



Medical Biophysics
UNIVERSITY OF TORONTO

Graduate Student Handbook 2013-14

Graduate Programmes in:

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

<http://medbio.utoronto.ca>

WELCOME TO MEDICAL BIOPHYSICS

I am delighted to welcome you to the Department of Medical Biophysics in the Faculty of Medicine at the University of Toronto. You are now part of a vibrant, multidisciplinary graduate programme 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 programme that you will earn your degree. This Handbook holds much of the important information that you will need to complete your degree 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. I wish you a happy, stimulating and successful time in Medical Biophysics.

Peter N Burns
Chairman of Medical Biophysics
University of Toronto

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HOW TO CONTACT US

MBP Office Addresses:

Princess Margaret Cancer Centre (Princess Margaret) 610 University Avenue, 7-411 Toronto, ON, M5G 2M9 Fax: 416-946-2050	Sunnybrook Research Institute (Sunnybrook) 2075 Bayview Avenue, S670 Toronto, ON, M4N 3M5 Fax: 416-480-5714
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Department Officers and Staff:

	LOCATION	TELEPHONE	E-MAIL
Dr Peter N Burns Chair	Sunnybrook, S660	416-480-6826	mbpchair@sri.utoronto.ca
Dr. Thomas Kislinger Graduate Coordinator - Biology Stream	MaRS, 9-807	416-581-7627	thomas.kislinger@utoronto.ca
Dr Lothar Lilge Graduate Coordinator – Physics Stream	Princess Margaret, 7-418	416-581-8642	llilge@uhnres.utoronto.ca
Dr Avi Chakrabartty Graduate Coordinator – Biology Stream	MaRS, 4-307	416-581-7553	chakrab@uhnres.utoronto.ca
Dr Anne Martel Admissions Coordinator Physics Stream	Sunnybrook, M6-609	416-480-5702	anne.martel@sri.utoronto.ca
Ms Merle Casci Administrator & Business Manager	Sunnybrook, S670 Princess Margaret, 7-413	416-480-5741 416-946-2972	casci@sri.utoronto.ca
Ms Annette Chan Graduate Assistant Biology Stream	Princess Margaret, 7-412	416-946-2819	annettec@uhnresearch.ca
Ms Chau Dang Graduate Programme & Special Projects Coordinator	Princess Margaret, 7-414	416-946-2319	chaudang@uhnresearch.ca
Ms Donna-Marie Pow Graduate Assistant Physics Stream	Sunnybrook, S655	416-480-5496	donna-marie.pow@sri.utoronto.ca
Ms Daphne Sears Secretary	Princess Margaret, 7-411	416-946-2973	dsears@uhnres.utoronto.ca

School of Graduate Studies <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
Centre for International Experience	416-978-2564

IMPORTANT DATES AND DEADLINES

2013

August

- Mon Aug 12 • Registration for September session begins
- Fri Aug 30 • Deadline for payment of fees or to submit a completed Request to Register without payment form online via ROSI or to the MBP office. The form can be downloaded at <http://medbio.utoronto.ca/resources/forms.html>.

September

- Mon Sep 2 • Labour Day; University closed
- Tue Sep 3 • SGS Graduate Orientation 2013 for new students
- Wed Sep 4 • MBP New Student Orientation -- **MANDATORY** for first year students. 8:45 am 6th Floor Auditorium, Princess Margaret. Followed with Scholarship workshop at 10:00 am. Group photo at 11:00 am.. These will be followed by a New Students Social. Continuing students are welcome to attend the orientation and scholarship information session.
- Fri Sep 13 • Final date for **REGISTRATION** (i.e. pay or defer fees) of students beginning programme 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
- Mon Sep 16 • Final date to submit final Ph.D. theses to SGS T-Space to avoid fee charges for 2013-2014
- Sun Sep 22 • Final date to add full-year and fall session courses
- Wed Sep 25 • Summer session grades available for viewing by students on the Student Web Service
- Fri Sep 27 • Application for Vanier CGS (CIHR/NSERC) award due on ResearchNet. Submit a paper copy to the MBP office
- Sun - Tues Sep 29- Oct 1 • MBP Annual Geneva Park Retreat

October

- Tues Oct 1 • CIHR Doctoral Research Awards due on ResearchNet
• NSERC Doctoral Awards. Submit a paper copy to the MBP Office
- Fri Oct 4 • Final date to submit final Ph.D. thesis to SGS for Fall Convocation.
• Final date to submit final M.Sc. thesis to SGS for Fall Convocation and to avoid fee charges for 2013-2014
- Mon Oct 14 • Thanksgiving Day; University closed.
- Mon Oct 28 • Final date to drop fall session full or half courses without academic penalty.

November

- November • Fall Convocation: See web site: www.convocation.utoronto.ca
- Fri Nov 29 • Integrity in Research Workshop - **Mandatory** for First Year, Doctoral Stream MSc and PhD students.

December

- Sun Dec 1 • CGS Masters Awards (CIHR/NSERC) online application closes to students
- Mon Dec 2 • CGS Masters Awards (CIHR/NSERC) paper copy due in MBP office
- Mon Dec 2 • MBP 50th Anniversary Students Travel Awards application due for travel between January 1 and June 30, 2014.
- Fri Dec 13 • Students admitted into the Ph.D. programme in September 2012 **must** have their Qualifying Exam by this date.
- Mon Dec 23 – Fri Jan 3 (inclusive) • U of T, including the MBP Administrative offices, will be closed for the holidays. The office will re-open on Monday, January 6, 2014.

2014

January

- Mon Jan 6 • U of T, including the MBP Administrative offices re-opens
- Tues Jan 7 • First date M.Sc. Oral Exam can be scheduled in 2014
- Fri Jan 10 • Final date for **REGISTRATION** (i.e. pay or defer fees) of students beginning programme in winter session. After this date, must register at SGS and pay late registration fee.
- Wed Jan 15 • Final date to submit final Ph.D. theses to SGS without fee payment for winter session.
- Wed Jan 15 • Fall session grades available for viewing by students on the Student Web Service
- Sun Jan 19 • Final date to add Winter session courses
- Fri Jan 24 • 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 winter session.
• Final date for all students to request their degrees be conferred in absentia in march

February

- Mon Feb 17 • Family Day; University closed
- Mon Feb 24 • Final date to **drop** full-year or winter session courses without academic penalty

March

- March • Second year M.Sc. students (Physics stream) who started in September 2012 and wish to reclassify into the Ph.D. programme must reclassify by the end of this month.
- March • March convocation *in absentia*. Information posted at www.convocation.utoronto.ca
- March • Students admitted into the Ph.D. programme in January 2013 **must** have their Qualifying Exam by this date.
- March • VISA Students - The tuition fees deferential for 2013-14 will be paid directly to the student's account as a U of T Fellowship
- Mon Mar 17 • OGS (VISA Students) application due in MBP office

April

- | | |
|------------|---|
| Thu Apr 17 | <ul style="list-style-type: none">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. |
| Thu Apr 17 | <ul style="list-style-type: none">Final date for submission of final Ph.D. thesis to SGS for students whose degrees are to be conferred at June convocation. |
| Thu Apr 17 | <ul style="list-style-type: none">Final date for degree recommendations of January dual registrants for the master's degree to maintain their Ph.D. registration |
| Fri Apr 18 | <ul style="list-style-type: none">Good Friday; University closed |
| Wed Apr 30 | <ul style="list-style-type: none">Deadline to pay fees without incurring service charges if fees have been deferred |

May

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|-------------|---|
| Thurs May 1 | <ul style="list-style-type: none">OGS application due in MBP office |
| Mon May 19 | <ul style="list-style-type: none">Victoria Day; University closed |

June

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|------------|--|
| Mon June 2 | <ul style="list-style-type: none">MBP 50th Anniversary Students Travel Awards application due for travel between July 1 and December 31, 2014 |
| June | <ul style="list-style-type: none">Spring convocation; Information posted at www.convocation.utoronto.ca |

July

- | | |
|------------|---|
| Tues Jul 1 | <ul style="list-style-type: none">Canada Day; University closed |
|------------|---|

