



DEPARTMENT OF

Nutritional Sciences

FACULTY OF MEDICINE
AT THE UNIVERSITY OF TORONTO



Graduate Students Handbook 2015-16

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INTRODUCTION

This Graduate Student Handbook was prepared to assist new and continuing graduate students in the Department of Nutritional Sciences in regards of departmental policies and regulations in the successful completion of their programs. The primary responsibility for graduate studies and research lies with the graduate unit. The School of Graduate Studies is responsible for the overall guidance of graduate programs at the University of Toronto. Departmental regulations are sanctioned by the School of Graduate Studies.

The information in this Handbook is a guide and a supplement to the School of Graduate Studies Handbook. The purpose of this handbook is to familiarize students with the responsibilities required of them as a graduate student at the University of Toronto, from their first registration until the termination of their registration. There are numerous rules, guidelines, regulations and practices at this University, which may not be covered in this handbook. Students are advised to read the current School of Graduate Studies Handbook or obtain a full SGS Calendar at www.sgs.utoronto.ca to help them in the successful completion of their studies.

The official responsible for ensuring that the University, Faculty and Departmental policies are implemented and for monitoring the academic performance of students is the Department Chair. The Chair appoints a Graduate Coordinator to assist with this task and oversees the administration of the graduate programs.

The Department's Administrative Office is located in Room 316 of the FitzGerald Building, 150 College Street. The Office is responsible for the management and administration of graduate admissions, scholarships, graduate programs, maintaining student records and ensuring that students receive advice and assistance they required. The office hours are Monday to Friday, from 9:00 a.m. to 5:00 p.m. during the Fall and Winter sessions, and from 9:00 a.m. to 4:30 p.m. during the Summer sessions.

SECTION I - GENERAL INFORMATION for GRADUATE STUDIES

I.1 University of Toronto Service

I.1.1 Food

Cafeteria, Medical Sciences Building. Located on lobby floor. Full service cafeteria. Open 7:30a.m. to 7:30 p.m. Monday to Thursday, until 4:00 p.m. Friday. However, hours may change during December and Summer.

Sylvester's 2nd level (GSU) (16 Bancroft Ave.) is open for light lunches and dinner during the school year.

On nearby Baldwin Street, there is an assortment of interesting spots, which generally feature good meals for a reasonable price. As well as on College Street, there are also places for sub, sandwiches & Chinese dishes, etc with affordable price.

I.1.2 Housing for Graduate Student

Students requiring accommodation must contact the Student Housing Service located at 214 College Street, Room 203, telephone 416.978.8045 or at <https://www.housing.utoronto.ca> as soon as possible. The following types of residences are available on campus: On-campus residences, Graduate House, student family housing, etc (you may obtain a general information flyer from the Graduate Office in Room 316).

I.1.3 Athletic Centre & Hart House

The University of Toronto Athletic Centre is located at 55 Harbord Street; you may contact the office at 416.978.3436 or visit the website http://www.physical.utoronto.ca/FacilitiesAndMemberships/Athletic_Centre.asp All full-time and part-time students are automatically members of the Athletic Centre through payment of the incidental fees.

Hart House is a unique social, cultural and recreational facility located at the centre of the campus. For Fall 2015 Hart House Guide please see: <http://harthouse.ca/>

I.1.4 Accessibility Services for Students

Students who have disabilities and wish to be accommodated in their academic programs and related activities at the University may contact the Accessibility Services Office, 455 Spadina Avenue, Suite 400. at 416-978-8060

Web: <http://www.accessibility.utoronto.ca> This service provides a wide range of support including alternative test and examination arrangements, note taking services, on-campus transportation, adaptive equipment and assistive devices as well as referral services to on staff professionals.

I.1.5 **Family Care Office**

The Family Care Office at this University provides information, guidance and referral service to student who requires child care, elder care and assistance to other family matters. Please contact this Office at 416.978.0951. They are located at the Koffler Student Services Centre, 214 College Street, Toronto, ON M5T 2Z9. Additional information can also be obtained from <http://www.familycare.utoronto.ca>

I.1.6 **Child Care Services**

The on-campus child care centres are staffed by professionally qualified early childhood educators. Each centre is separately incorporated as a not-for-profit and is licensed by the Province of Ontario. Child care subsidies are available. All of the centres give priority to University of Toronto families. To enroll, contact each centre directly to be placed on its waiting list. http://www.familycare.utoronto.ca/child_care/childcare.html

I.1.7 **Health Services**

- Health Services offers University of Toronto students the same services as a family doctor's office, and more. We provide confidential, student-centered health care, including comprehensive medical care, travel medicine and education, immunization, and referrals for specialized treatment. The multidisciplinary health team includes family physicians, registered nurses, a dietician, and support staff. We're here to help support you in achieving your personal and academic goals. <http://healthservices.utoronto.ca/Main.htm>
- Health and Dental Plan: The University of Toronto Graduate Students (UTGSU) Health Plan provides students with unique health benefits. The Plan was designed to provide many important services and cover expenses not covered by a basic health-care plan (i.e. OHIP), or the equivalent (such as UHIP for international students) such as prescription drugs, health practitioners, medical equipment, travel health coverage, and more. <https://www.utgsu.ca/insurance>

I.1.8 **Graduate Students' Union (GSU)**

The GSU is the student organization representing graduate students. Graduate students automatically become members of the GSU and are entitled to the full use of all its facilities and services including academic appeals assistance, additional health insurance coverage, and social activities. Their office is located at 16 Bancroft Avenue, Toronto, ON M5S 1C1, tel: 416.978.2391, web: <http://www.utgsu.ca/>

I.1.9 **English Language and Writing Support (ELWS)**

The Office of English Language and Writing Support (ELWS) provide professional development to graduate students who wish to improve their oral and written communication skills. ELWS offers individual consultations and a range of workshops and non-credit courses for both native and non-native speakers of English. Programs are free to registered graduate students. For course/workshop descriptions, of information on how to book an individual consultation, see the ELWS website: <http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx> telephone: 416.946.7485 ,email: english.sgs@utoronto.ca.

Also, a student handout "How Not to Plagiarize" with its accompanying sheet "Standard Documentation Formats" can be found online at <http://www.sgs.utoronto.ca/facultyandstaff/Pages/Academic-Integrity.aspx> and <http://www.writing.utoronto.ca/advice/using-sources/documentation>.

I.2 **Departmental Information**

I.2.1 **Staff Lounge, Room 334**

Available to staff and students who prefer to bring their own lunch and eat in the lounge. A microwave and refrigerator are available for your use. The refrigerator is emptied of all food on Friday afternoons.

