

# Department of Medical Biophysics University of Toronto



## *Graduate Student Handbook 2009*

**GRADUATE PROGRAM IN:**

**Cellular & Molecular Biology  
Medical Physics & Imaging  
Molecular & Structural Biology**

<http://medbio.utoronto.ca>



# **WELCOME TO MEDICAL BIOPHYSICS**

We are happy to welcome you to the Department of Medical Biophysics in the Faculty of Medicine of the University of Toronto. You are now part of a vibrant, multidisciplinary graduate program in medical research, whose size and diversity can be somewhat daunting to the newly arrived. Although your graduate research will be undertaken in a laboratory of one of the University affiliated teaching hospitals, your academic home is Medical Biophysics, and it is through this program that you will earn your degree. This Handbook holds much of the important information that you will need to complete the program successfully; please refer to it as you progress through your studies. The Academic Officers and Administrative Staff are listed on the following pages: do not hesitate to contact us with any questions or concerns. We wish you successful and enjoyable studies in our program.

Peter N Burns  
Chairman of Medical Biophysics  
University of Toronto



# HOW TO CONTACT US

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**School of Graduate Studies**    [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca)

General Inquiries – Student Services                      416-978-6614  
graduate.information@utoronto.ca  
graduate.awards@utoronto.ca

M.Sc. Examination Office                                      416-978-2377

Ph.D. Examination Office                                      416-978-5258

**Other Contacts**

Convocation/Student Records Information              416-978-7070

Student Accounts Information/Fees                      416-978-2142

Graduate Students' Union                                  416-978-2391

International Student Centre                              416-978-2564

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# IMPORTANT DATES AND DEADLINES

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## 2009

### August

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- August 10 • Registration for September session begins
- August 28 • Deadline for payment of fees or arrangements for fee deferral

### September

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- September 7 • Labour Day; University closed
- September 11 • MBP Orientation -- **MANDATORY** for first year students. 9:30 am Room 6-604, PMH. Group photo at 9:00 am, followed by Orientation and Scholarship information sessions. These will be followed by a New Students Social. Continuing students are welcome to attend the orientation and scholarship information session.
- September 11 • CIHR workshop – 9:30 – 11:30 am, Sanford Fleming Building, 10 King's College Road, Room 3202
- September 12 • Final date for **REGISTRATION** (i.e. pay or defer fees) of students beginning program in September session. After this date, must register at SGS and pay the late registration fee. Students who are not registered will be removed from courses.
- September 15 • Final date to submit Ph.D. theses to SGS to avoid fee charges for 2009-10
- September 15 • SSHRC Workshop, Banting Institute, 100 College St, Rm 131
  1. Doctoral Awards: 10:10 – 11:00 am
  2. Masters: 11:10 – 12 noon
- September 16 • NSERC workshop – 10:10 – 12:00 noon, Medical Science Building, 1 King's College Circle, Room 3154
- September 17 • CIHR Workshop – 9:30 – 11:00 am, Sidney Smith Hall, 100 St. George St, Rm 2118.
- September 23 • Summer session grades available for viewing by students on the Student Web Service

### October

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- October • Final date to submit final Ph.D. thesis to SGS for Fall Convocation.
- October 3 • Final date to submit final M.Sc. thesis to SGS for Fall Convocation and to avoid fee charges for 2009-10.
- October 7 • [NSERC](#) – Postgraduate Scholarships for M.Sc. & Ph.D. students; Return application to MBP office
- October 7 • Final date to add full-year and September session courses
- October 12 • Thanksgiving Day; University closed
- October 14 • [OGS](#) – Postgraduate Scholarships for M.Sc. & Ph.D. students; Return application to MBP office
- October 15 • All fees and charges posted to your account are payable. If fees are not deferred or not paid in full, any outstanding account balance is subject to a monthly service charge of 1.5% per month compounded (19.56% per annum). For charges associated with the 2009-2010 fall/winter session, the service charge is first assessed as of October 15 and as of the 15<sup>th</sup> of every month thereafter until paid in full. Outstanding charges on your account from prior sessions are subject to a service charge as of the 15<sup>th</sup> of every month until paid in full.

- October 15 • [CIHR](#) – Doctoral Research Awards for Ph.D. students only; Send applications directly to CIHR
- October 19 - 21 • Annual MBP Geneva Park Retreat
- October 31 • Final date to DROP September session full-courses or half-courses without academic penalty

## November

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- November • First year students who started the program in September 2008, must have their first Supervisory Committee meeting by the end of this month (3 months after starting the program)
- November • Fall Convocation: See web site: [www.convocation.utoronto.ca/dates/2009.htm](http://www.convocation.utoronto.ca/dates/2009.htm)
- November 1 • [Heart & Stroke](#) Doctoral Research Awards for Ph.D. students only. Send applications directly to H&S
- November 4 • Final day to drop September session full or half courses without academic penalty.
- November 4 & 18 • Office of Graduate Affairs Ethics workshop - **MANDATORY** for first year M.Sc. and Ph.D. students.  
Time: Nov 4: 2:30 – 5:00 pm. Nov 18: 9:30 am – 12 noon. Location TBA
- November 4 • CGSM-CIHR – Canada Graduate Scholarship Master’s award for M.Sc. students only. Return applications to MBP office.

## December

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- December 15 • Final date to schedule a M.Sc. Oral Exam in 2009.
- December 15 • Students admitted into the Ph.D. program in September 2008 from another department/university **must** have their Qualifying Exam by this date.
- December 21 – January 1 (inclusive) • U of T, including the MBP Administrative offices, will be closed for the holidays. The office will re-open on Monday, January 5<sup>th</sup>, 2009.

## 2010

### January

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- January 6 • First date a M.Sc. Oral Exam can be scheduled in 2010.
- January 9 • Final date for **REGISTRATION** (i.e. pay or defer fees) of students beginning program in January session. After this date, must register at SGS and pay late registration fee.
- January 8 • Final date for registration of students beginning program in January session; a late registration fee will be assessed after this date
- January 15 • Final date to submit Ph.D. theses to SGS without fee payment for January session.
- January 15 • Final date to **ADD** January session courses.
- January 29 • Final date for all students to request that their degrees be conferred *in absentia* in March
- January 30 • Final date for receipt of degree recommendations and submission of any required theses for March or June graduation for masters students without fees being charged for the January session.
- January 30 • September dual registrants must be recommended by the MBP office for the M.Sc. degree by this date to maintain their Ph.D. registration.

## February

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- February 15 • Family Day; University closed
- February 26 • Final date to **DROP** full-year or January session courses without academic penalty

## March

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- March • Second year M.Sc. students who started in September 2008 and wish to **reclassify** into the Ph.D. program must reclassify by the end of this month.
- March • March convocation *in absentia*. Information posted at [www.convocation.utoronto.ca](http://www.convocation.utoronto.ca)
- March T.B.A. • OGS Results – notification will be sent out

## April

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- April 2 • Good Friday; University closed
- April 21 • Deadline to pay fees without incurring service charges if fees have been **deferred**.
- April 23 • Final date for receipt of degree recommendations and submission of any required theses for master's degrees for June Convocation. A note from student's supervisor should be sent to the MBP office to inform that the changes have been completed. The MBP office will then send in the degree recommendation.
- April 23 • Final date for submission of final Ph.D. thesis to SGS for students whose degrees are to be conferred at June convocation.
- April 23 • Final date for degree recommendations of January dual registrants for the master's degree to maintain their Ph.D. registration
- April 30 • [OGSST](#) – Postgraduate Scholarships for M.Sc. & Ph.D. students at SHSC; Return applications to Merle Casci at Sunnybrook.

## May

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- May 7 • Final date for registration for May session
- May 24 • Victoria Day; University closed

## June

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- June • Spring convocation; Information posted at [www.convocation.utoronto.ca](http://www.convocation.utoronto.ca)

## NEW AND CONTINUING STUDENTS

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For New Ph.D. Students & Physics Stream M.Sc. Students:

Once you receive the offer of admission from our Department, please contact your supervisor to discuss the best time for you to start working in the lab.

For New Biology Stream M.Sc. Students:

Payroll:

Please make sure that you have submitted your payroll information sheet (and the void cheque) to Carolyn Mar. If you have not done this, you may not get paid in September, and may have to wait until the end of October for your first pay. For the duration of your rotations (September – December 2009), you will be paid from the University of Toronto on a monthly basis. When you start in your permanent lab in January (unless you need a fourth rotation), your supervisor will take over your pay, and you will be paid from whichever institute your supervisor is located at.

Rotations Supervisors & Your First Day:

You should have received the supervisors' names for your first two rotations (you will be able to choose the supervisor for your third rotation during your first two) from Justin Thielman during the summer.

On your first day, if your first rotation lab is located at OCI/PMH, please see Justin in room 7-412 at OCI. If your first rotation is at Sunnybrook, please see Merle Casci in room S670 at Sunnybrook. Justin or Merle will help you obtain your Photo ID card, computer account and Occupation Health and Safety Training. After speaking with the respective MBP office, please visit your first rotations lab. If you are at any other location, please go directly to your first rotations lab/supervisor or their admin assistant; they will aid you with the paperwork necessary on your first day. Either your rotation supervisor or their admin will help you obtain your key, elevator access card and any additional training that you may need.

Please keep in mind that when you rotate supervisors, you will need to hand in your old keys and access card, and obtain new ones at the next rotation.

For All New Students:

It is your responsibility to cancel unwanted program(s) whose offer of admission you wish to decline. Fees will be assessed for all programs for which you have been given offers of admission within the University of Toronto. The Cancel Program of Study function is available on ROSI ([www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)).

September registrants will receive information on registration procedures in mid-July from the School of Graduate Studies (SGS). Graduate Students Information booklets will not be mailed for January registrants or current students. Please refer to <http://www.sgs.utoronto.ca> for instructions.

All students must attend a General Lab Safety, Fire Safety and Radiation Safety seminars offered through their institutes.

Please drop by Daphne Sears' office (OCI, 7-411) to have your photo taken.

