

# Graduate Student Handbook



UNIVERSITY OF SASKATCHEWAN  
**College of Pharmacy  
and Nutrition**  
USASK.CA/PHARMACY-NUTRITION

All readers are advised that the matters dealt with in this handbook are subject to continuing review and revision by the Research and Graduate Affairs Committee. This handbook does not supersede the College of Graduate and Postdoctoral Studies Policies and Procedures.

The Graduate Student Handbook was last updated July 2021.

## WELCOME TO THE COLLEGE OF PHARMACY AND NUTRITION

Welcome to the College of Pharmacy and Nutrition and congratulations for undertaking this challenging step in your professional career. Our college offers a wide range of research expertise and training programs that can help you achieve your goals. It is incumbent on you to take responsibility for your learning, work collaboratively with your colleagues, and contribute to our positive and inclusive workplace.

The following graduate student guidebook identifies key information, regulations, policies, and procedures to guide you through your program of studies. At the University of Saskatchewan, the College of Graduate and Postdoctoral Studies (CGPS) oversees all graduate programs. Thus, detailed information about policies and procedures can be found in their website at <http://www.usask.ca/CGPS/>. Your usask email address will also be used to distribute college-specific events and program announcements throughout the year. Please visit the CGPS site and pay attention to announcements sent over email.

This guidebook was developed specifically for graduate students in the College of Pharmacy and Nutrition. It summarizes the most common policies and procedures that pertain to our students as well as additional procedures specific to our college. All graduate students should read this guide and be familiar with the sections pertaining to your program. Please note, we aim to keep the guide as up-to-date as possible; however, CGPS/University policies and procedures take precedence over the information provided in this Guide, should there be any discrepancies. The most current copy of this guide will be available on our College website. Please refer to it throughout your program to ensure you are meeting program requirements.

We wish you the best of luck and we look forward to working with you.

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## Section 1 – Graduate Student Program

### INTRODUCTION TO THE COLLEGE OF PHARMACY AND NUTRITION

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#### OUR HISTORY

The School of Pharmacy was established at the University of Saskatchewan in 1913, and became the College of Pharmacy in 1921. In 1987, the Division of Nutrition and Dietetics was created within the College, and in 1994 the College changed its name to the College of Pharmacy and Nutrition. The College is a unique combination of two health disciplines and professional programs, and serves as a model for integrating health promotion and education, health care delivery, interdisciplinary research, and community outreach. The College is located on Treaty 6 territory and the Homeland of the Métis.

More information and contact information for faculty and staff can be found at [http://www.usask.ca/pharmacy-nutrition/the-college/faculty\\_staff.php](http://www.usask.ca/pharmacy-nutrition/the-college/faculty_staff.php).

#### Pharmacy and Nutrition Graduate Program Goals

##### Mission

The goal of our Pharmacy and Nutrition graduate programs is to recruit and train high-caliber students with the potential to become innovative researchers and leaders in their field. We strive to provide all of our students with a foundation that will allow them to make significant contributions to the global scientific and healthcare communities.

##### Goals

- To enable students to conduct excellent research and develop a comprehensive understanding of their field
- To enable students to develop as ethical researchers prepared to be professionals in their disciplines
- To enable students to develop their communication skills

##### Learning Outcomes

As a result of attending Pharmacy and Nutrition's Graduate program, students will be able to:

1. Demonstrate effective research skills, including the synthesis, integration, analysis, and evaluation of data
2. Apply research techniques and understand how to evaluate their appropriateness
3. Critique and evaluate academic works and properly use scholarly resources
4. Conduct research with a level of autonomy and independence appropriate to the students' level of study
5. Practice research demonstrating behavior consistent with standards of ethical integrity and academic stewardship
6. Collaborate effectively, cultivating and utilizing expertise across disciplines and professions
7. Identify critical issues within their field
8. Be aware of practical applications and societal implications of their research
9. Communicate accurately and reliably through oral and written mediums, both within and beyond their field, and to a variety of audiences
10. Synthesize knowledge to create a persuasive and cohesive written or oral argument

## ADMISSIONS, REGISTRATION, AND TUITION

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The College of Pharmacy and Nutrition (CoPN) offers four graduate programs: a MSc and PhD in Pharmacy and a MSc and PhD in Nutrition.

### ADMISSION PROCESS AND ACCEPTANCE IN THE COLLEGE OF PHARMACY AND NUTRITION

#### Minimum Entrance Requirements

The College of Graduate and Postdoctoral Studies (CGPS) sets the minimum entrance requirements for graduate programs. Proof of English language proficiency is not required of students who have completed at least three consecutive years of post-secondary education in a country with English as the first official language at an institution where English is the only language of instruction. More information can be accessed at <https://grad.usask.ca/admissions/admission-requirements.php#Minimumadmissionrequirements>. In addition,

**For MSc Program:** Admission to a Master's graduate program in the CoPN requires demonstrated ability for independent thought, advanced study, and research. The minimum entrance requirements for a Master's Degree are a four-year honors degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study, a cumulative weighted average of at least 70% in the last two years of full-time study (e.g. 60 credit unit equivalent).

**For PhD Program:** Direct entry PhD admission is available to strong students who show great promise in terms of academic accomplishments and potential for research. Such students must have completed a thesis-based Master's degree from a recognized university in an academic discipline relevant to the proposed field of study with a cumulative weighted average of at least 75%, and demonstrated ability for independent thought, advanced study, and research.

#### General Admission Processes

Students who meet the minimum entrance requirements gain admission only after a faculty member agrees to supervise the student. Once a supervisor has identified a student, they will let the Graduate Administrative Support person know; the Graduate Administrative Support person will then start a **PN-100 Graduate Admissions Form** for the student that must be completed by the supervisor. The Associate Dean Research and Graduate Affairs (ADRG) reviews the form and the student's complete file before admission is processed. Once admission is approved the Graduate Administrative Support person will enter the approval into the electronic system to be processed by the CGPS. For additional information on the admission process please visit the urls for Pharmacy (<http://grad.usask.ca/programs/pharmacy.php#Program>) and Nutrition (<http://grad.usask.ca/programs/nutrition.php>).

#### Admission Deferral

Admission letters specify that admission is valid for a specific term. Students wishing to defer admission to a later term (up to one year) must contact their supervisor in writing, who will confer with the Graduate Chair, as needed. If the supervisor wishes to accept the student in a later term they must inform the Graduate Administrative Support person as soon as possible so that a recommendation for deferral can be entered in the CGPS's electronic system. A new admission letter can be created for the student if requested by the student.

### **Conditional Admission (CGPS)**

Conditional admission is given when the potential student must complete a requirement before the start of their graduate program. This category applies to nearly all incoming students, as in most cases official transcripts must be received from prior institutions before full admission can be granted. Students who must provide proof of English language proficiency may also need to have the official document sent to the CGPS before full admission is granted. Conditions to admission are listed on the official admission letter from the CGPS along with where documents should be sent. Incoming students are not able to register until all conditions have been lifted.

### **Probationary Admission**

The college may admit applicants whose academic qualifications are difficult to assess or whose qualifications are marginal for admission on a probationary basis. For instance, incoming students who have an entrance average very close to the minimum 70% may be offered probationary acceptance. Students offered probationary admission will be provided with a letter from the Associate Dean, Research and Graduate Affairs outlining the tasks which must be accomplished before the student will be accepted as fully qualified, along with the timelines they must be completed within; these terms will also be included in the official acceptance letter from the CGPS. In general, terms may include taking a graduate class(es) and having a research proposal approved within a specified timeframe. Once a student fulfills the terms outlined in their letter of probationary acceptance the College will recommend to the CGPS that the student be removed from probation and be accepted as fully-qualified.

Students who do not achieve the probationary conditions within the outlined timeframe may voluntarily withdraw, or they will be required to discontinue. In certain exceptional situations, the academic unit may extend the probationary period with a new set of conditions, agreed to by the student, supervisor and advisory committee, and the CGPS.

## **REGISTRATION**

Students who receive an acceptance letter can register in the graduate program through PAWS (Personalized Access to Web Services). Students must maintain continuous registration in all terms until they have completed ALL degree requirements.

The academic year consists of three terms: Term1 – September to December, Term 2 – January to April, and Spring and Summer – May to August (Term 1 [May/June], Term 2 [July/August]).

## **TUITION AND GRADUATE STUDENT FEES**

Tuition fees and graduate student fees are assessed automatically in PAWS at time of registration. MSc and PhD students pay a fixed amount of tuition (standard term tuition) and graduate student fees at the existing rate each term. Current tuition and fees are found at <http://grad.usask.ca/funding/tuition.php#Thesisandprojectbased>. An **International Student Tuition Differential** is applied to all international students.

Standard term tuition applies to all compulsory courses listed on a student's Program of Studies. Students who take additional courses not required for their degree will be assessed additional tuition.

A **partial tuition refund** is granted to graduate students who complete all degree requirements prior to the end of an academic term, based upon the date their final thesis is submitted to the electronic thesis database. Any tuition refund is assessed to the first day of the month after all program requirements are

met. Graduate student fees are not refundable unless all program requirements are met prior to the Add/Drop deadline in a term.

To graduate, students must pay all outstanding account balances, including any late fees.

Deadlines and more information about tuition, including how to request tuition payment by monthly installment, can be found at <http://students.usask.ca/money/tuition-fees/pay.php#Duedates>

Graduate students who apply prior to the deadline may be eligible to apply to pay their tuition through the Graduate Student Tuition Instalment Plan: <https://students.usask.ca/money/tuition-fees/pay.php#GraduateStudentTuitionInstalmentPlan>

## FINANCIAL ASSISTANCE

A variety of funding sources for graduate students exist at the University of Saskatchewan. Many students are supported by a combination of awards, fellowships, or scholarships from university wide competitions, department specific opportunities, and national or external awards. Please visit the following url for information on student funding opportunities: <http://grad.usask.ca/funding/scholarships.php> - University

## PROGRAM OF STUDIES

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### RESIDENCY REQUIREMENTS AND TIMELINE

The College of Pharmacy and Nutrition graduate program expects graduate students to complete an MSc program in 2 – 2.5 years and PhD program in 3.5 – 4.5 years. Graduate students and supervisors must work diligently to adhere to these expected timelines.

Graduate students who undertake their program remotely may be required to be in Saskatoon at times to complete certain degree requirements. Students who are unable to participate in the Pharmacy and Nutrition weekly 990 seminar series during the fall and/or winter months must show evidence of meeting the course requirement through documented attendance of external research seminars or relevant professional development sessions. A detailed plan for alternative activities in lieu of the 990 seminar course must be presented to, and approved by the students' advisory committee.

Students who will be collecting data through fieldwork must complete and submit form **PN-002, Graduate Student Record of Travel** to the Graduate Programs Administrator prior to leaving. Fieldwork for up to a maximum of 6 months at a time is permitted; for absences longer than 6 months in one time period, or for more than one period, students must seek permission from the Associate Dean, Research and Graduate Affairs. As per CGPS requirements, all students must hold a committee meeting once per year, regardless of if time is spent away from the University of Saskatchewan.

### PROGRAM OF STUDIES COMPONENTS

Each student has an individual Program of Studies, which includes:

- A list of all members of a student's Advisory Committee.
- Whether ethics approval is required and when it has been granted. Ethics approval is required prior to initiation of any research involving humans or animals.

- Course requirements, including PHAR or NUTR 990 (seminar) and 994/996 (research), GPS 960 (Introduction to Ethics and Integrity) and any other required Ethics courses (961.0 or 962.0), and core courses or additional courses determined by a student's Advisory Committee. Class titles for any Special Topics (PHAR or NUTR 898) courses must be included on the Program of Studies.
- If applicable, a Qualifying and/or Comprehensive Examination and the completion dates.
- Additional requirements such as online UACC Animal Care Course, Laboratory Safety, Radiation Safety and Biosafety courses, etc.
- At a minimum, yearly advisory committee meetings and minutes.
- Any approved transfer credits from another University. Original transcripts including these courses must be on file with both the CGPS and College of Pharmacy and Nutrition.

