

# Graduate Department of Public Health Sciences Student Handbook

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*2014 - 2015*

## Table of Contents

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1. DLSPH Vision and Mission Statement .....	5
2. Graduate Department of Public Health Sciences.....	5
3. Other Important DLSPH Contacts .....	5
4. Degree Programs Offered and Contact Information .....	6
4.1. Master of Public Health (MPH) .....	6
4.2. Master of Sciences (MSc).....	7
4.3. Master of Science in Community Health (MScCH) .....	7
4.4. Doctor of Philosophy (PhD).....	9
5. Collaborative Programs.....	9
6. Other Educational Opportunities.....	10
6.1. Global Health Emphasis .....	10
6.2. Strategic Training Program in Public Health Policy.....	10
6.3. Strategic Training for Advanced Genetic Epidemiology (CIHR STAGE).....	10
7. Registration Information.....	10
7.1. Get Started.....	10
7.2. Registration (Fee Payment).....	11
7.3. Enrolment .....	12
8. Attendance Status.....	14
8.1. Full-Time, Part-Time, Flex-Time Studies .....	14
8.2. Request to Change Status .....	15
9. Financial Matters.....	15
9.1. Minimum Degree Fee .....	15
9.2. Fees for Students in the Final Year .....	15
9.3. Financial Assistance .....	16
10. Student Awards and Funding Opportunities .....	16
10.2. Teaching Assistant and Research Assistant Opportunities .....	16
10.3. Professional Master's Bursary .....	16
10.4. DLSPH School Awards .....	17
10.5. Public Health Alumni Association (PHAA) Travel Award.....	17
10.6. Other Funding Resources.....	17

10.7. What to do once you have received an award? .....	17
11. University of Toronto Policies .....	17
12. School of Graduate Studies (SGS) Policies .....	17
12.1. Time Limit of Degrees .....	17
12.2. Program Extensions .....	18
12.3. Course Work Extensions .....	18
12.4. Academic Appeals .....	18
12.5. Off-Campus Registration/Study Abroad .....	18
12.6. Leaves of Absence.....	18
12.7. Withdrawal from Program.....	19
13. Dalla Lana School of Public Health Policies.....	19
13.1. PhD Full Funding Policy.....	19
13.2. Statement on Good Academic Standing and Satisfactory Progress in the GDPHS.....	19
13.3. Policy on Space within DLSPH - Student Space Allocation Guidelines.....	20
14. Academic Resources .....	22
14.1. SGS Graduate Professional Skills Program (GPS) .....	22
14.2. English Language and Writing Support (ELWS).....	22
14.4. Information Commons.....	23
14.5. DLSPH Workshops.....	23
15. Health and Wellness .....	23
15.1. Health Services.....	23
15.2. Counselling and Psychological Services (CAPS).....	23
15.3. Health Insurance .....	23
16. Student Life Programs and Services.....	24
16.1. Accessibility Services.....	24
16.2. Campus Map .....	24
16.3. Community Safety.....	24
16.4. Exercise Facilities .....	24
16.5. Family Care.....	24
16.6. Early Learning Centre.....	24
16.7. Graduate Students' Union (GSU) .....	24
16.8. Libraries.....	24

16.9. Student Housing.....	24
17. Getting Involved.....	24
17.1. Public Health Students' Association (PHSA) .....	24
17.2. Public Health Alumni Association (PHAA).....	25
17.3. ULife .....	25
18. Available Discounts for Graduate Students .....	25
18.1. TTC and Go Transit Discounts .....	25
18.2. Grad Escapes .....	25
19. Information for International Students .....	25
19.1. Centre for International Experience .....	25
19.2. Working in Canada.....	25

## 1. DLSPH Vision and Mission Statement

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**Vision:** Our graduate programs develop and advance the public health workforce through research, education and practice.

**Mission:** Built on a foundation of core competencies, students will acquire disciplinary expertise and the skills to collaborate with other disciplines in a variety of Canadian and international settings.

## 2. Graduate Department of Public Health Sciences

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The Graduate Department of Public Health Sciences, within the Dalla Lana School of Public Health (DLSPH), is responsible for the administration of policies and procedures regarding graduate studies established by the School of Graduate Studies (SGS). We are located on the St. George Campus of the University of Toronto at

155 College Street, 6<sup>th</sup> Floor, Ste. 620  
Toronto, ON  
M5T 3M7  
[www.dlsp.utoronto.ca](http://www.dlsp.utoronto.ca)

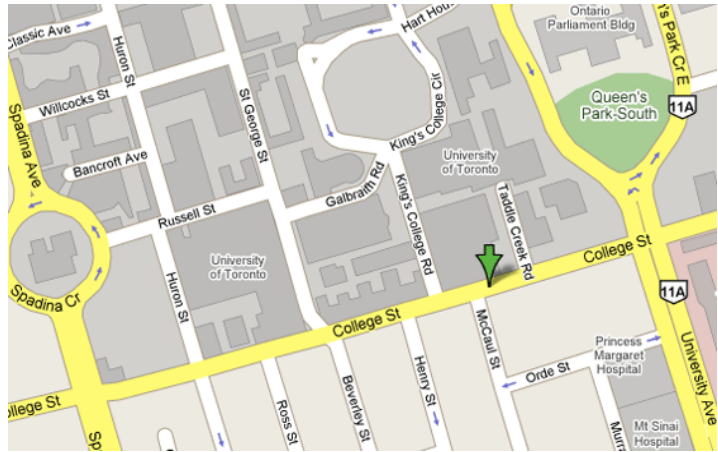
### Hours of Operation

September 1 – June 30

Monday – Friday, 8:45am to 5:00pm

July 1 – August 31

Monday – Friday: 8:45am to 4:30pm



### General Inquiries

		<b>416-978-2058</b>	<a href="mailto:dlsp.grad@utoronto.ca">dlsp.grad@utoronto.ca</a>
Prof. Andrea Sass-Kortsak	Assoc Dean/Graduate Coordinator	416-978-5451	<a href="mailto:a.sass@utoronto.ca">a.sass@utoronto.ca</a>
Prof. Ann Fox	Graduate Coordinator	416-978-3617	<a href="mailto:ann.fox@utoronto.ca">ann.fox@utoronto.ca</a>
Rachel Zulla	Graduate Affairs Administrator	416-978-8386	<a href="mailto:rachel.zulla@utoronto.ca">rachel.zulla@utoronto.ca</a>
Julie Foisy	Practicum Placement & External Relations Officer	416-978-8844	<a href="mailto:practicum.dlsp@utoronto.ca">practicum.dlsp@utoronto.ca</a>
Joan Kwan	Graduate Officer	416-978-1552	<a href="mailto:joan.kwan@utoronto.ca">joan.kwan@utoronto.ca</a>
Ellen Sokoloff	Information & Data Management Officer	416-978-8559	<a href="mailto:e.sokoloff@utoronto.ca">e.sokoloff@utoronto.ca</a>
Diane Tang	Graduate Assistant	416-978-0901	<a href="mailto:diane.tang@utoronto.ca">diane.tang@utoronto.ca</a>
Vanessa Anievas	Graduate Assistant	416-978-0901	<a href="mailto:v.anievas@utoronto.ca">v.anievas@utoronto.ca</a>

## 3. Other Important DLSPH Contacts

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Dr. Howard Hu	Dean		<a href="mailto:dean.dlsp@utoronto.ca">dean.dlsp@utoronto.ca</a>
Melodie Buhagiar	Executive Assistant to the Dean	416-978-5253	<a href="mailto:dean.dlsp@utoronto.ca">dean.dlsp@utoronto.ca</a>
Mavic Galicia	Scheduling Assistant to the Dean	416-978-1841	<a href="mailto:dean.dlsp@utoronto.ca">dean.dlsp@utoronto.ca</a>

Robin Hurst	Manager, Business and Administration	416-978-6227	<a href="mailto:robin.hurst@utoronto.ca">robin.hurst@utoronto.ca</a>
Airie Santiago	Finance Administrator (TA payroll, awards paid thru HRIS)	416-978-8560	<a href="mailto:aidarita.santiago@utoronto.ca">aidarita.santiago@utoronto.ca</a>
Madeline Salazar	Financial Assistant (expense reimbursements)	416-978-1714	<a href="mailto:madeline.salazar@utoronto.ca">madeline.salazar@utoronto.ca</a>

#### 4. Degree Programs Offered and Contact Information

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DLSPH offers [4 degree programs](#), each with its own field of study.