I.2.2 **Laboratories**

All University of Toronto staff and students are covered by the regulations of the Ontario Health and Safety Act. There is a copy of the Act in your laboratory - please familiarize yourself with this document. Some of the relevant regulations of the Act are as follows:

- a) Workplace Hazardous Materials Information System (WHMIS) training is mandatory for a student or staff member of the department.
- b) Lab coats must be worn in the laboratories at all times and must be provided by your supervisor.
- c) **Wearing open-toed shoes, sandals and shorts is prohibited.**
- d) Wearing soft contact lenses while working in the laboratory is prohibited. (There have been a few cases of serious eye injury caused by chemical vapours attacking soft lenses.)
- e) It is not advisable to wear hard contact lenses without other eye protection.
- f) Storage of food and drink in laboratory refrigerators and freezers is prohibited.
- g) Eating and drinking in laboratories is prohibited.
- h) All prepared chemicals must be labelled with generic name, date and user's name.
- i) Storage of corrosive chemicals above eye level should be avoided to prevent accidental spills.
- j) Flammable liquids must be stored in flammable storage cabinets, **not** on the laboratory shelves **or** in the fume hoods.

- * Good housekeeping is the trademark of a good researcher. Keep your work area as clean and clear as possible to avoid accidents. Check refrigerators and freezers periodically for out-dated chemicals and samples and dispose of them.

I.2.3 **Radioisotopes**

University regulations stipulate that **all** staff and students required to handle radioisotopes in the laboratories must take the U. of T. training course. You **must not** work with radioisotopes if you have not passed this course or received equivalent training elsewhere.

Please consult with your supervisor for registration information.

I.2.4 **Laboratory Equipment and Supplies**

It is essential that you receive adequate training in the use and care of laboratory equipment. **Do not attempt to use any major equipment until you have read the manual and received instruction from your supervisor or designate.**

Small equipment and supplies for your research project must be supplied by your own supervisor. Please do not remove equipment and/or supplies from other laboratories.

I.2.5 **Office Supplies**

All office supplies for your research project must be supplied by your supervisor. Office supplies for teaching or administrative purposes may be obtained by internal requisition from the main office.

I.2.6 **Experimental Kitchen**

The kitchen is a controlled research facility and is available for use by authorized personnel only. Foods for personal use must not be stored in the refrigerators or freezers, nor must they be used for storage of any used to prepare personal meals at any time. The kitchen is to be kept locked at all times. Each supervisor has been issued a special key for accessing. (Please read attached Guidelines.)

I.2.7 **Petty Cash/Expense Reimbursement**

In the event that it is necessary for you to purchase minor research supplies for your research project, reimbursement may be obtained via petty cash from Slavica Jovanovic (Room 317) upon the presentation of a receipt which has been authorized by the Principal Investigator, indicating the account to which the expense is to be charged. Please check with your supervisor before making any purchases on behalf of the research group to ensure that the expense has been authorized and that appropriate procedures are being followed

Reimbursement for travel and entertainment expenses in excess of \$15.00 must be submitted on an Expense Reimbursement Report with specific details of the

purpose of the expense. Blank reimbursement forms may be obtained from Slavica Jovanovic (Room 317). Completion instructions are outlined on the back of the form. The completed form, with the **original receipts**, should be submitted to Slavica for processing against the appropriate research grant.

I.2.8 **Animal Diet Preparation Room (Room 27-Sub-Basement)**

The University cleaning staff does not clean this room and all users are responsible for maintaining an acceptable level of cleanliness. Please be sure you have been instructed in use of the equipment before attempting to make animal diets. Paddles for the Hobart mixers are kept in Marcella's office (Room 315).

I.2.9 **Animal Diet Storage Room (Room 28-Sub-Basement)**

Diet ingredients are stored in this room for all investigators. Users of this room are responsible for maintaining an acceptable level of cleanliness. Keys are available from Lucile.

I.2.10 **First Aid**

The Occupational Health and Safety Act require that all accidents be reported. All on-site, work-related accidents should be reported to your supervisor immediately. Minor first-aid is available in main office, but in the event of a more serious accident, e.g. cuts requiring stitches, you will be treated in a hospital emergency department. Forms are available from Slavica. All accidents must be documented and the forms can be found in the first aid box in your lab. Names of First Aiders are listed on the safety information bulletin board outside Slavica's Office.

I.2.11 **Fire Alarm**

If the fire alarm sounds while you are in the building, you **must** leave the building immediately. **Use stairs to exit - not elevators.**

I.2.12 **Building Access and Keys**

The FitzGerald Building is open weekdays from 7:30 a.m. - 9:00 p.m. Monday to Thursday, 7:30 a.m. - 6:00 p.m. Friday.

To obtain access to the FitzGerald Building, please contact Ms. Slavica Jovanovic (Room 317). For departmental room keys a \$10.00 refundable deposit per key. Please see Patrice in Room 315 for further information and forms.

I.2.13 **Telephones**

Laboratory phones are provided for business calls to and from the laboratory. Please keep personal calls to a minimum. As a courtesy, please check with your supervisor before leaving his/her phone number as a personal contact line in case

of emergency. If you place a long distance call, please complete a Long Distance Call Report Form and return it to Slavica.

I.2.14 **Mail**

All mail delivered to staff and students will be placed in the appropriate mail slots. The mail boxes are located in Room 314.

For Graduate Students: A mail box has been set up for each lab if the supervisor is located at the FitzGerald Building. The mail box is in Room 314. The mail will be placed in the box labelled MSc/PhD for other students.

Campus mail and outside mail may be placed in the appropriate boxes in the Department Office, Room 316. Personal mail should be placed in the Postal Boxes at the corner of College St. and University Avenue. Stamps may be purchased in the bookstore, Koffler Student Centre **or** at the Post Office at Spadina and College.

I.2.15 **Photocopying**

The Department machine is located in Room 314 for the use of Nutritional Sciences staff and students only. Copy code is coded to your supervisor's funding source and is charged to his/her account. Some faculty will cover the cost of student's photocopying related to their research. Talk to your supervisor to determine if this is an option.

There are also photocopiers and printers in the Gerstein Sciences Information Center. The photocopies accept TCard or coin as payment (\$0.10/page). Printing is double-sided by default; \$0.15 per side (b/w), \$1.00 per side (colour). Photocopiers are also available in Copy Centre stores located along the south side of College Street between University Avenue and Spadina Avenue.

I.2.16 **Personal Valuables**

The building remains unlocked during working hours and petty thefts are quite common. You are advised not to leave your purse or wallet unattended. Your supervisor will assist you to find lockable space if necessary. Lost and Found is located at 256 McCaul Street, 416.978.6252.