### FLOWCHART OF THE GRADUATE STUDENT PROGRAM OF STUDIES

Following admission and acceptance into the College of Pharmacy and Nutrition graduate program, graduate students should generally adhere to the following sequence of activities:

- Have an initial meeting with the supervisor to discuss potential courses required for the program of studies and an outline of the research project.
- If you will be receiving a scholarship, stipend, or other payment through the University of Saskatchewan, and you have not previously been paid through the university, you must complete payroll paperwork and set up direct deposit prior to being paid (<https://servicecatalogue.usask.ca/hr/payroll-support.php>). If you are not a citizen or permanent resident of Canada, you will also be required to provide the Graduate Programs Administrator with a copy of your valid Study Permit and letter confirming your Social Insurance Number.
- Register immediately into the following REQUIRED courses online using PAWS. Registration must be completed for each term as indicated:
  - **PHAR or NUTR 994** (MSc Research) or **PHAR or NUTR 996** (PhD Research) in every Fall, Winter and Spring/Summer term until all degree requirements have been completed.
  - **PHAR or NUTR 990** (Seminar) in every Fall and Winter term until all degree requirements have been completed.
- Register in available graduate courses that are part of the program of studies.
- Register in and expeditiously complete the appropriate online ethics course using PAWS:
  - **GPS 960.0**, Introduction to Ethics and Integrity using PAWS. This online course is required of all graduate students in their first term.
  - Depending on your research project, you may also be required to take one or both of:
    - **GPS 961.0** Ethics and Integrity in Human Research
    - **GPS 962.0** Ethics and Integrity in Animal Research
- Register in and expeditiously complete appropriate non-credit safety courses such as Biosafety, Laboratory Safety, Radiation Safety, Hazardous Waste Management, etc., identified with your supervisor.
  - See <http://safetyresources.usask.ca/services/training/> for a list of available courses and to register. If you will be doing lab work, Biosafety and Laboratory Safety should be completed as soon as possible.
- The Graduate Administrative Support person will schedule an initial program of studies meeting within the first two months in program so that your proposed research project, course work, available funding, ethics and training requirements can be discussed and approved by your advisory committee. The Associate Dean, Research and Graduate Affairs will chair this meeting and complete a **PN-200 Program of Studies Form** that will be placed in your file.
  - Formal approval of the Program of Studies will occur at this advisory meeting and will be entered into the student's electronic file by the Graduate Administrative Support person.

- Changes in course requirements, supervisor or Advisory Committee members, or a significant change in your research project after the initial approval will require that a new Program of Studies be approved by the committee and submitted to the Graduate Programs Administrator.
- The Associate Dean, Research and Graduate Affairs will also introduce the Student-Supervisor Agreement at this meeting. A signed copy of this agreement must be submitted to the Graduate Administrative Support person and will be forwarded to the CGPS. Students and supervisors should review this agreement together at least once a year.
- Register for remaining graduate courses required for the Program of Studies.
- Schedule at minimum yearly advisory committee meetings. See below for description and nature of the committee meetings. The 'Research Proposal' committee should be held before the end of the student's first year registered in the graduate program.
- Complete the required number of 990 Seminars.
- Successfully complete courses, other requirements, and examinations listed in the Program of Studies and successfully defend the thesis.
  - Successful completion of all requirements will result in the conferring of the MSc or PhD degree.
- Complete an application to graduate on PAWS before the deadline for the convocation ceremony you wish to attend.

### STUDENT ADVISORY COMMITTEE

Graduate student Advisory Committees should be established within the first two months of enrolment. Your supervisor determines the members of your Advisory Committee in consultation with you and the Graduate Chair as needed. Subsequent changes to the Advisory Committee are made by the Committee itself.

A Master's Advisory Committee must include at least 3 members and a PhD Advisory Committee must include at least 5 members, composed of:

- **Advisory Committee Chair** – this may be the Graduate Chair or designate.
- **Supervisor** – must be a member of the Faculty of CGPS.
- **Co-supervisor** – if applicable. Persons who are not members of the Faculty of CGPS may be granted permission to be a co-supervisor by the Dean of CGPS. Co-supervisors share a vote in decision-making at the comprehensive exam and oral defence, and thus count as one member.
- **Additional Members** – need a minimum of one for a MSc and two for a PhD. These must be members of the Faculty of CGPS, Adjunct Professors, Professional Affiliates, or be granted permission by the Dean of CGPS to be a member.
- **Cognate Member** – need one for a PhD program. The Cognate member represents the University on the Committee and must be a member of the CGPS Faculty external to our College (that is, not a faculty member or Adjunct Professor in Pharmacy or Nutrition).
- **Dean of CGPS** – is an "ex officio" member of the Advisory Committee. The Dean or designate normally only attends PhD defences, and is responsible for chairing these defences.

### ADVISORY COMMITTEE MEETINGS

**A committee meeting must be held a MINIMUM of once per year.** Students newly registered in the program will hold their first Advisory Committee meeting, 'Approval of Program of Studies', within the first two months of registration to establish the Program of Studies. An 'Approval of Research Proposal' meeting **must be held before the end of the first year in program, ideally within eight to ten months of the start**

**date.** Students who fail to hold a yearly committee meeting without prior approval from the Associate Dean, Research and Graduate Affairs will be ineligible to hold College of Pharmacy and Nutrition awards and scholarships as such students are not meeting the requirements of their graduate program.

Students must contact their advisory committee members to arrange a meeting date, or request aid from the Graduate Administrative Support person in scheduling their meeting via a Doodle Poll. The Graduate Administrative Support person will also book the room as well as any required WebEx/video conferencing/teleconferencing equipment. Students must email their written report and the **Yearly Update Form** to all Advisory Committee members, cc'ing the Graduate Administrative Support person, at least one week prior to the meeting. The Graduate Chair will take minutes of each Advisory Committee meeting; these minutes will be distributed to the student and committee members via email by the Graduate Administrative Support person following the meeting. Students may also view their approved committee meeting minutes within PAWS.

During the meeting, students should also take notes to document the comments and suggestions of their advisory committee members.

Meetings may be held for different reasons as a student progresses through their program. A brief description of the various committee meetings are as follows:

### **1. Approval of Program of Studies**

The Graduate Administrative Support person will schedule the initial Advisory Committee meeting to confirm the composition of the advisory committee and to briefly discuss the proposed research project, course work, available funding, ethics and training requirements within the first two months in program. At this meeting, **PN-200 Form outlining the student's program of studies** will be completed and submitted to the Graduate Administrative Support person for your file. Students must submit the PN-\*\*\* form to their committee members at least one week prior to this meeting. Students do not give a formal presentation at the Approval of Program of Studies meeting.

### **2. Approval of Research Proposal**

The proposal meeting is held to approve the student's research proposal and ensure that the proposed project is suitable for the degree being sought and can be carried out successfully in a reasonable period of time. A proposal meeting should therefore be held before extensive data collection has begun. **Pharmacy and Nutrition graduate students must hold their proposal meetings before the end of their first year in program** unless prior approval for a delay is received from the Associate Dean, Research and Graduate Affairs.

Students must submit the written research proposal and **Yearly Update Form** to committee members a **minimum of one week** before the meeting. It should include the following:

- Title
- Introduction and literature review sufficient to:
  - Provide background for the research question
  - Justify the proposed project
  - Recognize methodology appropriate for the project
- Clear hypothesis and objectives
- Methodology
- Preliminary results or techniques learned (if already available)
- Timeline for the project

A template with more information is available from the Graduate Programs Administrator.

### 3. Research in Progress

Students must meet with their committee regarding their progress at least once per year at a ‘[Research in Progress Meeting](#)’, regardless of other special committee meetings or exams that were scheduled in that year, to discuss the student’s progress in their program. This gives committee members an opportunity to provide both input into the project and any support to the student deemed necessary to ensure successful and timely completion of the proposed research. Students must provide a document outlining the student’s progress in their research and the [Yearly Update Form](#) to committee members **a minimum of one week in advance of the meeting**. This document should expand upon the research proposal meeting document with a more thorough discussion of the literature and methodology, and present the student’s results to date. In the absence of novel results, the issues that were faced since the previous meeting should be addressed. Advisory committee members serve as a resource and should be consulted when difficulties with the project arise to prevent major extensions to the student’s time in program.

Note that a Research in Progress meeting must be held before a student can request an extension to their time in program.

### 4. Permission to Write

The ‘[Permission to Write meeting](#)’ is held when a student has completed all research objectives or is expected to do so imminently. This meeting is held to allow advisory committee members to review the structure of the thesis and assess whether sufficient results have been obtained for the level of study being sought. Expectations for the written report may vary depending on the student’s area of research, but at minimum, the permission to write report must include an appropriately formatted table of contents for the student’s entire thesis, the thesis objectives and hypothesis, and a summary of all findings that will be presented in the thesis. In most cases, students will be expected to provide a complete and comprehensive literature review and methodology section as well as all results that will appear in the final thesis. However, expectations for the permission to write document should be discussed with the advisory committee. If published work will be included in the thesis, the status of each publication should be included (published, submitted, or in preparation), along with a description of the student’s contribution to each.

The format of a [Permission to Write committee meeting](#) is identical to a [Research in Progress meeting](#). Students must provide their permission to write document to committee members **a minimum of TWO weeks in advance of the meeting**. During the *in camera* discussion at the conclusion of the meeting the committee decides whether to grant permission to write or request additional experiments. If permission to write is granted, the committee will identify three potential external examiners. If permission to write is not granted, additional expectations that must be met prior to permission to write being granted will be clearly communicated to the student and noted in the meeting minutes along with whether the committee will grant permission to write via email once expectations have been met, or whether an additional meeting should be held. Whether or not permission to write is granted, a timeline should be discussed.

### Annual Advisory Committee Meeting Procedure

**In general, research proposal, research in progress, and permission to write committee meetings follow the below procedure:**

1. The Chair introduces themselves, the student, and the committee members.
2. The reason for the meeting is announced (i.e. Proposal, Research in Progress, etc.).
3. Student gives a 15 to 20 minute presentation outlining their proposal or progress to date.
4. After the presentation the chair begins the rounds of questions by asking committee members from outside the college (if any) to ask the first questions. Questions are continued until the committee is satisfied.

5. During the question session, the supervisor and student should take notes to document advisory committee member suggestions or comments as appropriate.
6. The student is then asked to leave the room and the committee proceeds with an *in camera* discussion of the student's performance in the program so far. After a short discussion the student is called back into the room and informed of the outcome of the meeting. Minutes are taken by the Graduate Chair and will be provided to the student and all committee members via email once they have been entered into the CGPS system.

## EXAMINATIONS

### Qualifying Examination and Transfer to PhD

All Master's students who wish to transfer to the PhD program and some direct-entry PhD students are required to successfully complete a Qualifying Examination. The 'Qualifying Examination' is an oral exam conducted by a student's Advisory Committee to assess whether they have adequate depth and breadth of knowledge in areas relevant to his or her research project to proceed toward candidacy for the PhD. If a PhD student has completed a thesis-based Master's degree in an area of study closely related to his or her PhD research at a university comparable to the University of Saskatchewan the Qualifying Examination is waived.

For students who registered directly into the PhD program the Qualifying Examination is normally held 4 months to 1 year after commencement of the PhD program (unless waived).

For students transferring from a Master's program to a PhD program, the Qualifying Examination must be held after the first year of registration and **no later than the end of the second year**. In order to be considered for a transfer-to-PhD program, students must:

- Show great promise in academic accomplishments and in potential for research.
- Have completed 9 credit units with strong academic standing; a minimum average of 80% is normally required.
- Show evidence of good writing and oral communication ability.
- Demonstrate the necessary research skills and knowledge to be able to successfully complete a PhD dissertation.

A recommendation to transfer to PhD is initiated through a meeting of a student's Advisory Committee and the successful completion of the Qualifying Exam. This examination must be at least as rigorous as a Master's thesis defence and the student must demonstrate potential to obtain sufficient knowledge of his or her general field of study to be successful in a PhD program. This examination can only be taken once; a student who fails the Qualifying Exam cannot be recommended for transfer and must complete his or her Master's degree.

### Nature of the examination:

The Qualifying Exam will have three main elements:

1. The written document, provided to the Advisory Committee members at least TWO weeks prior to the oral component of the qualifying exam. This document must contain:
  - A background section that highlights the research area leading to the aims of this research program (Max 5 pages), AND
  - A summary of research activities to date (max 5 pages) AND

- A brief explanation of the research questions and major methodologies that will be used in the PhD program (Max 5 pages)
  - Students may consult with their supervisor and supervisory committee members as appropriate when preparing this document.
2. An oral presentation 20 minutes in duration containing:
    - The research activities undertaken by the student thus far
    - Actual results of the student's research with discussion about the meaning of these results
    - A proposal for the major directions/objectives of the PhD
  3. An oral exam structured similar to a thesis defence, with two rounds of questions from committee members regarding topics presented in the written document, including theory and methodology, as well as related areas that the student should reasonably be expected to know and understand, in view of the discipline and chosen area of research.