Dates and Deadlines for Rotations Students

- | | |
|-----------------------|---|
| Sept 4 - Oct 11, 2013 | First Rotation |
| Oct 15 - Nov 15, 2013 | Second Rotation |
| Nov 18 - Dec 20, 2013 | Third Rotation |
| Dec 4, 2013 | Students to advise Annette of their choices for their permanent lab placement. |
| Dec 16, 2013 | Students will be advised of their permanent lab placement |
| Jan 6, 2014 | Placement with permanent supervisor begins |
| Jan 6 - Jan 31, 2014 | Fourth rotation for any students who have not received a permanent lab assignment. |
| March 2014 | Supervisory Committee should be struck and approved |
| April 2014 | First Supervisory Committee meeting should have taken place |
| May 2015 | M.Sc. students who started in September 2013 and wish to reclassify into the Ph.D. programme must submit Form 100 to Annette by May 2015 |
| June 2015 | Reclass examinations this month for Biology rotation students, who started September 2013 |

NEW AND CONTINUING STUDENTS

Rotation Supervisors and Your First Day

Rotation students should have received the supervisors' names for their first two rotations during the summer. Students will be able to choose the supervisor for their third rotation during the course of their first two rotations.

If the student's first rotation lab is located at Princess Margaret, the student should see Annette Chan in room 7-412 at Princess Margaret. If the first rotation is at Sunnybrook, please see Merle Casci in room S670 at Sunnybrook. If the student is at any other location, the student should go directly to the rotations lab/supervisor or his/her administrative assistant; he/she will help with the paperwork necessary on the first day. For Princess Margaret & Sunnybrook students, Annette or Merle will help the student obtain their Photo ID card, computer account and Occupation Health Assessment and Safety Training. After speaking with either Annette or Merle, the student should visit their first rotations lab. Either the rotation supervisor or his/her administrative assistant will help the student obtain their key, elevator access card and any additional training that maybe necessary. Students should keep in mind that when they rotate supervisors, they will need to hand in their keys and access card, and obtain new ones at the next rotation.

For New Biology Stream M.Sc. Students

Stipend:

Rotation students will receive **one payment** in September, a U of T Fellowship-MBP Excellence Award, equal to 4 months of stipend administered via their ROSI account with the University of Toronto. In order to receive the payment by direct deposit, it is important that both the student's mailing address and the student's banking information is current in ROSI.

For All New Students:

If students received other offers of admission from the University of Toronto, it is their responsibility to cancel those offers, because fees will be assessed for those programmes. The Cancel Programme of Study function is available on ROSI (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 respective research institutes. Students should drop by Daphne Sears's office (Princess Margaret, 7-411) to have their photo taken.

MBP Student Orientation, Scholarship Workshop and New Student Social

There will be a **Medical Biophysics New Student Orientation Session** on **Wednesday, September 4th 2013**, at 8:45 am at Princess Margaret in room 6-604. **All new students must attend**. Returning students are also welcome to attend the session. The new students' group photo will be taken after the session. A Scholarship Workshop will follow the orientation. All new students should attend the Scholarship Workshop at 10:00 am in room 6-604, which is open to all MBP students. We encourage returning students to attend as well.

The Student Executive welcomes First-year MBP students! We invite all new MBP students to come and meet each other at our **New Students Social**, immediately following the Scholarship Workshop.

New Students Downtown

When students are assigned an email address, he/she should send an email to Annette Chan (annettec@uhnres.utoronto.ca) to update the student email distribution list. The Department encourages students to use their U of T account or the email account assigned by the research institute. Once the student's permanent supervisor/lab has been confirmed, the student should ensure that they see their Supervisor's administrative assistant for the New Hire package, keys (they may still have these from an earlier rotation in the lab), ID badge (students will need to hand in their old ID badge to Annette), new email accounts (unless the student uses their UofT account), etc. This is especially important if the student's permanent lab is at a different location from the one in which he/she started. Again, students need to remember to send an email to Annette to confirm that they are either still using their old email address or that they have a new one.

Students at Sunnybrook Research Institute

Upon arrival in the Department, please see Merle Casci, S-wing, S670. Please email Merle Casci (casci@sri.utoronto.ca) with the utoronto or institute email address as soon it has been assigned for the departmental email distribution list.

Using ROSI (the Student Web Service)

ROSI can be accessed at <http://www.rosi.utoronto.ca>. Each time the student accesses ROSI, the student number and a PIN code are required. For first time users, the student's PIN is the student's birth date (YYMMDD). Students are advised to change their PIN to a unique number for subsequent use. Students should never disclose their PIN or student number which constitutes their "electronic signature" to someone else. If students forget their PIN, contact Annette or Donna to have their PIN reset.

Services Available on Student Web Services (aka ROSI)

- change PIN number
- view/change both mailing and permanent addresses, telephone number, e-mail addresses (NOTE: It is the student's 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 fees account
- defer tuition fees
- set up direct deposit
- order transcripts (Students can also order transcripts from the University of Toronto Transcript Office, 100 St. George Street, Sidney Smith Hall, 1st Floor, Tel: 416-978-3384.)
- order graduation tickets
- print T2202A tuition tax slips

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, 2nd Floor, Room 2054. Students will need to show two pieces of identification: photo ID (e.g. Driver's License) and one with the student's number (i.e. Offer of Admission letter or fee's invoice). Note, if the student already has a T-Card from their undergraduate programme here at U of T, they 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 students important information by email. Only email addresses 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. Students 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.governingcouncil.utoronto.ca/policies/studentemail.htm>

GO Transit and TTC Discount

Go Transit

Registered full-time students can get their GO Student ID by bringing their TCard to the TCard Office at Robarts Library, 130 St. George Street Street, Room 2054.

TTC

The TTC will be making TTC Student ID cards on campus on September 5 and October 29 in Hart House, Reading Room, from 10:00 am to 5:00 pm. Students can also get the card other times at Sherbourne subway station. This card is required to use the TTC Post-Secondary Student Metropass. For more information, please refer to <http://utsu.ca/section/1078>.

REGISTRATION

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 13th 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.

Continued Registration

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

Essential Grad Guide 2013-14

The 2013-14 booklets will not be mailed to continuing students. Please refer to instructions on the web at <http://www.sgs.utoronto.ca/currentstudents/Pages/Information-for-New-Students.aspx> The department will inform students by email when the SGS Calendar, GSU booklet, and Intellectual Property Guidelines booklet are available.

Fee Invoices

Students will be reminded by email of their account balance on ROSI and other important information that is required for registration. Students should be aware that they will still receive these emails even if their fees have been deferred.

Tuition Fees for 2013-2014

The tuition and incidental fees for 2013-2014 are:

	2013-14
DOMESTIC STUDENTS	\$8,460.28
INTERNATIONAL STUDENTS	\$19,714.28*

*Includes University Health Insurance Plan (UHIP) insurance premium of \$684. UHIP is compulsory for all international students as well as recent permanent residents and returning Canadian Citizens who are in their 3 month OHIP wait period. For more information, see <http://www.fees.utoronto.ca/>

VISA students

VISA students will continue to be responsible for paying the portion equivalent to the domestic student tuition fee. The differential between this and the foreign student fee will be paid by the Department and supervisor as follows: the Department will pay 50% of the differential fee and student's health insurance for a maximum of 4 years for each student (first two years for M.Sc. and first two years of Ph.D.) During these time periods, the remaining 50% of the differential fee and student's health insurance will be paid by the supervisor. The MBP office will make the arrangements for this payment to the student's account on ROSI at the end of March 2014. After the maximum of 4 years, the supervisor will be responsible for 100% of the fee differential and the student's health insurance. At no time will the student be responsible for more than the current Domestic tuition fee. At this juncture, the student will need to make arrangements directly with his/her supervisor for this payment.

All VISA students must apply for an OGS. Their applications will be ranked by the MBP Ranking Committee, which will also give the VISA student the opportunity to be considered for an MBP Excellence Award.