I.2.17 **Fax**

The fax machine is located in the departmental office, Room 316. Only if you wish to send a **long distance** fax (fax number 416.978.5882), you should complete a fax sheet as well as log in the details (available in the office) and leave it in the tray provided on the counter for the administrative staff to transmit. However, **no personal faxing is available**. Faxes of a personal nature can be sent from one of the shops on College Street.

I.2.18 **Courier Service**

Procedures for sending items by courier are as follows:

- a) Obtain a Bill of Lading form for the appropriate courier from the main office and complete the required information. Your supervisor's name must appear on all Bills of Lading for billing purposes.
- b) The administrative staff will assist you with the procedures for completing the forms and will call the courier to request pick-up. Two hours advance notice is required to guarantee pick-up before the end of the working day. The main office will not be responsible for the shipping of laboratory samples. Please arrange this through the technician in your laboratory. Receipt of lab samples should be directed to a specific laboratory, ensuring that someone will be there to receive and sign for such items and refrigerate as necessary.
- c) No personal courier items will be handled through the office.

I.2.19 **Department Power Point Projector & Laptop Computer**

To reserve the Power Point Projector and Laptop Computer please contact either Patrice or Emelia or Louisa well in advance. Presentation must be on a USB.

I.2.20 **Teaching Positions**

There is a limited number of teaching assistant (TA) positions available within the Department. A description of positions is posted on the Graduate Student Union bulletin board outside Room FG317, and is also published on the department website: www.utoronto.ca/nutrisci Depending on your background, you may be eligible for TA positions in other departments (e.g. Physiology, Biochemistry, etc.).

SECTION II - GENERAL GRADUATE DEPARTMENT GUIDELINES

II.1 Guideline for Use of Meeting Rooms Available in Department

Rooms 423 and 320 are available for meetings.

The following guidelines are suggested for the use of these rooms by Department members:

II.1.1 Scheduled Use:

- Department staff or student meetings.
- Appropriate social functions, e.g. Beginning or end of term receptions; Christmas parties.
- "Ad hoc" seminar, meetings, student group, i.e. not occurring on a regular weekly basis.

- Advisory Committee Meetings, Examinations, such as graduate final thesis orals, comprehensive examinations etc (**please be sure to advise Louisa when these meetings are being scheduled so that she can prepare necessary materials well in advance**).

Undergraduate Nutritional Sciences students may book these rooms for NSSA or other approved meetings.

II.1.2 **Inappropriate Use:**

General lunch room, coffee or informal social meeting place. The staff lounge is available for this purpose.

II.1.3 **Use of alcohol:**

Please note that we do **not** have a license for the serving of alcoholic beverages in these areas. University regulations regarding the purchases, serving or consumption of alcoholic beverages are now quite restrictive. Please consult with Slavica.

II.2 **Guidelines for Use of Experimental Kitchen and Taste Panel Rooms**

II.2.1 **Purpose for Which the Experimental Kitchen (Room 334A) May be Used**

- The primary use is for the preparation and short-term storage of food for human consumption in research projects requiring specialized preparation. This use takes precedence.
- The kitchen may also be used to prepare food for authorized departmental/student functions with the understanding that the users will observe the guidelines for use.
- The kitchen is not available for the preparation or storage of food for individual or personal use.
- No biological specimens are permitted in the kitchen.

II.2.2 **Maintenance of the Experimental Kitchen**

The main issues here are cleanliness and appropriate storage of food, dishes and equipment associated with the research projects using the facility.

Cleanliness - all users will be expected to observe the following:

- Wash, dry and put away all dishes or equipment immediately after use.
- Clean out the sink, wipe off counter tops, stove, microwave, dishwasher etc. immediately after use.
- Manuals for the use and cleaning of appliances are in the kitchen. Please consult them if not familiar with the procedure for use.
- Provision and laundering of the T-towels are the responsibility of the individual user and can be sent out for laundering on a weekly basis - to

process, towels should be placed in the bin located in the centre wing opposite **Room 308**.

- Cleaning materials (detergent, cleanser, scouring pads, etc.) are purchased in bulk by the department and charged to the user's grants. Thus there should be appropriate cleaning supplies on hand at all times.

II.2.3 **Storage of Foods, Dishes and Equipment**

- All foods must be stored in glass, metal or heavy plastic containers with tight fitting lids to prevent rodents and cockroaches from indulging.
- Containers must be labelled with the principal investigator's name, name of individual storing the food, storage date and, if possible, an expiry date.
- Foods no longer needed should be removed from the fridges, freezers and cupboards and discarded to make room for new supplies.
- Lab equipment and glassware must not be brought into the kitchen unless cleaned and expressly used for food preparation/consumption.
- The current stock of dishes, cutlery, utensils, cooking pots etc. are available for general research project use by anyone authorized to use the kitchen facility. It is recommended that EACH investigator maintain his/her own supply of dishes and other equipment and that such equipment be kept separate from the common pool. There will be specific cupboard space assigned for each group. Maintenance of this equipment, food etc. will be the responsibility of each investigator or group.

II.2.4 **Use of The Experimental Room, (331A)**

- The primary use is as a dining/taste room for subjects during participation in a research project. This use takes precedence.
- The cupboards may be used for the storage of dishes etc. or equipment needed for the preparation or serving of food, but not for the storage of food or general lab equipment.

The same procedures for storage and to ensure cleanliness and tidiness as the kitchen apply here as well.

II.2.5 **Signing In**

Users are expected to reserve the use of the kitchen, taste panel room in advance by signing the calendars outside the kitchen.

II.2.6 **Observance of Guidelines**

Co-operation among users and consideration of each others needs is of paramount importance in a common user facility. Discussion of problems, as they arise, among the users will likely prevent major problems from developing.

II.3. Guidelines on Animal Diet Preparation Room, 27

All users must share responsibility for cleaning the room and equipment and for maintaining an acceptable level of cleanliness. The facility will be routinely inspected and users will be held responsible for its condition.

Please sign up in advance.

Failure to comply with the following minimal clean-up requirements may result in exclusion from the facility.

- a) Wash mixers with hot soapy water and scrub clean to remove diet and fat from machinery. Use fat solvent if necessary.
- b) Wash mixer accessories with hot soapy water, scrub clean and rinse, leave to dry on tray. Use fat solvent if necessary.
- c) Clean all balances.
- d) Clean all benches.
- e) Hose down metal racks and trolleys with hot water.
- f) Clean sinks.
- g) Remove all diet, diet ingredients and containers.
- h) Use the shop-vac to clean up spills before hosing down the floor. Vacuum the floor again after the floor is dried.
- i) Hose down floor and windowsill with hot water and microquat, sweep clean with broom and squeegee.
- j) Empty garbage container and replace with new bag. **Please garbage by the elevator at south end of the building for pick-up.**
- k) Sign log book - time in and time out.
- l) Paddles or Beators are to signed in and out via Marcella (Room 315). They must be thoroughly cleaned before being returned.