##### 4.1. Master of Public Health (MPH)

###### Community Nutrition

This field provides advanced level preparation in community nutrition practice and entry level preparation in general dietetics. The entry level component has been accredited by the Dietitians of Canada and graduates of the MPH are eligible for membership in Dietitians of Canada and other provincial regulatory bodies such as the College of Dietitians of Ontario. An [Advanced Standing Option](#) is also available to practicing registered dietitians, especially those living in northern and rural communities, who wish to enhance their understanding of public health theory and approaches.

###### Contacts

Prof. Ann Fox	416-978-3617	<a href="mailto:ann.fox@utoronto.ca">ann.fox@utoronto.ca</a>
Charna Gord	416-978-2345	<a href="mailto:charna.gord@utoronto.ca">charna.gord@utoronto.ca</a>

###### Epidemiology

The MPH program in Epidemiology provides a solid base in epidemiological methods, an understanding of the breadth of community health and opportunities for applied experiential learning in epidemiologic practice, research and policy.

###### Contacts

Prof. Susan Bondy	416-978-0141	<a href="mailto:sue.bondy@utoronto.ca">sue.bondy@utoronto.ca</a>
Matilda Kong (Admin support)	416-978-7213	<a href="mailto:epi.dlsph@utoronto.ca">epi.dlsph@utoronto.ca</a>

###### Family and Community Medicine

The solid grounding in public health provided with this MPH will give family physicians and other primary care health professionals the knowledge and skills to employ in future professional work related to public health. The degree will also assist learners in becoming more effective educators, scholars, and leaders in their respective clinical areas.

###### Contacts

Dr. Curtis Handford	416-978-1914	<a href="mailto:curtis.handford@utoronto.ca">curtis.handford@utoronto.ca</a>
Admin support	416-978-1914	<a href="mailto:familymed.grad@utoronto.ca">familymed.grad@utoronto.ca</a>

###### Occupational and Environmental Health

This MPH program offers two streams: Professional or Research. The objective of the professional degree is to train occupational hygiene professionals to anticipate, identify, assess, and manage risks to health posed by hazardous

materials, agents and processes. Although the focus is the occupational environment, graduates can also apply these principles in non-occupational settings within built environments. The objective of the MPH Occupational and Environmental Health research option is to provide training to students who wish to pursue a research career in occupational and/or environmental health.

#### Contacts

Prof. Paul Bozek	416-978-6236	<a href="mailto:p.bozek@utoronto.ca">p.bozek@utoronto.ca</a>
Admin support	416-978-5883	<a href="mailto:oeht.dlsph@utoronto.ca">oeht.dlsph@utoronto.ca</a>

#### **Social and Behavioural Health Sciences (Health Promotion)**

In this field, an explicitly social science perspective is taken to address issues related to the health of individuals, communities and populations. In particular, special attention is given to identifying, understanding and addressing the societal and personal determinants of health. In responding to a very broad spectrum of health-related issues, attention is given to an array of mutually reinforcing health promotion and public health strategies, including: health education and communications, community development, the role of organizational development and change, health advocacy, and the development of health promoting public policy.

#### Contacts

Prof. Charlotte Lombardo	416-978-6873	<a href="mailto:c.lombardo@utoronto.ca">c.lombardo@utoronto.ca</a>
Marija Vasilevska (Admin support)	416-978-7645	<a href="mailto:sbhs.dlsph@utoronto.ca">sbhs.dlsph@utoronto.ca</a>

### **4.2. Master of Sciences (MSc)**

#### **Biostatistics**

Biostatistics involves the development and application of statistical methodology to further our understanding of data arising in public health, health sciences and biology. The curriculum covers data analysis, mathematical statistics, classical and modern methods in linear and non-linear models and survival analysis. Students may choose from a collection of more specialized topics such as Bayesian methods, statistical methods application to genetics and computer, intensive techniques.

#### Contacts

Prof. Wendy Lou	416-946-7804	<a href="mailto:wendy.lou@utoronto.ca">wendy.lou@utoronto.ca</a>
Marianne Tam (Admin support)	416-978-6961	<a href="mailto:biostat.dlsph@utoronto.ca">biostat.dlsph@utoronto.ca</a>

### **4.3. Master of Science in Community Health (MScCH)**

#### **Addictions and Mental Health**

This program is intended for highly academically and professionally qualified individuals in established health professions who are seeking graduate level training in this field.

#### Contact

Prof. Robert Mann	(416) 535-8501 x 4496	<a href="mailto:robert_mann@camh.net">robert_mann@camh.net</a>
Prof. Christine Wickens	(416) 535-8501 x 34711	<a href="mailto:christine.wickens@camh.ca">christine.wickens@camh.ca</a>

### **Family and Community Medicine**

This MScCH Program offers family physicians and other primary care health professionals the knowledge and skills to employ in future professional work related to public health.

#### Contacts

Dr. Curtis Handford	416-978-1914	<a href="mailto:curtis.handford@utoronto.ca">curtis.handford@utoronto.ca</a>
Admin support	416-978-1914	<a href="mailto:familymed.grad@utoronto.ca">familymed.grad@utoronto.ca</a>

### **Health Practitioner Teacher Education**

Health Practitioner Teacher Education (HPTE) is an area of growing interest as the expectation for skills training in pedagogy and certification of teaching become the norm for university health instructors around the world. This MScCH program addresses the practical high quality education needs of health professionals locally, nationally and internationally.

#### Contacts

Dr. Abbas Ghavam-Rassoul	416-864-3096	<a href="mailto:ghavamrassoula@smh.toronto.on.ca">ghavamrassoula@smh.toronto.on.ca</a>
Admin support	416-978-1914	<a href="mailto:familymed.grad@utoronto.ca">familymed.grad@utoronto.ca</a>

### **Occupational Healthcare**

The MScCH in Occupational Health Care (OHC) provides academic training in occupational health for health care professionals working in the field of occupational health. The program is intended for physicians practicing occupational medicine but it may also be taken by nurses, physiotherapists, occupational therapists and other health care professionals working in occupational health

#### Contacts

Dr. Linn Holness	416- 864-5074	<a href="mailto:holnessl@smh.toronto.on.ca">holnessl@smh.toronto.on.ca</a>
Admin support	416-978-5883	<a href="mailto:oeht.dlsph@utoronto.ca">oeht.dlsph@utoronto.ca</a>

### **Wound Prevention and Care**

Wounds are common in chronic illnesses such as diabetes and are major factors affecting the increasing need for home care and inappropriate long term use of acute care beds around the world. New knowledge is rapidly transforming the management of this costly and growing health problem. This program will provide clinicians, from a variety of professional disciplines, with the skills to effectively convey new approaches in wound care to their colleagues and students.