Fee's Invoice

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

- The student's mailing address (both current and permanent) are not up-to-date or are incorrect in ROSI (fees accounts may be viewed in ROSI) <https://www.rosi.utoronto.ca/main.html>
- The student is continuing and the conditions have not been cleared from the previous year
- The student is continuing and entering the 4th year of a Ph.D. and has not completed all required courses.
- The student is continuing and his/her registration has lapsed because they have reached the registration time limit.
- The student is new and the conditions of admission have not been cleared.

Fee Payment

It is recommended that students pay fees or make fees arrangements by **August 31st** to ensure that the payment or fees arrangement is processed by the deadline of September 13th. 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.

Register Without Payment (Fee Deferral)

All MBP students may register without payment (fee deferral) through ROSI if the student has no outstanding fees from a previous session.

Please note the following information from Student Accounts:

- Students must make a 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 2013 session will be receipted on a T2202A for 2013 and payments applied to winter 2014 session charges will be receipted on a T2202A for 2014. If students make a payment to cover the fall session charges by December 2013, they will receive the tax credit on their T2202A for 2013, which will be issued in early/mid February.

- All accounts must be paid in full by **April 30, 2014**. Effective May 1, 2014, 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.
- Students will periodically receive email notices from Student Accounts regarding an outstanding balance until the balance is paid in full even if the fees are deferred.

COURSE ENROLMENT

To enroll in courses, students must request courses on ROSI. Instructions are available at http://medbio.utoronto.ca/students/course_enrolment.html. Students who do not register (pay or defer fees) by the deadline will be removed from their course registration. Courses such as RST9999Y and the seminar course, MBP1015Y (M.Sc. students only) are preloaded and requests are not necessary. Students should check ROSI to make sure they 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).

To enroll in Fall courses, follow this example:

Activity Code: MBP1007H, Section Code: F

To enroll in Winter courses, follow this example:

Activity Code: MBP1026H, Section Code: S

To enroll in full year courses running from September to May, follow this example:

Activity Code: MBP1001Y, Section Code: Y

To enroll in full year courses running from January to May, follow this example:

Activity Code: MBP1018Y, Section Code: S

If students encounter difficulty when enrolling in their courses, they should contact either Donna-Marie Pow (uptown students) or Annette Chan (downtown students).

STIPENDS, AWARDS, FELLOWSHIPS AND SCHOLARSHIPS

Stipends

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

- MSc - \$25,800 (\$17,340 living allowance plus tuition and incidental fees);
- PhD - \$27,840* (\$19,380 living allowance plus tuition and incidental fees)
- All paid as T4A income

*The stipend for PhD students who are in programme extension and are paying 50% tuition fees will be \$24,260.

All students are expected to apply for external and internal scholarships to offset the cost of their stipend to their supervisor. Those who are successful in obtaining certain competitive external awards (e.g., from CIHR, NSERC or OGS) will receive an additional 'top-up' to their stipend, currently set at \$4,000. If, however, the scholarship (e.g., a Doctoral or Vanier Scholarship) is of greater value than the minimum stipend plus top-up the student will keep the full value of the award as stipend. At present, the highest award stipend is the Vanier Scholarship at \$50,000 per year. Some external awards are not eligible for a top-up; such as, Restracom, EIRR21st/EERR21, Edward Dunlop Foundation (QEII-GSST), OSOTF, Heart & Stroke Richard Lewar Centre of Excellence Award, VSRP, Edward Ketchum Graduate Scholarship, Banting and Best Diabetes Centre Graduate Scholarship, etc. Students must submit a copy of their award notice to the Department in order to receive the additional funds and if appropriate, to determine if the award is eligible for the top-up. External awards not administered through MBP, and which are valued under \$3,000, are not considered part of the stipend.

Funding Term

In general, a student who remains "in good standing" will be funded for the duration of his/her programme. M.Sc. students are normally expected to complete and defend their thesis within 2-3 years. Ph.D. students are expected to complete and defend their thesis within 5-6 years.

Competitive awards (OGS, CIHR, NSERC, etc.) cannot be held in the 3rd year of the M.Sc. programme. Please check the requirements of the funding agency. 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 completed within the three or six months, as described above, the student must apply to the Chair 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, students may still be eligible for an additional year of top-up money (\$4,000) if the continuous external funding was held for a minimum of 3 years.

Stipend Notices

In August every year, the MBP Departmental office sends out stipend notices via email to all students, with copies to their supervisors, and administrators, indicating their stipend and explaining its sources.

Employment - Supervisors

A student cannot be an employee of his/her supervisor or a member of the supervisory committee before completing his/her degree. A degree is considered complete when the student has successfully defended and submitted a final thesis to SGS T-Space.

Scholarships & Awards

All MBP students are encouraged and expected to apply for external and internal scholarships for which he or she qualifies: please check each award for its eligibility criteria. External awards both offset the Department's and the supervisor's support of the stipend, and can also result in an increase to the student's stipend, which is quite substantial.

Note that internal awards granted by the Department are based on a ranking of the OGS and NSERC applications. **ALL ELIGIBLE** students for OGS and NSERC should therefore apply. Students who are not successful in obtaining these competitive awards, are automatically entered for an internal award such as the MBP Excellence Award. Students who do not apply for OGS or NSERC are not ranked and are not eligible for these internal awards. **It is therefore very important to apply to OGS and NSERC.**

Most awards are for the full academic year (Sept 1 – Aug 31) and are paid in three installments. Students should seek awards for this period. If the student completes the programme early (before Aug. 31) or leave the programme, the student will be required to pay back a partial or full amount of the award.

Scholarship/Awards which require application by the student

Agency	Deadline	Where	Website
NSERC Doctoral Award	Tues Oct 1	MBP Office	http://www.nserc-crsng.gc.ca/
CIHR Doctoral Award (Ph.D. students only)	Tues Oct 1	CIHR ResearchNet	www.cihr.ca
CGS Masters Award (CIHR/NSERC)	Sun Dec 1	Application closes to students	www.cihr.ca
CGS Masters Award (CIHR/NSERC)	Mon Dec 2	MBP Office	www.cihr.ca

QEII-GSST (formerly OGSST)	June 2014	MBP Office	http://medbio.utoronto.ca
OGS (Visa Students)	Mon Mar 17	MBP Office	http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx
OGS	Thurs May 1	MBP Office	http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx

SGS offers scholarship workshops for NSERC and CIHR. When these workshops are announced, emails will be sent to all students.

NSERC (Natural Science and Engineering Research Council)

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. Current NSERC CGS D awards are for \$35,000.

CIHR (Canadian Institutes of Health Research)

Applicants must be Canadian citizen or a permanent resident and have been registered for no more than ten months at the Master's level; and/or have been registered for no more than ten months as a full-time PhD student if admitted to the PhD programme directly from an undergraduate degree. Applicants may not have already held an award from SSHRC, NSERC, CIHR or any other federal source for MSc or PhD degree. For the PhD awards, the maximum duration of award funding from all federal sources to undertake graduate studies is four years, including a maximum one year at the Master's level. Current CIHR CGS D awards are for \$30,000, with some additional funding for travel and laboratory expenses.

OGS (Ontario Graduate Scholarship)

MBP students are eligible to hold an OGS award 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 5th year cannot hold an OGS award in MBP.

QEII-GSST (formerly OGSST (Ontario Graduate Scholarship in Science and Technology/ Sunnybrook Health Sciences Centre))

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. QEII-GSST is not eligible for top-up money.

OSOTF (Ontario Student Opportunity Trust Funds)

This is a class of awards which have resulted from Ontario government's "matching" programme, under which endowments for student assistance have been matched by the government as well as the University. Recipients must be Ontario residents and demonstrate financial need.

Scholarships/Awards which require nomination by the Department

Connaught Scholarships

Medical Biophysics Excellence Awards (University of Toronto Open Fellowships)

All MBP students with an A- average who applied for a competitive scholarship are eligible for MBP Excellence Awards. 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.