SECTION III - ACADEMIC INFORMATION


III.1 Administrative Structure

SCHOOL OF GRADUATE STUDIES:  1. SGS Council



DEAN:	Locke Rowe
Vice-Dean, Programs	Elizabeth Smyth
Vice-Dean, Students	Luc De Nil

GRADUATE DEPARTMENT OF NUTRITIONAL SCIENCES:



DEPARTMENT CHAIR:	M. Labbe
GRADUATE CO-ORDINATOR (Students Affairs):	T. Wolever
GRADUATE CO-ORDINATOR (Admissions & Awards)	A. Hanley
Graduate Affairs Committee:	T. Wolever, Chair
Qualifying Exam Committee:	T. Wolever, Chair
DEPARTMENT SUPPORT STAFF:	L. Kung, Graduate Administrator

SUPERVISOR: 

Graduate Student Advisory Committee (each student)


STUDENT: 

<i>Within the Department, the Dept. Chair has final authority on graduate matters. The Graduate Affairs Committee advises on policies. The Graduate Co-ordinator implements.</i>
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III.2 Graduate Staff Department of Nutritional Sciences

Chair:	Dr. Mary L'Abbe
Graduate Co-ordinator (Student Affairs):	Dr. Thomas Wolever
Graduate Co-ordinator (Admissions & Awards)	Dr. Anthony Hanley

Academic Staff (Core Faculty)

Dr. G. Harvey Anderson, Professor
Dr. Richard Bazinet, Assistant Professor
Dr. Michael Archer, Professor Emeritus
Dr. W. Robert Bruce, Professor Emeritus
Dr. Elena Comelli, Assistant Professor
Dr. Ahmed El-Sohemy, Associate Professor
Dr. Ann Fox, Director, MPH Program
Dr. Carol Greenwood, Professor
Dr. Anthony Hanley, Associate Professor
Dr. David Jenkins, Professor
Dr. Magdalena Kronl, Professor Emeritus
Dr. Deborah O'Connor, Professor
Dr. Venketeshwer (Venket) Rao, Professor Emeritus
Dr. Valerie Tarasuk, Professor
Dr. Lilian Thompson, Professor Emeritus
Dr. Thomas Wolever, Professor

Cross-Appointed Staff

Dr. Johane Allard, Associate Professor
Dr. Ronald Ball, Professor
Dr. Glenn Berall, Assistant Professor
Dr. Norman Boyd, Professor
Dr. Tony Cohn, Assistant Professor
Dr. Pauline Darling, Assistant Professor
Dr. Khurshed Jeejebhoy, Professor
Dr. Robert Josse, Professor
Dr. Mohammed Karmali
Dr. Mary Keith, Assistant Professor
Dr. Young-In Kim, Associate Professor
Dr. Nancy Kreiger, Professor
Dr. Lawrence Leiter, Professor
Dr. Anthony Levitt, Associate Professor
Dr. Lisa Martin
Dr. Jonathon Maguire
Dr. Brian McCrindle
Dr. Steven Narod, Professor
Dr. Zdenka Pausova
Dr. Paul Pencharz, Professor
Dr. Dan Sellen, Professor
Dr. Vladimir Vuksan, Professor
Dr. Christopher Tomlinson
Dr. Wendy Ward
Dr. Stanley Zlotkin, Professor

Location

The Toronto Hospital - General Div.
University of Alberta
Dept of Paediatrics
Cancer Care Ontario
Dept of Psychiatry
University of Ottawa
St. Michael's Hospital
St. Michael's Hospital
Public Health Agency of Canada

Medical Sciences Building
McMurrich Building
St. Michael's Hospital
Sunnybrook Health Science Centre
Ontario cancer Institute
St. Michael's Hospital
The Hospital for Sick Children
Center for Research in Women's Health
The Hospital for Sick Children
The Hospital for Sick Children
Dept of Anthropology
St. Michael's Hospital
The Hospital for Sick Children
Brock University
The Hospital for Sick Children

For the complete list of the faculty, please visit: <http://nutrisci.med.utoronto.ca/faculty/index.html>

III.3 Important Dates & Deadlines 2015-2016

<http://www.sgs.utoronto.ca/currentstudents/Pages/Sessional-Dates.aspx>

III.4 Graduate Programs in the Department of Nutritional Sciences

III.4.1 Master of Public Health (MPH)

The Master of Public Health specializing in Nutrition and Dietetic (MPH) shares many of these aims but has a more specific purpose as well. The objective of the MPH-Nutrition and Dietetic is the development of knowledge and skills required to assess nutritional needs of the community, and to design, implement and evaluate community nutrition programs. The specialization is intended to provide professional preparation for the student with specific interest in a career as a public health or community nutrition consultant with government, large community organizations or industry. As a result, major emphasis is placed on course work, practica and self-learning. The program and its requirements are described in a separate section.

The [Master Public Health Nutrition and Dietetic specialization Advanced Standing Option](#) is designed for experienced nutrition professionals who wish to enhance their understanding of public health theory and practice. The program prepares working nutrition professionals to move into or advance in the field of public health. The program's flexible structure delivered through a variety of modular, workplace and on-line educational formats enables students to meet existing professional and personal commitments while pursuing an advanced degree.

III.4.2 Master of Science (M.Sc.) and Doctor of Philosophy (Ph.D.)

The M.Sc. and Ph.D. are research-based programs. The aim of these two graduate research programs is the development in the student of the abilities to conceptualize, synthesize ideas and approaches in the research problem, analyze and interpret data, transmit his or her findings to peers, and expand his or her knowledge in, and perspective of, the field of human nutrition. Thus, major emphasis is placed on the research project and thesis.

M.Sc. - The minimum program length for full-time students is 12 months. Students will attend and participate in **NFS 1204Y Master's Seminars in Nutritional Sciences** throughout their period of full-time registration and will complete a minimum of two half-courses. For students with undergraduate training in nutritional sciences, at least one of these courses must be taken in the Department. Students with undergraduate training in disciplines other than nutritional sciences must take at least two half-courses. In addition, a course in statistical methods or research design and analysis is required if not completed previously. Submission of a thesis on an approved research area and its defence at an oral examination are required.

No defined maximum number of courses but the total program is subject to review and approval by the Department. (There is no policy that allows balancing of course

requirements and thesis expectations - the thesis expectation is the same for all M.Sc. programs.)

Some students may be required to complete specific make-up courses. In general, courses taken at the undergraduate level are not counted toward the course load requirement for the M.Sc. Likewise, courses completed as **required** for the M.Sc. cannot be included as fulfilling Ph.D. requirements.

