



DEPARTMENT OF

Nutritional Sciences

FACULTY OF MEDICINE
AT THE UNIVERSITY OF TORONTO



Graduate Students Handbook 2019-20

**Published:
November 2019**

TABLE OF CONTENTS

	<u>Page Nos.</u>
Department Chair, Co-ordinator and Administrative Staff	5
Introduction (How to use this Handbook)	6
SECTION I - GENERAL INFORMATION for GRADUATE STUDIES	
I.1 University of Toronto Service	7
I.1.1 Food	7
I.1.2 Housing for Graduate Student	7
I.1.3 Athletic Centre	7
I.1.4 Disability Services for Students	7
I.1.5 Family Care Office	8
I.1.6 Day Care	8
I.1.7 Health Service and Drug Plan	8
I.1.8 Graduate Students' Union (GSU)	8
I.1.9 Graduate Center for Academic Communication	9
I.2 Departmental Information	9
I.2.1 Staff Lounge, Room 5243	9
I.2.2 Laboratories	9
I.2.3 Radioisotopes	10
I.2.4 Laboratory Equipment and Supplies	10
I.2.5 Office Supplies	10
I.2.6 Petty Cash/Expense Reimbursement	10
I.2.7 First Aid	11
I.2.8 Fire Alarm	11
I.2.9 Building Access and Keys	11
I.2.10 Telephones	11
I.2.11 Mail	11
I.2.12 Photocopying	12
I.2.13 Personal Valuables	12
I.2.14 Fax	12
I.2.15 Courier Service	12
I.2.16 Department Power Point Projector & Laptop Computer	13
I.2.17 Teaching Positions	13
SECTION II - GENERAL GRADUATE DEPARTMENT GUIDELINES	13
II.1 Guideline for Use of Meeting Rooms Available in Department	13
II.1.1 Scheduled Use	13
II.1.2 Inappropriate Use	13
II.1.3 Use of Alcohol	14

	<u>Page Nos.</u>
SECTION III - ACADEMIC INFORMATION	15
III.1 Administrative Structure	15
III.2 Faculty	16
III.3 Important Dates & Deadlines	17
III.4 Graduate Programs in the Department of Nutritional Sciences	17
III.4.1 Master of Sciences (M.Sc.) and Doctor of Philosophy (Ph.D.)	17
III.5 Tuition and Incidental Fees	18
III.6 Financial Support	19
III.6.1 Fellowships and Scholarships	19
III.6.2 Loans, Grants and other Bursaries	20
III.6.3 Research and Teaching Assistantships	21
III.7 Graduate Courses	21
III.8 Biostatistics Courses	23
III.9 Appeals	24

Appendices

Appendix A-Agreement of Supervision

Department Chair, Co-ordinator and Administrative Staff:

Dr. Deborah O'Connor:	Interim Chair, Department Room 5253, Phone 416.978.7235 E-mail: Deborah.oconnor@utoronto.ca
Dr. Valerie Tarasuk:	Graduate Co-ordinator, Student Affairs Room 5366, Phone 416.978.0618 E-mail: Valerie.tarasuk@utoronto.ca
Dr. Anthony Hanley:	Graduate Co-ordinator, Admissions & Awards Room 5366, Phone 416.978.3616 anthony.hanley@utoronto.ca
Ms. Slavica Jovanovic:	Business Manager Room 5261, Phone 416.978.3620 E-mail: slavica.jovanovic@utoronto.ca
Ms. Aneta Plaga:	Executive Assistant to the Chair Room 5253A, Phone 416.978.2422 E-mail: dns.chair@utoronto.ca
Mr. Diego Aguirre	Administrative Assistant Room 5255 E-mail: dns.admin@utoronto.ca
Ms. Louisa Kung:	Graduate Administrator Room 5255, Phone 416.978.6071 E-mail: louisa.kung@utoronto.ca
Mr. Ammar Masud:	Finance Assistant Room 5255, Phone 416.978.2747 E-mail: dns.financeoffice@utoronto.ca

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 Calendar. 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 Calendar at <https://sgs.calendar.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 5255 of the Medical Sciences 1 King's College Circle. 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 150, telephone 416.978.8045 or at <http://www.studentlife.utoronto.ca/hs> 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 5255).

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 Hart House events 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, 4th Floor, Suite 400. at 416-978-8060
Web: <http://www.studentlife.utoronto.ca/as> 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://familycare.utoronto.ca/childcare/>

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. <https://www.studentlife.utoronto.ca/hwc>
- 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 **Graduate Center for Academic Communication**

Graduate students need to be able to communicate sophisticated information to sophisticated audiences. As you prepare to attend your first conference, to write your first proposal, or to publish your first paper, you will need stronger communication skills than those needed in undergraduate work. By emphasizing professional development rather than remediation, GCAC can help you cultivate the ability to diagnose and address the weaknesses in your oral and written work.

GCAC offers five types of support designed to target the needs of both native and non-native speakers of English: non-credit courses, single-session workshops, individual writing consultations, writing intensives, and a list of additional resources for academic writing and speaking.