MBP 50th Anniversary Student Travel Awards

As part of its celebration of 50 years of excellence in graduate training, the Department of Medical Biophysics was pleased to announce the MBP 50th Anniversary Student Travel Award. This award supports MBP students to travel to national or international conferences at which they present their thesis work. Students may apply to MBP for awards of up to \$1,000 for travel in the following six months. If students are interested in applying, please read this carefully. The application deadlines are 1 December 2013, for travel between 1 January - 30 June 2014, and 1 June 2014, for travel between 1 July to 31 December 2014. For more information, please refer to <http://medbio.utoronto.ca/resources/forms.html>

Scholarship Payments

- Award payments (for internal and external awards) will be directly deposited into the student's bank account upon registration via the Student Web Service (<http://www.rosi.utoronto.ca>) or, if the student chooses not to have direct deposit a cheque will be mailed to the student by Student Accounts.
- To ensure that the student receives their award payments 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:

January and May installments: If the student has any outstanding fees, even if the fees were deferred, the **scholarship payment will be applied to these fees first**. If there is no outstanding amount, a refund will be issued to the address that is indicated on ROSI (please make sure that the mailing address is updated), or the amount will be deposited into the student's bank account if the student entered direct deposit banking information on ROSI.

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

Other Awards

SGS Restricted Awards are posted online at the SGS website <http://www.sgs.utoronto.ca/currentstudents/Pages/Internal-Awards.aspx>

OSOTF'S, e.g., the Joseph Bazyewicz Fellowship, the Agnes M. Freland Award, and the Kwok Sau Po Scholarship, are only available to students with Canadian citizenship or permanent residence status.

Faculty of Medicine OSOTF awards and Restricted Awards Competition

Applications will be made by electronic submission via an online application system. Information is available at: <http://www.facmed.utoronto.ca/programs/GLSE/awards/Internal.htm>

These awards include the Dr. Joe A. Connolly Memorial Award, The Frank Fletcher Memorial Fund, Peterborough K.M. Hunter Graduate Scholarships, etc

Faculty of Medicine QEII-GSST Competition

There are generally 2 lists of QEII-GSST awards

(1) List A consists of QEII-GSST's open to everyone. Applications are sent directly to the Faculty of Medicine. The deadline is May 2014

(2) List B consists of Departmental OGSST (QEII-GSST) awards. These are only available to students at Sunnybrook. The deadline is early June 2014.

More information is available at <http://www.facmed.utoronto.ca/programs/GLSE/awards/Internal/QEII-GSST.htm>. Students will need a copy of their OGS application.

- Students can not hold an OGS award and any other government funded award.

Awards Activation

NSERC recipients must submit their payment activation form to SGS - Form 1B, Parts I & III and a copy of their award letter.

COURSES

The Department offers the following courses:

- MBP 1001Y Advanced Cell Biology (not offered to M.Sc. students)
- MBP 1007Y Fundamentals in Cell and Molecular Biology I and 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 1027H Magnetic Resonance Imaging (Not offered in 2013-14)
- MBP 1028H Optical, Thermal, and Radiation Biophysics

See *Appendix A* 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 programme.

1. DEGREE OF MASTER OF SCIENCE

1.1 Cell & Molecular Biology Stream

Three and half (3.5) credits are required which must include the following core courses:

- MBP 1015Y Biophysics Seminar (this is a continuous course which students must attend until their degree is completed)
- MBP 1007Y Fundamentals in Molecular and Cell Biology I and II
- MBP 1010H Quantitative Biology - Statistical Methods (see **Exemptions**)
- MBP 1018Y Oncology

1.2 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

- 1st Year MBP 1015Y Biophysics Seminar (this is a continuous course which students must attend until their degree is completed)
- MBP 1022H Cell Biology for Physical Scientists

	MBP 1024Y	Advanced Medical Imaging
	MBP 1028H	Optical, Thermal and Radiation Biophysics
2nd Year or higher	MBP 1026H	Clinical Imaging for Physical Scientists
2nd Year or higher	MBP 1027H	Magnetic Resonance Imaging - a half course elective - offered alternate years
2nd Year or higher	MBP 1023H	Clinical Radiation Physics and Dosimetry or half course equivalent – This, or half course equivalent, 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 in these streams to complete four and a half (4.5) credit courses as follows:

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

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 (1.0) 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 MBP1007Y, MBP1010H, MBP1018Y, MBP1015Y) must still either be completed or exemptions obtained. (see Exemptions section below). A total of at least 4.5 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 MBP1015Y Graduate Student Seminar Course

Ph.D. students who have completed the M.Sc. degree in the Department or who have reclassified to the Ph.D. programme, no longer need to 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. programme 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 programme. For example, students who started in September 2013 must complete course requirements by August 2016. 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. Programme 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 studied the same material in previous courses. With the approval of the Course Coordinator and Graduate Coordinator, a student may be exempt from a specific course requirement permitting the substitution of another course to meet degree requirements. **Note: Overall course credit requirements for the degree are not reduced.** Please complete the Course Exemption form - <http://medbio.utoronto.ca/resources/forms.html> and submit to the MBP Office.

Courses Offered Outside MBP

Graduate level courses offered by other departments may be taken with the approval of both the student’s supervisor and the Graduate Coordinator. If the student misses the deadline for course registration online, he/she needs to fill out a **Programme Change Form**. Please hand it in to the Departmental Office after obtaining the required verbal approval from the supervisor and the required signatures from the MBP Graduate Coordinator – Dr. Lothar Lilge or Dr. Avi Chakrabartty or Dr. Thomas Kislinger and the Graduate Coordinator from the department in which the course is offered.

MBP 1015Y Graduate Student Seminar Course

- The Graduate Student Seminar Course is a core course for all students and continues throughout the programme. 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.
- Ph.D. students who are Direct Entry (who do not yet have a credit for this course) need to 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.

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

Undergraduate Courses

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

RESEARCH SAFETY AND ETHICS

Research involving human subjects, experimental animals, radioisotopes and/or bio-hazardous agents must have formal protocol approved by the research institution (University or affiliated teaching hospital). These protocols must be available to and adhered to by the student.

Research Involving Human Subjects/Animals/Radioisotopes/Bio-hazardous Agents: See

<http://www.sgs.utoronto.ca/facultyandstaff/Pages/Research-Involving-Human-Subjects.aspx>

Ethics workshop

The Office of Graduate and Life Sciences Education will hold its 6th annual Workshop on Integrity in Research for first year research stream M.Sc. and Ph.D. students. There will be two identical sessions - on Friday, November 29 from 1:00 - 3:00 pm (Bahen Centre room 1160) and Thursday, December 5, 2013, 1:30 - 4:00 pm (Medical Science Building, MSB 2158, Macleod Auditorium). It is mandatory for all students to attend an ethics workshop during his/her academic career. Student will receive pre-registration information in October. For more information and to pre-register, please go to <http://www.facmed.utoronto.ca/graduate/gradethics.htm>.

COLLABORATIVE PROGRAMMES

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

Collaborative programme 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 programme in Cardiovascular Sciences:

<http://www.cscp.utoronto.ca/>. Participating faculty within MBP:

- M. Letarte
- P. Marsden
- A. Moody
- G. Wright

Collaborative programme in Developmental Biology:

<http://www.utoronto.ca/devbiol/>. Participating faculty within MBP:

- J. Rast
- D. van der Kooy

Collaborative programme in Genome Biology & Bioinformatics: <http://www.biochemistry.utoronto.ca/cgb/>

. Participating faculty within MBP:

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

Collaborative programme in Neuroscience:

<http://www.neuroscience.utoronto.ca/>. Participating faculty within MBP:

- P. Fraser
- S. Graham
- M. Henkelman
- K. Hynynen
- J. Lerch
- L. Lilge
- G. Stanisiz
- J. Sled
- B. Stefanovic
- S. Strother
- D. van der Kooy
- S. Wong

THE SUPERVISORY COMMITTEE

General Conditions of Supervision

Both supervisor and student are required to read their Graduate Department's policies pertaining to their degree programme, supervision and student funding.

Supervisor's Responsibilities

- The supervisor will direct the graduate programme of the student facilitating timely completion of research writing and defense, in accordance with their Graduate Department's guidelines.
- The supervisor is expected to provide mentorship and serve as an academic role model.
- The supervisor and student together will recruit appropriate members for the graduate programme supervisory committee.
- The supervisor will ensure appropriate continuing supervision of the student during any leave of absence from the University, e.g., sabbatical.