As of the 2007 admission cycle, current M.Sc. students who wish to continue into the Ph.D. program in our department will be required to fill out the On-line application form and pay the application fee. The procedure for admission is the same as for a new applicant. Please refer to the admission guidelines.

<http://www.utoronto.ca/nutrisci/graduate/admission.html>

Ph.D. - Candidates may enter the Ph.D. Program directly from a bachelor's degree if their background is deemed appropriate and they have an A- or better average in their final two years. They may also enter the program with an appropriate M.Sc. degree with at least an A- standing in the final two years or evidence of strong potential as researcher.

Exceptional students may be allowed to reclassify into the Ph.D. program after one year without completing the M.Sc. on the recommendation of an advisory committee and successful completion of a reclassification examination.

The residence requirement for candidates admitted with a bachelor's degree is three years. Students admitted with a master's degree have a residency requirement of two years. All required courses must be scheduled for completion within the time of required residence. Students are encouraged to take courses in addition to those *required for the degree*. Courses not required for the degree may be taken at any time throughout the program.

Although it is expected that students from either background can complete their Ph.D. in a period of four years of *full-time* study, research, and thesis preparation, some students may require longer.

During this time students will attend and participate in **NFS 1304Y *Doctoral Seminars in Nutritional Sciences***. Those entering with a bachelor's degree will also complete a minimum of **six half-courses**; those entering with a M.Sc. degree, a minimum of **four half-courses**. The courses will be chosen by each student to provide an appropriate background for his/her area of investigation. It is expected that all students will have an adequate knowledge of research design and statistics through course work in their past or the current graduate program. The choice of courses will be made in consultation with the supervisor and the student's advisory committee and is subject to the **approval of the Department**.

The students will also complete a qualifying examination in nutritional sciences *within the first year of the program*.

Presentation of the *Thesis Proposal* to members of the Graduate Department (normally the Advisory Committee): *normally submitted and defended within the first year of*

enrolment. Satisfactory progress is assessed in an Advisory Committee meeting *approximately every 6 - 12 months*.

To qualify for the Ph.D. degree, a thesis must be submitted and the student must pass the departmental examination before proceeding to the final oral examination conducted by the *School of Graduate Studies*.

III.5 Tuition and Incidental Fees

Tuition fees and incidental fees for each academic year vary and are subject to change without notice. The annual Schedule of Fees, undated each year in June, is available on the Web at www.fees.utoronto.ca.

There are separate tuition fee schedules for Canadian citizens and Permanent residents of Canada and for International students, as well as for full-time and part-time degree student and special students. General information on tuition fees is available at www.fees.utoronto.ca, and www.sgs.utoronto.ca/current/fees/index.asp

International students are required to have a compulsory **University Health Insurance Plan (UHIP)**. Please note that International students and their dependants are not eligible for the Ontario Health Insurance Plan (OHIP). Please visit the following website: <http://www.cie.utoronto.ca/Coming/UHIP/UHIP-Enrolment.htm>. The UHIP Office at the Center for International Experience, 33 St. George Street, 2nd Floor, tel. (416) 978-0290

For new and returning students, fee schedules are available on the Student Accounts website and students may pay fees as soon as their invoice is updated on the Student Web Service (ROSI).

New and returning students eligible to register are able to view the fees on ACORN. It is your responsibility to adhere to all deadlines. Students can request registration without payment via the ACORN if they have no outstanding fees from a previous session. Students who are starting 3rd year MSc; or 6th or above year PhD, Register without Payment (Fee Deferral) form must be completed and submitted to the Department by the end of August. A letter from your supervisor indicating that you will be receiving student stipend is required. Students with arrears (fees owing from prior sessions) are not eligible for fall registration prior to addressing the outstanding balance in full.

After September 18 or January 15 (for students registering in the 2nd sessions) you will be required to show proof of payment and register at SGS. Students should pay their fees early to allow time for payment to be processed by the deadline dates. A late registration fee of **\$44 plus \$5 per additional day to a maximum of \$94** will be charged.

Unregistered students will be removed from courses (and will have to re-enrol by the appropriate deadline), denied access to university facilities and will **not receive tuition credit for September on the T2202A tax receipt for the academic year.**

III.6 Financial Support

As outlined in the **Agreement of Supervision** form (Appendix A₁) completed by the student and supervisor at the time of the student's admission, it is the policy of the Department of Nutritional Sciences that all full time registered graduate students have reasonable personal support throughout the duration of a normal graduate degree program. If such support is not derived from external fellowships or awards, then it is the obligation of the supervisor to make support available. Supervisors are required to provide the Department with assurance that they expect to be able to meet this obligation.

III.6.1 **Fellowships and Scholarships**

Vanier Canada Graduate Scholarship

All Canadian citizens, permanent residents of Canada, and foreign citizens are eligible to apply. The value is \$50,000 per year for 3 years. <http://vanier.gc.ca/en/home-accueil.html>

NSERC Doctoral - Natural Sciences and Engineering Research Council of Canada Scholarships are available only to *Canadian citizens and permanent residents in Canada* with excellent academic record in the last two years of study (averages $\geq 80\%$). The value of the award is \$21,000 (for PGS-D award) and \$30,000 (for CGS D award) for 3 years. http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/BellandPostgrad-BelletSuperieures_eng.asp

CIHR Doctoral Research Award-Canadian Institute of Health Research

Scholarships are available only to *Canadian citizens and permanent residents in Canada* with excellent academic record. The value of the award is \$35,000 per year for 3 years.(

OGS - Ontario Graduate Scholarships are available for qualified *Canadian citizens and permanent residents of Canada as well as international students* who must have maintained a minimum average of "A-" (80%) for the last two years of study. The value of this scholarship is \$15,000 per year for 12 months. Application must be submitted on-line by March deadline. <http://www.sgs.utoronto.ca/currentstudents/Pages/Ontario-Graduate-Scholarship.aspx>

CGS M - Canadian Institutes of Health Research and Natural Sciences and Engineering Research Council of Canada

CGS Master Awards are available only to Canadian citizens and permanent residents in Canada with excellent academic record in the last two year of study (average $>80\%$), The value of the award is f\$17,500 per year for 1 year.

http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp

Ontario Student Opportunity Trust Fund (OSOTF) - The University has established a number of endowed awards through the Ontario Student Opportunity Trust Fund (OSOTF) program. Under the program every donated dollar was matched on a dollar-for-dollar basis by both the Government of Ontario and the University of Toronto. The OSOTF awards must be given to Ontario residents who are either Canadian citizens or permanent residents of Canada, on the basis of financial need as a primary selection criterion. OSOTF awards have additional selection criteria, including academic merit. Applicants must demonstrate

financial need by completing a U of T needs assessment form available from the Department.