### **MBP New Student Orientation and Scholarship Workshop; New Student Social**

There will be a **Medical Biophysics New Student Orientation Session on Friday, September 11th 2009**, at 9:30 am at PMH in room 6-604. **All new students must attend.** Returning students are also welcome to attend the session. Individual student photos and the new students' group photo will be taken before the session. Please meet at 9:00 am in the 7<sup>th</sup> floor atrium for these photos. A Scholarship Workshop will follow the orientation. All new students should attend the Scholarship Workshop, which is open to all MBP students; we encourage returning students to attend as well.

#### **New Students Social:**

Welcome First-year MBP students from your student executive! We invite all new MBP students to come and meet each other at our **New Students Social**, immediately following the Scholarship Workshop. Lunch will be provided.

#### **New Students Downtown:**

As soon as you have been assigned an email address, please send an email to Justin Thielman (justin.thielman@uhnres.utoronto.ca) to update the student email distribution list. We encourage you to use your U of T account or the email account assigned to you by the institute. Once your permanent supervisor/lab has been confirmed, please ensure that you see your Supervisor's admin for the New Hire package, keys (they may still have these from your rotation in the lab), ID badge (you will need to hand in your old ID badge to Justin), new email accounts (unless you use your UofT account), etc. This is especially important if your permanent lab is at a different location than the one you first started in. Again, remember to send an email to Justin to confirm that you are either still using your old email address or that you have a new one.

#### **Students located at Sunnybrook Health Sciences Centre:**

Please email Merle Casci (casci@sri.utoronto.ca) with your utoronto or institute email address as soon as it has been assigned for our email distribution list. Upon arrival at the department, please see Merle (S-Wing, S670).

#### **Using ROSI (the Student Web Service)**

ROSI can be accessed at <http://www.rosi.utoronto.ca>. Each time you access ROSI, your student number and a **PIN** code are required. For first time users, your PIN is your birth date (YYMMDD). You are advised to change your PIN to a unique number for subsequent use. Never disclose your PIN or student number which constitutes your "electronic signature" to someone else. If you forget your PIN, contact Justin or Merle to have your PIN reset.

#### **Services Available on ROSI**

- change PIN number
- view/change both mailing and permanent addresses, telephone number, e-mail addresses (NOTE: It is your responsibility to keep this information up-to-date on ROSI)
- view final grades
- view academic history
- add/request/drop courses
- view current courses or course request status
- view your fees account
- set up direct deposit
- order transcripts (You can also order transcripts from the University of Toronto Transcript Office, 100 St. George Street, Sidney Smith Hall, 1<sup>st</sup> Floor, Tel: 416-978-3384.)
- order graduation tickets

### **T-Cards (Student ID/Library card)**

All students are required to have a T-Card, which serves as student identification as well as a library card. Cards can be obtained at Robarts Library, 130 St. George Street, 2<sup>nd</sup> Floor, Rm 2054. You will need to show two pieces of identification: photo ID (e.g. Driver's License) and one with your student number (i.e. Offer of Admission letter or fee invoice). Note, if you already have a T-Card from your undergraduate program here at U of T, you do not need to obtain another T-Card. For further information and hours of service, please refer to: <http://www.utoronto.ca/tcard/>

### **Email Accounts**

The university offices will send you important information by email. Only email address ending in .utoronto.ca and toronto.edu are accepted on ROSI. All other addresses (e.g. sickkids.ca, sunnybrook.ca, hotmail.com, gmail.com, etc.) are not accepted on ROSI. You can obtain a university based email account through <https://www.utorid.utoronto.ca/>. Students have the right to forward their University-issued electronic mail account to another email address but remain responsible for ensuring that all University electronic communications sent to the official University-issued account is received and read. For the complete policy on Correspondence with Students, please go to <http://www.utoronto.ca/govcncl/pap/policies/studentemail.html>

### **GO Transit and TTC Discount Metropass**

#### **Go Transit Application**

Student discounted travel privileges are available for registered full-time students requiring transportation to and from campus on the GO Transit System. Further information and application forms are available at the School of Graduate Studies, 63 St. George Street.

#### **TTC Metropass**

The Students' Administrative Council (SAC), in cooperation with the Graduate Students' Union and the TTC are offering discounted Metropasses to registered students. In general, Metropasses are on sale the last four business days. Please refer to the SAC office for sale locations <http://www.utsu.ca>. You will need to bring your T-Card.

#### **Continued Registration**

All students in MBP must have a supervisor in order to continue their registration within our program. If you do not have a supervisor, your candidacy may be terminated / cancelled.

## **REGISTRATION & COURSE ENROLMENT**

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All new and continuing students **MUST REGISTER** at the beginning of each academic year. Registration must be completed before students can attend classes or otherwise make use of university facilities. A student is considered to be registered as soon as all tuition and incidental fees have been paid, or appropriate arrangements for deferral of payment have been made. For more information on deferral of payment, please refer to the Fee Deferral Section of the handbook.

A late registration fee of \$44 plus \$5 per additional day to a maximum of \$94 will be charged for students registering after the September 12<sup>th</sup> deadline. Students will be required to register and pay the late fee at SGS after this date. Note, students who did not register by the deadline will not receive T2202A tuition credit for the month of September.

#### **Essential Grad Guide 2009-10**

The 2009-10 booklets will not be mailed to continuing students. Please refer to instructions on the web at <http://www.sgs.utoronto.ca/informationfor/students/new.htm>.

The department will inform you by email when the SGS Calendar, GSU booklet, and Intellectual Property

Guidelines booklet are ready to be picked up.

### **Fee Invoices**

Students will be reminded by email of their account balance on ROSI and other important information that is required for registration. Listed below are the dates for the monthly email. Please be aware that you will still receive these emails if your fees have been deferred.

- Night of July 28
- Night of Aug 11
- Night of Sept 11

By the end of August, if your financial account does not reflect the amount owed for tuition, it may be due to one of the following:

- Mailing address (both current and permanent) are not updated or are incorrect in ROSI (fees account may be viewed in ROSI ([www.rosi.utoronto.ca](http://www.rosi.utoronto.ca)))
- A continuing student whose conditions have not been cleared from the previous year
- A continuing student entering the 4<sup>th</sup> year of a Ph.D. who has not completed all required courses
- A continuing student whose registration has lapsed
- A new student whose conditions of admission have not been cleared.

Please contact Student Accounts <http://www.fees.utoronto.ca/contact.htm>.

### **Fee Payment**

It is recommended that students pay fees or make fees arrangements by **August 29<sup>th</sup>** to ensure that your payment or fees arrangement is processed by the deadline of September 12<sup>th</sup>. Payment of fees is accepted at most Canadian financial institutions. As proof of payment, retain the receipt section stamped by the teller or the bank machine transaction slip. It takes anywhere between 3-7 business days for the payment to reach the university. For further information on fees, please visit the Student Accounts website above.

### **Fees Arrangement (formerly Fee Deferral)**

All MBP students can defer their tuition fees with the exception of those students in arrears (an outstanding balance of \$100 or more from previous academic session).

- To defer tuition fees, please complete the Tuition Fee Arrangement Form and return it to Merle Casci (Sunnybrook students) or Justin Thielman (downtown students) by August 28<sup>th</sup> for September registration or January 8<sup>th</sup> for January registration. The form is available at <http://medbio.utoronto.ca/student.html>.
- If you are to receive either a September or January installment of the following awards: NSERC, OGS, OGSST, MBP Excellence, Internal U of T award), please note that arrears from the previous year will be deducted from your September installment, and that any outstanding fees remaining from this year will be deducted from your January installment.

### **Please note the following from Student Accounts:**

- Students must make payment to receive the tuition credit for income tax purposes. The Income Tax Act requires that the University receipt the payments for the tax year in which the registration took place, so payments applied to the fall 2009 session will be receipted on a T2202A for 2009 and payments applied to winter 2010 session charges will be receipted on a T2202A for 2010. If students make payment to cover the fall session charges by December 2009, they will receive the tax credit on their T2202A for 2009, which will be issued in early/mid February.
- All accounts must be paid in full by April 2010. Effective May 1, 2010, academic sanctions are applied for outstanding accounts, which means transcripts are blocked. Service charges will also begin in May (take into account that it takes anywhere between 3-7 business days for the payment to reach the university).

- Students are encouraged to make monthly installments towards their account to spread the financial impact of fees.
- You will periodically receive email notices from Student Accounts regarding your outstanding balance until the balance is paid in full even if you deferred your fees.

### Course Enrolment

To enroll in courses, you must request your courses on ROSI. Instructions are available at [http://medbio.utoronto.ca/students/course\\_enrolment.html](http://medbio.utoronto.ca/students/course_enrolment.html). Students who do not register (pay or defer fees) by the deadline (refer to “Important Dates and Deadlines” section) will be removed from their courses. Courses such as **RST9999Y** and the seminar course, **MBPI015Y** (M.Sc. students only) are **preloaded** and requests are not necessary. You should check ROSI to make sure you are enrolled in these two courses.

Some hints for enrolling via the Student Web Service (ROSI).

**Section code** refers to F (Fall session), S (Winter session or second term) or Y (full year course).

**Teaching method** is LEC (lecture).

**Meeting section** refers to the section of the class. Most graduate courses have only one meeting section (0101).

Enrolling in **Fall courses**, follow this example:

Activity Code: MBPI007H, Section Code: F

For enrolling in **Winter courses**, follow this example:

Activity Code: MBPI008H, Section Code: S

For enrolling in **full year courses running from September to May**, follow this example:

Activity Code: MBPI001Y, Section Code: Y

For enrolling in **full year courses running from January to May**, follow this example:

Activity Code: MBPI018Y, Section Code: S

If you encounter any difficulty with enrolling in your courses, please contact either Merle Casci (Sunnybrook students) or Justin Thielman (downtown students).

## **STIPENDS, AWARDS, FELLOWSHIPS AND SCHOLARSHIPS**

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You are encouraged to apply for all available scholarships for which you qualify (check the awards for their eligibility criteria). Students located at Sunnybrook whose supervisor has a Sunnybrook appointment and entering the Department without a scholarship are required to apply for the OGSST. See *Appendix B* for the OGSST form.