Procedure:

The student and supervisor will initiate the exam process by contacting the Graduate Administrative Support Person and Graduate Chair at least 6 weeks before the desired examination date. The Graduate Administrative Support Person will schedule the exam and book the room. The student will circulate the advisory committee at least TWO weeks before the exam date.

*Examining Committee:* The Qualifying Exam committee will consist of 4 or 5 voting members. A minimum of 4 voting members is required for the examination to proceed:

- Chair
- Supervisor/co-supervisor (non-voting)
- Two advisory committee members
- One CGPS member from another University of Saskatchewan unit who is not a member of the student's Advisory Committee but who will agree to be the Cognate member on the student's PhD committee

At the end of the Qualifying Exam, the student and supervisor(s) will be asked to leave the room and all the voting members of the examination committee will vote on whether the student successfully met the criteria for a "pass."

Assessment:

- A "pass" will be granted if the committee agrees that the student meets ALL of the following criteria:
  - The research conducted by the student thus far clearly demonstrates a level of competence that is equivalent to a first year PhD student
  - The student's knowledge and skills are adequate to independently respond to questions pertaining to the research direction and the proposed aims
  - The student's oral and written communication is adequate for a first year PhD student
  - The PhD objectives/research questions represent an important contribution to current knowledge
  - There are adequate resources to carry out the proposed PhD

Following a successful qualifying exam, the supervisor will be asked to complete the GSR 206 Transfer from a Master's to a PhD Program of Studies form and return it to the Graduate Administrative Support Person.

## PhD Comprehensive Examination Guidelines

### **Purpose**

The purpose of the Comprehensive Exam is to assess whether the student has a mature and substantive grasp of the field as a whole.

The College of Graduate and Postdoctoral Studies policies surrounding comprehensive exams can be accessed here: <https://cgps.usask.ca/policy-and-procedure/Academics/examinations.php#63QUALIFYINGANDCOMPREHENSIVEEXAMINATIONS>

### **Principles**

All PhD students will be examined using the process outlined below. Students should have developed all required introductory knowledge and basic skills in their research area prior to beginning the comprehensive exam process. The products of the comprehensive exam may not be used to meet other PhD program requirements, including assignments for graduate courses or sections of the thesis. PhD students who successfully pass the Comprehensive Exam will achieve PhD candidacy.

The advisory committee will assess whether the student has met each learning outcome (listed below) using standardized assessment rubrics. All outcomes must be successfully demonstrated for the student to earn PhD candidacy.

### **Learning Outcomes**

To pass the Comprehensive Exam the student must have demonstrated the following learning outcomes to the satisfaction of the majority of the advisory committee:

- Both a breadth and depth of knowledge in their area of research.
- The ability to analyze, interpret, and communicate existing evidence.
- Exhibit potential to conceptualize and defend a novel research study

### **Timing**

The comprehensive exam must be completed within the first **18 months** of a PhD student starting their studies. The comprehensive exam process should therefore be initiated within 10 to 12 months of the student starting his or her program. In cases where a Master's student transfers to PhD program, the comprehensive exam must be held within **12 months** of the transfer.

If extenuating circumstances delay the comprehensive exam this must be discussed by the advisory committee and approved by the Associate Dean, Research and Graduate Affairs as early as possible before the deadline for completion.

### **Process**

The comprehensive exam will assess a student's successful meeting of learning outcomes using three components: a written review paper, a presentation outlining a novel research study, and an oral defence of both the review paper and presentation. The comprehensive exam process consists of THREE stages that formally begin approximately six months before the anticipated oral exam date.

### Stage one – Identification of topics

- The student and supervisor prepare a ONE PAGE summary of the topic and major objectives of the written review paper. During the development of this initial summary document, the student may consult the supervisor and advisory committee members for assistance and feedback.
- The student sends this summary directly to all advisory committee members as an email attachment at least ONE WEEK prior to the preliminary meeting. In the body of the email, students must briefly outline their achievements to date in the PhD program (i.e., coursework completed, seminars presented, etc).

### Stage two – Preliminary meeting (approximately 1.5 hours)

- The preliminary meeting will be attended by all advisory committee members. This meeting cannot count towards the annual progress meeting required of all PhD students.
- If a single member is missing, the student and supervisor must meet with that member following the meeting, review the main discussion points, and obtain approval for the written paper. The preliminary meeting cannot proceed if two advisory committee members are absent.
- During this meeting, the following tasks must be accomplished (led by the chair):
  - Discussion and approval of the review paper topic. Subsequent amendments to the proposed review paper can occur after the meeting through an email vote of all advisory committee members.
  - Review of Written Paper Scoring Rubric and Presentation Scoring Rubric to familiarize the student and committee members.
  - Approval of a deadline for the completed written paper and the date of the comprehensive exam. It is recommended the comprehensive exam occur approximately SIX MONTHS following the preliminary meeting. The written review paper must be submitted to all advisory committee members at least TWO WEEKS before the exam date.
- Minutes will be circulated by the graduate administrative assistant within two weeks of the preliminary meeting, along with a formalized timeline for the exam.

### Stage three – The comprehensive exam (approximately 2 to 3 hours)

- The comprehensive exam will be a formal assessment of the oral research proposal AND written paper. All committee members must be in attendance (in-person or virtual).
- At least 14 days prior to the oral examination the student will submit the title and a 100-word summary of their presentation to all advisory committee members and the graduate programs assistant.
- The meeting begins with a 20-minute oral presentation of the research study. This presentation is open to all members of the campus community and public. An initial question period of 10 – 15 minutes will be open to all audience members followed by a closed defence with the advisory committee.
- Each advisory committee member will be given the opportunity to ask questions twice (i.e., 2 rounds of questions) pertaining to the research proposal. A third round of questions will focus on the written review paper. Additional rounds of questions may be allowed by the chair if advisory committee members require more information to assess the adequacy of the student's performance.
- If an advisory committee member is not able to participate either in person or remotely, an alternate faculty member with sufficient expertise in the area must be invited to ensure that the

minimum number of members required for a PhD advisory committee will be present at the examination. If the cognate member cannot attend, the alternate member must not be a member of the College of Pharmacy and Nutrition. This additional committee member must be approved by all committee members prior to the exam and is granted full voting privileges.

### **Products and Evaluation**

The student will be assessed on their written review paper, oral presentation, and oral defence using standardized rubrics. The student's performance must be of sufficient quality for a 'pass' or 'conditional pass' in all three components to successfully achieve PhD candidacy.

#### **Expectations of the Written Review Paper**

The written paper should demonstrate the student's breadth and depth of knowledge in their research area. Although the topic of the paper (and research proposal) can fall within the PhD research area, it cannot be used in any part of the PhD proposal, PhD thesis (verbatim), or any graduate course assignment. Thus, the written review paper can provide a different perspective or an extension of the research that will not be part of the final PhD thesis.

The paper will be prepared in a format consistent with a peer-reviewed journal in the area and should have strong potential for publication recognizing that revision will likely be necessary following the comprehensive exam. The paper will typically include 3,000 to 5,000 words and will represent the most up to date literature. **Plagiarism will result in an automatic failure of the comprehensive exam.**

Students may request feedback from the supervisor and advisory committee members during "stage 1" (i.e., development of the one-page proposal). However, following approval of the topic at the preliminary meeting, the student must work independently on each element of the comprehensive exam.

Committee members will evaluate the written paper according to the Written Paper Scoring Rubric and assign one of the following outcomes:

- i. **Pass (Exceptional or Proficient)**: The paper is acceptable as presented
- ii. **Conditional Pass (Growing)**: The paper is lacking in one or more area. The student will need to address the committee's concerns and submit a revised draft for re-assessment over email following the comprehensive exam.
- iii. **Inadequate Achievement**: The paper is inadequate. The committee feels that the student is not prepared for PhD candidacy.

#### **Expectations of the Research Presentation**

The oral presentation should describe a novel research study arising from the same general area covered in the written review paper. The research presentation cannot be part of the existing PhD proposal or PhD thesis but students may identify related research questions or propose alternative research methods for their PhD research questions. The student's performance will be evaluated according to the Comprehensive Exam Presentation Scoring Rubric.

At least 14 days prior to the oral examination the student will submit the title and a 100-word summary of their presentation to all advisory committee members and the graduate programs assistant. The exam will

begin with a 20-minute presentation open to all College members and/or public followed by a question period from audience members (10-15 minutes). Next, the chair will request all audience members to leave except for the advisory committee and will facilitate two rounds of questions focused on the oral presentation. In the first round of questions, each committee member will be allowed up to 15 minutes for questioning. In the second round, committee members will have an additional 10 minutes to examine the student's research proposal if necessary. Committee members who are satisfied may pass in the second round. A third round of questions will focus on the written review paper. The student may request a 15-minute break at any time during the examination.

At the conclusion of the oral component of the comprehensive exam, committee members will use the presentation scoring rubric to assign one of the following scores:

- i. Pass (Exceptional or Proficient): The student's research presentation and oral defence demonstrate independent research ability and oral communication skills necessary for success in the PhD program.
- ii. Conditional Pass (Growing): The research presentation and/or oral defence are lacking in some regard. The committee will deem the student to have passed the oral defence on condition of providing additional evidence as determined by the advisory committee (e.g., assignment, subsequent interview, reading, or revisions).
- iii. Inadequate Achievement: The student's performance in the research presentation and/or oral defence is inadequate based on a majority vote of the advisory committee.

### **Overall Evaluation**

At the conclusion of the oral examination, the chair will facilitate discussion among advisory committee members to determine consensus scores for the written review paper and the oral presentation/defence. If consensus cannot be reached, a majority vote will determine the score for each rating. Students must receive a "pass" or "conditional pass" on both the written and oral components of the comprehensive exam to be considered a PhD candidate.

If 'Inadequate Achievement' is concluded by a majority vote on EITHER the written review or oral presentation, the advisory committee will provide written documentation of this decision to the student. Subsequently, the student will have 12 months to re-take the part of the exam that was deemed inadequate.

The College of Graduate and Postdoctoral Studies allows two attempts to pass the comprehensive exam. Should a student receive an assessment of 'Inadequate Achievement' at their second attempt at either the written review paper or research presentation/defence portion of the comprehensive exam they will be required to withdraw from the PhD program.

### **Re-take of the written review paper**

If the original written review paper is deemed inadequate, a second exam will be allowed. The student will develop a new 1-page summary for approval by the advisory committee before a new 6-month writing period can begin. The student can request to develop the same topic for the review paper; however, an entirely new paper must be completed. The student must submit the new review paper to the advisory committee within six months of receiving approval of the 1-page summary. Following submission, the student will undergo another oral examination focused only on the written review paper.

### Re-take of the research presentation

If the original research presentation and/or oral defence of the research proposal was deemed inadequate, a second exam will be allowed. The oral research presentation will be conducted using the same procedure as the original examination, EXCEPT the presentation and defence will be closed to advisory committee members only.