<http://www.sgs.utoronto.ca/currentstudents/Pages/GCAC.aspx>

I.2 **Departmental Information**

I.2.1 **Staff Lounge, Room 5243**

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 **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 5261) 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 Ammar Masud/Slavica Jovanovic (Room 5255/5261). 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.2.7 **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 Jovanovic. 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 Jovanovic's Office.

I.2.8 **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.2.9 **Building Access and Keys**

The Medical Science 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 Medical Science Building, please contact Mr. Ammar Masud (Room5255). For departmental room keys a \$10.00 refundable deposit per key. Please see Anthony in Room 5255 for further information and forms.

I.2.10 **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.

I.2.11 **Mail**

All mail delivered to staff and students will be placed in the appropriate mail slots. The mail boxes are located in Room 5327.

For Graduate Students: A mail box has been set up for each lab if the supervisor is located at the Medical Science Building. The mail box is in Room 5327. 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 mail room, Room 5327. 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.2.12 **Photocopying**

The Department machine is located in Room 5327 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.2.13 **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.2.14 **Fax**

The fax machine is located in the Chair' office, Room 5253. 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.2.15 **Courier Service**

Procedures for sending items by courier are as follows:

- a) Obtain a Bill of Lading form for the appropriate courier from the Chair's Executive Assistant 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.2.16 Department Power Point Projector & Laptop Computer

To reserve the Power Point Projector and Laptop Computer please contact the main office (MS5255) well in advance.

I.2.17 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 MS5255, and is also published on the department website: <http://nutrisci.med.utoronto.ca/job-opportunities>. 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 5254 and 5337 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, qualifying 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.

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.

SECTION III - ACADEMIC INFORMATION

III.1 Administrative Structure

SCHOOL OF GRADUATE STUDIES:  **1. SGS Council**

Dean:	Joshua Barker
Vice-Dean, Programs and Innovation	Gretchen Kerr
Vice-Dean, Students	Charmaine Williams

GRADUATE DEPARTMENT OF NUTRITIONAL SCIENCES:

INTERIM DEPARTMENT CHAIR:	D. O'Connor
GRADUATE CO-ORDINATOR (Students Affairs):	V. Tarasuk
GRADUATE CO-ORDINATOR (Admissions & Awards)	A. Hanley
Graduate Affairs Committee:	V. Tarasuk, Chair
Qualifying Exam Committee:	V. Tarasuk, Chair
DEPARTMENT SUPPORT STAFF:	L. Kung, Graduate Administrator

SUPERVISOR:



Graduate Student Advisory Committee (each student)

STUDENT:



*Within the Department, the Dept. Chair has final authority on graduate matters.
The Graduate Affairs Committee advises on policies.
The Graduate Co-ordinator implements.*

III.2 Graduate Staff Department of Nutritional Sciences

Interim Chair:

Dr. Deborah O'Connor

Graduate Co-ordinator (Student Affairs):

Dr. Valerie Tarauk

Graduate Co-ordinator (Admissions & Awards)

Dr. Anthony Hanley

Academic Staff (Core Faculty)

Dr. G. Harvey Anderson, Professor
Dr. Richard Bazinet, Associate Professor
Dr. Michael Archer, Professor Emeritus
Dr. W. Robert Bruce, Professor Emeritus
Dr. Elena Comelli, Associate Professor
Dr. Ahmed El-Sohemy, Professor
Dr. Carol Greenwood, Professor Emeritus
Dr. Anthony Hanley, Professor
Dr. David Jenkins, Professor
Dr. Magdalena Krondl, Professor Emeritus
Dr. Mary L'Abbe, Professor
Dr. Vasanti Malik, Assistant Professor
Dr. Deborah O'Connor, Professor
Dr. Venketeshwer (Venket) Rao, Professor Emeritus
Dr. Valerie Tarasuk, Professor
Dr. Lilian Thompson, Professor Emeritus
Dr. Thomas Wolever, Professor Emeritus

Cross-Appointed Staff

Dr. Elsayed Abdelaal, Adjunct Professor
Dr. Johane Allard, Professor
Dr. JoAnne Arcand, Assistant Professor
Dr. Robert Bandsma, Assistant Professor
Dr. Zulfiqar Bhutta, Professor
Dr. Catherine Birken, Associate Professor
Dr. Glenda Courtney-Martin, Assistant Professor
Dr. Russell de Souza, Associate Professor
Dr. Bibiana Garcia-Bailo, Adjunct Professor
Dr. Jill Hamilton, Assistant Professor
Dr. Khursheed Jeejebhoy, Professor
Dr. Robert Josse, Professor
Dr. Joanne Kotsopoulos, Associate Professor
Dr. Lawrence Leiter, Professor
Dr. Anthony Levitt, Associate Professor
Dr. David Ma, Associate Professor
Dr. Jonathon Maguire, Associate Professor
Dr. Brian McCrindle, Professor
Dr. Steven Narod, Professor
Dr. Zdenka Pausova, Professor
Dr. Paul Pencharz, Professor Emeritus
Dr. Daniel Roth, Associate Professor
Dr. Philip Sherman, Professor
Dr. Dan Sellen, Professor
Dr. Christopher Tomlinson, Assistant Professor