Student's Responsibilities

The student is responsible for becoming familiar with and adhering to the rules, policies and procedures of the Department, the School of Graduate Studies and the University.

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

- The student is responsible for preparing a research plan in consultation with their supervisor, and meeting and reporting to the supervisor regularly.
- The student must continue to make adequate progress toward degree completion, documented by reports from the Supervisory Committee.
- In the Department of Medical Biophysics, the recommended time to completion of the MSc is 2 years and for the PhD (including time before reclass) the recommended time is 5 years, including the time for thesis preparation and the final thesis defense.

Purpose of Supervisory Committee

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 programme, for the Committee to discuss the student's career aspirations.

The Committee has the responsibility for ensuring that the student completes the programme 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 programme

for more than 4 years. However, a supervisory committee could recommend a meeting at an earlier time, in which case, the student will schedule an earlier supervisory committee meeting accordingly. 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 of Supervisory Committee

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/facultyandstaff/Pages/Faculty-Members-A-Z.aspx> for a listing of all faculty with an SGS appointment. If the student wants to have a member on the committee who is outside MBP, the student must ensure that the member has a University of Toronto, School of Graduate Studies (SGS) graduate appointment and indicate the department of the non-MBP faculty member. 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 Graduate Coordinators **must approve all Supervisory Committees prior to the first meeting.** Please submit the list of Supervisory Committee members via e-mail to either Daphne Sears (downtown students) or Donna-Marie Pow (Sunnybrook students) as soon as possible.

Frequency of Meetings

For Rotation students, the first Committee meeting must take place within 3 months of the student's assignment to their permanent lab. All others should have their meeting within 3 months of enrolment in the programme -- 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. Failure to have at least one Supervisory

Committee meeting per year may result in loss of good academic standing. Also, registration in the next academic year will be withheld.

M.Sc. Students in Programme for More than Two Years.

If a student has been in the programme 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 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. Students in Programme for More than Four Years.

Ph.D. students who have been in the programme for more than 4 years should have a committee meeting every 6 months. For PhD students who have re-classified from the MSc programme, the 4-year period begins when he/she starts the MSc programme.

Write up Now. 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.

Committee Meeting Reports

Students should ensure that they bring the most recent version of the Supervisory Committee Report Form (See *Appendix C* or the MBP website) to their meeting. After each meeting, the Committee must complete this report, which summarizes the progress of a student, recommendations for next steps 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 B* for more details. The Student Executive hopes that this can serve as an Agenda for the Supervisory meeting.

Distribution of Reports

The student should distribute copies of the Supervisory Committee Report as follows:

1. One copy to each member of the Supervisory Committee
2. One copy plus original to the Medical Biophysics office:

Sunnybrook students: Donna-Marie Pow, Sunnybrook S-655;

Downtown students: Daphne Sears, Princess Margaret Rm 7-411
The Chair (Physics students), or Graduate Coordinator reviews each committee report.

DIFFICULTIES WITH SUPERVISORS

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

If at any time during the student's registration within MBP the student proposes to change supervisor, it is important that the Departmental Office be informed in writing by the student and the new supervisor.

Grounds for Terminating Registration and Candidacy of Student

- The student is not making academic progress;
- The student has several unacceptable grades (FZ, INC);
- The student has shown sustained lack of progress as documented on Supervisory Committee reports. Two committee meetings which report unsatisfactory progress may result in termination of the student's candidacy.
- Inactivity

SGS REGULATIONS ON LAPSING

There has been a recent change to the General and Degree Regulations of the School of Graduate Studies with respect to the regulations on lapsing for Ph.D. students beyond the time limit for the degree. Lapsed status for PhD students (excluding flexible-time PhD or professional doctoral students) who are beyond the time limit for the degree has been replaced with a new four-year extension regulation. Students who have not completed the programme requirements by the time limit for the PhD degree (6 years PhD; 7 years Direct-Entry PhD) may apply for up to four one-year PhD programme extensions. PhD students must be registered in the year prior to the year in which the extension would occur. Registration beyond the four-year extension period is not permitted.

The following excerpt from the 2011-2012 SGS Calendar gives more details regarding this policy:

PhD Students (excluding flexible-time PhD students)

“In exceptional circumstances, a PhD student who has not completed all the requirements for the degree within the time limit for PhD, is eligible to apply for four one-year extensions. The first two extension requests require Department approvals; the second two require Department and School of Graduate Studies approvals. To qualify for an extension, the student must present to the graduate unit concerned the causes for the delay and evidence that the remaining degree requirements may be completed within the period of the extension request. PhD students on extension are registered full time – see information on tuition fees for PhD students on extension in Fees and Financial Support section below. PhD students who do not register after the time limit and who request an extension later, but within the four-year extension period, may be approved for extension; students receiving approved extensions under these circumstances are subject to fee payment for extension years in which they did not register in addition to fees for the approved extension year. No registration beyond the four-year extension period will be permitted.”

Fees for Final Year PhD Students

Final year PhD students on extension (excluding flexible-time PhD and professional doctoral students), both domestic and international, will be charged an academic fee equal to 50% of the annual domestic fee plus full-time incidentals during each year of extension. Academic fees for the final extension year will be prorated, based on 50% of the domestic fee for the 12-month academic year, for the number of months that elapse between September and (including) the month in which the thesis (including corrections required by the final oral examination committee) is submitted to the School of Graduate Studies. Incidental fees will be charged on a sessional (term) basis. Fees for final year PhD students who complete in years 1-6 (1-7 direct entry) will remain unchanged.

These fees will continue to be pro-rated based on the domestic/international fees for the 12-month academic year and incidental fees will be charged on a sessional (term) basis.

“Opt-in” Option for Students Admitted Prior to September 1, 2010

All students who commenced PhD programme prior to September 2010 will be eligible to “opt into” the new extension arrangements, if they are registered in 2010-11 and have not commenced an extension year; students who wish to opt in will be required to sign on to the new arrangements, and the request to do so would require the approval of both the graduate unit and SGS. PhD students on extension in 2010-11 who wish to opt into the new arrangements will be considered by the graduate unit and SGS on a case-by-case basis, in addition to being subject to the same conditions as other PhD students. The proposed changes to regulations may not be applied retroactively. A communication was sent to PhD students alerting them to this change. The programme extension forms were updated accordingly.

Lapsed Status and Reinstatement

Lapsed status and reinstatement is an option for Master’s students as well as flexible-time PhD and professional doctoral students. PhD students who began their programme prior to

September 1, 2010 and do not “opt-into” the new extension arrangements may also lapse and seek reinstatement. Please refer to excerpt below from the 2010-2011 SGS Calendar:

“Lapsed Status and Reinstatement (master’s, professional doctoral and flexible-time PhD students only; lapsed status is not available to full-time PhD students).

If a master’s or professional doctoral or flexible-time PhD student does not register, or is not permitted to register because the time limit for the degree sought has elapsed, registration in the School of Graduate Studies lapses. Normally, such students whose registration has lapsed may not make demands upon the resources of the University, attend courses, or expect advice from their supervisor. There are two states of lapsed status, as noted below:

Before the Time Limit for the Degree has Expired. Failure to register as required within the time limit specified for the degree sought will result in lapsed status for master’s, professional doctoral and flexible-time PhD students. An application for reinstatement is required and must be approved both by the graduate unit and the School of Graduate Studies, and payment is made of the prescribed fees for the year(s) in which the student did not register.”

After the Time Limit for the Degree has Expired. After the time limit for the degree has elapsed and further extensions cannot be recommended, a master’s or professional doctoral or flexible-time PhD student may not register further. Registration in the programme is considered to have lapsed. In special circumstances, a student may be reinstated once only, for a maximum of 12 months.”

Programme Extensions

To encourage as many graduate students as possible to “opt-in” to the new programme extension arrangements, SGS will also permit students who began their programme extensions in January 2010 and May 2010 to come under the new rules as of September 2010.

