



Doctor of Philosophy in Public Health

Student Handbook 2025-26



UNIVERSITY OF SASKATCHEWAN

**School of
Public Health**

USASK.CA/SPH

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1. INTRODUCTION

The purpose of this handbook is to provide 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 the PhD in Public Health Program Director, Dr. Alexander Crizzle (<https://sph.usask.ca/people/faculty-profiles/alexander-crizzle.php>) or the Thesis Program Assistant, Darla Mitchell (darla.mitchell@usask.ca).

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 several areas:

- Indigenous Health
- Rural Public Health
- Mental Health and Addictions
- Environmental and Occupational Health
- Global Health
- Maternal and Infant Health
- One Health (Human-animal interface in infectious disease)
- Social and Behavioral Health
- Injury Prevention
- Healthy Cities and Transportation
- Public Health Care Systems
- Gerontology and Population Aging
- 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 Doctor of Philosophy in Public Health (PhD) is the first Public Health PhD program offered in the Province of Saskatchewan. Through this degree, students will experience learning and research opportunities relevant to current public health topics at the local, provincial, national, and international levels. The specific objectives of the program are to:

1. Attain knowledge to formulate expertise in a specific public health area;
2. Develop advanced research skills that are needed to address emerging topics in the public health area of expertise;
3. Collaborate across health science disciplines to integrate diverse perspectives in research and practice;
4. Learn about, and implement, ethical practices in public health research; and

5. Foster respect, empathy, and inclusion for improved health outcomes for individuals, in community, and in health systems.
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3. PROGRAM & SUPERVISION

a) Research Advisory Committee:

Within the first 6 months of a student's first registration in their 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 Director of the program. In the event the Director is a supervisor/co-supervisor/committee member, then the SPH Graduate Chair in consultation with the Program Director will determine a suitable advisory committee chair (typically, the SPH Graduate Chair).

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

A generalized template should be used to report the minutes of the committee meetings. Once minutes are finalized by the Chair of the committee, a copy signed by student and supervisor(s) will be kept in the student file that is maintained by the program assistant in the SPH office.

The Advisory Committee will meet at least once a year to review and assess student progress and to offer advice. The student is to write a report of their progress since the previous advisory committee meeting and submit the report to the Program Assistant, no later than 7 days prior to the meeting. The Program Assistant will then send this report out to the Advisory Committee. The student provides an oral presentation, of approximately 20 minutes, at these meetings highlighting the progress made in their graduate program. 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 the student and members of the Advisory Committee are not limited to these meetings and should occur frequently. Minutes of the meeting will be recorded by the Chair.

The Advisory Committee consists of at least four members, as follows:

Advisory Chair - The Program Director or designate.

Supervisor - A member of the faculty of the CGPS and an Associate, Joint, Full or Adjunct member of the School of Public Health, but the supervisor cannot be a Professional Affiliate 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 Member - a minimum of 1 regular member who is a member of the faculty of CGPS, Adjunct professor, Professional Affiliate or a person granted special permission by the Dean, CGPS. Advisory Committees cannot consist only of spouses and cannot have spouses as co-supervisors due to potential conflicts of interest.

Cognate Member – a minimum of 1 member of the Graduate Faculty, CGPS or person granted permission by the Dean, CGPS. The Cognate member cannot be an Associate, Joint or Full member in the SPH.

b) Student Responsibilities in their Graduate Program

The student is responsible for the success of their degree path and for meeting all degree requirements (the supervisor, advisory committee, Program Director, and Graduate Chair are available to help the student navigate their program). Specific student responsibilities include registering for courses and paying of fees in a timely manner, maintaining academic performance at a level commensurate with the program, attending and participating in the weekly program seminar series, demonstrating a commitment to research, adhering to University regulations including Academic Integrity, and maintaining a spirit of collegiality with peers, staff, 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 consult with their supervisor(s) and/or the Program Director and/or the Graduate Chair. Students with concerns regarding their supervisor(s) should consult with the Program Director and/or the Graduate Chair.

c) Supervisory responsibilities

The supervisor will ensure the student meets all the requirements of the program. This includes timelines, all ethical documents, approvals, written reports and oral presentation materials. Supervisors will: 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 students of, 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: When a supervisor is on sabbatical or other leave, students can expect their Supervisor(s) and/or Advisory Committee Chair to create a plan to ensure adequate continued supervision. The Supervisor(s) or the Advisory Committee Chair will submit this plan to the Graduate Chair for approval; The Graduate Chair will submit the approved plan to the CGPS Dean with a copy being sent to the student, Supervisor(s), and Advisory Committee Chair. 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 Supervisor(s) and Advisory committee members from final responsibility for the adequate supervision of the student.

d) Program of Studies

Students will be required to develop a Program of Study in consultation with their supervisor and Advisory Committee members. Students are expected to take a minimum of 12 CUs of graduate courses as part of their Program of Study. These courses will be selected to strengthen student knowledge and expertise pertaining to their area of research. Typically, the Program of Study will be submitted to the CGPS by the Advisory Committee Chair within the first academic year. The Program of Study forms a contract between the University and the student regarding expectations to complete the degree requirements.