#### Contacts

Dr. Gary Sibbald	<a href="mailto:gary.sibbald@utoronto.ca">gary.sibbald@utoronto.ca</a>
Dr. Morty Eisenberg	<a href="mailto:m.eisenberg@utoronto.ca">m.eisenberg@utoronto.ca</a>
Grace Modelski (Admin support)	<a href="mailto:iiwccmodules@gmail.com">iiwccmodules@gmail.com</a>



#### 4.4. Doctor of Philosophy (PhD)

##### Biostatistics

Graduates from the Biostatistics Division will be well suited to work as independent researchers within a university setting, and to take a leadership or supervisory role in university research institutes, government departments, hospitals, pharmaceutical/health corporations, and other health agencies such as cancer research units.

##### Contacts

Prof. Wendy Lou	416-946-7804	<a href="mailto:wendy.lou@utoronto.ca">wendy.lou@utoronto.ca</a>
Marianne Tam (Admin support)	416-978-6961	<a href="mailto:biostat.dlsph@utoronto.ca">biostat.dlsph@utoronto.ca</a>

##### Epidemiology

This program aims to develop excellent epidemiologists, able to work, teach and conduct research on contributors to health; disease, disability and death; and effective measures of prevention. The overall goal of the program is to enable graduates to acquire the necessary scientific knowledge and methodological skills to become independent researchers in epidemiology.

##### Contacts

Prof. Nancy Kreiger	416-978-7523	<a href="mailto:nancy.kreiger@utoronto.ca">nancy.kreiger@utoronto.ca</a>
Matilda Kong (Admin support)	416-978-7213	<a href="mailto:epi.dlsph@utoronto.ca">epi.dlsph@utoronto.ca</a>

##### Social Behavioural Health Sciences

The PhD course of study includes a set of common requirements with flexibility to enable the student to pursue a unique learning experience tailored to his/her learning needs and research problem focus. The program permits students to pursue their area of interest from different levels of understanding and theoretical perspectives. The program enables students to take advantage of what the university/program faculty has to offer, and assists them in tailoring their studies according to their own experiences, scholarly interests, career direction and aspirations.

##### Contacts

Prof. Liviana Calzavara	416-978-4643	<a href="mailto:liviana.calzavara@utoronto.ca">liviana.calzavara@utoronto.ca</a>
Marija Vasilevska (Admin support)	416-978-7645	<a href="mailto:sbhs.dlsph@utoronto.ca">sbhs.dlsph@utoronto.ca</a>

#### 5. Collaborative Programs

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DLSPH participates in 14 Collaborative programs:

- [Aboriginal Health](#)
- [Addiction Studies](#)
- [Aging, Palliative and Supportive Care Across the Life Course](#)
- [Bioethics](#)
- [Community Development](#)
- [Environment and Health](#)
- [Global Health](#)
- [Health Care, Technology, and Place](#)
- [Health Services and Policy Research](#)
- [Public Health Policy](#)
- [Resuscitation Sciences](#)
- [Sexual Diversity Studies](#)
- [Women and Gender Studies](#)
- [Women's Health](#)

## 6. Other Educational Opportunities

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### 6.1. Global Health Emphasis

To meet student demand, reflect the scholarly content of our international academic endeavours, and meet expectations of various employment sectors which now demand a global perspective on health and disease, DLSPH offers the [Global Health Emphasis](#) at the Master's level. The objective of the *Global Health Emphasis* is to provide students with a global health perspective that will enable them to apply their basic discipline skills in a global health setting or to a global health problem.

#### Contacts

Prof. Suzanne Jackson	416-978-1100	<a href="mailto:Suzanne.jackson@utoronto.ca">Suzanne.jackson@utoronto.ca</a>
Admin support	416-978-7909	<a href="mailto:ighei.dlsph@utoronto.ca">ighei.dlsph@utoronto.ca</a>

### 6.2. Strategic Training Program in Public Health Policy

The Strategic Training Program in Public Health Policy provides a platform for acquiring knowledge, skills and experience related to public health policy. Please note that this is not a degree-granting program. The final cohort of Public Health Policy Fellows will complete their training during the 2014-15 academic year.

### 6.3. Strategic Training for Advanced Genetic Epidemiology (CIHR STAGE)

The [CIHR STAGE](#) offers a new training and career development opportunities designed to cross-train individuals at the interface of genetics and population health sciences in genetic epidemiology and statistical genetics—two disciplines currently facing a massive shortage of qualified individuals in Canada and elsewhere. The overall goal is to improve prevention and management of complex diseases by increasing capacity in genetic epidemiology and statistical genetics research. Please note that this is not a degree-granting program.

#### Contacts

Esther Berzunza	416-946-7244	<a href="mailto:esther.berzunza@utoronto.ca">esther.berzunza@utoronto.ca</a>
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## 7. Registration Information

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### 7.1. Get Started

All incoming students are encouraged to visit the [Information for Incoming Students](#) webpage on the DLSPH website. This site provides information about such things as fees, TCard, campus maps, ROSI, and the mandatory first course for all incoming students - CHL5004H: Introduction to Public Health Sciences.

#### T-Card

All students must obtain a T-Card, which serves as a student photo ID and library card. T-Cards are issued at Robarts Library, 130 St. George St., Room 2054A. If you are a new student or returning student who lost your card, you will need to bring your Offer of Admission and valid photo ID (e.g. drivers licence) to obtain a T-Card.

We advise that you obtain your T-Card as soon as possible, ideally during the summer, to avoid line-ups in September. For further information, what documents to bring and hours of service, please contact the [T-Card office](#).

#### UTORid

The T-Card office will also provide you with your UTORid and the 'Activation Key' required for you to *activate* it. Visit <http://www.utorid.utoronto.ca> to activate your UTORid and then create your University-issued email (UTmail+) account. The University will deliver official correspondence to you via your University-issued email address. Your UTORid is also required for access to the University's student portal - [Blackboard Learning Management System](#). Please remember to update your new U of T email address, and other contact information, in ROSI.

## **Student Web Service (SWS) and Repository of Student Information (ROSI)**

[ROSI](#) contains data relating to your personal and academic information at the University of Toronto. Students are required to keep their personal information up-to-date at all times and to report any anomalies in the academic record to the Graduate Office. Since this is an automated, university-wide system, adherence to the instructions and deadlines is critical. Take some time to explore and get acquainted.

Here's what ROSI can do for you:

- Change PIN [Personal Identification Number]
- View/Change address, telephone number, e-mail address
- View/Print Fee Invoice
- Request to 'Register without Payment' (OSAP recipients and PhD students in the funded cohort)
- Enter bank information for direct deposit of award funds
- Request/Drop courses
- View current courses or course request status
- View academic history
- View final grades
- View financial account information
- Print 'Educational Credit' tax forms (T2202A)
- Order transcripts
- Order graduation tickets

We strongly recommend that students check their profile, financial account, and academic information on ROSI before the end of August and regularly thereafter.

### **7.2. Registration (Fee Payment)**

All students are expected to register prior to the commencement of their program and at the beginning of each subsequent academic year (in September) until all program requirements are completed.

It is the **student's responsibility** to ensure that they are registered, through one of the following methods, by the registration deadline (early-September) of every academic year

- pay at least the minimum academic and incidental fee; or
- Request to 'Register without Payment' (Fee Deferral)

#### **Making a Fee Payment**

Logon to [ROSI](#) to review and print your invoice. Fee payments are made at your financial institution. Your payment should amount to at least the 'Minimum Payment to Register' as indicated on your invoice. This amount is usually equivalent to 65% of the total tuition and incidental fees for the academic year. We recommend that you make your payment (**by the last Friday in August**) at least 10 business days prior to the registration deadline, in **mid-September**, to allow time for the payment to be processed and received by the university.