### **Roles and Responsibilities**

Roles and responsibilities of parties involved in a comprehensive exam are as follows:

#### A) PhD Student

- Familiarize themselves with the comprehensive exam process and procedures as outlined in the Pharmacy and Nutrition Graduate Handbook
- Complete the components of the comprehensive exam within the time limits, using only permitted resources
- Adhere to academic integrity principles and protocols and take full responsibility to ensure that the products submitted for evaluation adhere to academic integrity standards

#### B) Supervisor

- Be knowledgeable of the comprehensive exam process as outlined in the Pharmacy and Nutrition Graduate Handbook
- Ensure that the PhD student is cognizant of the timelines of the comprehensive exam process
- Review the comprehensive exam learning outcomes with the PhD student
- Identify the PhD student's strengths and areas for improvements
- Discuss relevant readings and one or two possible paper topics with the PhD student for presentation to the committee.
- Determine a proposed time frame for the comprehensive exam for the committee
- Respond to questions of clarification from the PhD student, including advising on permitted feedback and adherence to academic integrity standards
- Fairly evaluate the written paper and oral examination to assess if learning outcomes have been met

#### C) Advisory Committee Chair

- Understands the comprehensive exam and ensures consistent process
- Ensures the appropriate scheduling of meetings
- Follows the standard agenda for meetings
- Communicates to the student the evaluation and the reasons for the decision reached by the committee in sufficient detail to enable the student to identify their strengths and weaknesses. Support for this task will be provided by the supervisor and advisory committee members
- Ensure that due process is followed if differences of opinion arise during evaluation

#### D) Advisory Committee Members

- Review the proposed paper topic(s), timelines, and written review article for the comprehensive exam.
- Fairly evaluate the written paper and oral examination to assess if learning outcomes have been met
- Carefully review the written paper and presentation abstract prior to the comprehensive exam
- Respond to questions about the 1-page proposal for the written paper during stage 1 (i.e., prior to the preliminary meeting)

#### E) Graduate Affairs Office

- Distribute the College of Pharmacy and Nutrition’s comprehensive exam process and procedures to committee members
- Initiate scheduling of the preliminary meeting and distribute timelines and minutes within two weeks of the preliminary meeting
- Distribute materials following advisory committee meetings

### **Academic Conduct**

Students are expected to review and understand the University of Saskatchewan’s Regulations on Student Academic Misconduct and Academic Integrity Flowchart available through the Office of the University Secretary website (<http://www.usask.ca/secretariat/>). Each student must perform his or her own work, and honesty and integrity is expected of all students.

PhD students undertaking the comprehensive exam may seek guidance from the advisory committee during “stage 1” where they are developing the 1 page proposal for the written review paper. However, consulting, discussing, or asking for feedback or revisions on the content of the written paper or oral presentation, including from other students, staff, or faculty, is expressly forbidden during the comprehensive exam period. A copy of the final written paper will be kept in the student’s file.

Students may seek help for English writing from non-content experts at the University of Saskatchewan Writing Centre. The student is requested to inform the Graduate Office about use of these services for information purposes only; this use will not be disclosed to the advisory committee.

Any PhD student who encounters extenuating circumstances during the comprehensive exam period such as for health or compassionate reasons should discuss this with the advisory committee chair if these circumstances will impact his or her ability to complete the exam within the approved timeframe.

### **Appeals**

Students are referred to the College of Graduate and Postdoctoral Studies procedures for Student Appeals in Academic Matters <https://cgps.usask.ca/policy-and-procedure/conduct-discipline/appeals.php>

## **GRADUATE COURSES**

### ***1. Non-Credit Research, Seminar, and Ethics Courses***

All graduate students must register into the following:

2. All graduate students must register in their non-credit research course (994 or 996) every term:

Master’s students register in either **PHAR 994** or **NUTR 994** (Master’s research)

PhD students register in either **PHAR 996** or **NUTR 996** (PhD research)

3. All graduate students must register in their non-credit seminar course (990) every Fall (Term 1) and Winter (Term 2) term:

Pharmacy students register in **PHAR 990** (Pharmacy Seminar Course)

Nutrition students register in **NUTR 990** (Nutrition Seminar Course)

Students will not be allowed to graduate without registering for these classes every year that they are in program. If registration is required after the add-drop deadline for a term late registration fees will apply.

4. All graduate students are required to take GPS 960.0 (Introduction to Ethics and Integrity). This must be completed within the first term of registration.
5. Students conducting human or animal research are additionally required to take GPS 961.0 (Ethics and Integrity in Human Research) or GPS 962.0 (Ethics and Integrity in Animal Research), respectively.
6. Students register for-credit courses in their individual program of studies in the terms in which these courses are offered. Each program has a minimum number of for-credit courses that must be completed for a student to graduate. Students may take more than the minimum required courses for their program as long as these are listed on the student's Program of Studies. Any courses listed in the Program of Studies, including undergraduate courses, will not be assessed additional tuition.

Note that many courses require the permission of the instructor to register; if a course requires permission, contact the instructor or unit offering the course to obtain permission to register. For a PHAR or NUTR course, contact the instructor, who will inform the Graduate Programs Administrator of students with permission to take the course. You will be notified via email once you are able to register in Pharmacy and Nutrition graduate courses in PAWS.

**Note: Many 'for-credit' graduate courses are not offered yearly, so identify courses as a part of a student's program of studies as soon as possible. Courses should be approved by the advisory committee at the initial program of studies meeting.**

## *2. Pharmacy and Nutrition Courses*

### **A. PHAR/NUTR 990 Seminar Course**

Every graduate program at the University of Saskatchewan includes a 990 Seminar class; credit must be received in this class for a graduate degree to be conferred. All graduate students must register in the appropriate non-credit 990 seminar course (PHAR or NUTR) every fall and winter term they are in program.

To earn the 990 degree requirement and receive credit for the course (granted following the defence) students must complete the following:

- Graduate students must attend a minimum of 75% of seminars held during the Fall and Winter terms as well as the Pharmacy and Nutrition 990 seminar day held in May each year until they have been granted permission to write by their advisory committee.
- All graduate students must present at least one poster presentation during their degree program at a suitable conference or research day. Students are encouraged to present in the annual Life & Health Sciences Research Exposition, and funding for poster printing is available to each student once during their program to present at this event.
- Master's students must present one 15 minute seminar at the College's 990 seminar day in the first year of registration
- PhD students must present two 15 minute seminars at the College's 990 seminar day during their program.
- All students (Master's and PhD) are required to present a 40 minute seminar immediately prior to their defence. The seminar, including questions from the audience, is open to the public; however, defences will remain closed and may only be attended by the student, advisory committee, and CGPS-approved attendees.

The Pharmacy and Nutrition 990 seminar class consists of two components: a weekly 990 seminar series and a one-day event held in May. The goals of this seminar program are to:

1. Provide an opportunity for students to present research seminars to a general audience, using presentation technologies as appropriate.
2. Expose students to other areas of research in the College of Pharmacy & Nutrition.
3. Provide feedback to students to improve their presentation skills.
4. Provide an opportunity for students to interact with colleagues.
5. Provide students with information to aid in their graduate program and professional development.

The weekly 990 seminar series consists of presentations including faculty seminars, professional development sessions, and other invited speakers. Attendance must be noted on the available sign in sheet each week to receive credit. A select number of sessions may have required attendance of all students, as indicated on the schedule distributed at the beginning of each term. If a student will be unable to attend a presentation for a valid reason (illness, family emergency etc.), the seminar coordinator and the Research and Graduate Affairs Administrative Support person should be notified as soon as possible. Once a student has been granted permission to write by their advisory committee attendance of weekly 990 seminars is encouraged but no longer required.

In addition to weekly sessions, students are required to attend and present their research at a one-day conference style 990 seminar day organized by the College of Pharmacy and Nutrition in May, date to be announced in early September. Presentations will be split into two streams: basic sciences and applied. If a student is unable to attend this day for a valid reason, the 990 seminar coordinator should be informed as soon as possible for alternative arrangements.

## ***B. Pharmacy Courses***

Students in the Pharmacy MSc program are required to take a minimum of **9 credit units** of courses, while students admitted directly to the PhD program must take **6 credit units**. Students who transfer from the MSc program to the PhD program must take **15 credit units**. Undergraduate courses are not permitted to count towards the minimum number of credit units in the Pharmacy programs, although they can be part of a graduate student's Program of Studies.

Regular PHAR courses offered by faculty in the College of Pharmacy and Nutrition include:

- **PHAR 832.3 — Drug Design and Discovery**  
Consideration is given to the way in which new drugs are developed and the importance of drug latentiation is stressed. Some of the chemical, physicochemical and biochemical parameters affecting bioactivity are outlined.
- **PHAR 833.3 — Synchrotron Techniques in Nanomedicine**  
The course offers instructor-directed readings and discussion. Students will gain fundamental knowledge of various applications of nanoparticles. Novel drug delivery development and strategies to improve drug safety and efficacy will be explored. Synchrotron techniques are discussed in depth.
- **PHAR 848.3 — Advanced Pharmacokinetics and Pharmacodynamics**  
Qualitative and quantitative aspects of drug absorption, disposition, metabolism and excretion, and drug pharmacodynamics. The course emphasizes the use of pharmacokinetic/pharmacodynamic equations and the analysis of the data.
- **PHAR 854.3 — Metabolic Transformations of Xenobiotics**  
An advanced study of the basic principles of the metabolism of foreign compounds in mammals. The

xenobiotics covered will include drugs, food additives, agricultural chemicals and industrial chemicals. The detoxification and toxicological implications of metabolism are emphasized.

- **PHAR 857.3 — Advanced Pharmacotherapy I**

A detailed drug therapy course designed to prepare the student for the advanced clinical clerkship. Pathophysiology, clinical presentation, laboratory and clinical monitoring, monitoring and therapeutic regimens, both current and investigational, will be discussed. Topics include cardiovascular and pulmonary disorders, infectious disease and diabetes.

- **PHAR 864.3 — Advanced Patient Education for Pharmacy Practice**

Advanced level training in the complexities and nuances of educating today's patients about drug-related matters. The focus will be on the process of the encounter rather than actual content.

- **PHAR 865.3 — Analytical Mass Spectrometry**

This course will cover modern state-of-the-art mass spectrometry techniques and their usefulness in research and discovery. The course will examine instrumentation-related topics, such as ionization sources, mass analyzers and hybrid tandem mass spectrometers. The advantages of each technique will be highlighted and discussed. A second portion of the course will focus on mass spectra interpretation and the various applications of applied mass spectrometry, namely structural elucidation, quantification, and related biomedical and environmental applications. The course will also include practical demonstration of the use of tandem mass spectrometry.

- **PHAR 870.3 — Research Methods in Pharmacy Practice**

Research methods and outcomes in pharmacy practice settings will be studied. The principles of qualitative and quantitative research are discussed in the context of patient education, adherence, disease state management and quality of life. Issues relating to primary data collection in health care settings and administrative databases will be considered.

- **PHAR 871.3 – Molecular Pharmacology**

Students will learn to identify, evaluate, and analyze molecular pharmacology data in order to gain insight into drug mechanism(s) of action, pharmacodynamics, pharmacokinetics, and drug-drug interactions. Learning will utilize real-world data and primary literature to help students learn drug mechanism(s) of action in conjunction with pathophysiological processes of the major body systems. Using knowledge from previous foundational sciences courses, students will learn to integrate knowledge to assess and critique data, information, and pharmacological principles.

The Pharmacy program does not have required core courses, but MSc students should complete a class in statistics or biostatistics, if the student's statistics background is insufficient.

### ***C. Nutrition Courses***

Students in the Nutrition MSc program are required to take a minimum of **9 credit units** of courses, while students admitted directly to the PhD program must take **6 credit units**. Students who transfer from the MSc program to the PhD program must take **15 credit units**. The Nutrition program does not have required core courses. Undergraduate courses are not permitted to count towards the minimum number of credit units in the Nutrition programs, although they can be part of a student's Program of Studies.

Regular NUTR courses offered by faculty in the College of Pharmacy and Nutrition include:

- **NUTR 810.3 — Advances in Human Nutritional Sciences Research**

Recent advances in nutritional sciences with emphasis on findings that advance our knowledge of human nutrition. Students read the current literature and participate in classroom lectures and seminars.

- **NUTR 811.3 — Advances in Public Health Nutrition Research**

Concepts and recent advances in a variety of topics in the domain of Public Health Nutrition are

described and discussed with emphasis on evaluating nutritional status at population level and on community-based nutrition interventions. The course is instructed in three sections including Nutritional epidemiology, Food Security, Food and Culture. Students will be exposed to quantitative and qualitative approaches to research in public health nutrition. Students will learn through a combination of faculty lectures and student presentations, assignments, practice on data analyses and interpretation, and papers in a self-directed study format.

- **NUTR 820.3 — Current Issues in Nutrition**

An in-depth examination of contemporary issues such as diet and heart disease, influence of lifestyle factors on nutrition, nutrition labelling and health claims, and nutraceuticals. Controversies in nutrition and cultural aspects of food are also discussed.

- **NUTR 825.3 — Nutritional Assessment**

Theory and methods of nutritional assessment for individuals and groups, including methods for assessment of dietary intake, biochemical, anthropometric and clinical evaluation.

- **NUTR 850.3 — Nutrition Program Planning and Evaluation**

Provides an understanding of the theories, principles and techniques involved in planning and evaluating nutrition programs. Students will work together to plan a nutrition program for a local agency or organization.