QEII-GSST - This program is designed to encourage excellence in graduate studies in science and technology. The program is supported through funds provided by the Province of Ontario and by funds raised by the University of Toronto from the private sector. The OGSST program supports graduate students enrolled in research master's and doctoral programs in science and technology disciplines. Applicants must be either Canadian citizens or permanent residents to be eligible and must have maintained an overall average of at least A minus or equivalent during each of their last two full years of study at the postsecondary level.

External Scholarships - Some scholarships require students to directly apply to the granting agency. Whenever new scholarships become available, Louisa Kung will inform all graduate students via email.

III.6.2 **Loans, Grants and other Bursaries**

SGS Emergency Grant - The intent of the Emergency Grant Program is to assist currently registered, full-time, graduate students beyond their first year of study who generally are not part of the funded cohort and who encounter an unanticipated serious financial emergency. It is not considered to be a source of routine or long-term funding.

SGS Emergency Loan - The SGS Emergency Loan alleviates temporary cash flow problems for students who are expecting the release of funds in the near future (i.e., 30 to 120 days) from employment, a major award instalment, OSAP (Ontario Students' Assistance Program), teaching assistantship, or research assistantship payment, etc.

SGS Accessibility Grant - The SGS Accessibility Grant supports significant educational expenses not normally covered by the student, the graduate unit, provincial, or federal agencies. We recognize that each student's situation is unique and funding will be assessed on a case-by-case basis. The grant was established to assist with accommodations necessary to meet unexpected needs arising from the particular demands of the graduate program.

Masters Tuition Fee Bursary – The Master's Tuition Fee Bursary is a financial aid program aimed to assist students who are beyond the program length required for their degree and still have a minimal amount of work outstanding due to unanticipated factors beyond their control.

III.6.3 **Research and Teaching Assistantships**

For information concerning teaching and research assistantships, write directly to the Chair of the Department concerned giving full particulars of academic training and experience and routinely check department's notice boards, or login to:

<http://nutrisci.med.utoronto.ca/index.html>

Note: For more information regarding Financial Support please refer to www.sgs.utoronto.ca

III.7 Graduate Courses

All of the courses listed may not be offered every year (refer to the current Timetable). The Full School of Graduate Studies Calendar lists graduate courses is available at: www.sgs.utoronto.ca or may be obtained for a small fee in advance through their Student Services Office.

F - Designates a half course offered in the Fall term

S - Designates a half course offered in the Spring term

H - Designates a half course that may extend throughout both terms

Y - Designates a full course that is presented throughout both terms

NFS 1201H F - Public Health Nutrition

This lecture-discussion course focuses on food and nutrition problems in the setting of the general community. The course is designed to provide students with a basic understanding of theoretical and practical issues underpinning population-level assessment in nutrition and an appreciation of nutrition within the broader context of public health or 'population health'. Specific topics include the derivation and application of nutrient requirement estimates and nutrition recommendations, the measurement of food intake and food insecurity, and the development of individual- vs. population-based intervention strategies. Prerequisites: *Prior specialized knowledge in nutrition; basic statistics.*

NFS 1204Y - Master's Seminars in Nutritional Sciences

NFS 1304Y - Doctoral Seminars in Nutritional Sciences

A weekly program of introductory lectures followed by seminars given by students in our Department, for all graduate students registered in this Department only. (In addition, seminars given by staff and visiting professors are offered throughout the year.) All graduate students must participate. Reported on a Pass or Fail basis.

Attendance requirements: apply to full-time MSc students in the first two years of their program, part-time MSc students in the first four years of their program, and PhD students in the first four years of their program. Only under exceptional circumstances will these requirements be waived

Students who fail to achieve the minimum expected level of seminar attendance in any given year will be required to write a critical review of one seminar topic, selected from the list of seminars given in the year excluding seminars given by members of their supervisor's research group. The review paper should be 4,000 words in length, excluding tables, figures, and references. Papers are due on September 1, 2016 and should be submitted to the Graduate

Coordinator, Students who fail to submit a satisfactory paper will be denied credit for this course.

NFS 1208H F, 1209H S & 1210H F - Field Observation and Nutrition Program Laboratory I, II & III

The objective of these courses is to provide the student with an understanding of the variety of community programs and services in the area of nutrition and of approaches to the assessment of need and the planning and evaluation of such programs and services. Opportunities are provided for both on-site observation of operational programs and involvement in analytical tasks relevant to such programs. *Prerequisite: Permission of the Department. Enrolment is limited.*

Corequisite: NFS 1211S - Community Nutrition

NFS 1211H S - Community Nutrition

The purpose of this course is to identify, acquire and practice key skills required to work as a community nutritionist. Building on the exploration of the role of the community nutritionist that was conducted in NFS 1208 (Field Observation 1), we will identify essential community nutrition practice skills, begin to develop them, and apply them to practice situations. Some key skills have been identified through review of relevant literature, feedback from alumni and community partners and input from students. Students will also have the opportunity to identify and develop other skills relevant to their individual practice needs. Skill development will take place through the completion of 4 learning modules: 1) adult education; 2) program planning, implementation and evaluation; 3) communications; and 4) organizational development and leadership. The theme of reflective practice will run through all four modules.

Prerequisite: Permission of the Department. Enrolment is limited.

NFS 1212H F - Regulation of Food Composition, Health Claims and Safety

The Canadian food industry is producing new foods and food ingredients in response to consumer demand and lifestyle, new crops that offer advantages over traditional crops (*e.g.*, improved resilience against pathogens or environmental stressors or enhanced nutritional attributes), and functional foods for the maintenance of health and prevention of disease. The goal of this course is to provide students with an understanding of the regulatory frameworks that are in place to ensure a safe food supply and to ensure communications made in food labeling and advertising are not deceptive. Through a series of guests lectures from individuals in government, industry, and academia, students will be exposed to several aspects of scientific and regulatory affairs and will have a unique opportunity to interact and discuss topics with experts in a variety of fields. Students will be exposed to such topics as the structure and application of the Canadian Food and Drugs Act and Regulations, health claim and labelling requirements, study design and standards of evidence for regulatory submissions, and the roles of government, industry and academia in controlling food products in Canada and internationally. This course is an excellent opportunity for students to form networks with current subject matter experts, and to gain exposure to career opportunities in industry, government and academia.