***If your payment is less than the full fee, you will be subject to a monthly service charge of 1.5% compounded (19.56% per annum), assessed as of the 15th of every month, beginning in November.***

#### **Request to Register without Payment**

Students who hold a funding package and are part of the DLSPH funded cohort (Full-time PhD students in years 1-5) are able to 'Register without Payment' (defer payment of tuition fees) in [ROSI](#) clicking on the '[OSAP/Govt/Grad Deferral](#)' button in the *Financial Account* page. If you are unable to access this function, please contact the Graduate Office *before* the registration deadline.

If you are receiving OSAP, other Provincial loans or US Government loans, you may *temporarily* defer your fees, via [ROSI](#), before the registration deadline. A fee payment **must** be made by October 31<sup>st</sup>. Monthly service charges will be applied to outstanding balances starting November 15<sup>th</sup> as above.

If you are not part of the funded cohort (i.e. Master's students), but are receiving a major award (i.e. OGS, CIHR or SSHRC), you may be eligible to defer payment of tuition conditional on the following:

- You must receive a funding package which can include major awards, research stipends or teaching assistantship; and that the amount of this funding exceeds the 'Minimum Payment to Register' amount on the SWS/ROSI invoice (65% of your fall/winter tuition charges);
- You are a full-time degree student in a graduate program and all necessary admission conditions have been met;
- All outstanding financial obligations from previous sessions have been paid;
- You are responsible for paying the balance of your account even if you do not receive the award, research stipend or teaching assistantship.

You will need to complete the 'Register without Payment' form. This form can be obtained by visiting the School of Graduate Studies (SGS) [student forms webpage](#) under the *Registration & Enrolment* menu. Return the form, with a copy of your award notice, to the Graduate Office before the registration deadline.

***Once a 'Register without Payment' has been processed, you will still be able to review your fee balance on ROSI. You are responsible for paying fees, in full, before the end of the Winter session (April 30<sup>th</sup>), after which time you will be subject to the same service charges indicated above, on any outstanding balance, beginning on the 15<sup>th</sup> of May.***

Incoming students must also ensure that all necessary conditions of admission are satisfied prior to the registration deadline or your registration will be blocked, even if you register on time.

### **IMPORTANT**

Students who fail to register, with a fee payment or an approved 'Register without Payment' request, by the registration deadline will be required to provide proof of payment to the School of Graduate Studies (SGS) and will be subject to a late registration fee of \$44 plus \$5 per additional day to a maximum of \$94.

### **7.3. Enrolment**

Once you have registered, you can now enrol in courses. You must enrol in at least one academic activity (course or practicum) in every session in which you are registered or your registration will be cancelled. If you are a new student, and you are unable to enrol in at least one activity, your admission may be withdrawn. You may not accept admission to a session and not begin your program in that session.

Course weights are measured using the term full course equivalents (FCE). Some graduate courses are worth 1.0 credit (a 'Y' course), while most are worth 0.5 credit (an 'H' course), where two 0.5 credit courses make up a full course equivalent or FCE. All graduate courses have **course codes** consisting of the following 3 components:

- a three-letter prefix associated with the academic unit ('CHL' for courses offered in DLSPH); followed by
- a four-digit course number; and
- a suffix associated with the course weight ('Y' for a 1.0 credit course or 'H' for a 0.5 credit course)

You will need to know the complete course code (i.e. CHL5401H) in order to enrol on ROSI. You will also need to know the **section code** associated with the course. Section codes refer to *when* the course is being offered and its *duration*, and are represented by the letters 'F', 'S' or 'Y' where:

- 'F' refers to a course offered in the **F**all session (September-December) or during the **F**irst half of the Summer session (May-June);

- 'S' refers to a course offered in the Winter session (January-April) or during the second half of the Summer session (July-August);
- 'Y' refers to a course that is offered for the full academic year (September-April), the full Summer Session (May – August) or may indicate a course that continues over several sessions (3 or more sessions).  
***Please do not confuse the section code 'Y' with the course code suffix 'Y'. A 1.0 FCE ('Y' course) may be offered in section 'F' and a 0.5 FCE ('H' course) may run over several sessions.***

It is the **student's responsibility** to

- adhere to deadlines for adding and dropping courses;
- ensure that your course enrolment is accurately reflected on ROSI in every session.

#### ***Enrolment in CHL courses***

*DLSPH timetables* contain the current course offerings, class dates, times and locations. The *DLSPH Academic Calendar* contains registration, enrolment and other important dates and deadlines for each academic session. Both documents are posted on the DLSPH website at the following link: [www.dlsph.utoronto.ca/page/timetables](http://www.dlsph.utoronto.ca/page/timetables).

For courses offered at DLSPH (as indicated with the 3 letter-prefix CHL), students can typically enrol through ROSI. If you run into difficulty, visit the Graduate Office before the enrolment deadline. Please note that when you enrol in any course on ROSI you are making an enrolment *Request*. **All enrolment requests will be approved by the Graduate Office before the enrolment deadline.**

#### ***Enrolment in Directed Reading/Research Courses (CHL7001H/CHL7002H)***

The purpose of a directed reading or research course is to provide students with the opportunity to pursue specific interests that cannot be explored through courses offered by the Graduate Department of Public Health Sciences. Students who wish to take a directed reading course should review the [DLSPH Guidelines for Reading and/or Research Courses](#). A faculty member, normally within the student's home department, will act as instructor. Together, the student and instructor will devise a learning plan and submit it, along with a 'Request for Reading and/or Research Course' form, which can be downloaded at the [SGS student forms webpage](#). All 3 sections of the form must be completed before submitting to the Graduate Office for approval.

Please note that Reading and Research courses are limited by faculty resources and time constraints of potential instructors. A reading course should involve as much reading and written work as a regular course, and the frequency of meetings with the instructor should be consistent with other courses. Students may not enrol in directed reading/research courses via the SWS; the Graduate Department will add the course to your ROSI record once it is approved.

#### ***Enrolment in Practicum***

Master's students (MSc, MScCH, MPH) are all expected to complete at least one practicum (1.0 FCE for MPH, 0.5 FCE for MSc and MScCH), during their degree. Each practicum has specific guidelines; please refer to your individual program website or speak to your Program Director. If you are a student in the MPH Epidemiology or Health Promotion program, please direct your questions to the [Practicum Coordinator](#).

#### ***Enrolment in UofT courses outside of the Graduate Department of Public Health Sciences***

We advise students to speak with their Program Director or supervisor about such courses to ensure suitability. Please contact the *host* graduate department for their enrolment procedures well in advance of the enrolment deadline. Most often you will need to obtain permission from the course instructor and then complete the *SGS Add/Drop Course(s)* form which can be found at this [link](#). You will need to bring this form to the Graduate Office, to be signed by the Graduate Coordinator, before submitting the form to the host department. If approved, the host department may enrol you directly, or they may open a space to permit you to be enrolled. In this case, the student may then request the course via the SWS. Be sure to check your ROSI record, before the enrolment deadline, to make sure you are enrolled.