Most awards are designed to cover the full academic year (Sept 1 – Aug 31). If you complete your program early (before Aug. 31) or leave the program, you will be required to pay back a partial or full amount of your award.

### **Stipends\***

All graduate students in MBP are guaranteed a stipend. The supervisor is responsible for ensuring that this support is received. The stipends for this academic year are:

\$23,900/yr	All M.Sc. students
\$24,900/yr	All Ph.D. students

\*The maximum MBP stipend (including all awards, top ups, other department awards, etc.) is \$27,900 (for Ph.D.) and \$26,900 (for M.Sc.). If you are receiving more than this, you will be asked to return some of your department award (if you were given one). The exception to this rule is if the single award that you receive is > \$27,900 (Ph.D.) or >\$26,900 (M.Sc.), you are entitled to keep the full award, e.g. CIHR award valued at \$35,000.

In addition, any student who receives a competitive external award (Vanier, CIHR, NSERC, OGS, H&S, and perhaps others as they emerge) will receive an additional \$3,000. You must submit a copy of your award notice to the department in order for you to receive the additional funds and in some cases, to determine if the award is eligible for the top-up. Some external awards are not eligible for a top-up. Examples of ineligible awards are: Restracom, EIRR21st/EERR21, Edward Dunlop Foundation (OGSST), Heart & Stroke Richard Lewar Centre of Excellence Award, VSRP, Dr. Edward Ketchum Graduate Scholarship, Banting and Best Diabetes Centre Graduate Scholarship, etc.

External awards, those not given out or administered through MBP, that you receive valued under \$3000, will not be considered part of your stipend.

### Funding Term

In general, a student who remains “in good standing” will be funded for the duration of his/her program. M.Sc. students are normally expected to complete and defend their thesis within 2 years. Ph.D. students are expected to complete and defend their thesis within 5 years.

Once the supervisory committee has agreed that the student has completed all necessary laboratory experiments needed for writing his/her thesis, **M.Sc.** students will have a maximum of **3 months** and **Ph.D.** students a maximum of **6 months** in which to write the thesis. The stipend will continue to be paid to the student during this period. If the thesis is not written within the three or six months, as described above, the student must apply to the Chair and/or Graduate Coordinator for an extension. The continuation of stipend payments is not guaranteed, but is at the discretion of the supervisor and Department.

### Ph.D. students ONLY

Upon termination of an external competitive award, you may still be eligible for an additional year of top-up money (\$3000) if the continuous external funding was held for a minimum of 3 years. Competitive awards cannot be held in the 3<sup>rd</sup> year of the M.Sc. program (OGS, NSERC, UofT Open, etc.). Please check the requirements. If this is the case, you will need to complete your M.Sc. or reclassification examination by the end of your 2<sup>nd</sup> year.

**NOTE: Students physically located at OCI and Sunnybrook should accept all awards for commencement in September.**

### Scholarships & Awards

#### Scholarship/Awards which require application by the student

	Deadline	Where to submit applications?	Website
NSERC	October 7, 2009	MBP Office	<a href="http://www.nserc.ca/sf_e.asp?nav=sfnv&amp;lbi=2_toc">http://www.nserc.ca/sf_e.asp?nav=sfnv&amp;lbi=2_toc</a>
OGS	October 14, 2009	MBP Office	<a href="http://osap.gov.on.ca/eng/not_secure/Plan_Grants_full_sepapp_OGS_12345.htm">http://osap.gov.on.ca/eng/not_secure/Plan_Grants_full_sepapp_OGS_12345.htm</a>
CGSM-CIHR	November 4, 2009	MBP Office	<a href="http://www.cihr.ca/">http://www.cihr.ca/</a>

OGSST            April 30, 2010            MBP Office (SHSC)            <http://medbio.utoronto.ca/students/awards/awards.html>

**Ph.D. students only**

CIHR            October 15, 2009            CIHR            <http://www.cihr.ca/>

H&S            November 1, 2009            H & S            [http://www.hsf.ca/research/guidelines/g\\_3.html#2](http://www.hsf.ca/research/guidelines/g_3.html#2)

**Please refer to the Important Dates section for the times and locations of MBP's scholarship workshop, as well as SGS's NSERC and CIHR workshops.**

**NSERC**

Postgraduate scholarships are available to students in four categories: PGS M, CGS M, PGS D and CGS D. PGS M scholarships are for a maximum duration of 24 months and must be held during either the first and second years of graduate study or the second and third years of graduate study. PGS D scholarships are for a maximum duration of 24 months and must be held during either the third and fourth years of graduate study or the fourth and fifth years of graduate study.

**OGS**

Students are eligible to hold an OGS during their first two years of M.Sc. studies and during their first five years of Ph.D. studies. Doctoral students who are beyond their 5<sup>th</sup> year cannot hold an OGS award.

**OGSST**

This award is available to students *located at Sunnybrook*. Students who applied for an OGS will be considered automatically. Details of eligibility are the same as for an OGS. Please contact Merle Casci for more information. See *Appendix B* for the OGSST application form. OGSST is not eligible for top-up money.

**Scholarships/Awards which require nomination by the department**

- Connaught Scholarships
- University of Toronto Open Fellowships

**Medical Biophysics Excellence Awards**

All MBP students with an A- average, including first year students who applied before Feb 1, 2009 (U of T rule), are eligible for a MBP Excellence Award. Eligible students are considered by the MBP Scholarship Committee on the basis of the ranking of their OGS application. All students are therefore strongly recommended to apply for an OGS award each year, so that they may be eligible for an MBP Excellence Award.

**Scholarship Cheques**

Award payments (for internal and external awards) will be directly deposited into your bank account upon registration or, if you do not choose payment via direct deposit, a cheque will be mailed to you directly by **Student Accounts**. To ensure that you receive your award payment in a timely fashion, please be reminded of the following:

- Students must request direct deposit of refunds to their bank account using the **Student Web Service** in **September**. Students must have a status of **REG** on ROSI \*in the current session\* to access the direct deposit screen.

- Students must keep BOTH their **Mailing Address** and **Permanent Address** up to date on ROSI.
- **ROSI will NOT process a student's award installment unless the student's ROSI "Mailing Address" is active.**

Please NOTE:

- For September cheques: if you have arrears from the previous year, your scholarship cheque will be applied to the arrears first. If there is any money remaining in your scholarship cheque, it will be issued to you in the form of a cheque
- For January cheques: if you have any outstanding fees, regardless of you having deferred your fees, your scholarship cheque will be applied to these fees first. If there is no outstanding amount, a cheque will be issued to the address that you have indicated on ROSI (please make sure that your mailing address is updated), or the amount will be deposited into your bank account if you have set-up direct deposit on ROSI.

**Direct Deposit:**

You will be able to have your awards directly deposited into your bank account. Check the Student Web Service (<http://www.rosi.utoronto.ca>) for details.

For more updates on awards information, please visit <http://medbio.utoronto.ca/students/awards/awards.html>.

In August every year, the MBP Departmental office will send out email notices to all students, with copies to their supervisors, and administrators, indicating their stipend.

## COURSES

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The Department offers the following courses:

MBP 1001Y	Advanced Cell Biology (not offered to M.Sc. students)
MBP 1007H	Fundamentals in Cell and Molecular Biology I
MBP 1008H	Fundamentals in Cell and Molecular Biology II
MBP 1010H	Quantitative Biology - Statistical Methods
MBP 1015Y	Medical Biophysics Seminar
MBP 1018Y	Oncology
MBP 1022H	Molecular and Cellular Biology for the Physical Scientist
MBP 1023H	Clinical Radiation Physics and Dosimetry
MBP 1024Y	Advanced Medical Imaging
MBP 1026H	Clinical Imaging for Physical Scientists
MBP 1028H	Optical, Thermal, and Radiation Biophysics

See *Appendix C* for course descriptions and a list of teaching faculty. For course outlines, contact the course instructor.

### Course Abbreviations

Y Courses -- 1 credit

H Courses -- ½ credit

### Course Requirements

Courses and requirements may change occasionally. **In general, a student's requirements are those in place when the student starts the program.**

## I. DEGREE OF MASTER OF SCIENCE

### I.1 Cell & Molecular Biology Stream

Three (3) full credits are required which must include the following core courses:

MBP 1015Y Biophysics Seminar (this is a continuous course which you must attend until your degree is completed)

MBP 1007H	Fundamentals in Molecular and Cell Biology I
MBP 1010H	Quantitative Biology - Statistical Methods (see <b>Exemptions</b> )

### I.2 Structural Biology Stream

The course requirements for this stream are the same as those for the Cell and Molecular Biology stream. One ½ credit will normally be: JBB 1425H Structural Biology: Principles and Practices – see Biochemistry Department for course description

<http://biochemistry.utoronto.ca/undergraduates/courses/BCH425H/index.html>.

### 1.3 Physics Stream

1 <sup>st</sup> Year	MBP 1015Y	Biophysics Seminar (this is a continuous course which you must attend until your degree is completed)
	MBP 1022H	Cell Biology for Physical Scientists
	MBP 1024Y	Advanced Medical Imaging
	MBP 1028H	Optical, Thermal and Radiation Biophysics
2 <sup>nd</sup> Year	MBP 1026H	Clinical Imaging for Physical Scientists
2 <sup>nd</sup> Year or higher	MBP 1023H	Clinical Radiation Physics and Dosimetry or half course equivalent – This is a requirement for Ph.D. candidates and can be taken during M.Sc.. Students who do not wish to proceed to Ph.D. do not have to enroll in this course or its half course equivalent.

## 2. DEGREE OF DOCTOR OF PHILOSOPHY

### 2.1 Cell & Molecular and Molecular & Structural Biology Streams

The Department requires all Ph.D. students to complete four (4) full credit courses as follows:

1. M.Sc. course requirements shown above;
2. MBP 1001Y Advanced Cell Biology (this course is taken by M.Sc. students after reclassification into the Ph.D. program).