NFS 1218H S - Recent Advances in Nutritional Sciences I – Nutrition and Cancer

The purpose of this course is to provide students with an overview of the role of nutrition in the etiology of cancer development. Introductory lectures will provide a background to the scientific principles of cancer development (*i.e.*, mechanisms of carcinogenesis, pathology) as well as an overview of study designs for conducting research programs of diet and cancer (*i.e.*, animal models, epidemiologic studies, use of biomarkers). This will be followed by a series of lectures

and discussion sessions on the role that foods and specific components of foods play in the development and progression of cancer at specific sites, including the colon, breast, and prostate. There will also be a chance for the graduate students to present the background of their proposed grant topic and to receive feedback from the group. The course will conclude with lectures on epigenetics and conducting studies of diet and cancer in high-risk populations.

NFS 1220H S - Clinical Nutrition

This course is concerned with the nutritional component of various clinical topics dealing both with normal physiological states such as pregnancy, growth and development and aging, and with disease states such as are encountered in the clinical setting. Emphasis is placed on the interrelationship between the concepts in nutritional/biological sciences and clinical medicine.

NFS 1221H F - Nutrition Programs and Strategies

This advanced course critically assesses various health promotion strategies and programmatic approaches that address the nutritional needs of population groups. The theoretical base and underlying assumptions of community programs will be examined and the appropriateness of the methods and strategies selected to address the identified nutrition problems will be assessed. Both acquisition of knowledge and development of skills are emphasized. *Prerequisite: NFS 1211S. Permission of the Department. Enrolment is limited.*

NFS 1223H S – Dietary Carbohydrate and Glycaemic Index in Health and Disease

The objective of the course is to enable students to obtain comprehensive and detailed understanding of dietary carbohydrates and the glycaemic index including the following: how dietary carbohydrates and glycaemic index are defined, the utility of measuring postprandial glucose and insulin responses, methodological issues involved in measuring glycaemic responses and glycaemic index, how the glycaemic index is applied in mixed meals, methodological issues involved in calculating the glycaemic index and glycaemic load of a diet, and the effect of altering the source and amount of dietary carbohydrate in health and disease, particularly in relation to obesity, insulin resistance, diabetes and cardiovascular disease. . *Prerequisite: Permission of the Department. Enrolment is limited.*

NFS1224H S – Nutritional Epidemiology

The overall objective of this course will be to provide students with a critical understanding of theoretical and practical considerations in the conduct of epidemiologic research related to nutrition. The focus will be on studies of the role of diet and nutrition in chronic disease (as opposed to food-borne infectious disease outbreaks and associated issues). The material will have a strong methodological emphasis, and is intended for graduate students with an interest in understanding how epidemiologic studies of diet and chronic disease are conducted. Specifically, students will be expected to gain a critical understanding of the design, conduct, analysis and interpretation of nutritional epidemiologic studies, including the usual methods applied for assessment of this exposure, familiarity with methodological issues related to nutritional epidemiologic studies such as the appropriateness of various study designs for specific research questions, and issues regarding data analysis and interpretation.

Permission of the Department

NFS 1225H – Nutrition and Metabolism (for MPH students only)

NFS 1301H - Directed Reading in Nutritional Sciences

A program of directed readings under the supervision of a staff member associated with and interested in the particular topic. This course is available only on a very selective basis, with consent of the staff member to be involved and the Department.

NFS 1484H F - Advanced Nutrition

Physiological and biochemical features of intermediary metabolism will be discussed as determinants of nutrient needs. The roles of various nutrients in determining the development and adaptability of the whole body, organs and cells will be addressed. The course will provide an introduction to the interpretation of research data.

III.8 Biostatistics Courses

Some suggestions for graduate students who would like to take one or two statistics courses:

In an effort to provide students with a few more options, we have reviewed the statistics course offerings in several departments on campus. Below are some notes on the results of our investigation. The courses described here are by no means the only courses you might want to consider - nor are they necessarily the best courses for your particular needs. The possibilities for graduate-level stats courses at the University of Toronto are many and varied, and comparative shopping is highly recommended.

School of Public Health

CHL7001H – Directed Reading: Data Analysis in Clinical and Population Health Research

CHL5201H - Biostatistics for Epidemiologists I

Introduction to statistical techniques and reasoning; descriptive and graphical methods, estimation, tests of hypotheses, applied to both means and proportions, in both paired and independent samples; simple linear regression, introduction to analysis of variance.

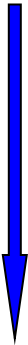
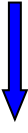
Department of Laboratory Medicine and Pathobiology

LMP1407H – Introductory Biostatistics and Clinical Epidemiology

The course is intended to provide a "user's guide" to biostatistics and the SPSS statistical software package. This course does not require previous experience in biostatistics, but rather is meant to introduce a broad audience of graduate students to statistical concepts. The aim is to develop an ability to understand the statistical implications of various experimental designs and hypotheses, and to analyze and present research results clearly and objectively.

III.8 Appeals

- 1. Discuss Document** - The general procedures followed in case of appeals regarding grades or substantive or procedural academic matters are: first, discuss the matter with the instructor/supervisor; if the dispute is not resolved, contact the Graduate Co-ordinator. If at this stage the matter is still unresolved, contact the Department Chair and review your case through a Departmental Appeals Committee. Instructions and form for appeal may be obtained from the Department Office Room FG316. The final stage is appeal to the SGS Graduate Appeals Committee. SGS Graduate Academic Appeals Board.
- 2. On the Road to an Appeal:**

Graduate Unit 	STUDENT
	INSTRUCTOR/SUPERVISOR
	GRADUATE CO-ORDINATOR
	CHAIR/DIRECTOR
	DEPARTMENTAL APPEALS COMMITTEE
SGS 	DIVISIONAL ASSOCIATE DEAN
	APPLICATIONS AND MEMORIALS COMMITTEE
Governing Council	ACADEMIC APPEALS COMMITTEE



DEPARTMENT OF

Nutritional Sciences

FACULTY OF MEDICINE
AT THE UNIVERSITY OF TORONTO



APPENDIXES

**Graduate Students
Handbook
2015-16**



Doctoral (MAsc/MSc/PhD) Graduate Student – Supervisor Agreement

Completion of this agreement is required annually, commencing before initial enrolment, for all doctoral (MAsc/MSc or PhD) students admitted to Graduate Departments in the Faculty of Medicine. Please read the terms and provisions carefully. Completion of this form indicates the intent of the student and supervisor to abide by these terms and provisions. This agreement will be in effect until completion of, or withdrawal from the program of study, or change in supervision.

A. GENERAL CONDITIONS OF SUPERVISION

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

<http://nutrisci.med.utoronto.ca/>

Students and supervisor should become familiar with the Guidelines for Supervision of Graduate Students. <http://www.sgs.utoronto.ca/currentstudents/Pages/Find-a-Supervisor.aspx>

Supervisor's Responsibilities

- The supervisor will direct the graduate program of the student facilitating timely completion of research, thesis writing and defense, in accordance with their Graduate Department's guidelines.
- The supervisor is expected to provide mentor-ship and serve as an academic role model.
- The supervisor and student together will recruit appropriate members for the graduate program advisory committee. The first meeting of the program advisory committee should occur within the first 6 months of initial registration and at least every 12 months following.
- The supervisor will ensure appropriate continuing supervision of the student during any leave of absence from the University, e.g., sabbatical.