#### ***D. Special Topics 898 Courses***

Faculty members may occasionally develop special topics courses, termed either PHAR 898.3 or NUTR 898.3. These courses are often designed to complement a specific student(s)' area of research and may have very low enrollment. A faculty member who wishes to offer an 898 course must complete and submit their course syllabus to the Graduate Programs Administrator. Upon the approval of the Associate Dean, Research and Graduate Affairs, a copy will be submitted to the CGPS and the course will be entered into the electronic registration system.

The deadline for approval of Special Topics courses is August 15<sup>th</sup> for classes starting in Term 1, December 1<sup>st</sup> for classes starting in Term 2, and April 1<sup>st</sup> for classes held in Spring and Summer Session.

A particular Special Topics course can be taught only twice. After that, the instructor must have the course officially approved as a regular graduate course before it can be offered again.

#### ***3. Undergraduate Courses***

If recommended by the advisory committee, graduate students may take one or more undergraduate course(s) as part of their program of studies. This may occur in instances where a student is lacking background in an area required for their research. No additional tuition is assessed for undergraduate courses that are part of a graduate student's program of studies; however, undergraduate courses do not count towards the minimum required credit units for a graduate degree. Graduate students who take undergraduate courses for general interest are assessed regular undergraduate tuition for the course(s).

#### ***4. Courses from Other Academic Units or Universities***

Graduate students may, in consultation with their supervisor(s) and advisory committee, take courses from units other than the College of Pharmacy and Nutrition as part of their program of studies. To register in other courses, students may need to contact instructor and/or unit offering the course(s) to obtain permission to register. An advisor in that college or department will then enter permission into the registration system so that registration can be done by the student through PAWS.

Courses taken at another recognized institution may be accepted for credit towards a University of Saskatchewan graduate degree if the student completes the course while registered as a U of S student, provided that the work was not already applied towards another degree. These 'transfer credits' must be included in the student's Program of Studies. To receive an MSc degree from the U of S, a minimum of 60% of credit units used towards the degree must be from the U of S. For PhD students, a minimum of 50% of credit units must be completed at the U of S.

To have transfer credits approved, full documentation on the course(s) must be provided to the academic unit and the CGPS in advance of the term of intended enrolment. The student must maintain registration at the University of Saskatchewan during the term. If approved, the CGPS will forward a request to the Registrar to record the transfer credits on the student's U of S transcript.

### **5. Other Non-Credit Courses**

The College of Graduate and Postdoctoral Studies offers several excellent non-credit courses designed to enhance a student's program, including GPS 974.0 Graduate Professional Skills, GPS 981.0 Academic Preparation for International Graduate Students, GPS 982.0 Mentored Teaching, GPS 983.0 Mentored Student Teaching, GPS 984.0 Thinking Critically: Professional Skills for Global Citizens, and GPS 989.0 Introduction to University Teaching. These will appear on the student's transcript but will not have a percentage grade associated with them.

### **6. Auditing a Class**

Graduate students can audit both undergraduate and graduate courses with the permission of both their own academic unit and the unit offering the courses. No additional tuition is assessed if the audited course is part of the student's Program of Study; however, tuition is applied to audited courses not included in the student's Program of Study. Registration is required, and audited courses will appear on the student's transcript. For instructions on how to audit a course please refer to:

<https://students.usask.ca/academics/classes.php#Repeatingorauditingclasses>

### **7. Courses Taken While Not Enrolled as a Pharmacy and Nutrition Graduate Student**

For a course to be included in a student's Program of Studies, they must have been registered in their current program at the University of Saskatchewan at the time the course was taken. If a student wishes to include a course(s) previously taken in another unit towards their Pharmacy and Nutrition degree, the student's start date will be back-dated to the date of first enrollment in the course that is being included. This has important implications for a student's time in program and must be reviewed and approved by the Associate Dean, Research and Graduate Affairs.

### **8. Adding/Dropping Classes**

Students may add or drop courses without penalty until the deadline for registration changes each term. Applicable tuition and student fees will be refunded for courses dropped before the registration deadline. Courses added after the registration deadline will be charged a late registration fee (\$35) and the student must seek permission to take the class from the instructor and department. Courses dropped after the deadline will result in only a partial tuition refund (with no refund on student fees) and a grade of 'Withdrawal (W)' will appear on the transcript. Alternately, student enrolment can be changed to Audit with the permission of the course instructor, resulting in a grade of 'Audit (AU)' up until the withdrawal deadline. Students cannot drop a class or change their registration to audit after the withdrawal deadline.

For further information on adding and dropping classes please refer to:

<https://students.usask.ca/academics/classes.php#Registeringandmakingchanges>

## 9. Class Performance

Students who are experiencing difficulties in any class taken for credit should discuss this with their supervisor(s) as soon as possible.

## THESIS PREPARATION, DEFENCE, AND FINAL SUBMISSION

### A. Thesis Preparation Process and Format

After a successful permission to write meeting, the student will complete a draft of their thesis and submit it to their supervisor(s). For information on the general form and style and format of the thesis please visit: <https://students.usask.ca/graduate/thesis-preparation.php> - Beforebeginning. The student and supervisors may prefer the manuscript-style thesis and general information on this style can be found at: <https://students.usask.ca/graduate/manuscript-style.php>.

The supervisor reviews the thesis and the student completes all recommended revisions. The student submits the draft thesis to all committee members once the supervisor is satisfied with the draft. Committee members then review the document and submit their comments and suggestions to the student within a reasonable time period (generally two, but no longer than three weeks). The student addresses all suggested revisions from committee members and resubmits the thesis to the supervisor, who then checks to ensure that all corrections have been made. The supervisor must forward written approval from all committee members indicating that the thesis is acceptable for the external examiner to the Graduate Administrative Support person before the defence paperwork can be completed. Alternately, a committee meeting can be held for this purpose.

### B. External Examiner and Defence

The supervisor will contact the first-choice external examiner to determine their availability and willingness to serve as external examiner. The Graduate Administrative Support person can help identify a date and time for the defence once the external examiner has been identified; alternately, the supervisor can determine the date and time and provide that information to the Graduate Administrative Support person. All room and videoconferencing/audiovisual equipment bookings will be made by the Graduate Administrative Support person, who can also provide travel support to the external examiner if they will be attending in person. Once finalized, the student must submit a final copy of the thesis to the supervisor, all committee members (including the Graduate Chair), and the Graduate Administrative Support person. The Graduate Administrative Support person will make the thesis available to the external examiner for an MSc defence. For PhD defences, the Graduate Administrative Support person notifies the CGPS of the name of the external examiner and date and time of the defence. The CGPS organizes PhD defences and will review and approve the thesis prior to delivering it to the PhD external examiner; this review period takes two weeks. The External Examiner is allowed a minimum of three weeks for review of a Master's student thesis and a minimum of four weeks for a PhD student thesis. **Students may not have any contact with the external examiner prior to the defence.**

### C. Electronic Submission

Following a successful defence, students must complete all remaining corrections prior to uploading their thesis to the Electronic Thesis Database (ETD). The supervisor will withhold their final signature from the defence paperwork until such time as corrections are complete and will let the student know when to upload the thesis. Once a thesis has been uploaded to the ETD, the student will have completed all degree requirements and may be eligible for a tuition rebate. More information about how to upload the thesis can be found here: <https://students.usask.ca/graduate/thesis-etd.php> - Submissiondeadlines

## GRADUATION

In addition to other degree requirements, all students must complete an application to graduate on PAWS before the deadline for the next convocation ceremony. All degree requirements must be completed and all outstanding fees paid before students are able to graduate. More information about convocation is available at the following link: <http://students.usask.ca/academics/graduation.php>. If a student wishes to attend a later convocation ceremony they should contact [convocation@usask.ca](mailto:convocation@usask.ca).

If students require proof of degree completion prior to convocation they may request a formal letter directly from the CGPS.

## GRADUATE PROGRAM ROLES AND RESPONSIBILITIES

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Many individuals are responsible to help ensure graduate students have a positive and successful experience: CGPS, Faculty and Staff, Graduate Students, Supervisors, Advisory Committees.

### ROLES AND RESPONSIBILITIES OF THE CGPS

Although graduate students are located and supervised within individual colleges and departments, they are all students of the College of Graduate and Postdoctoral Studies. Graduate students are admitted, registered, and administered by the CGPS. ***The mission of CGPS is to define and support excellence in graduate education, and the research and scholarly activities associated with it.*** The Dean and staff at CGPS provide resources and individual assistance to students. Please see <http://www.usask.ca/CGPS/>

### ROLES AND RESPONSIBILITIES OF THE COLLEGE OF PHARMACY AND NUTRITION FACULTY AND STAFF

<b>Dean</b>  Dr. Jane Alcorn	Responsible for: <ul style="list-style-type: none"><li>• Providing leadership in and development of the College and its programs in teaching, research and service;</li><li>• Developing effective external relationships; and</li><li>• Participating in the management of the University of Saskatchewan.</li></ul> Graduate students are welcome and encouraged to see the Dean regarding any aspects of their programs.
<b>Associate Dean, Research and Graduate Affairs</b>  Dr. Dave Blackburn	Reports to the Dean. Responsible for: <ul style="list-style-type: none"><li>• Providing academic and administrative leadership in the implementation of College goals related to research and graduate education largely conducted through the Research and Graduate Affairs Committee as Chair (see below).</li><li>• Contributing to the senior administration of the College as a member of the College's Executive Committee and serves as Acting Dean in the Dean's absence;</li><li>• Special projects and events that arise in relation to research and graduate studies and/or as assigned by the Dean.</li></ul>

<p><b>Program Graduate Chair</b></p> <p>Dr. Ildiko Badea</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that the standards, fairness, and integrity of the graduate program are maintained for both students and faculty.</li> <li>• Ensuring that students receive ongoing research supervision, meet regularly with their supervisors, and that the quality of supervision is adequate; the chair will investigate when there is reason to believe that relations between students and supervisors are not satisfactory.</li> <li>• Ensuring that the academic unit and university policies in areas such as safety, academic integrity, sexual harassment, intellectual property, etc., are known by students and faculty; mediate as necessary when students, instructors, supervisors or Advisory Committees come into dispute and, if necessary, report such occurrences to the CGPS Dean. They also follow through when any such matters become the subject of formal investigations or hearings.</li> <li>• Ensuring that the student has met all program requirements before requesting approval of the External Examiner for thesis defence, consults with the CGPS in scheduling oral thesis defences, submits the name of the External Examiner, and ensures that all convocation forms are submitted in a timely way to the CGPS when a student has completed all degree requirements.</li> </ul>
<p><b>Advisory Committee Chair</b></p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Each student will have a Chair of their advisory committee, who may be the program Graduate Chair or other college faculty member. Most advisory committees are chaired by either <b>Dr. Ildiko Badea, Dr. Kate Dadachova, or Dr. Ed Krol</b>. Pharmacy Advisory Committee Chairs are assigned by the Research and Graduate Affairs Office.</li> <li>• Each student’s Advisory Committee Chair attends all of their advisory committee meetings, including qualifying exams, comprehensive exams, and defences, and may both ask questions and vote when decisions are being made.</li> <li>• The Advisory Committee Chair is responsible for the completion of advisory committee minutes within two weeks. In some instances, the Graduate Programs Administrator may attend Advisory Committee Meetings to record minutes.</li> </ul>
<p><b>Graduate Programs Administrator</b></p> <p>Dr. Erin Smith-Windsor</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that the resources, facilities, and support necessary for graduate student success are available to graduate students and acts as a liaison between College of Pharmacy and Nutrition graduate students and the CGPS.</li> <li>• Developing and coordinating internal scholarship competitions, coordinating and aiding in the preparation of scholarship and fellowship applications to external funding agencies and other external awards, and acting as a member of the Research and Graduate Affairs Committee and Graduate Awards Subcommittees,</li> <li>• Performing human resources tasks associated with graduate students, organizing orientation and other graduate student events and presentations, and implementing recruitment initiatives.</li> </ul>
<p><b>Graduate Administrative Support person</b></p>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Responding to queries regarding student admission and credentials;</li> <li>• Receives all documentation needed to consider student applications for admission to the unit, forwards a recommendation for admission to the CGPS when the unit has so decided, and informs the applicant about the outcome of the application.</li> <li>• Prepares all documentation for graduate student defences and ensures that the</li> </ul>