Tuition fees charged during the programme extension period will be calculated at the rate of 50% of the annual domestic fee, for both domestic and international students (plus incidentals). This 50% charge will apply only to the portion of the fees after September 2010 for students who started programme extensions as of January or May 2010 and transfer to the new rules. PhD students who began their doctoral programme prior to September 1, 2010 and do not “opt-into” the new extension arrangements may lapse and seek reinstatement according to the regulations of the year in which they were admitted. Students who do not “opt-in” and seek a programme extension will be assessed full-time programme fees for the programme extension period.

EXAMINATIONS

GUIDELINES FOR THE M.Sc. FINAL EXAMINATION

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. It is strongly recommended that the candidate use an SGS Thesis Template available at <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>. The following steps must be taken to prepare for an M.Sc. exam:

- The student should provide his/her Supervisory Committee with a printed copy of the thesis.
- 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 defense. The supervisor and committee members confirm that the student is ready to defend by signing Form 100 *Appendix E*.
- By signing this form, the members of the Supervisory Committee indicate that they have read the thesis, have passed their comments on to the student, and that they agree the student is ready to defend the thesis. The examination will not be scheduled by the MBP office until this form is received with the required Supervisory Committee signatures.
- 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 D (attached)* 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
 - If a student has a supervisory committee with 4 members including the supervisor, only 3 members can vote at the examination. The supervisor will decide which member will be the non-voting member. Every exam, therefore, has 6 voting members.
- Once the composition of the examining committee is complete and the form is signed by all members of the Supervisory Committee, the student submits it to the MBP office (Annette Chan at PMH or Donna-Marie Pow at SRI) **at least 3 weeks before scheduling the exam. This allows time for the examining committee to be approved by the Graduate Coordinator or MBP Chair. The student needs to make sure this form is complete with the title of his/her thesis.** After the form is approved, the student, with the help of the MBP office, will find some dates with a two hour time period when these examining committee members are

available. The MBP office will be responsible for appointing the Chair for the examination. The Chair will also be an examining committee member.

The student will distribute a **printed** copy of the thesis to all members of the examination committee including the Exam Chair **at least two weeks 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 Princess Margaret in Room 7-421. This room is equipped with a projector. A laptop is also available if needed and can be picked from room 7-414. If the exam is not held in Room 7-421, LCD projectors can be reserved in advance - at the Princess Margaret call the RIS Help Desk at 946-2321, or any of the Princess Margaret Divisional Coordinators, and at Sunnybrook call Donna-Marie Pow at 480-5496. For students outside Princess Margaret but located downtown, please call Annette at 416-946-2819 to book the equipment. Students are responsible for ensuring that they have the equipment that they need on the day of their examination.

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, the students will be required to pay \$28.25 for thesis processing when they submit their theses to the School of Graduate Studies T-Space. Please refer to the SGS website <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx> for guidelines and checklists for thesis preparation.

A bound hard 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 5th floor Library at Princess Margaret. In most circumstances, an **M.Sc. thesis should be no longer than 50-75 pages in length** (excluding references and figures).

If students need to make changes to their theses before handing in the final version to SGS, please remember that the Department will not send in the *Recommendation for Degree* until the Department has been notified **by the student's supervisor** that the changes are complete. This notification should be sent by email to either Donna-Marie Pow or Annette Chan (depending on the student's location) If a student intends to continue in the Ph.D. programme in the same lab, the email should also indicate that the supervisor accepts the student as a Ph.D. student.

If the student does not intend to continue in the Ph.D. programme in the same lab, the new supervisor must hold a full School of Graduate Studies appointment and the Department must be informed of the change in supervisors. If the new supervisor holds Associate SGS status, the student will need a co-supervisor who is a senior member of the Department. Donna or Annette will inform SGS that the changes are complete, and attach the

Recommendation for the Degree. Please see Annette Chan or Donna-Marie Pow for further M.Sc. Thesis Defense Guidelines.

Note: M.Sc. students who plan to defend and submit the final thesis to SGS in order to avoid Fall fees should not register for the Fall (i.e., pay fees or arrange for fee deferral). It is strongly recommended that the defense date is scheduled at least two weeks prior to the SGS deadline. This will allow time for the student to make any corrections to the thesis recommended by the examination committee. However, if the student thinks that he/she will not be able to meet the deadline and will defend shortly after, the student should register and be sure to apply for the SGS Master Tuition Bursary (go to the SGS website to download the form).

How to Transition from M.Sc. to Ph.D. Programme

Students who did not reclassify but successfully defended their M.Sc. and now intend to enter the Ph.D. programme need to apply for admission to the Ph.D. programme on-line at the SGS website (<https://apply.sgs.utoronto.ca/>). An application fee applies. Student should apply as soon as they know that they wish to continue in the Ph.D. programme (students can be registered in both M.Sc. & Ph.D. programme simultaneously).

Restrict Thesis Release Date

It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the student, in consultation with the thesis supervisor, may request to postpone public access for a maximum period of 6 months at a time from the date of the student's convocation. For example, a student who convokes in June may request a thesis release date in December, or a student who convokes in November, may request a release date in May. A written request with an explanation must be made to the MBP Chair and the Restrict Thesis Release form must be submitted to the MBP Office.

GUIDELINES FOR THE RECLASSIFICATION EXAMINATION

Overview

The Reclassification Examination is an accelerated route into the PhD programme for suitable students. Students who chose to reclassify must submit an outline of the proposed research to be completed in the PhD programme, which is followed by an oral defense of the research proposal at the reclassification examination. Students who successfully reclassify will immediately transfer into the PhD programme and will not receive a M.Sc degree. 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.

Written Reclassification Proposal

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** (12-point size and 1" margins) double-spaced (23 lines per page), references and figures excluded, and must be presented to the student Supervisory Committee for approval before scheduling the exam.

Oral Reclassification Defense

The student is judged on the proposal and its defense, not on the quality or quantity of the work achieved to-date. 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 likely to be free flowing and less focused on work done: it can range from the actual detail of experiments done to speculative ideas of potential scientific approaches in the field of the proposal and its related areas. In general, examinations last between two and three hours. The committee will evaluate the student in three areas:

- i) the proposed research and defense of its feasibility;
- 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. programme.

Possible Outcomes of the Reclassification Examination

i) Successfully reclassify (pass)

After the examination, the student should complete a "Programme Transfer Request Form" (fill in the top section only). These forms can be printed from the Forms section under Resources on the MBP website (<http://medbio.utoronto.ca>) and should be returned to Annette Chan or Donna-Marie Pow. This transfer request form will transfer the courses taken during the M.Sc. to the Ph.D. programme. Students will be transferred into the second year of the Ph.D. programme. Their stipend will increase the month following the exam.

ii) Continue in M.Sc. programme

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. programme. 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 outcome will be recorded as "Continue in M.Sc. programme".

The Reclassification Process

Timeline

The timeline for reclassification differs between Physics and Biology stream students because Biology students complete rotations at the start of the M.Sc programme. Physics students must have their reclassification exam scheduled within 18 months of the M.Sc. start date. Biology students in the rotations programme must have their reclassification

examination scheduled within 21 months after entry to the programme. Thus Physics students who enter the Department in September 2013 must have their reclassification exam before March 2015. Biology students who enter the rotations programme at the same time must complete their examination by June 2015. It should be noted, however, there is no reason that a reclassification exam cannot be held within 6 months to a year of the student entering the programme.

Timeline for 2013 September entry students

Physics	Biology	To be completed
Early 2015	Early 2015	- Submit written proposal to supervisory committee. - Committee meeting. Form 100 signatures
February 2015	May 2015	- Submit Form 100
March 2015	June 2015	- Schedule reclassification exam
March 26, 2015	June 28, 2015	- Complete reclassification exam

Extenuating circumstances sometimes allow for extension of the time limit for reclassification. Students should send an explanatory letter to the Chair of the Department describing why reclassification cannot be completed within this time limit and why an extension should be granted. Extensions beyond 24 months from programme entry are not possible without approval of the Dean of SGS.

Write and Submit Research Proposal to Committee

- At the beginning of 2015, students should be planning, organizing and writing their PhD research proposal.