Regular Student Advisory Committee Meetings:

- Student Advisory Committee Meetings are scheduled at least once per academic year.
- Students will give an oral presentation on their progress since their last regular advisory committee meeting. This presentation will typically be 20 minutes, followed by a question-and-answer session with the advisory committee. The committee then meets in-camera to discuss the student's performance and then the student returns to the meeting and the committee chair summarizes the in-camera discussion for the student. At any point throughout this meeting the student is encouraged to ask the committee questions.
- The student must send the progress report to the Program Assistant at least 7 days prior to the meeting. The progress report should be a maximum of 5 pages, including a summary of academic achievements since the last regular advisory committee meeting, an update on their progress in their research project, and a projected timeline for completion.

Special Student Advisory Committee Meetings:

- In addition to the regular student advisory committee meetings there are 3 required student advisory committee meetings that represent pivotal program completion milestones:
 - A. Candidacy Assessment
 - B. Permission to Write
 - C. Pre-Defense
- The format of each of these meetings will follow that of a regular committee meeting with the presentation changing to reflect the program completion milestones. (See the program requirements section for more detail on these meetings.)

4. PROGRAM REQUIREMENTS

a) Course Requirements

PhD students are required to complete a minimum of 12 credit units of graduate courses, including the following:

- PUBH 804.3 Foundations of Public Health*.

- 3 credit units in an advanced research methods course approved by the student's advisory committee.
- 6 credit units of elective courses approved by the student's advisory committee.

Continuous registration must be maintained throughout the program in:

- A. PUBH 990.0 Seminars** in Public Health (in Fall and Winter terms),
- B. PUBH 996.0 – Research – For PhD students** (all terms)

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 are also required to complete an additional module designed for work with either human (**GPS 961**) or animal subjects (**GPS 962**), as per the University guidelines. The selection of either **GPS 961** or **GPS 962** must be approved by the students' Advisory Committee.

Students may elect to take non-credit courses such as Thinking Critically Professional Skills for Global Citizens (GPS 984) Graduate Professional Skills (GPS 974) and others as offered. These courses have no credit or fees but require registration. The courses will appear on the students' transcripts.

All graduate students in the PhD Program must attend the Public Health 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. 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.

b) Courses & Academic Standing

To receive credit for a graduate class, you must obtain a grade of $\geq 70\%$ 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., Endnote, Mendeley or Zotero) 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 conducts free workshops for people interested in learning about different reference-manager and citation tools available to U of S students. The workshops are 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 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 (<https://vpresearch.usask.ca/ethics/>) 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 Human Ethics Approval](#)".

d) Assessment Process for Non-Standard Admission:

To transfer into the SPH PhD program from a Master's program or directly after a completed Bachelor's honours degree, a student must successfully complete the qualifying process. The qualifying process consists of the student presenting to the members of a committee (i.e. the student's PhD advisory committee upon successfully completing the qualifying process) an existing published peer-review article that focuses on foundational knowledge relevant to their proposed area of research. The qualifying presentation consists of the student completing a 20-minute verbal presentation about the existing peer-reviewed article and addressing questions about the article posed by advisory committee members. The process should ideally be no more than 2 hours in length and mirror the process of a master's level thesis defense. The article on which the qualifying process is based is to be selected by the student's advisory committee and approved by the PhD in Public Health Program Advisory Committee.

e) Special Advisory Committee Meetings

A. Transfer process (For Master's and MPH thesis)

- The purpose of the Transfer Process is to ensure that the student has sufficient knowledge of the chosen general field of study to proceed toward admission into the PhD program in Public Health.
- Students wanting to transfer into the PhD program will be required to undergo a transfer process that consists of the following:
- The student's advisory committee will select an article for the student to read and review. This article, once selected, should be sent to the PhD program committee for approval with an explanation and justification as to why this article was selected. The content of the transfer process 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 Transfer Process examination is 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 hours; at least 20 minutes is devoted to the student's presentation on the article critique.
- Students are assessed on a pass/fail basis.
- With permission of the Dean of the CGPS, a student failing their first Transfer Process examination is permitted to sit a second examination. A second failure automatically disqualifies the student from transferring into the PhD program. The failure may be appealed to the PhD in Public Health Program Committee on substantive or procedural grounds. The appeal is governed by the University Council's Procedures for Student Appeal on Academic Matters.