Mrs. Jenn Pippin	<p>necessary paperwork is filed with the CGPS.</p> <ul style="list-style-type: none"> <li>• Scheduling graduate student advisory committee meetings and defences when requested, booking rooms and audiovisual equipment on behalf of graduate students.</li> </ul>
<b>Associate Dean, Academic</b>  Dr. Yvonne Shevchuk	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• The delivery of the Pharmacy and Nutrition undergraduate programs. Aspects of this position that involve the College's graduate programs include course and program development, policy development such as invigilation guidelines, and scheduling of graduate classes that are cross-listed with undergraduate classes.</li> </ul>
<b>Assistant Deans</b>  Dr. Anas El-Aneed, Pharmacy  Dr. Brian Bandy, Nutrition and Dietetics	<p>Represent the needs of their respective Divisions, their members and their activities to the Dean, the Executive Committee and the College overall, and in turn provide ongoing feedback to their Division members. Responsible for:</p> <ul style="list-style-type: none"> <li>• Contributing to overall administration of the College and its programs, day-to-day operations of their respective Division, in consultation with the Dean and others, and representing their Division both internally and externally, as required.</li> <li>• Consulting with the Associate Dean Research and Graduate Affairs and Graduate Chairs as required regarding graduate program delivery and other areas, including teaching assistant needs.</li> </ul>
<b>Other College Support Staff</b>	<p>Additional information about our College staff can be found at <a href="http://www.usask.ca/pharmacy-nutrition/directory/index.php">http://www.usask.ca/pharmacy-nutrition/directory/index.php</a>.</p>
<b>Other Faculty</b>	<p>In addition to their responsibilities as supervisors of graduate students, College faculty are responsible for:</p> <ul style="list-style-type: none"> <li>• Providing graduate students working in classes with guidance and feedback on assigned duties. Faculty also provide specific instructions to students assisting with exam invigilation.</li> </ul> <p>Affiliated faculty members, who are researchers, scientists and practitioners from other units on campus, from other institutions and from health regions, also contribute to the College's programs. In particular, Adjunct Professors are not members of the academic staff of the U of S provide their knowledge, expertise and skills through graduate student teaching and supervision.</p>
<b>Individuals who are not members of the CGPS</b>	<p>Individuals who are not members of the CGPS faculty (employees or non-employees of the University) may be appointed to serve on Advisory Committees, as Master's external examiners, or course instructors. Non-members of the CGPS may not serve as sole research supervisor of a graduate student, but may be appointed as co-supervisor with a CGPS faculty member.</p>
<b>Research and Professional Services Staff</b>	<p>Research staff, postdoctoral fellows, technicians, administrative and clerical staff, and visiting scientists and scholars contribute enormously to the research enterprise. Staff of the College's professional services may also be involved in the research projects of graduate students.</p>

## ROLES AND RESPONSIBILITIES OF GRADUATE STUDENTS, SUPERVISORS, AND ADVISORY COMMITTEES

### Graduate Student

As a graduate student, you are considered a junior partner and colleague in a relationship of mutual respect with your supervisor and Advisory Committee. You make a commitment to the program, dedicating yourself to completion within an acceptable timeframe in accordance with policies and regulations of the College, CGPS, and the University. You are entitled to mentorship, advice, guidance, monitoring, and yearly evaluation of progress by your Advisory Committee. You have the responsibility to:

- Be accessible for and maintain regular and frequent communication with your supervisor and Advisory Committee. Check your University of Saskatchewan email account regularly.
- Know and adhere to policies, regulations, expectations and standards of our College, CGPS and University with respect to coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations, professionalism and obligations tied to funding.
- Be aware of and be responsible for meeting deadlines for registration, coursework, research, applications, reporting, defence, and Convocation preparations.
- Strive for excellence in and take full responsibility for coursework and research.
- Establish and adhere to a timeline and milestones for completion.
- Record research systematically, completely and honestly.
- Report on your progress and prepare a yearly report for your Advisory Committee.
- Submit your work for evaluation, allowing reasonable time for review, and to give careful consideration to advice from your supervisor and Advisory Committee.
- Make thoughtful, considerate, frugal and responsible use of resources.
- Maintain, keep clean and return to order your workspace and laboratory, including at the completion of your graduate program.
- **Carefully read the following documents and familiarize yourself with your responsibilities in this regard:**
  - a. Student Conduct and Appeals: <https://governance.usask.ca/student-conduct-appeals/academic-misconduct.php>
  - b. Intellectual Property: <https://research.usask.ca/rei/industry-and-community-partners/technologies-and-ip/intellectual-property.php>
  - c. Ethics (Animal & Human): <https://vpresearch.usask.ca/contacts/our-offices/research-excellence-and-innovation.php>
- **Provide Representation on College Committees**
  - a. Your input into College operations is valued and essential. College committees have graduate student representation in order to bring graduate student views forward and report back to students. We encourage all students to volunteer for these positions as they become available (Graduate Programs Administrator will advertise open positions). In general, graduate student representatives serve a one or two-year term. Also, you are welcome and encouraged to bring your views to the Graduate Programs Administrator at any time.

### Supervisor(s)

Your supervisor is a mentor, advisor, monitor and senior colleague, working in an atmosphere of respect for you. They play a critical role in the evolution of your program. As the senior partner(s), your supervisor(s) must encourage commitment, but never exploit or indoctrinate you. Your supervisor has a responsibility to:

- Guide the choice of your Advisory Committee, Program of Studies, research project, timeline to completion, and milestones. Your supervisor will meet with you prior to the start of your program to

determine courses to be taken; this is then formalized in the Program of Studies approved within two months of starting in the program at your first Advisory Committee meeting.

- Be accessible for and encourage regular meetings with you.
- Ensure timely scheduling of Advisory Committee meetings (at least once yearly), qualifying and comprehensive examinations, outline expectations and prepare you for the meetings/examinations.
- Provide expectations, criteria and evaluation for your work, including your thesis, in a timely fashion.
- Explore, inform about and provide funding opportunities whenever possible.
- Inform themselves of policies, regulations, expectations and standards of the College, CGPS and University with respect to your coursework, research, scholarship, intellectual property, academic integrity, safety, ethics, thesis, collaborative work, authorship, acknowledgements, conference presentations and professionalism.
- Provide feedback to you on suitability of material for publication and suggest relevant journals for submissions.
- Provide you with the opportunity to present research at a conference(s).
- Ensure your eligibility/readiness of the thesis for examination, provide the names of potential suitable external examiners, and prepare you for the defence.
- Provide letters of recommendation on request, in a timely fashion.
- Arrange for suitable supervision for you during his/her absences (including sabbatical leaves).

### **Student Advisory Committee**

The role of the Advisory Committee is to provide you with mentorship, guidance, advice, evaluation and feedback in an atmosphere of mutual respect. The Advisory Committee should be chosen early in the program by your supervisor in consultation with you and the Graduate Chair as needed, to reflect diverse expertise in your chosen field of research. The Advisory Committee has a responsibility towards you to:

- Approve the Program of Studies that you develop with your supervisor as close as possible to the beginning of your program. The Program of Studies includes all course and ethics requirements.
- Assess your English language comprehension as needed and arrange remedial action if you are encountering difficulties, as early as possible in your program.
- Remain familiar with your research project and your progress.
- Meet with you at least once yearly to review progress. The Advisory Committee Chair must report on your progress to the CGPS at least annually.
- Be prepared to recommend withdrawal or alternatives if progress is unsatisfactory.
- Be available for consultation with you on academic, research-related, or other matters such as might arise, including supervision, intellectual property, ethics, authorship, best practices, academic integrity, acknowledgement, medical or compassionate situations, conflict, disputes, harassment, discrimination.
- Examine your thesis for defence in a timely manner.
- Be willing to provide you with letters of reference upon request.

### **Graduate Student Responsibilities Regarding the Advisory Committee:**

- To contact your Advisory Committee members to arrange meeting dates that are suitable for all. As soon as a meeting is scheduled you must inform the Graduate Programs Administrator and Graduate Administrative Support person of the time, date, and location. **A minimum of one meeting is required per year.** Please note that students do not arrange thesis defence meetings and must not have contact with their External Examiner prior to their defence.

- To provide a written report to your Advisory Committee members at least one week prior to every Advisory Committee meeting. This report may be delivered electronically unless requested otherwise by your Committee.

### **STUDENT-SUPERVISOR AGREEMENT**

A student-supervisor agreement identifies the general responsibilities and expectations of both supervisor and student in a graduate student's program of studies. The supervisor(s) and student should meet early in the graduate student's program to discuss the chosen agreement and sign the document. This signed document must be submitted to the Graduate Administrative Support person and will remain in the student's file as well as shared with the CGPS. This document should be reviewed by the student and supervisor(s) as needed (recommended annually).

### **PROFESSIONAL DEVELOPMENT AND GRADUATE COMPETENCIES**

Professional development is an important component of your graduate education. The College has therefore developed a **Graduate Student Self-Assessment Rubric and Action Plan** to help you gauge your progress and plan towards meeting the competencies expected of a graduate student, as well as to help you take ownership of your progress during your graduate program. The included competencies were selected as critical for future employment success. The rubric and action plan is intended to provide you with guidance, provide you with a place to gather evidence of how you are meeting or are planning to meet the competencies.

Competency	Elements within Competency	Description	"I can, or I have ..." (current)	Your Evidence	"I will ..." (future)	Your Plan
Communication	<ul style="list-style-type: none"> <li>• Effective communication</li> <li>• Interpersonal understanding</li> <li>• Mentoring relationships</li> <li>• Collaboration and team-building</li> </ul>	<ul style="list-style-type: none"> <li>○ Communicate orally and written to various audiences</li> <li>○ Empathize, listen, show sensitivity</li> <li>○ Give, and receive, constructive feedback/criticism</li> <li>○ Contribute to groups, avoid/resolve conflict, motivate others, foster collaboration</li> <li>○ Build relationships with others, and establish rapport</li> </ul>	<ul style="list-style-type: none"> <li>○ Develop presentation skills</li> <li>○ Continue to develop my oral and written communication</li> <li>○ Present my research in 990 seminar</li> <li>○ Written a first draft of a paper I hope to publish</li> <li>○ Maintain a positive working relationship with my supervisor</li> <li>○ Maintain a positive working relationship with my peers</li> </ul>		<ul style="list-style-type: none"> <li>○ Present research poster, or paper, at national/ international conference</li> <li>○ Publish my findings</li> <li>○ Expand my professional network</li> <li>○ Continue to expand my bibliography/reading list</li> </ul>	
Academic Development (Scholarship, Teaching, & Mentorship)	<ul style="list-style-type: none"> <li>• Conceptualize research/scholarship</li> <li>• Teaching</li> <li>• Initiative</li> <li>• Critical thinking and problem solving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Define a research question and plan an approach to study design</li> <li>▪ Generate and test hypotheses</li> <li>▪ Plan a course, implement the plan, and assess student learning</li> <li>▪ Be pro-active, self-motivated, persistent, and decisive</li> <li>▪ Seek solutions to problems</li> <li>▪ Understand when to seek assistance/advice (critical judgement)</li> </ul>	<ul style="list-style-type: none"> <li>○ Read beyond what courses require</li> <li>○ Write and defend my research proposal</li> <li>○ Attend workshops/lectures to expand my learning or teaching</li> <li>○ Seek opportunities to teach, tutor</li> <li>○ Join local/national/international academic organizations</li> <li>○ Mentor undergrads</li> <li>○ Join academic working/project groups</li> <li>○ Attend conference beyond UofS</li> </ul>		<ul style="list-style-type: none"> <li>○ Contribute to a grant proposal</li> <li>○ Contribute to a professor's or colleague's paper</li> <li>○ Teach a class in my area of specialty</li> <li>○ Produce a draft of my thesis</li> </ul>	
Leadership & Professionalism	<ul style="list-style-type: none"> <li>• Professional ethics</li> <li>• Goal and milestone planning</li> <li>• Leadership of diverse teams</li> <li>• Problem solving strategies and solutions</li> <li>• Evaluation and feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Behave in ways consistent with ethical standards</li> <li>▪ Plan, strategically, and set goals/milestones</li> <li>▪ Lead a group, with sense of purpose, regardless of membership</li> <li>▪ Define a problem, and devise solutions, within different contexts</li> <li>▪ Provide constructive criticism/feedback</li> </ul>	<ul style="list-style-type: none"> <li>○ Attend ethics training/seminars</li> <li>○ Seek leadership opportunities</li> <li>○ Contribute to lab meetings and journal clubs</li> <li>○ Provide feedback to my peers and instructors beyond "required"</li> </ul>		<ul style="list-style-type: none"> <li>○ Mentor new grad student(s)</li> <li>○ Provide editorial assistance to fellow students, or undergrads</li> <li>○ Seek further opportunities (organizational, participatory, working group, etc.) within Pharmacy and Nutrition</li> <li>○ Seek leadership opportunities on campus</li> </ul>	
Career Development	<ul style="list-style-type: none"> <li>• Personal and professional organization/planning</li> <li>• Professional flexibility</li> <li>• Professional competitiveness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set long terms goals, and enact them</li> <li>▪ Develop skills useful in a host of work environments</li> <li>▪ Develop materials and make use of resources to make you competitive in the job market</li> </ul>	<ul style="list-style-type: none"> <li>○ Complete self-assessments</li> <li>○ Develop a comprehensive CV</li> <li>○ State my professional and academic goals</li> </ul>		<ul style="list-style-type: none"> <li>○ Maintain, and consistently update, my CV</li> <li>○ Pursue training for my next step</li> <li>○ Seek further experience in those realms I identify as needing improvement</li> </ul>	

## GRADUATE STUDENT FUNDING

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Many Pharmacy and Nutrition graduate students are supported by scholarships, and while others may receive a stipend from their supervisor(s), the College of Pharmacy and Nutrition does not guarantee funding for graduate students. The majority of College scholarships are only tenable for two years of a Master's program, three years of a PhD program, and four years of a transfer-to-PhD program (two years at the Master's level and two years at the PhD level). It is therefore extremely important for all students to discuss funding with their supervisor at the beginning of their program.