Supervisory Committee Meeting and Form 100

- When the written research proposal is complete, students must provide their Supervisory Committee with a copy prior to the committee meeting scheduled to determine whether a student is ready for examination. At this meeting, all supervisory committee members must sign Form 100 indicating that they have read the proposal and passed their comments on to the student and agree the student is ready for his/her reclassification exam.
- The Supervisory Committee 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 D (attached) for MBP streams.
 - One member is from a department other than MBP. This cannot be someone from the committee or the person fulfilling the above requirement. This examination committee member cannot hold a cross-appointment in MBP.
 - If a student has a supervisory committee with 4 members including the supervisor, only 3 members can vote at the examination. The supervisor will decide who will be the non-voting member. Every examination, therefore, has 6 voting members.
- The MBP office will only commence scheduling the examination when Form 100 is received with the required Supervisory Committee signatures and the recommendations for the additional examiners. Scheduling will begin once the list of examining committee members is approved by either one of the Graduate Coordinators or the Chair. Consequently, Form 100 must be submitted at least 3 weeks prior to scheduling the exam.

Scheduling of Reclassification Exam

- Once the Graduate Coordinator or Chair confirms the Examination Committee, the MBP office will identify a date when all examination members are available.
- Once Annette or Donna has informed the student who will chair the exam, the student will distribute a printed copy of the proposal to all members of the examination committee at least two weeks prior to the examination. (Electronic copies are only permitted if the examining committee member(s) agree(s) to it, so students should be prepared to distribute hard copies). Failure to distribute copies in time will result in postponement of the examination.

Reclassification Exam

- The student should ensure that appropriate projection equipment is available for the examination. Most examinations held downtown will take place at Princess Margaret in Room 7-421. This room is equipped with a projector. A laptop is also available if needed and can be picked from room 7-414. If the exam is not held in Room 7-421, LCD projectors can be reserved in advance – at the Princess Margaret call the RIS Help Desk at 946-2321, or any of the Princess Margaret Divisional Coordinators. At Sunnybrook call Donna-Marie Pow at 480-5496. For students outside Princess Margaret but located downtown, please call Annette at 416-946-2819 to book the equipment. Students are responsible for ensuring that they have the equipment that they need on the day of their examination.

GUIDELINES FOR THE PH.D QUALIFYING EXAMINATION

All students who enter a Ph.D. programme in the Department of Medical Biophysics must prepare a research proposal and pass a Qualifying Examination sometime during their first 15 months in the programme in order to continue their studies in the Department. This includes students who have obtained their MSc. from MBP (effective September 2008). A student who entered the Department in September 2013, will have his/her qualifying exam in December 2014. If a student enters the Department in January 2014, he/she will have his/her qualifying exam March 2015. In the case of a PhD biology stream student who participates in the rotation programme, the Qualifying exam must be completed within 18 months of entry into MBP. Should an extension be necessary due to serious extenuating circumstances, a request must be submitted to the Chair.

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

- The student should provide the Supervisory Committee with a printed copy of the qualifying proposal for intended Ph.D. project see *Qualifying Proposal* next page).
- 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 D for MBP streams.
 - One additional member from any stream.

- If a student has a supervisory committee with 4 members including the supervisor, only 3 members can vote at the examination. The supervisor will decide which member will be the non-voting member. Every exam, therefore, has 6 voting members.
- ****The student completes the Form 100 and asks his/her supervisory committee members to sign the form. Please make sure this form is complete with the title of the proposal.** By signing this form, the members of the Supervisory Committee indicate that they have read the proposal, have passed their comments on to the student, and that they agree the student is ready to defend the proposal. The examination will not be scheduled by the MBP office until this form is received with the required Supervisory Committee signatures and the composition of the examining committee has been approved by either the respective Graduate Coordinator or Chair. The student, who started in September 2013, should give it to Annette or Donna by **November 15, 2014**, in order that the exam can take place in December 2014. After the form is approved, the student, with the help of the MBP office, will find some dates with a two hour time period when these examining committee members are available. The MBP office will be responsible for getting the Chair for the examination. The Chair will also be an examining committee member.
- Once Annette or Donna has informed the student who will chair the exam, the student will distribute a **printed** copy of the proposal to all members of the examination committee including the exam Chair **at least two weeks 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 Princess Margaret in Room 7-421. This room is equipped with a projector. A laptop is also available if needed and can be picked from room 7-414. If the exam is not held in Room 7-421, LCD projectors can be reserved in advance - at the Princess Margaret call the RIS Help Desk at 946-2321, or any of the Princess Margaret Divisional Coordinators, and at Sunnybrook call Donna-Marie Pow at 480-5496. For students outside Princess Margaret but located downtown, please call Annette at 416-946-2819 to book the equipment. Students are ultimately responsible for ensuring that they have the equipment that they need on the day of their examination.

The Qualifying Proposal

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** (12-point size and 1" margins) double-spaced (23 lines per page), references and figures excluded, and must be presented to the student Supervisory Committee for approval to proceed before the exam.

Possible Outcomes of a Qualifying Examination

i) Pass

The student continues in the Ph.D. programme

ii) Fail

If a student receives more than one negative vote, he/she fails the examination. Students failing the qualifying examination may no longer continue in the graduate programme in the Department.

iii) Adjourn

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 is allowed.

GUIDELINES FOR THE PH.D FINAL EXAMINATION

Students are strongly expected to complete their Ph.D. theses **within 5 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 programme for more than 4 years *must* have a committee meeting every 6 months. For students who have reclassified from the MSc programme, the 4 year period begins when the student started the MSc programme.

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). Students should note that writing the thesis and receiving comments back may take 1-3 months. Students should double-check that they have completed all the degree requirements for the programme, and/or have given any 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. It is strongly recommended that the candidate use an SGS Thesis Template available at <http://www.sgs.utoronto.ca/currentstudents/Pages/Producing-Your-Thesis.aspx>

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 the student should discuss this with his/her supervisor and 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.

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, be at an Associate Professor rank or higher, and arms-length to both the student and supervisor. This person **MUST** attend and be present during the exam. He or she must submit a written appraisal 2 weeks before date of exam. **(1 vote)**)
- Another MBP faculty member who can be from any MBP stream but further afield from the supervisor **(1 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 and arms-length to both the student and supervisor (SGS status may be checked at <http://www.sgs.utoronto.ca/facultyandstaff/Pages/Faculty-Members-A-Z.aspx>) **(1 vote)**
- Chair of Examination, appointed by SGS and non-voting.

Procedure and Timelines

Students are encouraged to read through the guidelines here first, and then speak with either Chau or Merle for further discussion of the procedures.

At least 8-9 weeks before the examination:

1. The student obtains approval from the Supervisor to distribute a complete, edited draft of the thesis to all members of the Supervisory Committee.
2. The Supervisory Committee discusses potential candidates for both the Internal and External examiners. Three names of potential Internal and External examiners should be recorded on the Final Committee Meeting Report for Ph.D. Oral (*Appendix F*) for discussion at the Final Committee Meeting, which should take place between 7-8 weeks before the exam.
3. The student submits a completed Final Committee Meeting Report for Ph.D. Oral form to Chau or Merle. The Department Chair or Graduate Coordinator will choose the external examiner and approve the additional examiners.
4. Only then should the supervisor contact the examiner to find out his/her willingness to participate in this examination and to ascertain availability to come to Toronto. The supervisor should explain to the external examiner that he/she is expected to write an appraisal of the thesis and submit it two weeks before the date of the exam. The departmental office will send a letter to the examiner explaining the details. ***The student must not be involved in this process, nor contact any of his/her examiners.***

At least 7-8 weeks before the examination:

1. Final Committee Meeting (see above) is held and report submitted to the MBP Office.
2. After the Final Committee Meeting, the student makes final corrections and revisions to the thesis. He/she then submits a revised version to the Supervisory Committee members. An appended page or other annotation indicates 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. Examination.
3. Both forms *Appendix F & G* should be signed and returned to the MBP office. The student must also email the abstract of the thesis and an up-to-date CV to Chau or Merle.
4. The Chair approves the examination by signing the form. Once a date and time has been agreed upon, the MBP office will contact each of the other members who make up the 6-member committee and confirm their participation on the agreed date.
5. The Department needs 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.***
6. 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 assist with 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. ***The student must not be involved in this process, nor contact any of his/her examiners.***

At least 6-7 weeks before the examination:

1. The student provides a printed copy of the thesis to all Examiners except for the external examiner. The student will need to provide a printed copy to Chau or Merle who will FEDEX it to the external examiner directly. The Exam Chair does not need a copy of the thesis.