### **Enrolment in courses outside of UofT**

Occasionally, students may wish to take courses outside the University of Toronto. Three separate agreements exist to facilitate this opportunity: the Ontario Visiting Graduate Student (OVGS) Agreement, the Graduate Exchange Agreement, and the Canadian University Graduate Transfer Agreement (CUGTA). Generally, a maximum of two 0.5 credit courses can be taken outside U of T. At the request of SGS, students may be asked to verify that similar course(s) do not exist at UofT or outline why s/he cannot enrol in the U of T course(s). Ideally, you need to arrange approvals from the instructor at the host university and your Program Director well in advance of starting the course (i.e. 3 months).

To pre-arrange enrolment in courses outside of UofT, it is the student's responsibility to

- speak with their Program Director or thesis supervisor to obtain their permission
- obtain permission from the instructor at the host institution
- complete the appropriate form, found under the *Exchanges and Agreements* heading of the [SGS student forms webpage](#), depending on the location of the host university
  - *Ontario Visiting Graduate Student (OVGS)* - to attend a university within Ontario
  - *Canadian University Graduate Transfer Agreement (CUGTA)* - to attend a university outside of Ontario but within Canada (with the exception of McGill and University of Montreal)
  - *Graduate Exchange Agreement* - to attend McGill University and the University of Montreal
- obtain the approval from the Graduate Coordinator

Once the form is completed and approved, the Graduate Office will forward the completed form to the School of Graduate Studies for review and approval, before moving on to the host institution. This usually takes several weeks. We advise students to check their ROSI profile to ensure the courses appear on their transcript; if not, contact the Graduate Office.

If you are interested in taking a course outside of Canada, please consult the Graduate Department of Public Health Sciences.

### **Auditing courses**

Students interested in auditing a course in the GDPHS, or at another department, should approach the instructor. It is at the discretion of the instructor to approve such requests. For detailed information about auditing courses, please refer to SGS Calendar, General Regulations (Section 7.2).

## **8. Attendance Status**

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### **8.1. Full-Time, Part-Time, Flex-Time Studies**

Full-time students are defined by SGS Calendar, General Regulations (Section 7.1) as individuals who

- pursue studies as a full-time occupation and identify themselves as full-time graduate students;
- are designated by the university as being a full-time student;
- are geographically available and visit the St. George campus regularly;
- They must be considered to be full-time students by their supervisors, and;
- If an academic program requires an absence from the University, students must apply through their graduate unit for permission to be off campus.

While we expect our Master's students to maintain continuous registration, full-time Master's students must register initially for the Program Length of 4 sessions and thereafter for each session in which they are completing requirements for the degree. Part-time Master's students register in the initial session in which they were admitted and then only in those sessions in which they are completing course requirements for the degree.

Full-time Master’s students may complete up to 6.0 FCE, during the Fall/Winter sessions and up to 3.5 FCE can be completed during the Summer session. Part-time Master's students may enrol normally in a maximum of one-third of the annual program requirements. Although there is no *minimum* number of FCE per academic year, students must be enrolled in at least one academic activity to maintain registration in a given session.

All PhD students are required to be continuously registered in every session, including summers, unless granted a leave of absence. Full-time PhD students pay full-time fees for the duration of their program. They must achieve candidacy by the end of their 3<sup>rd</sup> year of study.

Flex-time studies are designed for PhD students who are “practicing professionals” actively engaged in work activities. These students are registered as full-time, and pay full-time fees, for four years after which they may transfer to part-time registration. It is highly recommended that PhD Flex-time students speak with their thesis supervisor and/or Program Director to map out their program in order to achieve candidacy by the end of the 4<sup>th</sup> year of study.

### 8.2. Request to Change Status

Master’s students may switch from Part-time to Full-time studies at any point in their program, however changing status from Full-time to Part-time studies will only be permitted before completion of the Program Length. A definition of Program Length can be found in the SGS Calendar, General Regulations (Section 6.3)

	Program Length	Last date to submit transfer request
MPH	4 session	August 1 (prior to the beginning of 2 <sup>nd</sup> year)
MPH: Community Nutrition-Advanced Standing MSc, MScCH	2 sessions	December 1 (in the first year of studies)

Students who wish to change their status should first discuss this with their Program Director. Once the Program Director has consented, the student must complete a ‘Program Transfer’ form, which can be found at this [link](#) under the *Change in Program Status* menu. Please submit this form to the Graduate Office. Once approved at the departmental level, it is sent to the School of Graduate Studies for approval.

Flex-time PhD students nearing the end of 4<sup>th</sup> year who wish to change their status to Part-time must also complete the ‘Program Transfer’ form. Transfers between the full-time doctoral program and the flexible-time doctoral program will not be permitted.

## 9. Financial Matters

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Fee and refund schedules are published by the Office of the Vice-President and Provost before the beginning of the academic year. Detailed information can be found at [Student Fees](#).

### 9.1. Minimum Degree Fee

The Minimum Degree Fee is the fee associated with the Program Length for each graduate program and represents the minimum amount of tuition that every student, full- or part-time, must pay upon completion of the program prior to graduation. Students who finish the degree program requirements in less time than the defined Program Length will be subject to a *Balance of Degree Fee* which is the Minimum Degree Fee less tuition fees already paid by the student. If a student, full- or part-time, has paid more than the Minimum Degree Fee, due to the time taken to complete the degree requirements, there will be no refund of fees.

### 9.2. Fees for Students in the Final Year

Each July, fees for all students are assessed for the complete academic year even though some students will be eligible to graduate before then. In this situation, students may choose to pay:

- Full fee amount as indicated on the fee invoice;

- Minimum payment to register amount (65% of the full fee);
- An amount based on the expected date of completion.

If you choose to pay less than the full fee amount, monthly service charges on any outstanding fees will be applied. However, once a student has completed their program (all course work/practica has been completed and graded, or a final thesis has been submitted) and has been recommended for graduation, final fees and service charges will be adjusted accordingly. Students are not responsible for fees or service charges for sessions in which they are no longer registered.

For PhD students in their final year of PhD studies, tuition fees are pro-rated based on a 12-month academic year, but incidental fees are based on your registration per session.

### **9.3. Financial Assistance**

Graduate studies can be a very expensive endeavour and at times financially challenging. To assist students who run into financial difficulty, some [Financial Assistance](#) is available through SGS. Contact the Graduate Awards Office to schedule an appointment with a Financial Counsellor.

Graduate Awards Office  
416-946-0808  
[graduate.awards@utoronto.ca](mailto:graduate.awards@utoronto.ca)

## **10. Student Awards and Funding Opportunities**

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### **10.1. Major Sources of Funding**

There are several major funding opportunities offered through federal and provincial government bodies, as well as external awards and other forms of assistance. The Graduate Office distributes, via email, information on upcoming awards and their application information/deadlines. The details are also posted on the [Student Award and Funding Opportunities](#) page of the DLSPH website, or you may visit the [Scholarships & Awards](#) page on the SGS website.

### **10.2. Teaching Assistant and Research Assistant Opportunities**

Teaching Assistant opportunities at the DLSPH are posted on our [website](#). These opportunities are also sent by email and displayed on the 6<sup>th</sup> floor bulletin board outside of the Graduate Office. Posting are generally advertised in June/July for Fall session courses, and in September/October for Winter session courses. TA opportunities outside of DLSPH, to which the Graduate Office is made aware, are posted in a similar manner. Research Assistant opportunities are also posted on our [website](#). Students are encouraged to visit the websites of other departments for information on Teaching and Research Assistant opportunities for which they may be eligible.

### **10.3. Professional Master's Bursary**

The Graduate Department of Public Health Sciences offers some funding to Master's students who encounter financial difficulty during their graduate studies. A notice is sent each year in October. To be eligible for this funding, applicants

- must be registered in the MPH or MScCH program (preference to full-time students);
- should have applied for OSAP;
- must demonstrate legitimate financial need.