All students are strongly encouraged to seek out scholarships and other funding sources independently. The CGPS maintains a database of awards that students should check periodically; however, many external agencies also offer awards not listed in the database. Students are welcome to contact the Graduate Programs Administrator for aid with any scholarship application.

### AWARDS AND SCHOLARSHIPS OFFERED BY THE COLLEGE OF PHARMACY AND NUTRITION

The College of Pharmacy and Nutrition offers scholarships and awards in two competitions a year: the spring scholarship competition includes our major supporting awards (the Pharmacy and Nutrition Graduate Student Scholarship, the Graduate Research Fellowship, and the Apotex Award), while the Pharmacy and Nutrition Graduate Award competition includes a number of smaller awards (<\$4,000). In addition, some external awards may also have an internal deadline. The Graduate Programs Administrator will announce all internal scholarship competitions and all external competitions with an internal deadline to students and faculty via email.

### WORK WITHIN THE COLLEGE OF PHARMACY AND NUTRITION

The College occasionally hires graduate students to work in the College on a casual basis. Duties could include acting as a laboratory demonstrator, marking exams and assignments, or invigilating. The Assistant Dean must approve all hours worked by graduate students, and all students who are hired will be provided with a contract outlining the work expected and the number of hours they will be paid to accomplish the outlined duties. Hiring teaching assistants will follow the Public Service Alliance of Canada (PSAC) – Graduate Students Collective Agreement (<https://working.usask.ca/agreements/labour-updates/psac-graduate-students.php>).

### COLLEGE OF PHARMACY AND NUTRITION TRAVEL AWARD

The College of Pharmacy and Nutrition offers a \$750 Travel Award to each student once during their program of studies to present their research at a conference or professional meeting. This \$750 award is to cover expenses to attend and present at one event; however, under exceptional circumstances the award may be split with the permission of the Associate Dean, Research and Graduate Affairs. Students are also encouraged to apply for travel funding from other sources whenever possible, and receiving support from another source does not preclude receiving the College of Pharmacy and Nutrition Travel Award as long as the total amount requested does not exceed expenses. Applicants must obtain the most economical travel and accommodations possible.

To apply for this award, students must fill out the Graduate Student Travel Award—Information and Application Form and submit it to the Graduate Programs Administrator. Occasionally, the College may offer additional travel awards, which may have a separate application form. Students will be notified of any such awards and application procedures by the Graduate Programs Administrator as they become available via email. The Graduate Programs Administrator will provide recipients of travel awards with the fund number that must be used to claim reimbursement. **Note that students must also complete a Travel Request**

**through the Concur system prior to departure, or they will be unable to claim reimbursement.** Upon return, copies must be made of all receipts and a claim made through the Concur system. The Graduate Programs Administrator should be named as the approver for any claims made towards the \$750 College of Pharmacy and Nutrition Graduate Student Travel Award. To do so, the name of the default approver may simply be deleted and replaced by that of the Graduate Programs Administrator.

### USASK STUDENT TRAVEL AWARD

All students may apply for financial assistance to participate in academic conferences or competitions, or other university activities. Applications are accepted at any time and must be submitted to the International Student and Study Abroad Centre at least one month prior to the start of the activity. More information and the application form may be found here: <https://students.usask.ca/academics/study-abroad/awards.php>

### CRISIS FINANCIAL AID

The University of Saskatchewan offers crisis loans or grants to registered students, which may be applied for when facing an unexpected and temporary financial crisis (<https://students.usask.ca/money/other-loans.php>).

## SECTION 2 - CAMPUS FACILITIES AND SERVICES AND STUDENT ORGANIZATIONS

### CAMPUS FACILITIES AND SERVICES

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#### OFFICE AND MEETING ROOM PROCEDURES

##### Graduate Student Office Space

Each student is assigned desk space in D wing or E wing in shared offices. Consequently, students must be respectful of other students and abide by the silence policy. Due to significant theft in the building, graduate offices must remain locked at all times when no students are present. Due to space limitations, desk space is only guaranteed for two years for MSc students, three years for PhD students, and four years for transfer to PhD students. Students requiring study space for longer than the allotted time will be assigned a desk based on availability and time in program. Students working in D wing labs have office space assigned by the Health Sciences Space Planning Committee while students working in E wing are assigned a desk in either E3307 or E3311 by the Graduate Programs Administrator.

Space permitting, recipients of the Teacher Scholar Doctoral Fellowship and students hired by the College as sessional lecturers may be offered a more private E wing office for the year(s) in which they teach. Students hired as paid project managers for research projects unrelated to their graduate research may have use of desk space allocated to the project for the duration of their employment in the project.

Once students have completed their degree requirements and submitted their thesis to the electronic thesis database, students have two weeks to clear out all belongings and clean their desk space. All keys to the room and locker must be submitted to the Research and Graduate Affairs Office. A student who continues to work for their supervisor after finishing their degree requirements may retain a desk in the graduate student offices in E wing only if space is available (i.e. all registered students have desk space). In these cases, the student and supervisor must complete and sign a **Temporary Graduate Desk Space Agreement** (obtainable

from the Graduate Administrative Support person) before the student has completed their degree requirements. Failure to do so may result in reassignment of the desk.

### **Meeting Room Space**

The Graduate Administrative Support person books rooms for all graduate student meetings along with any required technology (i.e. teleconferencing or videoconferencing). To book a room, you must provide Jennifer Pippin with the date and time of the meeting as soon as possible after it has been scheduled.

### **Photocopying and Mail**

All students have access to and are expected to print their academic work through the student printing and photocopying service (CPAS). Details on CPAS can be found at <https://servicecatalogue.usask.ca/it/student-printing-and-photocopying-cpas.php>. There are a large number of locations across campus and within the Health Sciences building—a complete list can be found on the website.

If you have any mail the Graduate Administrative Support person will notify you through email.

### **HEALTH SERVICES**

Health Services on campus – <https://students.usask.ca/health/centres/wellness-centre.php>  
Student Counselling Services - <http://students.usask.ca/health/centres/counselling-services.php>  
Access and Equity Services - <https://students.usask.ca/health/centres/access-equity-services.php>  
Health Services with GSA Group Plan – <http://www.ihaveaplan.ca/>.  
Saskatchewan Health Care – see <https://www.saskatchewan.ca/residents/health>

The International Student Office (ISO) assists international students to register for health coverage. Out-of-province students continue to maintain health care coverage through their home province.

### **ABORIGINAL STUDENTS' CENTRE**

The Aboriginal Students' Centre supports the academic and personal success of First Nations, Inuit, and Métis students. More information can be accessed here: <https://students.usask.ca/aboriginal/#Culture>. The Aboriginal Students' Centre is housed in the Gordon Oakes Red Bear Student Centre, an inclusive, intercultural gathering space for the campus community.

### **INTERNATIONAL STUDENT AND STUDY ABROAD CENTRE**

The International Student and Study Abroad Centre (ISSAC) offers a variety of programs for international students. More information about topics important to international students and services provided by ISSAC may be accessed here: <http://students.usask.ca/international/>. ISSAC also hosts the Global Connections Lounge (<http://students.usask.ca/international/global-connections.php>).

### **INFORMATION AND RESEARCH RESOURCES**

#### **Research Facilitator**

The college Research Facilitator is a first point-of-contact for all aspects of research funding, partnership facilitation, and knowledge mobilization. The Research Facilitator is a resource for faculty member research funding opportunities.

## Libraries and Library Liaisons

All University of Saskatchewan Libraries attempt to maintain quiet study areas as well as limited talking and group study areas. For more info and booking procedures please visit:

<http://library.usask.ca/info/services/study-rooms.php>.

The Leslie and Irene Dubé Health Sciences Libraries also offer a number of other services that would be of use to graduate students; more information can be found here: <http://library.usask.ca/hsl/>.

The Nutrition Library Liaison, **Kevin Read**, and Pharmacy Library Liaison, **Catherine Boden**, are available to consult with graduate students in our programs and can be contacted directly.

## Health Sciences Supply Centre

The HSSC, which provides laboratory product stocking and ordering, is located in room B18, Health Sciences Building. If applicable to you, your supervisor will provide you with information on the types of items available for you to pick up and how to place an order and record pick up of supplies.

## Pharmacy and Nutrition Common Equipment Facility

The 3D10 Laboratory and Tissue Culture Facility 3D10.1.2 house valuable pieces of equipment for common usage by College personnel. Before this equipment can be accessed you must contact the Common Equipment Coordinator who will provide training and instructions. You must complete and sign the Training Records Form to indicate that you understand, accept, and will abide by the rules for accessing the common equipment before you will be allowed to use it.

## OTHER CAMPUS SERVICES

The University of Saskatchewan also offers a number of other services, such as student advocacy, athletics and recreation, campus chaplains, daycare, employment and career assistance, security, food outlets, bookstores, and the campus computer store. Please visit <http://students.usask.ca/essentials/> for more information about campus services.

## PROFESSIONAL DEVELOPMENT

The university offers a number of professional development services to help graduate students prepare for their careers. These include:

### Writing Help

Student Learning Services offers free drop in tutoring, online tutoring, and writing workshops for graduate students throughout the year (<https://libguides.usask.ca/writing-help/graduate>).

### English Language Classes

The University of Saskatchewan Language Centre offers a number of evening classes throughout the year that you can take to improve aspects of your language skills

<https://admissions.usask.ca/colleges/language-evening-esl.php> While there are separate fees for these classes, once registered, international graduate students can apply for bursaries to attend. Please see <https://students.usask.ca/money/awards/graduate-awards.php> for more information about these bursaries.

### **Gwenna Moss Centre for Teaching Effectiveness**

The Centre offers a variety of programming and resources to help faculty, instructors, and graduate students improve their teaching. Please refer to <https://teaching.usask.ca/events/graduate-teaching.php> for more information.

### **Leslie and Irene Dubé Health Sciences Library**

The Health Sciences Library offers a number of services of use to graduate students (<http://library.usask.ca/hsl/>).

### **Graduate Professional Skills Certificate**

This non-credit program focuses on strengths-based professional skills development. Completion of GPS 974: Graduate Professional Skills and GPS 984: Thinking Critically is required. Students also develop a learning plan and undertake experiential learning. For more information see: <http://www.usask.ca/gradproskills/About.php>

### **Mitacs Step Program Workshops**

Mitacs hosts free professional skills development workshops for graduate students, which can be either in person or online. Pre-registration for workshops is required. See <https://teaching.usask.ca/events/courses-and-workshops.php> for more information.

