the Committee.
8. With the candidate absent the Committee further deliberates on the quality of the written and oral answers to questions posed and decides whether the candidate's responses warrant a passing or failing grade.

For the comprehensive examination, the Advisory Committee will decide on three topic areas that are related to the core disciplines of epidemiology and public health and should be related to the student's research project, but not restricted to the specific area of the thesis research. For each topic area two sets of questions will be submitted by the Advisory Committee to the student at the time of the comprehensive examination. The student must choose to answer one question per topic area. The oral exam will be no longer than three hours.

The comprehensive examination must normally be passed no later than 36 months after first registration as a PhD student.

According to CGPS Regulations, the Comprehensive Examination Committee will be chaired by the Program Chair or his/her designate.

A student failing the Comprehensive 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 in Epidemiology Program Committee on substantive or procedural grounds. The appeal is governed by the University Council's Procedures for Student Appeal on Academic Matters.

f) 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: <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 the student's work fits. This review should set up and rationalize to the reader a research question or set of research questions that the writer is setting out to explore. The research question(s) may be set out as a hypothesis i.e., what you are setting out to prove or disprove.

The next portions of the thesis present your research, in one of two formats. The thesis may be in either of two formats the "traditional" single document format or the "manuscript-style" (or papers) format that consists of several manuscripts written in a style suitable for publication. 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). 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. However manuscript styles thesis require an introductory chapter that describes the overarching themes of the these that links the various research papers. A second chapter maybe need outlining data and methods. A final chapter is also required that outline the general conclusions of the research and recommendation regarding further research, data, and policy and program implications arising from the research. In the "manuscript style" format the individual manuscripts need not be formally published, however, publication in a peer reviewed reputable journal enhances the perceived quality of the research.

Students are strongly advised to consult the CGPS Policy and Procedures Manual for detail on the writing of a "manuscript-style" thesis: <https://students.usask.ca/graduate/manuscript-style.php#Beforeyoubegin>.

There are a variety of standard referencing and citation styles available. They are used by different journals and different disciplines may prefer one style or another.

The following are the most frequently used styles:

- **APA.** APA (American Psychological Association) is an author/date based style.

- **MLA.** MLA (Modern Languages Association) is most often used in the arts and humanities
- **Harvard.** Harvard is very similar to APA.
- **Vancouver.** The Vancouver system is mainly used in medical and scientific papers.
- **Chicago and Turabian.** These are two separate but very similar, they are largely used in history and economics.

Individual journals may have their own unique requirements in addition to a standard style.

The most frequently used styles in public health are the Vancouver and APA styles.

Irrespective of whether it is a traditional or a manuscript style thesis, it is *most important* that the student consistently use a standard referencing style throughout their thesis.

For information on the Vancouver style consult the following web links:

<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>

and

https://en.wikipedia.org/wiki/Vancouver_system

Details on the APA referencing and citation system can be found at:

<http://library.concordia.ca/help/citing/apa.php>

For the writing of papers and theses there are a variety of very good manuals available for answering nitty-gritty questions concerning the precise element and format of manuscript and theses.

The *Publication Manual of the American Psychological Association 6th Edition* is a manual that can be recommend. It provides invaluable guidance on all aspects of the writing process, from the ethics of authorship to the word choice that best reduces bias in language. Also, very practical and useful information about managing the whole process of starting and completing a thesis can be found in the APA book by Cone & Foster (2006) *Dissertations and Theses from Start to Finish*.

Other books suggested for writing clear, correct and concise prose are:

1. *The Canadian Style: A Guide to Writing and Editing* and
2. *Clear, Correct, Creative: A Handbook for Writers of Academic Prose*.

Useful Web links

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

- <https://eebatou.wordpress.com>

Advice on creativity and scholarship – formerly Getting Things Done in Academia – a blog.

- [**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.

- [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 Defence](#)

Tips on your defence.

- [Tips for your Thesis Defence](#)

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

- [Preparing for Your Thesis Defence](#)

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

- [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.

- [The Thesis Defence](#)

This College of Graduate Studies and Research guide helps students prepare for their defence.

h) Thesis defence

The thesis defense is the time in your program when you publicly announce and defend your research 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 your research question(s) or hypothesis(es) study design, data, analysis(es) 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 committee member 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 *fully 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.

In the event that more substantial and/or specific changes are required that may take a longer time to complete, the Advisory Committee may require the revisions made be reviewed and approved as satisfactory by the Advisory Committee as a whole or by a specific member of the committee with special expertise relevant to the committee concerns or the external examiner.

Permission to Write Thesis/Permission to Defend

- The Advisory Committee must agree to allow student to start writing thesis. This agreement must be recorded in advisory committee minutes or in writing.
- The Advisory Committee must agree that thesis is ready to be sent to external examiner. This agreement has to be in writing, including email.
- Supervisor proposes the names of three individuals 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

a) 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>

b) University Administered Scholarships Centrally administered awards are University 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. 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. The grade standard is 85% for applicants for the Dean's Scholarship awarded to new students entering the program.
3. While holding the award, the student shall 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 (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>

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.

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 a one year term are available and will be awarded by the Epidemiology 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. These SPH Scholarships are renewable.

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 Epidemiology 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 favors 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 must register in the EPI 990 seminar in the regular graduate academic session until they have received a Completed Requirement (CR) for their participation in the course.

c) Residency Requirements for PhD degree

The normal residence requirements for a PhD program are two full years (i.e. 24 continuous months). Within the Residence period, candidates must have full-time status and must register in PUBH 996 and EPI 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.

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 considered, every possible accommodation made, and appropriate procedures followed 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 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 PhD student in the Epidemiology Program should receive their own office space although this may vary substantially, depending on the resources available to 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 following link:

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

Finally, students are advised to become familiar with the rules and regulations of the College of Graduate and Postdoctoral Studies 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>

Student Learning Services

Programs and services to help students develop academic skills plus support for learning in areas such as writing, math, studying, and research.

→ <http://library.usask.ca/studentlearning>

Student Wellness Centre

The Student Wellness Centre offers urgent and non-urgent physical and mental health care to USask students and their spouses and children.

<https://students.usask.ca/health/centres/wellness-centre.php>