In addition, some funds may be available in the Winter and Summer sessions, for Master's students participating in unpaid practica. Notices for these bursaries are distributed in January and May. The same conditions apply. Applications should be submitted to the Graduate Office.



#### 10.4. DLSPH School Awards

Each year the School offers awards to students based on academic achievement or contribution to the DLSPH student community. For more information, please visit [DLSPH School Prizes](#).

#### 10.5. Public Health Alumni Association (PHAA) Travel Award

Recognizing the value of conference participation and the financial challenges students face, the PHAA Student Conference Travel Award provides support to DLSPH students and recent graduates whose graduate work has been accepted for presentation at conferences. The Public Health Alumni Association invites applications for Student Conference Travel Award twice annually (generally, October and May). Information will be sent by email. Completed applications should be submitted electronically to [public.health@alumni.utoronto.ca](mailto:public.health@alumni.utoronto.ca) by the deadline outlined in the email. For more information, please visit [PHAA](#).

#### 10.6. Other Funding Resources

- [ULife](#) has a database which allows you to set search filters (i.e. level of study, campus, type of award) to search for awards

#### 10.7. What to do once you have received an award?

Students who successfully obtain external funding will need to formally accept and activate their award. Please visit this [link](#) which outlines these steps. Students should also inform the Graduate Office by forwarding a copy of their award notice.

Information on how and when specific awards are paid and what steps students need to take to ensure timely payment can be found on the [DLSPH website](#). Click on the 'Award Payment Schedule' link.

### 11. University of Toronto Policies

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Some important policies, to which graduate students are subject, are listed below

- [Code of Behaviour on Academic Matters](#)
- [Policy on Official Communication with Students](#)
- [Academic Integrity](#)
- [Ethical Conduct in Research](#)
- [Grading Policies](#)
- [Accommodations for Religious Observances](#)

### 12. School of Graduate Studies (SGS) Policies

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All policies regarding graduate studies can be found on the [School of Graduate Studies website](#). Below are some common issues that students encounter during their program.

#### 12.1. Time Limit of Degrees

The time limit for a degree is the maximum period of registration permitted for the completion of the program. The table below outlines the time limits of the degree programs within DLSPH:

	FT	PT*
Master of Public Health (MPH, including Community Nutrition-Advanced Standing)	3 years	6 years
Master of Science (MSc)	3 years	6 years
Master of Science in Community Health (MScCH)	3 years	6 years
PhD (*Flex-time)	6 years	8 years

### 12.2. Program Extensions

Students who cannot finish their degree requirements within the time period noted above will need to request a program extension. Doctoral students may request a maximum of **four** one-year extensions, while a maximum of **three** one-year extensions may be available for master's students. To apply for an extension, the student must speak with their Program Director regarding the cause(s) for the delay and provide evidence that the remaining degree requirements will be completed within the period of the extension request. The 'Program Extension (current regulations)' form must be completed and submitted to the Graduate Office. The form can be downloaded from the [SGS student forms webpage](#), under the heading *Change in Program Status*.

Regulations for students admitted into the PhD program prior to September 1, 2010 and Master's, PhD Flex-Time before September 1, 2011 are subject to separate regulation. Please refer to the [SGS Calendar](#) for your year of entry.

### 12.3. Course Work Extensions

Deadlines for work submission should be clearly outlined in all course syllabi. In the event that such deadlines cannot be made due to extenuating circumstances, it is the student's responsibility to inform the instructor and discuss alternative deadlines. If the agreed upon deadline occurs after the end of the course offering and a final grade cannot be assigned, students are required to submit an 'Extension to Complete Coursework' and ensure

- it is signed by the instructor;
- it is submitted to the Graduate Office
- a medical note is included, if the delay is due to illness.

Please visit this [link](#) to obtain the form, under the *Registration & Enrolment* menu

Students must submit outstanding assignments by the extension date agreed upon with the instructor, and before the maximum extension period of four months (the end of following term). Until the assignment(s) are received and a final grade is submitted to the GDPHS, the notation 'SDF' (Standing Deferred) will appear on the student's transcript.

### 12.4. Academic Appeals

As per [SGS policy](#), (SGS Calendar, General Regulations (Section 11)), students "may appeal substantive or procedural academic matters, including grades, program requirements, decisions about the continuation in any program or concerning any other decision with respect to the application of academic regulations and requirements to a student".

### 12.5. Off-Campus Registration/Study Abroad

Students whose academic program requires an absence from the University may be permitted to be full-time off-campus for the purpose of field work, research or coursework at another institution. These students must complete and submit, to the Graduate Office, the '[Off-Campus Registration](#)' form. If your studies take you out of the country, for any university-sanctioned travel, you must also register with the U of T, Centre for International Experience, [Safety Abroad Database](#). Registration in this database is mandatory for all travel related to your degree program and allows the university to better protect its students in the case of an emergency.

### 12.6. Leaves of Absence

Under specific circumstances, students may apply for a [Leave of Absence \(LOA\)](#) from the program which can range from one session (e.g. Fall session, September to December) to a full year (i.e. 3 sessions). The start and end of a LOA must coincide with the start and end of academic session dates. The leave period is not included in the student's time limit for degree completion. While on leave, students will not be registered or required to pay fees. Therefore, students may not make any requests or demands from the university, although students may make arrangements to consult with a supervisor or other faculty.

The form can be downloaded from the [SGS student forms webpage](#), under the *Change in Program Status* menu. It is the student's responsibility to:

- Discuss this matter with their Program Director and/or supervisor first.
- Submit the form to the Graduate Office as soon as possible, preferably at least 3 weeks prior to the start of the LOA
  - If the request is based on a medical issue, a doctor’s note outlining when you will be under medical care and when you are expected to return, signed and dated by your physician, must accompany the form;
  - If the request is based on personal issues, please attach a letter of explanation;
  - If the request is due to parental leave (pregnancy or adoption), no further documentation is required. However, parental leave should be completed within 12 months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed 4.

All first requests are reviewed and approved by the DLSPH Graduate Coordinator. Second and subsequent medical/personal requests require the additional permission of the School of Graduate Studies.

### 12.7. Withdrawal from Program

Students who wish to withdraw from their program must speak with their Program Director and the Graduate Coordinator. The SGS policy on withdrawal from a graduate program can be found in the SGS Calendar, General Regulations (Section 7.1.16). Students must complete and submit the ‘Program Withdrawal’ form, found on the [SGS student forms webpage](#), under the *Registration & Enrolment* menu. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by SGS.

## 13. Dalla Lana School of Public Health Policies

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### 13.1. PhD Full Funding Policy

DLSPH ensures funding for full-time PhD students in their first five years of study. For complete details of the PhD funding policy, visit this [link](#).

### 13.2. Statement on Good Academic Standing and Satisfactory Progress in the GDPHS

Students admitted into a degree program in the Graduate Department of Public Health Sciences (GDPHS), Dalla Lana School of Public Health (DLSPH) are expected to maintain “**good academic standing**” in their graduate program and to make “**satisfactory progress**” toward the completion of their degree requirements. Consistent with the policies outlined by the School of Graduate Studies (SGS), failure to maintain “**good academic standing**” and “**satisfactory progress**” may result in the consideration of various sanctions which include but are not limited to, restricting enrolment in courses, ineligibility for financial assistance/awards, lowest priority for bursaries and assistantships, and recommendation for termination from the program.