Students entering the Department in the Cell & Molecular or Molecular & Structural Biology streams with an M.Sc. from another Department or University may request one full course credit equivalent based on courses taken during their M.Sc. tenure. This request is made through the Graduate Coordinator and does not imply exemption from a required course for the Ph.D. degree.

Required courses (including MBP1007H, MBP1010H, MBP 1015Y) must still either be completed or exemptions obtained. (see **Exemptions** section below). A total of at least 4 full course credits, which include MBP1001Y, is required of all students, regardless of exemptions.

### 2.2 Physics Stream

The M.Sc. course requirements shown above must be completed.

### 2.3 MBP101Y Seminar Graduate Student Course

Ph.D. students who have completed the M.Sc. degree in our department or who have reclassified to the Ph.D. program, no longer need enroll in MBP1015Y, but are required to attend all seminars and give at least one seminar themselves (see section on MBP1015Y).

Direct entry Ph.D. students who have entered into the MBP Ph.D. program with an M.Sc. degree from another department or university, must enroll in MBP1015Y, which is a continuous course (see section on MBP1015Y).

### 2.4 Time Limit to Complete Coursework

Direct entry Ph.D. students must complete all required courses by the end of their third year in the program. For example, if students who started in September 2009 must complete course requirements by August 2012. Those whose coursework is not completed by this time are required to complete the “Request for Extension to Achieve Candidacy” form. Failure to do so may result in termination of registration by the School of Graduate Studies.

Students who reclassified into the Ph.D. Program have 4 years to complete the required coursework. Those whose coursework is not completed by this time are required to complete the “Request for Extension to Achieve Candidacy” form. Failure to do so may result in termination of registration by the School of Graduate Studies.

### **Exemptions**

Students may seek exemptions from required M.Sc. courses when they have covered the same material in previous courses. In this instance, you must fulfill the required number of credits by substituting other courses relevant to your area of research (see **Courses Offered Outside MBP Department** below).

The student should contact the course coordinator of the course to discuss such an exemption. It is at the discretion of the course coordinator to establish equivalence for a mandatory course. If granted, the original written note from the course coordinator must be submitted to the Departmental Office for inclusion in the student’s file.

If you receive an exemption for a course that you originally enrolled in at the beginning of the term, you will have to either drop the course (through ROSI), or if you have passed the final date to drop, fill in a **Program Change Form** (available at OCI, room 7-412, or on the SGS website at <http://www.sgs.utoronto.ca/current/studentforms/programchange.pdf>, or see Merle Casci (Sunnybrook) and hand it in to the Departmental Office. If you do not drop the course, it will appear on your transcript as incomplete (INC).

### **Courses Offered Outside MBP**

Graduate level courses offered by other departments may be taken with the approval of both your Supervisor and the Graduate Coordinator. If you have missed the deadline for course registration online, you need to fill out a **Program Change Form**. Please hand it in to the Departmental Office once you have obtained the required verbal approval from your supervisor and the required signatures from the MBP Graduate Coordinator –Lothar Lilge or Avi Chakrabartty and the Graduate Coordinator from the department at which the course is offered.

### **MBP 1015Y**

- The Graduate Student Seminar Course is a core course for all students and continues throughout the program. Credit is given on the basis of a graded seminar and on attendance of the student at the weekly seminars. This attendance is mandatory: students should note that failing this course through lack of attendance in the series may result in failure to obtain a degree.
- M.Sc. students are required to give a seminar in both their first and second years. However, only the second year seminar will be graded. Critical feedback from faculty will be given to the student following all seminars by the course coordinator.
- M.Sc. students must be registered in MBP1015Y for the duration of their degree studies.
- All MBP students will receive a credit for MBP1015Y, including direct entry Ph.D. students.
- Of Ph.D. students, only Direct Entry (who do not yet have a credit for this course) need enroll.
- Direct Entry Ph.D. students give a seminar in year 2 and will be graded. All Ph.D. students give a seminar in year 2.

**Attendance at the weekly Graduate Student Seminars is mandatory for all students!**

## Undergraduate Courses

Graduate students may take undergraduate courses with approval of their supervisor that it will not interfere with research work. Students do not need to fill out a "Program Change Form". Undergraduate courses will not be counted towards your degree and the grades will not be considered if you apply for any scholarships such as NSERC or OGS. These grades will be recorded as an extra course on your transcript and the grades will be applied toward your GPA. As with graduate level courses, any grade below 70% is considered a fail.

## ETHICS WORKSHOP

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The Office of Graduate Affairs will hold an Ethical Conduct in Research Workshop for first year research stream Faculty of Medicine M.Sc. and Ph.D. students this Fall. There will be two identical sessions on Wednesday, November 4, 2009 from 2:30-5:00 p.m. and Wednesday November 18, 2009 from 9:30 a.m. - 12 noon. (location TBA). It is mandatory for all students to attend an ethics workshop during his/her academic career.

## COLLABORATIVE PROGRAMS

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The department participates in a number of collaborative programs designed to develop and integrate graduate training in multidisciplinary fields across various departments. Students who enroll in a collaborative program are expected to fulfill the course requirements of both the program and their home department. However, it is anticipated that in most cases course work required by the program will serve to fulfill, in part, departmental requirements. Students will receive a notation on their transcript upon successful completion of the program. For more information regarding eligibility and enrolment procedures, please refer to the websites below.

### Collaborative program in Biomolecular Structure:

<http://biochemistry.utoronto.ca/BMS/>

Participating faculty within MBP:

- C. Arrowsmith
- A. Chakrabartty
- A. Edwards
- M. Ikura
- E. Pai
- G. Privé

### Collaborative program in Cardiovascular Sciences:

<http://www.cscp.utoronto.ca/>

Participating faculty within MBP:

- L. Adamson
- M. Letarte
- A. Moody
- G. Wright

### Collaborative program in Developmental Biology:

<http://www.utoronto.ca/devbiol/>

Participating faculty within MBP:

- D. van der Kooy

## Collaborative program in Genome Biology & Bioinformatics:

<http://www.biochemistry.utoronto.ca/cgb/>

Participating faculty within MBP:

- C. Arrowsmith
- A. Chakrabartty
- M. Ikura
- L. Lilge
- G. Privé
- E. Tillier
- J. Woodgett

## Collaborative program in Neuroscience:

<http://www.neuroscience.utoronto.ca/>

Participating faculty within MBP:

- P. Fraser
- S. Graham
- A. Guha
- M. Henkelman
- G. Stanisz
- J. Sled
- B. Stefanovic
- S. Strother
- D. van der Kooy

## SUPERVISORY COMMITTEE

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### Purpose

The Supervisory Committee assists in the recommendation of courses, advises on the proposed research project and monitors the progress of the student in the project. In addition to advising the student, the Committee has the responsibility of protecting the student's interests in completing his or her degree in a timely manner. Should, for example, a research project not progress satisfactorily, the Supervisory Committee may recommend to the supervisor and the student a shift in scientific direction or a new approach. Students are encouraged to communicate informally on a regular basis with the members of their Supervisory Committee. It is also encouraged, especially in later stages of the program, for the Committee to discuss the student's career aspirations.

The Committee has the responsibility for ensuring that the student completes the program in a timely manner. Committee meetings should take place on a regular basis at least once every **6 months for M.Sc.** students, once every **12 months for Ph.D.** students, and once every **6 months for Ph.D.** students who have been in the program for more than 4 years.

If a meeting has not been held in the past 6 months for an M.Sc. student or the past 12 months for a Ph.D. student, the Committee must note the reason for the delay on the Supervisory Committee Report. Students should note that they are responsible for regular meetings of their Supervisory Committee. In extreme cases where a meeting is more than one year overdue, the student may be denied registration. Should problems arise in a project, the Supervisory Committee may follow one of several routes. It may request that another meeting be held within a short interval of time, such as three months. It may recommend that the student change projects, or even supervisor. It can recommend that the Committee be enlarged to include additional members with particular expertise to evaluate the progress and problems associated with the project.

### Composition

Supervisor and at least two additional faculty members are chosen by agreement of the supervisor and student. **Supervisory Committee members must be U of T graduate faculty members.** Please check the following School of Graduate Studies website: <http://www.sgs.utoronto.ca/calendar/2009-10/gradfac.htm> for a listing of all faculty with an SGS appointment. If you want to have a member on your committee who is outside MBP, please ensure that the member has a University of Toronto, School of Graduate Studies (SGS) graduate appointment and indicate the department the faculty member is in. There are two additional requirements of committee members: one member on the committee must have full SGS membership and one member must have a primary appointment in Medical Biophysics. One faculty member can satisfy both requirements.

It is not recommended to have a Committee (including supervisor) larger than 3. It can be very difficult to schedule committee meetings with all of the members.

Faculty outside the University of Toronto may participate in student Supervisory Committees but only in an advisory and nonofficial capacity. They will have no voting privileges at examinations.

The Chair or Vice-Chair must approve all Supervisory Committees prior to the first meeting. Please submit the list of your Supervisory Committee members via e-mail to either Daphne Sears (downtown students) or Merle Casci (Sunnybrook students) as soon as possible. You should have your committee formed by 6 months after initial registration.

### **Frequency of Meetings**

The first Committee meeting must take place within 6 months of the student's enrolment in the program -- it is very important that this meeting take place at this time. This introductory meeting is very important. Its primary objective is to define a research project and agree on an experimental plan. Subsequent meetings should take place on a regular basis: **every 6 months for M.Sc.** students and **every 12 months for Ph.D.** students, or more frequently if the Committee decides that it would be helpful to the student. After two reminders from the Department, a student must meet with the Department Chair.

#### **M.Sc. in Program for More than Two Years**

If a student has been in the program for more than two years, both the faculty member and student must notify the Chair and must include a plan for degree completion. At the first committee meeting after the 2-year mark, which should be within three months, this plan must be discussed and put into place. If this does not happen, the Chair, Vice-Chair or Graduate Coordinator are required to attend the next meeting (the student and/or supervisor must notify them of the time/date of the meeting).