Student's Responsibilities

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

School of Graduate Studies: <http://www.sgs.utoronto.ca/>

Standards of Professional Practice Behaviour for all Health Professional Students:
<http://www.governingcouncil.utoronto.ca/policies/ProBehaviourHealthProStu.htm>

- The student is responsible for preparing a research plan in consultation with their supervisor, and meeting with and reporting to the supervisor regularly.
- The student must continue to make adequate progress toward degree completion, documented by reports of the program advisory committee. Failure to have at least one program advisory committee meeting per year for full time students (or 1 meeting every 2 years for part time students) may result in loss of good academic standing.
- In the Department of Nutritional Sciences, the time to completion of the MSc should be within 2 years and the PhD within 4 years, including the time for thesis preparation and the final thesis defense.

B. RESEARCH SAFETY AND ETHICS

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

Research Involving Human Subjects/Animals:

The University of Toronto requires that all graduate student and faculty research involving human subjects be reviewed and approved by the relevant institutional Research Ethics Boards (REBs) before work can begin. Although research methodologies differ, the fundamental ethical issues and principles in research involving human subjects are common across all disciplines. The standards that must be met are set out in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2) (<http://www.pre.ethics.gc.ca/eng/index/>). This “living” document outlines the guidelines for research involving human subjects in Canada and is the creation of the three major Canada research councils (CIHR, NSERC, SSHRC).

Research Ethics: <http://www.research.utoronto.ca/for-researchers-administrators/ethics/>

Research Safety Involving Radioisotopes/Bio-hazardous Agents:

The supervisor is responsible for ensuring that relevant Occupational Health and Safety legislations and guidelines are communicated to the student and adhered to as proper laboratory and/or clinical practice. Students must attend appropriate training sessions (e.g., Laboratory Safety, Radioisotope Safety), as required by University or Research Institute policy. Supervisors are responsible for ensuring that such training is provided and undertaken by their students.

Environmental, Health and Safety: <http://www.ehs.utoronto.ca/services.htm>

Community Safety and Sexual Harassment Guidelines and Policies:

It is the goal of the University of Toronto to create an environment where students, faculty and staff can feel safe to learn, work and live. Below is the link to safety resources on campus.

<http://discover.utoronto.ca/student-life/safety>

The University of Toronto has specific guidelines and policies about sexual harassment covering students both on- and off-campus. The document below addresses the guidelines and policies that apply to Faculty of Medicine students whether they are located on campus or in the affiliated hospitals and research institutes.

<http://www.glse.utoronto.ca/policies-and-guidelines>

C. INTELLECTUAL PROPERTY

The student, supervisor and members of the supervisory committee are expected to be familiar with and to adhere to the most current University of Toronto and affiliated hospital guidelines and policies relating to graduate research that include, but are not limited to, the following documents.

Intellectual Property Guidelines:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Intellectual-Property.aspx>

Guidelines for Faculty of Medicine Graduate Students and Supervisors in the Context of Commercialization of Inventions Based on Thesis-Related Research:

<http://www.glse.utoronto.ca/policies-and-guidelines>

University of Toronto Policy on Inventions:

<http://www.governingcouncil.utoronto.ca/policies/invent.htm>

D. GRADUATE STUDENT STIPEND

The University of Toronto policy is that doctoral graduate students must receive minimum stipends during the normal graduate degree program duration, as outlined in the Graduate Unit's Funding Policy. If such support is not derived completely from external and internal fellowships or awards, then it is expected that the supervisor will provide the balance of support.

- The minimum stipend in the Department of Nutritional Sciences for full time MSc student is \$25,788.08 for 12 months; and the minimum stipend level for PhD students is \$27,828.08 for 12 months. Funding will be pro-rated to the number of months the student is registered in the 12-month academic year.
- Students receiving major, competitive, external awards (as defined by the Faculty) will receive a top-up of \$4,000. Students who receive an award of greater value than the total stipend plus \$4,000 will be ineligible for further top-up.
- In general, provided that he/she remains "in good standing", a student will be funded for the duration of his/her program. Funding is guaranteed for 2 years for full-time M.Sc. students. For PhD student funding is guaranteed for a minimum of 5 years, which includes 1 year as an MSc student. As appropriate, once the supervisory committee has agreed that the student has completed all necessary experiments need for writing his/her thesis, an MSc student will have a maximum of 4 months and a PhD student a maximum of 6 months in which to prepare the thesis and schedule a defense. The student will continue to be paid the total stipend during this period. If the defense is not scheduled within the four or six months, respectively, as described above, the student must apply for the Chair and/or Graduate Coordinator for an extension.
- In the case of a VISA student, the supervisor agrees to provide the minimum stipend of a domestic student (i.e., \$25,788.08 for MSc students and \$27,828.08 for PhD students) and are strongly encouraged to provide the differential fee for VISA students (i.e., approximately \$13,000).
- Salary earned as a Teaching Assistant is not part of the Graduate Student stipend in the Faculty of Medicine.
- It is strongly recommended that supervisors not employ their own students for duties related or unrelated to thesis research as conflict of interest between employee and employer falls outside the mandate of the student-supervisor relationship.
- Students are expected to compete for all relevant awards from external agencies (examples include but not limited to CIHR, OGS, NSERC, SSHRC), charitable foundations, as well as awards internal to the University including QEII-GSST and OSOTF awards. Indicate the awards applied to for the current academic year.
- A commercial or industrial sponsor supports the project that the student will partially or fully undertake:

Yes _____ No _____

If yes, Name of Sponsor: _____

Date of signing of the Research Contract between the sponsor and University or Research Institute:

Stipend Provision 2015-16:

The student and supervisor have agreed on the following full funding stipend package. Both student and supervisor are responsible for immediately notifying the Department of Nutritional Sciences of all revisions to the funding sources:

From: _____ to _____
DD-MM-YYYY DD-MM-YYYY

Amount: _____

Funding Source: _____

Please provide the name and contact information of the Financial Officer(s) administering your non-Graduate Department stipend funds:

Name: _____

Telephone: _____

E-mail address: _____

Hospital/Research Institute Name: _____

Or Clinical Department: _____

Sign off by student and supervisor.

_____ Student (print)	_____ Signature	_____ Date
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_____ Supervisor (print)	_____ Signature	_____ Date
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