## **ATHLETICS AND RECREATION**

For information on athletics and recreation please visit: <https://students.usask.ca/health/athletics.php>

## **GRADUATE STUDENT ORGANIZATIONS AND REPRESENTATION**

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### **GRADUATE STUDENT'S ASSOCIATION**

The Graduate Students' Association (GSA) represents graduate students at the University of Saskatchewan and advocates on their behalf to the administration, faculty, and external community. The GSA offices are located in the Grad Commons Building (Emmanuel & St. Chad, 1337 College Drive). A Course Council directs the GSA and is composed of representatives from units across campus.

The GSA offers several services to graduate students, including the UPASS bus pass, Health and Dental coverage, and bursaries. For more information please refer to <http://www.gsa.usask.ca/index.php>.

### **COLLEGE OF PHARMACY AND NUTRITION COMMITTEES**

A number of College of Pharmacy and Nutrition committees require graduate student representation. Please contact the Graduate Programs Administrator if you are interested in serving as a student representative on any of the college committees.

## GRADUATE STUDENT GROUPS

### Pharmacy and Nutrition Graduate Student Council

The Pharmacy and Nutrition Graduate Student Council, first ratified in 2017-2018, represents Pharmacy and Nutrition graduate students with the Graduate Students' Association and organizes initiatives such as the buddy system.

### University of Saskatchewan Student Chapter of the American Association of Pharmaceutical Scientists

The University of Saskatchewan's Student Chapter of the American Association of Pharmaceutical Scientists (AAPS) aims to create a more coherent social and scientific community at the University of Saskatchewan. This student chapter ideally connects students and postdoctoral fellows from different pharmaceutical backgrounds to the largest community of resources available for pharmaceutical discovery, development and manufacturing. Members are continuously encouraged to engage with the activities organized by the AAPS, such as the internationally recognized Annual AAPS Meeting and Exposition as well as the AAPS National Biotechnology Conference. This stream of activities fosters multidisciplinary interaction and provides excellent networking opportunities that will best benefit the students and postdoctoral fellows at the University of Saskatchewan.

## Section 3 - POLICIES AND PROCEDURES

### GRADUATE STUDENT POLICIES AND PROCEDURES

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#### COLLEGE OF GRADUATE AND POSTDOCTORAL STUDIES

College of Pharmacy and Nutrition Graduate Program Policies follow the CGPS Policies accessed here: <https://cgps.usask.ca/policy-and-procedure/index.php>. If discrepancies exist, CGPS Policies and Procedures supersede those of the home unit.

#### STUDENT TRAVEL

During their time in program, graduate students may undertake travel to carry out their research, present their findings at conferences, participate in workshops, or learn new technical skills. Any student who will be away from the University of Saskatchewan for a program-related reason for longer than ONE WEEK is requested to fill out a **PN-002 College of Pharmacy and Nutrition Graduate Student Record of Travel form** and submit it to the Graduate Administrative Support person to be placed in their file. This completed form provides the College a record of student whereabouts and contact information in case of emergency.

In addition to notifying the College with **form PN-002**, **students must also complete a Travel Request through the Concur system prior to departure**. If the student will be claiming reimbursement for their travel costs, a paper Travel Request can be completed and submitted to the Graduate Programs Administrative Support Person.

## International Travel

If a student is traveling internationally, **Form PN-002** must be received a minimum of 60 days prior to the departure date as staff must notify the International Student and Study Abroad Centre (ISSAC) (<https://students.usask.ca/international/issac.php>) of all students' international travel by emailing the name and nsid of the student, College affiliated with travel, destination and purpose of travel, as well as travel dates to and from Canada to ISSAC at [itr.admin@usask.ca](mailto:itr.admin@usask.ca). **This must be done for all international travel, including travel to the USA and for attendance at conferences.** ISSAC will initiate the pre-departure process once they receive this information and students will receive more details about the pre-departure process by email. If the travel is considered high-risk, both the College and student will be required to take additional steps, generally requiring additional emergency planning and risk mitigation measures.

All students travelling internationally must maintain out of country medical health insurance and may be required to register with the Department of Foreign Affairs, Trade and Development. Students who travel abroad for short periods of time to attend a conference etc. may have reduced pre-departure requirements; however, all students are required to read the International Travel Risk Management for Student Mobility: Policy is available at: <http://policies.usask.ca/policies/academic-affairs/international-travel-risk-management.php>

### *Holidays Attached to Study-Related Travel*

In some cases students may wish to attach holiday time to their study-related travels. Holiday days included while away will be at the expense of the student, and any amount claimed for transportation may not exceed the amount that would be spent for travel to or from the destination related to study. The student may claim the per diem rate for the days of travel to and from their conference, even if the travel days are interrupted by holiday days.

## ACADEMIC STANDARDS

Students are expected to attend all of their courses, including the PHAR/NUTR 990 seminar course, and must meet the following minimum academic standards indicated below with respect to coursework.

<b>Master's Program</b>	Undergraduate course 70% or greater Each graduate course 60% or greater Overall cumulative average 70% or greater
<b>PhD Program</b>	Undergraduate courses not permitted (including if transfer to PhD) Each graduate course 70% or greater (even for courses taken during Master's program prior to transfer to PhD) Overall cumulative average 70% or greater

## STUDENT ACADEMIC HONESTY AND INTEGRITY

The University of Saskatchewan expects all graduate students, faculty, and staff to adhere to professional conduct and takes student academic honesty and integrity seriously. The policy outlined in the College of Graduate and Postdoctoral Studies Policies document "is complementary to, and does not replace or contradict, anything in the University Council regulations on Student Academic Dishonesty. In the case of a dispute the University Council regulations will take precedence." Guidelines for Academic Conduct are available here: <http://www.usask.ca/secretariat/governing-bodies/council/resources/guidelines-for-academic-conduct.php>

Students are referred to the CGPS policies for more information on student academic honesty and integrity, including cheating and fabrication, plagiarism, and other forms of academic misconduct, as well as guidelines for the consequences of academic misconduct in coursework <https://cgps.usask.ca/policy-and-procedure/index.php#CONDUCTDISCIPLINE>

It is recommended that all graduate students complete the University of Saskatchewan's Academic Integrity Tutorial, which contains three modules that cover academic integrity and the values associated with it, students' rights and responsibilities with regards to academic integrity, and developing skills that prevent academic misconduct. The Academic Integrity Tutorial can be accessed at <https://libguides.usask.ca/AcademicIntegrityTutorial>.

### HOLIDAYS AND TIME OFF

In the College of Pharmacy and Nutrition, a total of 3 weeks vacation per year for graduate students is normal. If you are a holder of an external scholarship, please check the terms of the award with respect to vacation time. If you are planning to take vacation or another planned short-term absence, you must discuss this with your supervisor and Graduate Chair in advance of the planned absence. If you are absent from the College for more than one week (due to vacation or other reasons), you are required to complete a **PN-100 Form: Record of Vacation/Short-Term Absence form**.

### PART-TIME POLICY

With the **permission of your Advisory Committee and Associate Dean Research and Graduate Affairs**, you may work on your program on a part-time basis. However, please note that there is no part-time tuition rate or time in program; you will be expected to complete your program within the specified time period.

### TIME IN PROGRAM AND EXTENSIONS

CGPS regulations indicate Master's degrees must be completed within 5 years of the date of registration in the first course or other requirement of the Program of Studies, and PhD degrees must be completed within 6 years. However, the College of Pharmacy and Nutrition expects that fully qualified, full-time students who have made satisfactory progress in research and course work should complete the requirements for a **Master's degree in 2 – 2.5 years, PhD degree in 4 - 5 years, and transfer to PhD in 5 years** (for transfer students the timeline starts when first registered in Master's degree). The period of any approved leave of absence does not count towards time in program.

If you are an MSc student at the end of 4 years of study, or a PhD student at the end of 5 years of study, should meet with your supervisor to develop a plan and timeline for completion using the Request for Extension Discussion Guide available here: <https://cgps.usask.ca/policy-and-procedure/Academics/Programs/studentlifecycle/main.php#43TIMEINPROGRAM>. An advisory committee meeting should then be held to discuss and approve the plan, which will be submitted to CGPS as a Progress Report by the Grad Programs Administrative Support Person. Only one extension request is allowed per student and a maximum of 8 terms for a Master's student or 9 terms for a PhD student can be granted. The CGPS is under no obligation to grant an extension to time in program if it is believed that the student was not diligently working on their program, and that this prevented them from completing the degree within the allowed time.

### LEAVES OF ABSENCE

Leaves of absence are available for compassionate, medical, maternity, adoption and parenting reasons, as well as for graduate students to undertake exceptional opportunities related to their studies

(<https://students.usask.ca/graduate/appeals-leaves-extensions.php#LeavesofAbsence>). Students who have been accepted into an undergraduate program may apply for a leave of absence from their graduate program for a maximum of two consecutive terms, and a detailed plan to complete the graduate program must be approved by the supervisor and graduate chair. Short-term leaves of less than one month are managed within the College, while the CGPS can approve formal leaves of absence of up to one year—such leaves are normally taken for a term at a time, for up to one year. If a student receives a formal leave from the CGPS, the leave period is not included in the student’s time in program and tuition fees are not assessed during the leave, although some student services fees will be charged. If a student is granted a short-term leave by the College, the student will remain registered and will be responsible for payment of tuition and all fees. In either case, financial support (including travel grants) is not available while a student is on leave.

If you are considering a leave, you should review the implications of a leave (<https://students.usask.ca/graduate/appeals-leaves-extensions.php#LeavesofAbsence>) and, when possible, discuss this as early as possible with your supervisor so that appropriate accommodations can be made prior to beginning the leave. To request a formal leave of absence, the student will complete and submit the **Graduate Student Leave of Absence form** in the JIRA system (<https://jira.usask.ca/servicedesk/customer/portal/7/group/60>). A letter from your medical practitioner may be required, if applicable.

Leaves are not available for reasons of personal convenience or regular employment. You may, however, with permission of your Advisory Committee, request an informal leave from the College of Pharmacy and Nutrition of up to one year for personal reasons without withdrawing from the program. In this case, regular tuition fees apply, and time in program continues for the duration of the leave.

If you are an international student considering a leave of absence, please contact the International Student and Study Abroad Centre (<https://students.usask.ca/international/issac.php>) for more information about the impact on your study permit or status in Canada.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Graduate students who feel that their success in the graduate program would be aided by registration with Access and Equity Services (AES) are responsible for organizing their own assessment of disability and accommodation requirements in consultation with AES. Once the confidential registration process is complete, the student may choose how to proceed with seeking appropriate accommodations (<https://cgps.usask.ca/policy-and-procedure/leaves-accommodations/Accommodations-and-Supports.php#132ACADEMICACCOMMODATIONSFORSTUDENTSWITHDISABILITIES>).

### **REQUIREMENT TO DISCONTINUE (RTD)**

A student who has failed to make satisfactory progress in their program must be invited to meet with their Advisory Committee as soon as evidence of unsatisfactory progress becomes evident to the supervisor or graduate chair. If the Advisory Committee recommends to the Associate Dean, Research and Graduate Affairs that the student be required to discontinue, the Associate Dean, Research and Graduate Affairs will meet with the student. If the College of Pharmacy and Nutrition recommends that the student be required to discontinue, the Associate Dean, Research and Graduate Affairs will notify the Associate Dean, CGPS, in writing, with a copy of the recommendation provided to the student. The Associate Dean, CGPS will consider relevant circumstances and determine whether to uphold the recommendation. In cases where the recommendation is upheld, official notice of the requirement to discontinue will be sent by the Associate Dean, CGPS to the student. The student may appeal a requirement to discontinue to the Graduate Academic Affairs Committee in writing within 30 days. For more information please refer to the CGPS Policies <https://cgps.usask.ca/policy-and-procedure/conduct-discipline/RTD.php>

## **VOLUNTARY WITHDRAWAL**

Any student may voluntarily withdraw from their graduate program at any time by submitting a **Withdrawal from Graduate Program form** through the JIRA system (<https://jira.usask.ca/servicedesk/customer/portal/7/group/60>). The student must also withdraw from any courses in which they are currently registered through the registration channel in PAWS. Registration and withdrawal deadlines, which can be found on the Academic Calendar (<https://students.usask.ca/academic-calendar/>), apply for grading and tuition purposes, and failure to withdraw can result in failing grades appearing on transcripts and full tuition being assessed. Failure to submit the appropriate withdrawal form when leaving the graduate program can result in a Requirement to Discontinue that will remain on your academic record.