Two weeks before the examination:

1. If the external examiner has provided the appraisal by email, the MBP office will send it to the candidate and the examination committee. If the appraisal has not been received, the Department will ask the student if he/she is willing to proceed in spite of 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 Day of Examination

1. **Public Oral Presentation.** This is a departmental requirement and not considered part of the official exam by the University. 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.

2. **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 Princess Margaret 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 Examination

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 email a letter to the Ph.D. Oral Examination Office, doctoral@sgs.utoronto.ca (with a copy to either Merle or Chau) certifying that the changes are complete. *The candidate will need to go to SGS before 5pm or the next morning to complete post examination paperwork.*

Possible outcomes of a 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.
- iv) Adjourn: The candidate has one year in which to schedule a reconvened examination, otherwise the result is considered to be a fail.

Additional notes:

The Department requires one copy of the bound thesis. Students can choose whichever colour they prefer.

Restrict Thesis Release Date

It is the intention of the University of Toronto that there be no restriction on the distribution and publication of theses. However, in exceptional cases, the student, in consultation with the thesis supervisor, may request to postpone public access for a maximum period of 6 months at a time from the date of the student's convocation. For example, a student who convokes in June may request a thesis release date in December, or a student who convokes in November, may request a release date in May. A written request with an explanation and the Restrict Thesis Release form must be submitted to the MBP Chair directly for approval.

TUITION FEES FOR FINAL YEAR DOCTORAL STUDENTS

Academic fees for doctoral students in the final year of their programme 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 16, 2013 do not pay fees for the Fall session. After September 16, a monthly fee will be charged for each month in which all degree requirements are not completed by the 15th day of the month. Doctoral students finishing between September 17 and January 15 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: <http://www.sgs.utoronto.ca/currentstudents/Pages/Final-Year-Fees.aspx>

The Doctoral Completion Award

The Doctoral Completion Award is available to help meritorious PhD students who are beyond the normal funding period to complete their degree programme within the degree time limit. Students may receive a Doctoral Completion Award only once during their programme. The award is competitive: criteria include academic merit and quality of research, the availability of alternative funding, and, if appropriate, special aspects of the research programme that require more time than usual. As MBP provides a guaranteed stipend from Years 1-5, only students in Year 6 of their PhD studies are eligible for a Doctoral Completion Award and cannot be holding concurrently a paid continuing professional position. Eligible students should apply in the first instance to the Chair.

Students who have experienced a delay in their programme due to special personal circumstances are referred to the Emergency Grant programme at the School of Graduate Studies. The application form is available on the SGS website www.sgs.utoronto.ca.

CONFIRMATION OF DEGREE & CONFIRMATION OF REGISTRATION LETTERS

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/currentstudents/Pages/Student-Forms-and-Letters.aspx>). This link is to the form that must be completed by the student. 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

The Department will be holding its annual retreat from Sunday, September 29 until Tuesday, October 1, 2013 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 programme covers about 3 days, starting Sunday afternoon 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

Students enrolled in the department of Medical Biophysics are members of the MBP student association. A part of the students' 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, Princess Margaret). Elections for these positions are held in September at both Sunnybrook and Princess Margaret; a listing of current representatives can be found at: http://medbio.utoronto.ca/students/stud_exec.html

Membership

Each branch has members filling the following positions:

President

- Elected leader of Downtown students (Princess Margaret, 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 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 Princess Margaret; a listing of current representatives can be found on the departmental web site. http://medbio.utoronto.ca/students/stud_exec.html

ILLNESS, COMPASSIONATE LEAVE, MATERNITY LEAVE

It is possible that illness may interrupt a graduate training programme 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, the student needs to inform his/her supervisor so that important aspects of their research can be attended to pending the student's 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 policy on leave

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

- Serious health or personal problems which temporarily make it impossible to continue in the programme, or
- 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.
- During the leave, students will not be paid stipend nor receive award installments.

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 fellowship 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 programme 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 the student plans on taking maternal or parental leave, they should discuss this well in advance with their 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 the student's stipend.

Faculty of Medicine Guidelines on Graduate Student Personal Time Off

Within the Faculty of Medicine, it is recognized that many graduate students conduct their research almost exclusively within a laboratory setting, where they may or may not have control over their hours and the flow of the research programme. Students are not employees and therefore have no rights to employee benefits, including paid vacation entitlement. However, it is recognized that in order for a graduate student to reach their full potential and achieve academic excellence and maintain a healthy work life balance, they benefit from some personal time off or 'vacation'. There are SGS policies and procedures in place for students who require a leave of absence for parental, personal or medical reasons. However, there are no University or SGS policies regarding graduate student personal time off / 'vacation'. The following guidelines for faculty and graduate students provide a framework for reasonable expectations. As a general rule, students might reasonably expect up to three weeks (15 working days) per year in personal time off, plus statutory holidays, under the following conditions:

- Time off provisions should be negotiated, in a clear and transparent manner, between the supervisor and the graduate student.
- Time off should not compromise the research programme and/or the student's graduate studies. Students must ensure that laboratory work, experimentation and other time sensitive activities are either completed, or arrangements made for others to continue ongoing work.
- Consideration should be given to when the building or lab is closed (i.e. winter holidays) when taking time off.
- Time sensitive deadlines (i.e. award applications, abstract submissions) must be taken into consideration.

- Time off cannot be carried forward from year to year.
- Time off should be requested as far in advance as possible.
- The student and supervisor should be able to maintain contact as appropriate if the student is away for an extended period.
- Given that students receive remuneration as a stipend, not salary, the stipend continues, unaffected by this personal time off.
- Attendance at social activities within the academic community (departmental picnic etc.) or scientific meetings do not fall under the category of personal time off.
- Sick leaves or absences for health reasons must be documented and do not fall under category of personal time off.

ENGLISH LANGUAGE AND WRITING SUPPORT

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/currentstudents/Pages/English-Language-and-Writing-Support.aspx>.

PLAGIARISM

It is the student's responsibility to be aware of and avoid plagiarism in his or her work. 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 ... 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/currentstudents/Pages/Academic-Integrity-Resources.aspx>. There is a link in this website to an article titled Plagiarize; it is a very useful document.

CRISIS AND SUPPORT SERVICES FOR STUDENTS

Counseling and Psychological Services <i>Counseling for emotional or psychological problems</i> Psychiatric Service <i>Assessment and treatment of emotional or psychiatric concerns</i>	416-978-8070
Student Crisis Response Programme Coordinator <i>Available to consult about students in distress or difficulty</i>	416-946-7111
Community Safety Office <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> http://www.multifaith.utoronto.ca/Campus-Chaplains-Association.htm#A	416-946-3120 or 416-946-3119
Sexual and Gender Diversity Office <i>Available to consult on issues of concern to the LGBTQ community</i>	416-946-5624
Centre for International Experience <i>Offers consultation on issues or concerns related to culture and ethnicity</i> http://cie.utoronto.ca	416-978-2564

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 <i>An hour is set aside each day to see students on an emergency basis</i>	416-978-8070
Psychiatric Service <i>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.</i>	416-978-8070
Health Service <i>Caller should tell reception the matter is urgent. Reception will immediately notify a nurse, who will screen the student for care.</i>	416-978-8030

After Hours Emergencies

Gerstein Centre <i>Free, voluntary, and confidential crisis intervention service over the phone and in-person. Available 24 hours a day, 7 days a week.</i>	416-929-5200
Distress Centre <i>Provides a 24-hour telephone crisis hotline.</i>	416-408-4357
University of Toronto Police	416-978-2222