#### **Ph.D. in Program for More than Four Years**

Ph.D. students who have been in the program for more than four years should have a committee meeting every 6 months.

One of the questions on the Supervisory Committee Report form asks, "Has the student completed all laboratory experiments required to write thesis? If the answer is yes, the student has a maximum of **3 months for an M.Sc.** and **6 months for a Ph.D.** in which to prepare thesis and present signed Form 100 or the Ph.D. Defense form. A continuation of funding beyond this date requires approval of the Chair.

### **Reports**

Please remember to bring the most recent version of the Supervisory Committee Report Form (See *Appendix E* or the MBP website) to your meeting. Extra copies of this form are available on the Departmental website. After each meeting, the Committee must complete this Report, which summarizes the progress of a student, potential problems, and the predicted time to completion. The secretary of the Committee, who must be an MBP faculty member other than the student's supervisor, must complete the report. The reverse of the form has room for comments from the student. The Committee Members and the student sign the report. General

knowledge of the student must be assessed during the meeting and the corresponding evaluation noted. Supervisory Committee Report Forms stating that general knowledge was not tested are not acceptable.

### **Pre Supervisory Committee Meeting Report (PRE-SCM)**

The Student Executive has developed a form to be completed and given to supervisory committee members two weeks prior to the committee meeting date. The use of the PRE-SCM is not mandatory, but some students may find it helpful in organizing themselves before the Supervisory Committee meeting. The report includes a summary of the last committee meeting, abstract of work-to-date, summary of progress since the last meeting, future directions and non-scientific issues. See *Appendix D* for more details. The Student Executive hopes that this can serve as an Agenda for the Supervisory meeting.

### **Distribution of Reports**

The student makes photocopies and distributes them as follows:

- One copy to each member of the Supervisory Committee
- Three copies plus original to the Medical Biophysics office:  
**Sunnybrook students:** Merle Casci, Sunnybrook S-670;  
**OCI/Downtown students:** Daphne Sears, MBP Departmental Office, Rm 7-411

The Chair (Physics students), Vice-Chair (Biology students) or Graduate Coordinator will review these reports.

## **GROUND FOR TERMINATING REGISTRATION AND CANDIDACY OF STUDENT**

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1. The student is not making academic progress;
2. The student has several unacceptable grades (FZ, INC);
3. The student has shown sustained lack of progress as documented on Supervisory Committee reports.

## **DIFFICULTIES WITH SUPERVISORS**

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If things appear not to be working out in your lab, for example, if you and your supervisor are having difficulties or if the project is not what you thought it would be, please talk to one of our Graduate Coordinators (Drs Lothar Lilge and Avi Chakrabartty), the Vice-Chair (Dr Dwayne Barber), the Chair (Dr Peter Burns), or anyone in the administrative offices – they are here to help you. Please do this as early as you can: do not wait until too much time has passed. If you do need to find another lab/supervisor, we shall help you do this as soon as possible. If you are unable to find a new lab within a reasonable time, we may require you to take a leave of absence, during which you will neither pay fees nor receive a stipend. During your leave, we will again help you find a new lab/supervisor. Please note that no student can be enrolled in our Department without a supervisor.

If, at any time during your registration within MBP you change supervisors, the Department Office must be informed in writing by you and the new supervisor.

# EXAMINATION COMMITTEES FOR RECLASSIFICATION, M.SC. AND QUALIFYING EXAMS

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## Responsibility of the Supervisory Committee

The Supervisory Committee should identify two faculty members outside the committee to complete the Examination Committee (see exam committee requirements for the appropriate type of exam). Once approved, the supervisor will then contact each member initially and through his/her admin/secretary and establish a firm date and time for the exam.

**Form 100** must be completed and signed by all members of the Supervisory Committee and submitted to the MBP office at least 3 weeks before the proposed date of the examination. By signing this form, the members of the Supervisory Committee indicate that they have read the proposal/thesis, have passed their comments on to the student, and that they agree the student is ready to defend the thesis/proposal. The examination will not be scheduled by the MBP office until this form is received with the required Supervisory Committee signatures.

## Responsibility of the Student

The student will distribute a printed copy of the proposal/thesis to all members of the examination committee **at least one week prior to the examination**. Failure to do so will result in postponement of the examination. The student should ensure that appropriate projection equipment is available for the examination. Most examinations held downtown will take place at OCI/PMH in Room 7-421. This room is equipped with a projector. You will have to pick-up the VGA Cable and remote controller from Chau in room 7-414 prior to the defense. A laptop is also available needed. If the exam is not held in Room 7-421, LCD projectors can be reserved in advance - at the OCI call the RIS Help Desk at 946-2321, or any of the OCI Divisional Co-ordinators, and at Sunnybrook call Merle Casci at 480-5741. For students outside OCI but located downtown, please ask Chau (416-480-5496) to book the equipment for you. See sections below and on following pages for further Guidelines on M.Sc. orals, Reclassification exams, and further Notes on Qualifying Exams.

## Responsibility of the MBP Office

The Department will select one additional examiner and inform (via email) the student and supervisor. This will be a member of the MBP Executive Committee who will serve as the Chair of the examination committee. The MBP Office will then confirm the date and time with all members of the examination committee, send a notice of the examination to the student and faculty, book the examination room and order refreshments. **The examination may be postponed if appropriate examiners are not found.** Most examinations held downtown will take place at OCI/PMH in Room 7-421. At Sunnybrook, Merle Casci will schedule a room and if necessary, provide for projection equipment.

## Responsibility of the Examiners

By agreeing to serve on the Examining Committee, a Member agrees to read the proposal or thesis before the examination and to have studied it in sufficient detail to be able to form a judgment at the end of the oral examination. Abstentions of examiners based on insufficient knowledge of the proposal/thesis are not permitted.

## Additional Notes

- There may be unusual circumstances where an extension beyond the deadline of 18 months for a reclassification exam and 15 months for a qualifying exam is appropriate. Students may request an extension by contacting the Chair or the Vice-Chair. Only the Dean of the School of Graduate Studies, with the prior approval of the Chair, can grant an extension for a reclassification exam beyond 24 months.
- At the beginning of the exam, the Chair will explain the process to the student and ask that he/she leaves the room. During the student's absence, the committee will discuss the order of the questioning and review the student's file. The student will then be asked to return and make a 15-20 minute presentation prior to the question period.
- Any faculty member may attend an M.Sc. Oral, Qualifying or Reclassification exam as a non-voting observer with prior permission of the Department Chair.

## GUIDELINES FOR THE M.SC. ORAL

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An M.Sc. thesis usually consists of one piece of research of publishable quality. In addition to the thesis, the Department requires defense of the thesis at an oral examination. Besides evaluating both the thesis and the knowledge of the student, this examination committee will also evaluate the suitability of the student as a Ph.D. candidate. The following steps must be taken to prepare for an M.Sc. exam:

- The student should provide Supervisory Committee with a printed copy of the thesis.
- The Supervisory Committee (usually at the same meeting at which Form 100 is signed) must suggest at least two additional examiners who meet the following criteria:
  - All must hold an SGS appointment at University of Toronto
  - One member from a stream different to that of the supervisor. See *appendix E* for MBP streams. Faculty in other departments can fulfill this requirement as long as their work is not similar to that of the supervisor.
  - One additional member from any stream
- **Final Supervisory Committee Approval (Appendix F, Form 100)**

When the Supervisor and Supervisory Committee have approved the written thesis, a final committee meeting should be held to prepare the student for defense. The student should practice the 20-minute presentation and answer questions posed by the supervisor and committee members that will be typical of questions asked during the final defenses. The supervisor and committee members confirm that the student is ready to defend by signing Form 100. This form must be fully completed and signed by all members of the Supervisory Committee and submitted to the MBP office by the student at least 3 weeks before the proposed date of the examination. The MBP office will not proceed to schedule the examination until this form is received with the required Supervisory Committee signatures.
- Once the Examining Committee is confirmed by the Graduate Coordinator, Vice Chair or Chair, the Supervisor should find a date and two hour time period when all members (including supervisory committee members) are available.
- Once Justin or Merle has informed the student who will chair the exam, the student must provide the exam chair and the two additional examiners with a printed copy of the thesis **at least one week** before the examination date.
- If the defense is successful, the student must make all recommended corrections to the thesis and have the supervisor email the Chair as well as Merle or Justin when this is done.

During the examination, the student will be asked to provide a 15-20 minute overview of the thesis. The student will then be questioned extensively on the thesis, peripheral topics related to the thesis and other topics in Medical Biophysics at the M.Sc. degree level.

Under exceptional circumstances, the Examining Committee may choose to adjourn the exam. If this occurs, the Committee must reconvene within **6 months**, otherwise the examination will be recorded as a fail. Only one adjournment is allowed.

Upon satisfactory completion of the examination, one unbound copy of the corrected thesis must be given to the School of Graduate Studies. A fee of \$42.89 is required at this time. Please refer to the thesis information package (see *Appendix J*) which includes guidelines and checklists for thesis preparation. You can also pick up the package in room 7-412 at OCI or from Merle Casci at SHSC. Please note that the M.Sc. abstract cannot exceed 150 words. Guidelines are also available on the web at [www.sgs.utoronto.ca](http://www.sgs.utoronto.ca), under Thesis Information and Microfilming in the Current Student page. For information on submitting your thesis electronically please visit <http://www.sgs.utoronto.ca/etd/>

A bound copy of the thesis must also be submitted to the Department. There are no requirements regarding colour of the bound thesis. Examples of prior theses can be found in the Library at OCI. In most circumstances, an M.Sc. thesis should be no longer than 50-75 pages in length (excluding references and figures).

Once these have been completed, the ***Supervisor must send a letter to the Ph.D. Oral Examination Office, 63 St. George St. (with a copy to the Department) certifying that the changes are complete.***

If you need to make changes to your thesis before handing in the final version to SGS, please remember that the Department will not send in the Recommendation for Degree until we have been notified **by your supervisor** that the changes are complete. This notification should be sent by email to the Department Chair with a copy to either Merle Casci or Justin Thielman (depending on your location). If you intend to continue in the Ph.D. program in the same lab, the email must indicate that your supervisor accepts you as a Ph.D. student.