A. Candidacy Assessment

- The student in consultation with their advisory committee will write a proposal outlining the anticipated PhD research. The proposal typically will contain a summary of the known literature surrounding the research topic, research objectives, a proposed methodology for achieving the objectives and a timeline for completing the research. More specific detail for the proposal will be provided by the Supervisor(s) and Advisory Committee. The completed proposal should be submitted to the Program Assistant at least 3 weeks prior to the proposal defense meeting.
- During the in-camera portion of the meeting the Advisory Committee will determine if the proposed project is sufficient to meet the PhD requirements.
- The candidacy assessment must be completed within the first 24 months of a student's registration in their PhD program. Students must have completed all program requirements except the research forming the basis of the student's dissertation. After the student completes all the course requirements, they will prepare the literature review portion of their PhD research proposal/dissertation and defend it. The literature review should end with the proposed objectives and associated research questions for the PhD research. Upon the student's performance during this meeting, the Advisory Committee can recommend additional coursework or other learning opportunities that the student needs to complete before beginning the final stage of the process.
 - The final stage of the Candidacy process is a student must successfully defend their complete PhD research proposal.
 - In the Candidacy process the defence consists of the student completing a 20–25-minute presentation on their prepared written document and then answering questions related to the literature needed for the area of research. The process should ideally be no more than 2 hours.

B. Permission to Write

- When the student has completed all the research outlined lined in their proposal this meeting will take place. The document prepared for this meeting is the Table of Contents for the student’s dissertation. The content of the presentation is a summary of all the research completed.
- During the in-camera portion the Advisory Committee deliberates on whether the completed research is sufficient for the degree requirements and if the proposed Table of Contents is adequate for the dissertation.
- If the advisory committee grants permission to write the Supervisor and the Advisory Committee cannot ask the student to complete more research. The student then commences writing the dissertation.
- The Table of Contents should be provided to the Program assistant 7 days prior to this meeting for distribution to the Advisory Committee.

C. Pre-Defense

- When a complete draft of the dissertation has been written by the student and approved by the Supervisor(s) this meeting shall take place.
- The draft dissertation should be provided to the Program Assistant 4 week prior to this meeting for distribution to the advisory committee.
- The presentation for this meeting will be a draft of the defense presentation.
- During the in-camera portion of this meeting the Advisory Committee will deliberate on 1) Is the written dissertation ready for defense? 2) Is the student’s presentation ready for defense? 3) University Examiner 4) Three possible external examiners.

f) **Master’s to PhD transfers**

Transfer from a Master’s 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 to the Graduate Chair who will consult with CGPS regarding the transfer. 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 qualifying process as outlined in section E under Assessment Process for Non-Standard Admission. This process can only be undertaken once.

g) Dissertation

Please refer to the links below for important information regarding: The Thesis/Dissertation Process: Writing, Ethics, Defense and Submission. Students should consult with their supervisor(s) regarding the specific details and formatting.

<https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/thesis-roadmap/drafting.php>

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](#)

Some tips on how to prepare for a thesis defense.

- [Preparing your thesis](#)

Submit your thesis/dissertation to the Library and CGPS here.

- [Information About Submitting your thesis](#)

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 helps students prepare for their defense.

h) Thesis defense

The thesis defense is the time in your program when you publicly present 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 University Examiner. The External Examiner, followed in turn by the University Examiner and each member of your Advisory Committee, ask you questions regarding your research and the surrounding body of knowledge. Typically, there are two rounds of questions in which everyone has 15 – 20 minutes (per round) to assess the student's knowledge of the field of research. After the question period an in-camera session will be held to determine whether the written thesis and oral presentation meet the standard for PhD degree. The student will return, and the Chair will summarize the deliberations of the committee.

Permission to Write Thesis/Permission to Defend

- Advisory committee must agree to allow the student to start writing the thesis. This agreement must be recorded in Advisory Committee minutes or in writing.
- Advisory Committee must agree that thesis is ready to be sent to external examiner. This agreement must 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 the 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 the thesis document.
- Supervisor/Chair can contact the preferred external for potential dates of availability for the thesis defense.
- Finally, the Chair of the Advisory Committee decides the exact date/time after determining the availability of Advisory Committee members, Supervisor, and University Examiner for the dates provided by the 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 scholarships may be restricted to students enrolling for the first time in a PhD program.

Please consult the following web links for further information:

<https://students.usask.ca/money/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. Teacher Scholar Doctoral Fellowship (TSDF)
2. 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). 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 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 (change to match SSF)

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 a program. For Master's 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. 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 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 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: (Change to Concur)

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 (Change to SPH Travel Award)

Students may receive (depending on availability of funds) a Student Travel Award from the College of Graduate and Postdoctoral Studies once every 12 months. PhD students are highly encouraged to apply for the University's travel award (<https://students.usask.ca/academics/study-abroad/awards.php>).

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.
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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 their 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: <https://governance.usask.ca/governance/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>

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.

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 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://cgps.usask.ca/documents/requests-for-extension-to-time-in-program20230614.pdf>

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 their 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 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 Information and Communications Technology (ICT). The U of S 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>

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: <https://cgps.usask.ca/policy-and-procedure/index.php>

i) On Campus Services:

IT Support Services

Email, PAWS, and technology support.

→ <https://itsupport.usask.ca>

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>

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