

GUIDE FOR NEW GRADUATE STUDENTS

Upon entry into the College of Pharmacy and Nutrition graduate program, students are expected to follow the sequence of activities outlined below:

WITHIN THE FIRST TWO MONTHS OF STARTING YOUR PROGRAM...

Meet with Your Supervisor and Advisory Committee

- Review the [Student-Supervisor Agreement](#) with your supervisor and submit a signed copy to the Graduate Programs Administrative Assistant. It is recommended that this agreement be reviewed annually.
- Schedule your Program of Studies Meeting and complete the *PN-200 Program of Studies form* (available under [Current Students](#)) along with the *Program of Studies Project Description form*, in consultation with your supervisor. These documents must be approved by your newly formed advisory committee during your Program of Studies Meeting.

Complete Payroll Information

To ensure timely payment of scholarships and stipends, contact the Graduate Programs Administrative Assistant to complete a payroll information form; provide a copy of the student's study permit, if applicable; social insurance number; the Employee Direct Deposit form, and the TD1/TD1SK Personal Tax Credits Return forms.

Register for Mandatory Courses

Register promptly through PAWS in the following required courses.

- **994 or 996**
MSc students must be enrolled in 994 (i.e., NUTR 994 or PHAR 994) and PhD students in 996 (e.g., NUTR 996 or PHAR 996). This registration must be renewed every term (i.e., Spring/Summer, Fall, and Winter terms) until all degree requirements have been completed. While these courses do not involve lectures or assignments, continuous enrollment is necessary to maintain active status in your program.
- **990 (PHAR 990 or NUTR 990)**
All students must also register for either PHAR 990 or NUTR 990 every Fall and Winter term throughout their program. Details and expectations are communicated by the 990 Coordinator at the start of each academic year. The course typically involves professional development topics as well as presenting and reviewing scientific seminars.
- **GPS 960**
GPS 960 is an Introduction to Ethics and Integrity course that is offered online through PAWS. All graduate students must complete this course in their first term. It can be completed within a relatively short period of time. Depending on your research project, you may also be required to take one or both of: GPS 961 Ethics and Integrity in Human Research or GPS 962 Ethics and Integrity in Animal Research. Confirm with your supervisor whether these additional courses are required.

- **Certification/Safety**

Depending on your research area, training may be a prerequisite to starting your research project. For example, students working in laboratories will require Biosafety and Laboratory Safety training. A student in clinical/applied research may need training in the use of statistical or qualitative software. Consult with your supervisor to identify relevant training. Visit the University's [Safety Resources](#) page to view available courses and registration instructions.

Access Resources and Student Support

- Obtain your student card, bus pass, or parking pass.
- Meet with members of the College's Graduate Student Council and participate in student events as much as you can.
- Explore the College of Graduate and Postdoctoral Studies and Library websites for graduate student resources and funding opportunities.
- Access [Student Supports](#) and register with [Access and Equity Services](#), if needed.

BEYOND THE FIRST 2 MONTHS...

Schedule Annual Advisory Committee Meetings

Students are encouraged to coordinate their own advisory committee meetings with assistance from their supervisor. Notify the Graduate Programs Administrative Assistant at least one week before the scheduled meeting. Assistance is available for booking rooms and arranging video conferencing, if needed.

Note. A committee meeting must be held at least once per year. Failure to do so, without prior approval from the Associate Dean, Research, and Graduate and Postdoctoral Affairs, will result in being ineligible for College of Pharmacy and Nutrition awards and scholarships, as annual meetings are a program requirement.

Register for Program-specific Courses

All graduate students are required to complete coursework specific to their area of research. These courses should be identified early in your program with assistance from your supervisor and advisory committee and recorded on your *Program of Studies form*. MSc students are required to complete 9 credit units and PhD students 6 credit units before the end of their program.