If you do not intend to continue in the Ph.D. program in the same lab, the new supervisor must hold a full School of Graduate Studies appointment and we must be informed of the change in supervisors. If the new supervisor holds Associate SGS status, you will need a co-supervisor who is a senior member of the Department. Merle or Justin will inform SGS that your changes are complete, and attach the Recommendation for the Degree.

Please see *Appendix K* for further M.Sc. Thesis Defense Guidelines.

Note: M.Sc. students who plan to defend and submit the final thesis to SGS to avoid Fall fees do not register for the Fall (pay fees or arrange for fee deferral). It is highly recommended that you set your defense date at least one week prior to the SGS deadline. This will allow time for you to make any corrections to the thesis recommended by the examination committee. However, if you think that you will not be able to make the deadline and will defend shortly after, register and make sure that you apply for SGS Master Tuition Bursary (go to the SGS website to download the form).

### **Paperwork for Transition from M.Sc. to Ph.D.**

Students who did not reclassify but successfully defended their M.Sc. and now intend to enter the Ph.D. program need to apply for admission to the Ph.D. program on-line at the SGS website (<https://apply.sgs.utoronto.ca/>), and pay the application fee. Please submit a copy of your Application for Admission to our office. Please apply as soon as you know that you want to continue in the Ph.D. program (you can be registered in both M.Sc. & Ph.D. programs simultaneously).

## **GUIDELINES FOR THE RECLASSIFICATION EXAM**

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Reclassification offers an accelerated route into the Ph.D. program for suitable students who choose not to complete an M.Sc. degree. The Reclassification Examination must be scheduled within 18 months of the M.Sc. start date. Students must have obtained an A- average in courses to-date in order to be eligible for reclassification. If no graduate courses have been completed, the final undergraduate year will be considered. Note that courses required for the M.Sc. need not be completed before reclassification.

The following steps must be taken to prepare for reclassification:

- The student should provide Supervisory Committee with a printed copy of the reclassification proposal for intended Ph.D. project.
- The Supervisory Committee (usually at the same meeting at which Form 100 is signed) must suggest at least two additional examiners who meet the following criteria:
  - All must hold an SGS appointment at University of Toronto
  - One member is from a stream different to that of the supervisor. See *appendix E* for MBP streams.
  - One member from a department other than MBP. This cannot be someone from your committee or the person fulfilling the above requirement.
- The Supervisory Committee should fill in Form 100 (*appendix F*), and have all supervisory committee members sign. The Student should give it to Justin or Merle at least 3 weeks before the intended examination date.
- Once the Examining Committee is confirmed by the Graduate Coordinator, Vice Chair or Chair, the Supervisor should find a date and two hour time period when all members (including supervisory committee) are available.
- Once Justin or Merle has informed the student who will chair the exam, the student must provide the exam chair and the two additional examiners with a printed copy of the proposal **at least one week** before the examination date.
- If reclassification is successful, fill out the Program Transfer Request Form found on the MBP website, have it signed by the Graduate Coordinator and hand it in to Merle or Justin.

Extenuating circumstances sometimes allow for extension of the 18 month time limit from first registration in the program. Students should send an explanatory letter to the Chair of the Department describing why reclassification was not completed within 18 months and why an extension should be granted. An extension beyond 24 months is not possible without approval of the Dean of SGS.

### **Reclassification Proposal and Exam**

To prepare for the examination, the student must distribute to all of the committee members a research proposal which should contain a brief summary of current knowledge relative to the proposed research including results bearing on the project by other investigators with a list of relevant references; a brief description of the research accomplished so far, and a description of the proposed research. It is important that the research be feasible, even though successful outcome at this stage may not be guaranteed. The written proposal is **limited to 20 pages**, double-spaced, references and figures excluded, and must be presented to the student Supervisory Committee for approval to proceed before the exam.

Students are reminded that printed copies of the proposal must be delivered to the examining committee at least one week before the examination.

The student is judged on the defense of the proposal, not on the quality or quantity of the work achieved to-date. There is no reason why a reclassification exam could not be held within 6 months to a year of the student entering the program. At the examination, the student will be asked to give a brief 15-20 minute summary of

the research proposal. He or she will then be questioned on the proposal and on peripheral knowledge related to the project. The questioning is therefore likely to be free flowing and less focused on work done than in a thesis defense and can range from the actual detail of experiments done to speculative ideas of potential scientific approaches in the field of the proposal and related areas. In general, examinations last between two and three hours.

The committee will evaluate the student in three areas:

- i) defense of the feasibility of the proposed research;
- ii) technical competence;
- iii) scientific knowledge in the area of the proposed research.

The primary criterion for success is that the examination committee feels that the candidate is likely to be a successful independent investigator at the end of a Ph.D. program.

### Outcome of Reclassification Examination

#### i) successfully reclassify (pass)

After the examination, the student should complete a "Program Transfer Request Form" (fill in the top section only). These forms can be printed from the Forms section under Resources on the MBP website and should be returned to Justin Thielman in Room 7-414 or Merle Casci (S-670).

This transfer request form will transfer the courses you have taken during the M.Sc. to the Ph.D. program. Please note you will be transferred into the second year of the Ph.D. program.

Your **stipend** will increase the month following your exam (regardless of your exam being at the beginning or end of the month). Merle and/or Laura will initiate it automatically but may not have a chance to do it right away. Regardless, you will still be paid the correct amount.

#### ii) continue in M.Sc. program

If a student receives more than one negative vote, he/she cannot reclassify. Students who are not reclassified at this examination continue in the M.Sc. program. They will be reconsidered for Ph.D. candidacy at their M.Sc. examination.

#### iii) Adjourn

If a student is not likely to pass the examination because of a minor deficiency, the examination committee can adjourn and reconvene at a later date to determine if the deficiency has been corrected. The committee must reconvene **within 3 months**; otherwise the examination will be recorded as a 'continue in M.Sc. program'.

## GUIDELINES FOR THE QUALIFYING EXAMINATION

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All students who enter a Ph.D. program in the Department of Medical Biophysics must prepare a research proposal and pass a Qualifying Examination sometime **during their first 15 months** in the program in order to continue their studies in the Department. As of September 2008, this now includes students with an M.Sc. in Medical Biophysics.

The following steps must be taken to prepare for a Qualifying Examination:

- The student should provide Supervisory Committee with a printed copy of the qualifying proposal for intended Ph.D. project.
- The Supervisory Committee (usually at the same meeting at which Form 100 is signed) must suggest at least two additional examiners who meet the following criteria:
  - All must hold an SGS appointment at University of Toronto
  - One member is from a stream different to that of the supervisor. See *appendix E* for MBP streams. Faculty in other departments can fulfill this requirement as long as their work is not similar to that of the supervisor.
  - One additional member from any stream.
- The Supervisory Committee should fill in Form 100 (*appendix F*), and have all supervisory committee members sign. The Student should submit it to Justin or Merle at least 3 weeks before the intended examination date.

- Once the Examining Committee is confirmed by the Graduate Coordinator, Vice Chair or Chair, the Supervisor should find a date and two hour time period when all members (including supervisory committee) are available.
- Once Justin or Merle has informed the student who will chair the exam, the student must provide the exam chair and the two additional examiners with a printed copy of the proposal **at least one week** before the examination date.
- If reclassification is successful, fill out the Program Transfer Request Form found on the MBP website, have it signed by the Graduate Coordinator and submit it to Merle or Justin.

To prepare for the examination, the student must distribute to all of the committee members a research proposal which should contain a brief summary of current knowledge relative to the proposed research including results bearing on the project by other investigators with a list of relevant references; a brief description of the research accomplished so far, and a description of the proposed research. It is important that the research be feasible, even though successful outcome at this stage may not be guaranteed. The written proposal is **limited to 20 pages**, double-spaced, references and figures excluded, and **must be presented to the student Supervisory Committee** for approval to proceed before the exam.

Should an extension be necessary due to serious extenuating circumstances, a request must be submitted to the Chair.

Under exceptional circumstances, the Examining Committee may choose to adjourn the exam. The committee must reconvene within **3 months** otherwise the examination will be recorded as a failure. Only one adjournment will be allowed. Students failing the qualifying examination may no longer continue in the graduate program in the Department.

## **GUIDELINES FOR THE PH.D. THESIS DEFENCE**

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Students are strongly expected to complete their Ph.D. theses **within 4 years of starting their Ph.D.** (that is, from the date of Direct Entry or the date of Reclassification). Ph.D. students who have been in the program for more than 4 years *must* have a committee meeting every 6 months.

A Ph.D. thesis usually consists of 2 or 3 completed pieces of work, each of which could constitute a published manuscript. The research in a Ph.D. thesis must constitute a new contribution to knowledge in the field and be of publishable quality. In most cases a Ph.D. thesis should be no longer than 75-125 pages in length (excluding references and figures).

Please note that writing your thesis and receiving comments back may take up to four months – see Appendix L: Ph.D. Thesis Defense Guidelines for further information.

Please double-check that you have completed all the degree requirements for the program, and/or you have given your exemption letters to the Departmental office.

### **The Thesis**

It is expected that the Ph.D. thesis will constitute an original contribution to knowledge in the field, and that the candidate will have demonstrated an appropriate level of scholarship in his or her chosen area. It is the responsibility of the Supervisory Committee to ensure that the thesis is complete and meets Departmental standards.

Students should make sure that their supervisor reviews each part of the thesis as it is written. This process will help to make corrections and changes early and help maintain continuity throughout the writing process.

Feedback from the supervisor on draft chapters (or parts of chapters) should be provided within two weeks or an agreed period.

Students do not need permission to copy previously copyrighted material unless the thesis contains an exact copy of a published entity. Copied material and its source must be identified in the thesis.

### **The Ph.D. Examination Committee**

If the Supervisory Committee has four members (including the Supervisor), only 3 of the 4 members may vote at the examination, but all 4 members are expected to be present at the Examination. Usually it is the Supervisor who does not vote, but please discuss this with the Supervisory Committee.