Location

Agriculture and Agri-Food Canada
Toronto General Hospital
University of Ontario Institute Technology
Hospital for Sick Children
Hospital for Sick Children
Hospital for Sick Children
Hospital for Sick Children
McMaster University
General Mills
Hospital for Sick Children
St. Michael's Hospital
St. Michael's Hospital
Women's College Research Institute
St. Michael's Hospital
Sunnybrook Health Science Centre
University of Guelph
St. Michael's Hospital
Hospital for Sick Children
Women's College Research Institute
Hospital for Sick Children
Hospital for Sick Children
Hospital for Sick Children
Hospital for Sick Children
Dept of Anthropology
Hospital for Sick Children

Dr. Sharon Unger, Associate Professor
Dr. Vladimir Vuksan, Professor
Dr. Wendy Ward, Associate Professor
Dr. Stanley Zlotkin, Professor

Hospital for Sick Children
St. Michael's Hospital
Brock University
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 2019-2020

<https://www.sgs.utoronto.ca/academic-progress/sessional-dates/>

III.4 Graduate Programs in the Department of Nutritional Sciences

III.4.1 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.

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 <https://www.sgs.utoronto.ca/admissions/graduate-fees/>

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: <https://www.studentlife.utoronto.ca/cie/uhip>. The UHIP Office at the Center for International Experience, 33 St. George Street, Cumberland House.

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 (ACORN).

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 5th 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 15 or January 12 (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** 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>

CGS Doctoral (CIHR/ NSERC/ SSHRC) Competition

Scholarships are available only to Canadian citizen or a permanent resident of Canada.

Refer to the appropriate literature for for [CIHR](#), [NSERC](#) and [SSHRC](#) for further details on the agency specific doctoral awards as eligibility requirements may vary.

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/Pages/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 SGS Emergency Grant program aims to assist currently registered, full-time graduate students who encounter an unanticipated serious financial emergency. The grant is intended to help provide immediate short-term relief of such financial need and is not intended as a source of long-term funding. Students should also

consult the information on [SGS Emergency Loans](#) which may be appropriate depending on the situation.

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 Parent Grant - The SGS Parental Grant program aims to provide financial support to research-stream doctoral students within the funded cohort who experience a loss or reduction in funding as the result of taking an approved parental leave of absence at the time of birth or adoption in order to provide full-time care during a child's first year (see [SGS Leave of Absence Policy](#)). The total amount of the Parental Grant will be calculated based on other non-employment related supplemental funding the student may have available.

SGS Master's Completion 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/job-http://nutrisci.med.utoronto.ca/job-opportunities>

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. Permission of the Department*

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, 2020 and should be submitted to the Graduate Coordinator, Students who fail to submit a satisfactory paper will be denied credit for this course.

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.

Permission of the Department

NFS 1218H S - Recent Advances in Nutritional Sciences I

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.

Permission of the Department

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. Enrolment is limited

NFS 1226H S – 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 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



CHL5201H - Biostatistics 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.

III.9 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



Nutritional Sciences UNIVERSITY OF TORONTO

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

Completion of this agreement is required annually, commencing before initial enrolment, for all doctoral (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 supervisors 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 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 (TCPS 2) (<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.

Biosafety Training Requirement (NEW)

Effective 2019-2020, any graduate students in the Faculty of Medicine, who fall into at least one of the two categories below, MUST complete the **Laboratory Biosafety Training course** (EHS601 <https://q.utoronto.ca/enroll/PCYPCJ>) and co-requisite **WHMIS course** (EHS101 <https://q.utoronto.ca/enroll/L88RA6>) offered by the University of Toronto.

<http://www.glse.utoronto.ca/biosafety-training-requirement>

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.

<https://www.studentlife.utoronto.ca/be-safe>

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/code-conduct>

C. INTELLECTUAL PROPERTY

The student and the faculty members are expected to be familiar with and to adhere to the most current University of Toronto 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/code-conduct>

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 \$27,417.65 for 12 months; and the minimum stipend level for PhD students is \$29,592.20 for 12 months. Funding will be pro-rated to the number of months the student is registered in the 12-month academic year.
- In general, provided that the student 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. PhD stream students are guaranteed student stipend funding for a minimum of 5 years, which includes 1 year as an MSc student (i.e., transfer from MSc to PhD students); for those with a relevant Master’s degree, the PhD funding is guaranteed for 4 years. As appropriate, once the supervisory committee has agreed that the student has completed all necessary experiments needed 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 to the Chair and/or Graduate Coordinator for an extension.
- Salary earned as a Teaching Assistant is not part of the Graduate Student stipend in the Faculty of Medicine.
- In the case of a VISA student, the International PhD students are subject to the same tuition fees as domestic PhD students. The funding is \$30,228.20 (UHIP \$636). For MSc students, the supervisor agrees to provide the minimum stipend of a domestic student (i.e., \$28,053.65) and provide the differential fee for VISA students (i.e., approximately \$18,196).
- 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 2019-20:

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: _____

Sign off by student and supervisor.

Student (print)

Signature

Date

Supervisor (print)

Signature

Date