**Good academic standing** refers to achieving at least the minimum passing grade of “B-” in all courses and/or practica. For courses and/or practica that do not assign a letter grade, the passing grade is “CR” (i.e. credit).

**Satisfactory progress** refers to the timely completion of the graduate program requirements.

**Master’s students** should complete all degree requirements within the degree time limit indicated in section 12.2 of this *Handbook* (above). Students usually complete their programs before the time limit and the table below outlines the typical amount of time taken for degree completion, and should be used as a guideline for students to measure their progress.

Typical Time Taken to Complete		
	FT	PT
Master of Public Health (MPH)	2 years	3 years
Master of Public Health (MPH) Community Nutrition-Advanced Standing	1 year	2 - 3 years
Master of Science (MSc)	1 year	1.5 - 2 years
Master of Science in Community Health (MScCH)	1 year	3 years

To ensure “satisfactory progress”, Master’s students should have obtained 50% of their degree requirements (ie; MPH - 5.0 FCE, MScCH – 2.5 FCE) by the midpoint of the typical time needed to complete. Part-time students are advised to speak to their Program Director and prepare a study plan.

**PhD students** must:

- Complete and submit a Preliminary Funding Report every July for the upcoming academic year;
- Complete and submit the annual PhD Progress Report to the GDPHS by end of October for each academic year the student is registered;
- Constitute a supervisory committee by the end of the first session in the second year;
- Meet with the supervisory committee at least once a year;
- Achieve candidacy no later than the end of the third year for full- time students; fourth year for flex-time students. See the SGS Calendar, General Regulations (Section 8.5);
- Fulfill other program requirements as required;
- Complete of all PhD program requirements before the degree time limit; 6 years for full-time students, 8 years for flex-time students.

### Poor Academic Standing

#### Master’s Students

A MPH/MSc/MScCH student will be considered in poor academic standing if one of the following occurs:

- **failure in one course or one practicum**, regardless of FCE weight;
- **failure to maintain registration**. It is expected that full-time Master’s student will maintain continuous registration (i.e. payment of fees and enrolment in at least 1 activity). Part-time students would be expected to maintain satisfactory progress based on their study plan.

#### PhD Students

A PhD student will be considered in poor academic standing if one of the following occurs:

- **failure in one course**, regardless of FCE weight;
- **failure to maintain continuous registration**. Failure to register is outlined in the SGS Calendar, General Regulations (Section 7.1);
- **failure to achieve candidacy** by end of the 3<sup>rd</sup> year for full-time students, 4<sup>th</sup> year for flex-time students; this includes successful completion of all coursework and the comprehensive/qualifying examination, confirmation of an approved thesis topic and constitution of a supervisory committee.

#### Poor Academic Standing: Next Steps

Any student in poor academic standing will be required to meet with the Graduate Coordinator and Program Director to discuss his/her performance to date.

### 13.3. Policy on Space within DLSPH - Student Space Allocation Guidelines

DLSPH has established a Space Allocation Committee which includes faculty, administrative staff and student representation. This committee has developed the following student space guidelines:

#### ***Desk Requests and Renewal***

PhD students in the *Epidemiology* and *SBHS* fields are eligible to access desk space with a lockable cabinet. There is a mixture of shared and private desks. Private desks are reserved for senior PhD students. There is a \$20 refundable key deposit. Priority will be given to students who do not have access to other office space and who use the space regularly. See table below:

Room	Description
HS 744 - Senior PhD Workstations	Individual workstations for those who have completed comprehensive/qualifying exam
HS 505 - Early Stage PhD	Shared workstations for 1 <sup>st</sup> and 2 <sup>nd</sup> year PhD students

Before submitting a request for space, please ensure that your supervisor or division does not have access to other space you may use. Also, try and make a realistic appraisal of how long and how frequently you will need the space.

Students may submit requests for a desk assignment at any time during their program. Returning students will be asked, in May of each year, if they wish to renew their space for the following September. It is assumed that students who fail to reply by the renewal deadline are voluntarily giving up their space. Returning students who have demonstrated use of their space will be given priority over new students for access to private space.

As space is limited, students with desks may be asked to estimate their current and future space usage and needs and, if necessary, may be asked to share or (in extreme cases) give up their space.

To submit a request for a desk, students should send an email to [Sandra Lang](#). The email should include

- your name, program/year and if a PhD student, the name of your supervisor (please cc your supervisor)
- how long you need the space, how frequently you will be using it and on what days
- your preference for private or shared; if you know of a specific student that you would like to share a desk with, please include this - it will really expedite the process.

Work space is available to MSc and PhD *Biostatistics* students as outlined below:

Room	Description
HS 679 - MSc/PhD Biostatistics	Shared workstations for all Biostatistics students

Work space is also available for all Master's and PhD students on a first-come, first-serve basis. For access, please inquire at the Graduate Office, HS 620:

Room	Description
HS 548 – Master's/PhD	Computer and workstations are available for all students

### **Meeting Rooms**

There are a few small size meetings rooms available for DLSPH students. These rooms are used only for small groups, DLSPH clubs and other program-related meetings. Request for these rooms can be booked through Division Administrator Support Staff or the [Graduate Office](#) with at least 24 hours advance notice. Keys for these rooms can be picked up from, and returned to, the Graduate Office during regular hours of operation.

**Audio Visual (AV) equipment**

Limited A/V equipment is available for students to use. All requests must be made through their Divisional Administrative Support or the [Graduate Office](#) at least 24 hours in advance. Equipment is available on a first come first serve basis.

**Student Kitchen/Lounge**

There is a kitchen allocated exclusively for DLSPH graduate students HS 549. The room provides the use of a microwave, and refrigerator as well as a small eating space. We ask that students take the time to clean the kitchen area after use and clean out the fridge on Friday afternoons.

**Student Mailboxes**

All student mailboxes are located in HS 549. Any incoming mail addressed to current students are sorted (by last name) in the slots provided.

**Card Key**

Students require a Card Key to access the Health Sciences Building, Medical Sciences Building computer Lab, Gage and FitzGerald Building after hours and on weekends. Please visit the Graduate Office early in September to request a Card Key. A \$15 non-refundable fee is required.

All lost or stolen cards must be immediately reported to [Campus Police](#), located at 21 Sussex Ave, or by telephone at 416 978 2323.

**Lockers**

Early in September, students may sign up for lockers (located on the 7th floor). Visit the Graduate Office for information. Lockers are assigned for a 1-year term and must be cleaned out by mid-August each year.

**Access to the U of T Portal**

Students must activate their UTORid in order to access the services and course information hosted on the University's student portal - Blackboard Learning Management System. Check out the 'Log-in to the Portal' at the [DLSPH website](#).

**Computer Lab**

Your UTORid is also required to access the computers in the labs located in the Health Sciences Building and Medical Sciences Building. For after hours and weekend access you will need to use your Card Key.

- HS 548 (Health Sciences Building, 5th floor) – There are 12 computers (all with Microsoft Office 2007 and SAS, 2 with Epi Info 2000). In addition, there is a printer for student use. Please supply your own paper. For access to this room, inquire at the Graduate Office, HS 620.
- MS 3281 (Medical Sciences Building, Room 3281). Each computer can provide Word, Access, Excel and Powerpoint. You may print from these computers with funds from your T-card.

**14. Academic Resources**

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**14.1. SGS Graduate Professional Skills Program (GPS)**

The [GPS program](#) is designed to help graduate students better prepare themselves for the future. The program focuses on skills beyond the scope of a traditional disciplinary program such as effective communication, entrepreneurial skills, time management, ethical practice in the working world, effective teamwork and how to be a leader. These skills are meant to compliment the academic knowledge of the graduate student.