The Examination Committee will include an external examiner from outside the University of Toronto. This examiner will provide a written appraisal. **SGS rules require that the external examiner's appraisal be made available to the student and the Examining Committee two weeks before the examination, though its contents are not to be discussed before the examination.**

### **Composition of the Examination Committee**

(Limited by SGS to a maximum of 6 voting members)

- All members of the Supervisory Committee (**of which 3 members vote**)
- External Examiner (who must be outside of U of T and must write an appraisal. This person **MUST** attend the exam (either physically or by teleconference). He or she must submit an appraisal 2 weeks before date of exam. (**I vote**)
- Another MBP faculty member who can be from any MBP stream (**I vote**)
- An Internal to U of T/External to MBP Faculty member. This member must not have been closely involved in the supervision of the thesis. This member must have an Associate or Full membership with SGS (SGS status may be checked at <http://www.sgs.utoronto.ca/informationfor/cal2008-09/gradfac.htm>.) (**I vote**)
- Chair of Examination, appointed by SGS and non-voting.

### **Procedure and Timelines**

Students are encouraged to read through the guidelines here and in *Appendix L (Ph.D. defense guidelines)* first, and then speak with either Carolyn or Merle for further discussion of the procedures.

#### **At least 8-9 weeks before the exam:**

1. The student will distribute a complete draft of the thesis (already edited and approved for distribution by the Supervisor) to all members of the Supervisory Committee.
2. The Supervisory Committee should discuss potential candidates for both the internal and external examiners. At least three names of potential external examiners should be recorded on the Final Committee Meeting Report for Ph.D. Oral (*Appendix G*) for discussion at the Final Committee Meeting, which should take place between 7-8 weeks before the exam (see below).
3. The Department Chair or Vice Chair will choose the external examiner and approve the additional examiners. Only then should the supervisor (or his/her secretary/administrator) contact them to arrange the time and date of the exam. **The student must not be involved in this process, nor contact any of his/her examiners.**

#### **At least 7-8 weeks before the exam:**

##### **Final Committee Meeting Report for Ph.D. Oral (*Appendix G*)**

At this meeting, the thesis is discussed and all comments, concerns and corrections are recorded on the **Final Committee Meeting Report for Ph.D. Oral**. The Supervisory Committee should discuss the choices for

both the Internal and External Examiners and sign the report if they agree with the choices. The Committee should also discuss a date to meet for signing the **Ph.D. Thesis Defense Form** (*Appendix H*).

After the Final Committee Meeting, the student should make final corrections and revisions to the thesis. He/she then submits a revised version to the Supervisory Committee members. An appended page will indicate all the corrections that the student has made to the thesis. If the student has addressed all the comments raised by the Supervisory Committee members and the Committee members agree that the thesis is complete and that the student is ready for the final oral examination, the Supervisory Committee Members should sign the **Ph.D. Thesis Defense Form**. If any of the comments, concerns or corrections of the Supervisory Committee are not addressed by the student, this may cause a delay in signing the Ph.D. Thesis Defense Form which, in turn, causes a delay in scheduling the Ph.D. Oral.

Once the Ph.D. Thesis Defense Form has been signed by the Supervisory Committee members, the Supervisor should deliver the form to the MBP Office for approval by the Chair. Once a date and time has been agreed upon, the Supervisor will then contact each of the other members who make up the 6-member committee to confirm their participation on the agreed date. The Supervisor should confirm with the external examiner that they are willing to write the appraisal and attend the defense in person on the agreed date. The appraisal must be submitted submit two weeks before the defense date.

Both forms *Appendix G & H* should be returned to the MBP office. At the same time, the student must also email a 350 word abstract and an up-to-date CV to the MBP office.

Please keep in mind that the Department will need to confirm the time and date with everyone on the Examination Committee **before** confirmation is sent to SGS. **Please note that SGS requires a minimum of 6 weeks from its first notification until the examination date.**

The MBP office will organize the room and order refreshments. The office will also officially inform, in writing, all examiners of the date, time, location, and Committee composition for the Ph.D. defense. In the letter to the external examiner, the Department will outline the obligations of the external examiner as well as explain travel arrangements and reimbursement procedures. The MBP Office will also advise the Ph.D. office of the exam, make arrangements for an SGS Chair to attend, obtain SGS approval of the Committee composition and ensure that all other degree requirements are met.

### **Approximately 6-7 weeks before the exam**

A printed copy of the thesis must be provided to all Examiners -- **this is the student's responsibility.**

### **16-17 Days before the exam**

If the external appraisal has not yet been received, the external examiner will be contacted by the MBP office.

### **14 Days before the exam**

If the external examiner has provided the appraisal by email, the MBP office will automatically send it to the candidate and your examination committee. If the appraisal has not been received, the Department will ask the student if he/she is willing to proceed despite the delay in the receipt of the appraisal. If the student agrees, the student will be asked to sign a waiver to this effect. If the student does not wish to proceed, the oral examination will be postponed.

The External Appraisal **will be distributed to ALL EXAMINATION COMMITTEE MEMBERS WITH THE PROVISIO THAT THE COMMITTEE AND STUDENT SHALL NOT DISCUSS THE APPRAISAL PRIOR TO THE EXAMINATION.** The student is entitled to this time to reflect on the appraiser's comments and address these comments at the examination.

### **Day of Examination**

#### *Public Oral Presentation*

This is a departmental requirement and not considered part of the official exam by the U of T. The student will present a 30-40 minute seminar on his/her work, in the presence of the Examination Committee, open to the public. The SGS Chair is invited to attend but need not do so. The Supervisor will introduce the candidate and the lecture. A public question period is permitted, but the Examination Committee does not take part in this question period. Questions from the examining committee are reserved for the closed examination. Faculty and students are encouraged to attend the oral presentations.

#### *Closed Examination*

The Examining Committee will retire to examine the candidate. The closed portion of the examination will start not less than 10 minutes and not more than 2 hours after the public oral presentation. It will typically be held in a meeting room at OCI or Sunnybrook, though may also be held at the SGS upon request. Please note that the Chair of the examination will invite the Ph.D. candidate to make a presentation at the start of the closed exam - students may decline if they wish.

### **Immediately after the Exam**

The candidate will be told at the end of the exam of the outcome and if any corrections/modifications need to be done to the thesis. Once these have been completed, the Supervisor must send a letter to the Ph.D. Oral ination Office, 63 St. George St. (with a copy to the Department) certifying that the changes are complete.

### **Possible outcomes of Ph.D. Examination**

- i. **Pass** with no changes to thesis
- ii. **Pass with Minor Corrections:** The candidate has 1 month from the date of the exam to complete any minor corrections.
- iii. **Pass with Minor Modifications:** The candidate has 3 months from the date of the examination to complete the minor modifications.

**Adjourn:** The candidate has one year in which to schedule a reconvened examination, otherwise the result is considered to be a fail.

### **Additional notes:**

You can choose whatever colour you want to bind your thesis with.

### **Doctoral Thesis Completion Grants, 2009-2010 for Ph.D. students in 5<sup>th</sup> or 6<sup>th</sup> year**

The application form for Doctoral Thesis Completion Grant 2009-2010 is now available on the WEB (<http://www.sgs.utoronto.ca/informationfor/students/awards/doctoral.htm>). The deadline for application is September 30, 2009 or January 30, 2010. Please submit forms to Student Services Office, School of Graduate Studies, 63 St. George St.

### **Eligibility requirements for the grant**

Doctoral students registered in the 5th or 6th year of study are eligible. A student's year of study is recorded on ROSI, the student information system. This will be the reference point for eligibility. When a student transfers from a master to a Ph.D. program without finishing the master's program, they are transferred to the second year of the Ph.D. program and will be counted as such for purposes of determining eligibility for the grant.

For students who have taken an approved leave of absence, the leave time will not be counted in their years of study. For students who have been admitted directly to the Ph.D. program from a bachelor's program, the years of study will count from the year they started the Ph.D. program. No special adjustment will be made. The grant is for \$3,424 and will be paid in two installments, one in November, the other in March. The grant is considered taxable income according to Revenue Canada and the student will be issued with a form T4A.

## **TUITION FEES FOR FINAL YEAR DOCTORAL STUDENTS**

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Academic fees for doctoral students in the final year of their program are pro-rated and based on the 12-month academic year. Incidental fees are charged on a sessional (term) basis. Doctoral candidates who complete all degree requirements (i.e., defend and submit a final thesis with all corrections and modifications approved) by September 15, 2009 do not pay fees for the Fall session. After September 15, a monthly fee will be charged for each month in which all degree requirements are not completed by the 15<sup>th</sup> day of the month. Doctoral students finishing between September 16 and January 13 will pay a one-session incidental fee and those finishing between January 16 and August 31 will pay a two-session incidental fee. Doctoral students will be billed for the annual fee but may choose to pay (1) the full fee, (2) the minimum first payment or (3) the fee based on expected date of completion. If a student pays less than the full year fee, please note that starting November 15, a monthly service charge will be applied to any outstanding balance. When degree requirements are complete, the Student Accounts Office will adjust the fees accordingly, including services charges to outstanding balances that have accrued since November 15. A table of monthly academic charges plus incidental charges will be posted on the SGS website at [www.sgs.utoronto.ca/current/fees](http://www.sgs.utoronto.ca/current/fees).

## **CONFIRMATION OF DEGREE LETTERS & CONFIRMATION OF REGISTRATION LETTERS**

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Confirmation of Degree letters (confirming that all degree requirements have been met) can only be issued by the School of Graduate Studies. It is their policy that all student fees must be paid in full before a letter is issued. To request such a letter, please go to the SGS website and look under School of Graduate Studies Student Services (<http://www.sgs.utoronto.ca/current/services.asp>). The link will take you to the form that must be completed. SGS will confirm that all degree requirements have been met and that the student has no outstanding financial obligations to the University. There is a \$7.00 fee for the letter, for which 5 business days should be allowed.

Students who require a letter confirming enrolment for OSAP, immigration, and other government-related purposes must also obtain the Confirmation of Registration letter from SGS, as outlined above.

## **GENEVA PARK RETREAT**

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The Department will be holding its annual retreat from October 19 - 21 at Geneva Park, near Orillia, about 1.5 hours from Toronto. The retreat has several purposes, including an opportunity for new students to meet other students and faculty and hear about some of the areas of research in the Department. It is also an important occasion for networking among students and faculty alike. Time is set aside for an open Departmental Meeting, where students can bring up issues for discussion. The program covers about 3 days, starting Sunday after lunch and ending Tuesday after lunch. Talks are given by faculty, students and post-docs. In addition, there is a session organized by the Student Executive and a plenary talk on a subject of general interest by a senior faculty member in the Department.

An email will be sent out once the Geneva Park Registration form is available.

## **MBP GRADUATE STUDENT EXECUTIVE**

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Students enrolled in the department of Medical Biophysics are members of the MBP student association. A part of your incidental fees goes to the Graduate Students Executive (GSE), which in turn funds the MBP Graduate Student Executive.

The MBP Graduate Student Executive is an elected body of graduate students who represent student interests by participating in the standing committees of the Department, in addition to organizing academic, social and sporting events throughout the year. The MBP Graduate Student Executive meets semi-regularly over the course of the year to plan events and discuss issues of relevance to students. The MBP Graduate Student Executive is comprised of two cooperative branches – one at Sunnybrook and one downtown (MaRS, HSC, MSB, OCI/PMH). Elections for these positions are held in September at both Sunnybrook and OCI; a listing of current representatives can be found on the departmental web site.

[http://medbio.utoronto.ca/students/stud\\_exec.html](http://medbio.utoronto.ca/students/stud_exec.html)

Each has members filling the following positions:

### **President**

- Elected leader of Downtown students (OCI, HSC, MSB, MaRS, etc.) or Sunnybrook students.
- Liaison between students and faculty; sits on MBP Faculty Executive Committee

- Responsible for general organization of student affairs, council events (MBP retreat, Open House, Research Symposium).
- Responsible for ensuring the well-being of students and advising the student on actions to be taken should conflicts of academic or professional nature arise between the student and any other member of the Department.

#### **Vice-President/Treasurer**

- Second in charge behind president, should the president be unable to attend meetings to represent the students
- Responsible for financial affairs - drafting budget, funding individual student events, receiving and bookkeeping of funds from GSU (responsibility shared with the GSU Representative)

#### **GSU Representatives (2)**

- Attends GSU Council Meetings and reports back to the MBP Student Executive.
- Distributes information and issues arising from GSU to all MBP students.
- Liaison between MBP Student Executive and GSU.
- Responsible for applying for and receiving funds from GSU (responsibility shared with the Student Executive Treasurer).

#### **Secretary**

- In conjunction with the President, is responsible for calling Student Executive Meetings, distributing pertinent information and organizing an Agenda prior to them and writing/distributing the Minutes from each meeting
- Act as student liaison between departmental office and council with regards to the new MBP e-Newsletter

#### **Research Symposium Representatives (4)**

- Organize Research Symposium - a research presentation day where students present posters or oral presentations to peers and faculty.
- Responsible for general logistics for the event.

#### **Sports Representative (2)**

- Organize sporting activities for students and faculty (both social and intramural). A special emphasis should be made in using Sports Teams and events to facilitate the interaction amongst students from different research institutions.
- Organize sporting activities at the Annual MBP Departmental Retreat.

#### **Social Representative (4)**

- Organize Departmental social events such as pub nights, wine and cheese events, summer departmental BBQ
- Collaborate in the organization and running of the "LFOTM" (held every last Friday of the month along with other four Graduate Departments)

#### **Website Representative**

- Responsible for maintaining and updating the MBP Student website, [www.mbpgsu.ca](http://www.mbpgsu.ca) with information on activities and opportunities for students both within and outside the Department. All members of the executive will be involved in posting event and activity listings.

#### **First Year representative (first year students only)**

- Responsible for bringing concerns and questions from first year students to the attention of the Student Executive.

With the exception of the President position (Ph.D. students only) and the First Year Rep (First year students only), every student enrolled in Medical Biophysics and located at one of downtown site (PMH, MaRS, Sick Kids, MSB or other) is eligible to be on the executive. Elections for these positions are held in September at both Sunnybrook and OCI; a listing of current representatives can be found on the departmental web site. [http://medbio.utoronto.ca/students/stud\\_exec.html](http://medbio.utoronto.ca/students/stud_exec.html)

## **ILLNESS, COMPASSIONATE LEAVE, MATERNITY LEAVE**

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It is possible that illness may interrupt a graduate training program temporarily. Under these circumstances, the student and the supervisor should discuss the projected absence as early as possible so that the student's work may be covered (e.g. cells or animals maintained). A prolonged absence may necessitate a change in the research project and this too needs to be discussed. In most cases satisfactory ways of resolving research, academic and financial issues are reached between the student and the supervisor concerned. When this is not possible, the Graduate Coordinator or Department Chair should be consulted.

Before or during compassionate leave for urgent family reasons, please inform your supervisor so that important aspects of your research can be attended to pending your return. If an extended leave is required, a Leave of Absence form should be completed. Please drop by the departmental office to pick up the form.

Maternity leave generally provides more opportunity for planning of the necessary absence. As early as possible, the student should discuss her work environment with the supervisor so that potential hazards to the fetus can be avoided. As well, the student and her supervisor should discuss the length of pre- and post-natal absence and plans for her research project during the absence. Depending on the length of the maternity leave, and the nature of a particular project, it may be necessary to continue the research temporarily using other laboratory personnel, or in rare cases to switch to a new project. The student's stipend will continue to be paid by her supervisor during maternity leave to a projected maximum time of 4 months. A student may apply for a one to three term leave of absence from the University. At this time, they do not pay fees, register, or make use of the University's facilities. They also are not eligible for any awards.

### **The School of Graduate Studies' leave policy is as follows:**

Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one session to three session leave during their program of study for

- 1 Serious health or personal problems which temporarily make it impossible to continue in the program, or
- 2 Parental leave by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Parental leave must be completed within twelve months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four.

Once on leave, students will neither be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University, attend courses or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their department. Students on leave will not be eligible to receive University of Toronto fellowships support. In the case of other graduate student awards, the regulations of the particular granting agency apply.

Students may make application for a leave by completing the Leave Request Form and submitting it to their Graduate Coordinator for approval. The form is then sent to the School of Graduate Studies for processing. The termination date of the degree program will be extended by the duration of the leave taken, i.e., one, two,

or three sessions as appropriate. Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the Director of Student Services at the School of Graduate Studies to make special arrangements.

Leave requests that do not fall under the terms of this policy will require final approval from the School of Graduate Studies.

If you plan on taking maternal or parental leave, please discuss this well in advance with your supervisor and the Departmental office as some of the granting agencies provide assistance for this. The amounts and terms vary depending on the source of your stipend.

## **ENGLISH LANGUAGE AND WRITING SUPPORT**

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The Office of English Language and Writing Support (ELWS) will provide professional development to graduate students who wish to improve their oral and written communication skills. The Office offers individual consultations and a range of workshops and free non-credit courses for both native and non-native speakers of English. Their aim is to teach students to express their ideas precisely, edit their work effectively, and present their research confidently.

**FOR MORE INFORMATION AND REGISTRATION, PLEASE VISIT [HTTP://WWW.SGS.UTORONTO.CA/ENGLISH](http://www.sgs.utoronto.ca/english).**

## **PLAGIARISM**

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It is the student's responsibility to be aware of plagiarism. The University's understanding of plagiarism is found in the Code of Behaviour on Academic Matters and includes the following statements:

*It shall be an offence for a student knowingly:*

*(d) to represent as one's own idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism.*

*Wherever in the Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.*

All students should consult the following website:

<http://www.sgs.utoronto.ca/governance/policies/plagiarism.htm> There is a link in this website to How Not Plagiarize; it is a very useful document.

## CRISIS OR SUPPORT SERVICES FOR STUDENTS

Counseling and Learning Skills Services <i>Counseling for emotional or psychological problems</i>	416-978-7970
Psychiatric Service <i>Assessment and treatment of emotional or psychiatric concerns</i>	416-978-8070
Student Crisis Response Programs Co-ordinator <i>Available to consult about students in distress or difficulty</i>	416-946-7111
Community Safety Co-ordinator <i>Available to consult with students, staff and faculty concerned about issues of personal and community safety</i>	416-978-1485
Assault Counselor/Educator <i>Available to consult with staff and faculty concerned about issues related to assault</i>	416-978-0174
Campus Chaplains' Office <i>University chaplains representing major world religions available for consultation on a range of issues, from religious practice to personal concerns.</i>	416-978-8100
Co-ordinator of Lesbian, Gay, Bisexual, Transgendered, and Queer Programs and Resources <i>Available to consult on issues of concern to the LGBTQ community</i>	416-946-5624
Counsellor, International Student Centre <i>Offers consultation on issues or concerns related to culture and ethnicity</i>	416-978-8774

### Emergency Situations

Students requiring immediate help because of life-threatening or severe psychological difficulties can be seen the same day during weekday office hours at:

Counseling and Learning Skills Services An hour is set aside each day to see students on an emergency basis	416-978-7970
Psychiatric Service Call Psychiatric Service and identify yourself and the situation to the receptionist. If it is necessary to speak to the clinician-on-call immediately, say so. The receptionist will inform the clinician-on-call, who will respond to the caller. The clinician will assess the situation and determine a course of action.	416-978-8070
Health Service Caller should tell reception the matter is urgent. Reception will immediately notify a nurse, who will screen the student for care.	416-978-8030

### After Hours Emergencies

Gerstein Centre Free, voluntary, and confidential crisis intervention service over the phone and in-person. Available 24 hours a day, 7 days a week.	416-929-5200
Distress Centre Provides a 24-hour telephone crisis hotline.	416-598-1121
University of Toronto Police	416-978-2222