**14.2. English Language and Writing Support (ELWS)**

The [ELWS](#) provides graduate students with advanced training in academic writing and speaking. As a graduate student, one is expected to be able to deliver sophisticated information to sophisticated audiences. The skills learned

at the ELWS are aimed to improve the skills of the students with respect to conferences, proposal writing and publishing papers.

#### **14.4. Information Commons**

Students may take advantage of a variety of services available through [Information Commons](#). These include bookable rooms for group meetings, Computer Access Facilities (CAF), and a Digital Studio with access to scanners. Discounted Licensed Software, including [Anti-virus software](#), is also available. In addition to these services, the Media Production division provides a variety of media services such as videography, webcasts, videoconferencing, video production & mastering, and conversion between media formats.

While at U of T, students will need to be able to connect to wireless networks and services. Instructions on how to connect wirelessly can be found at the [Information Commons Help Desk](#).

#### **14.5. DLSPH Workshops**

The School offers a series of workshops in the first Fall term to help students, especially incoming, to adjust to their first year of graduate studies

- Ontario Graduate Student (OGS) Award Workshop (October)  
This workshop reviews all aspects of the OGS application, providing tips from the Graduate Office staff and previous recipients.
- SAS Seminar  
Senior PhD students in the Division of Biostatistics host a series of student run workshops in the Fall term. This peer-based learning seminar covers several topics. Common topics over the years include: graphing in R, using macros for efficiency in SAS, creating pdf documents in LaTeX, using Sweave to create reports in LaTeX from R automatically, writing functions in R and SAS intro part 2. Attendees are encouraged to suggest other topics. Everyone is welcome. A SAS license may be available to DLSPH students. Contact [Marianne Tam](#) for more information.

### **15. Health and Wellness**

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The University of Toronto offers a variety of [health and wellness](#) related services that aim to support students' personal and professional goals. Programs and services focusing on physical & mental health, family support, accessibility, and community safety issues are also available.

#### **15.1. Health Services**

[U of T Health Services](#) delivers the same services to students as that of a family doctor's office. The service is confidential, is geared towards the student body and provides comprehensive medical care as well as specialized services such as travel medicine, immunization and referrals for specialized treatment.

#### **15.2. Counselling and Psychological Services (CAPS)**

[CAPS](#) provide students with short term counselling, cognitive behavioural therapy, workshops and psychiatric medication services.

#### **15.3. Health Insurance**

The [Graduate Students Union \(GSU\)](#) administers extensive and flexible Health and Dental plans to registered students and their dependents. Information about how to opt out of these plans is also available.

## 16. Student Life Programs and Services

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### 16.1. Accessibility Services

[Accessibility Services](#) supports you through academic accommodations to achieve academic and co-curricular success.

### 16.2. Campus Map

Locate a building using the [interactive map](#) of the Mississauga, Scarborough or St. George campus.

### 16.3. Community Safety

Students with personal safety concerns can contact the [Community Safety Office](#). The office also provides training on how to deal with these issues as well as workshops and self-defence courses. UofT also offers the [Walksmart program](#) which provides students with an escort at night to locations in and around the St. George campus.

### 16.4. Exercise Facilities

Excellent fitness facilities are available at the [Varsity Centre](#), [Athletic Centre](#) and [Hart House](#) at UofT.

### 16.5. Family Care

The [Family Care Office](#) aims to support and help students who are currently balancing their academic career, as well as work, with the challenges of family responsibility. The Office's mandate is to support students and their families with any family care issue by providing information, guidance, referrals and advocacy.

### 16.6. Early Learning Centre

The aim of the University of Toronto's [Early Learning Centre \(ELC\)](#) is to provide a safe, secure, supportive and stimulating environment where children are free to grow to their potential. ELC endeavors to provide a bias-free learning environment, especially in regard to language, teaching materials, response to specific incidents, and other facets of the program.

### 16.7. Graduate Students' Union (GSU)

The [GSU](#) represents graduate students from all three campuses at UofT and advocates for increased representation, funding and provided services (health insurance, confidential advice, and a voice for the graduate student community on University committees).

### 16.8. Libraries

The [UofT Libraries](#) have a strong relationship with the libraries of health care institutions affiliated with the University through the [Health Science Information Consortium of Toronto](#). The [Gerstein Science Information Centre](#) is a prominent branch of the library and is the supporting branch of the sciences and health sciences. The library website can also be used for research purposes with many articles and excerpts of books available as digital copies.

### 16.9. Student Housing

As a graduate student at UofT both [on-campus residences and off-campus](#) housing options are available. Family housing services are available to those living either full time with a spouse or common law partner, or students who have custody of one or two children.

## 17. Getting Involved

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### 17.1. Public Health Students' Association (PHSA)

The [Dalla Lana Public Health Students' Association](#) is the representative body of the students enrolled in the Dalla Lana School of Public Health at the University of Toronto. PHSA liaises with the Public Health Sciences Alumni Association (PHAA) to promote events, such as the Public Health Sciences Research Day, and to foster connections between departmental alumni and current students. All students are encouraged to get involved in the PHSA.



Meetings are held on a monthly basis. Visit the website for information on Executive membership, meeting and event dates and contact details.

### **17.2. Public Health Alumni Association (PHAA)**

The [Public Health Alumni Association](#) promotes and sustains fellowship among the alumni community and fosters relationships and networking opportunities between public health alumni and the Dalla Lana School of Public Health.

### **17.3. ULife**

[ULife](#) is a one-stop website listing a large and diverse collection of student clubs, organizations, activities and opportunities on all three campuses. Students can browse the site or search by keyword and can sort by campus. Entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, and research opportunities and awards.

## **18. Available Discounts for Graduate Students**

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### **18.1. TTC and Go Transit Discounts**

Post-Secondary TTC Metropasses are available from the University of Toronto Students' Union (UTSU) office (12 Hart House Circle) during the last five business days of every month. Students who wish to purchase these discounted transit passes must also have a Post-Secondary TTC Student Photo ID, which is available on-campus at the beginning of the fall term and throughout the year at the Sherbourne subway station; a valid TCard is required.

Discounted student travel is also available for registered full-time students requiring transportation to and from campus on the *GO Transit System*. The GO Transit Student ID card can be obtained at the [TCard Office](#).

### **18.2. Grad Escapes**

Through the Graduate Student Union, students can explore Toronto's great cultural riches in the company of other stressed-out grad students through [Grad Escapes](#). Come alone or bring a friend. From sports to opera, there's something for everyone. Each event is hosted by a student or staff member, and we try to keep the price below \$20. So forget your thesis for one night and escape.

## **19. Information for International Students**

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### **19.1. Centre for International Experience**

The [Centre for International Experience \(CIE\)](#) aims to serve international students who are making their home at the University of Toronto, as well as domestic students looking to internationalize their educational experience. The CIE organizes study abroad programs as well as exchange programs with other communities. For international students, the CIE offers transition programs to help with adjusting with life at the University of Toronto, as well as student advising, an English communication program and cross-cultural counseling.

### **19.2. Working in Canada**

International full-time students may be eligible to [work on-campus](#). You must first obtain a Social Insurance Number (SIN). An [Off-Campus Work Permit \(OCWP\)](#) is also available for international students to work off-campus. If you are registered in a program where work experience is a required component, you will need a [Co-op Work Permit](#) to fulfil this requirement. After graduation, students can obtain a [Post-graduation Work Permit](#) that will allow them to work in Canada after their study permit expires.