

**General FAQs for incoming PHS PhD students**

*Below are a few important FAQs. Please visit* [*http://www.dlsph.utoronto.ca/students/current-students/*](http://www.dlsph.utoronto.ca/students/current-students/) *for more information including the PHS Student Handbook. If you have questions after reviewing these FAQs, please contact the Graduate Office at the DLSPH (416-978-2058;* [*grad.dlsph@utoronto.ca*](mailto:grad.dlsph@utoronto.ca)*)*

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**1. Getting Started**

**a. What is a TCard and UTORid?**

All students must obtain a ***T-Card, which serves as a student photo ID and library card***.

TCards are issued ***in person*** at the TCard office (Koffler Student Service Centre, 214 College Street, Room 102) *Go early to avoid September line-ups*.

Bring a copy of your Offer of Admission, valid photo ID and proof of citizenship. For further information, please contact the TCard Office (<http://tcard.utoronto.ca/>; [tcard.office@utoronto.ca](mailto:tcard.office@utoronto.ca); 416-946-8047)

When you obtain your TCard, you will also receive your UTORid along with an activation code which you will then use to activate your UTORid. Your UTORid provides access to a number of different services including UTmail+, UofT Portal (Quercus/Canvas), ACORN and the wireless network on campus.

***Note***: It is important that you create your UTmail+ account and update your new ***university-issued*** email address into ACORN early so that we can start to communicate with you ASAP.

**b. What is ACORN?**

ACORN stands for **A**ccessible **C**ampus **O**nline **R**esource **N**etwork. It contains your personal information and academic record. You can logon to ACORN at: <http://www.acorn.utoronto.ca/>

ACORN will allow you to update contact information, view your student account and fee invoice, defer your tuition fees, add and drop most courses, view your timetable and academic history, set up direct deposit for award payments, vote in student elections, order transcripts, etc.

**2. Tuition and Registration**

**a. How much is tuition for 2018 – 2019?**

Tuition for 2018 – 2019 has not been officially announced. Below are 2017 - 2018 fees, for your information:

* FT domestic student: $6,960.00 (tuition) + $1,520.14 (incidental fees) = $8,480.14
* FT international student: $21,560.00 (tuition) + $1,520.14 (incidental fees) + $612.00\*(UHIP) = $23,692.14

\*Additional charges for students with dependents. Refer to: <http://www.fees.utoronto.ca/sessions/2017_2018/tuition_fees/explanation_of_fees.htm#6>

**b. When do I pay my tuition?**

It is the **student’s responsibility** to ensure that they are registered by the registration deadline (early September) of every academic year. PhD students in the funded cohort MUST “***Register without payment*”** in ACORN by clicking on the Tuition Fee Deferral item in the 'Finances' section of the left-hand menu. Then click the **OSAP/Gov’t/Graduate Funding Deferral** button. Students are responsible for paying the fees on their ACORN invoice. Fees must be paid in full by April 30 to avoid service charges.

If you are an incoming student, you must also ensure that all necessary conditions of admission are satisfied prior to the registration deadline. Failure to do so may result in being blocked from registering on time.

Students who fail to register by the deadline, will be subject to a late registration fee of $44.

**3. Course Enrolment**

**a. When and how do I enrol in courses?**

Course enrolment is done through ACORN. If you are not able to obtain your TCard, you can still log into ACORN using your JOINid. Enable your JOINid here: <https://www.utorid.utoronto.ca/cgi-bin/utorid/enable.pl> CHL courses will be available for enrolment starting **August 8, 2018**. You should already be enrolled in *CHL5005H: Introduction to Public Health Research*. If you are not, please logon to ACORN to add this course to your ACORN record or contact the Graduate Office.

Look under the left hand menu and click on *Enrol & Manage*. Search for your courses using the search box.

If you place courses in your Enrollment Cart prior to the enrollment date, please ensure you log back in and click the “ENROL” button to finalize your submission.

Check other departments’ websites for enrolment dates/instructions.

**b. How do I know which courses are offered?**

Our current timetable is found on our website at the following link:

<http://www.dlsph.utoronto.ca/page/timetables>

**c. Can I enrol in courses offered in other departments?**

You may consider courses from other departments and faculties. Try to enrol on ACORN. If you are not successful, you should contact the host Graduate unit for instructions. You may need to contact the professor for permission and complete an *Add/Drop* form. The form is available on the SGS website:

<http://www.sgs.utoronto.ca/currentstudents/Pages/Student-Forms-and-Letters.aspx>

**d. When is the first day of class for 2018 - 2019?**

For all incoming Doctoral PHS students, the first day of class is **Tuesday September 4, 2018**. The first week will be dedicated to CHL5005H.

All other graduate courses start the week of **September 10, 2018**

**e. What courses should I take?**

Aside from CHL5005H, each field of study has its own specific course requirements as listed in your program specific information page. You will further discuss your course selection for each year with your Program Director.

**4. Supervisory and Committee Membership**

**a. Who is on a supervisory committee?**

* A supervisory committee comprises of 1 supervisor and at least 2 committee members OR a supervisor and co-supervisor plus 1 committee member.
* A supervisor is any faculty with Full membership in the School of Graduate Studies (SGS) at the University of Toronto and an appointment within your PHS Division.
* Committee members can be any faculty member, including status faculty. They must also hold a graduate appointment with the School of Graduate Studies (SGS).
* Committees must be approved by the Program Director.

If your potential supervisor is an Associate Member at SGS, then you and your Program Director/Division Head will need to find a faculty member with Full Membership to co-supervise.

**Your supervisory committee should be in place by December 2019.**

1. **Funding**

**a. How will I be funded?**

Doctoral students in the *Funded Cohort* will be funded through a combination of external awards (e.g. CIHR, OGS, SSHRC), supervisor funding, TA/RA ships and University of Toronto Open Fellowship. Please review our Funding Policy for PhD Students: <http://www.dlsph.utoronto.ca/students/current-students/academic-policies/>

**b. What funding opportunities are there for incoming Doctoral students?**

Funding opportunities are communicated to students using our PhD LISTSERV so it’s very important that you obtain your University of Toronto email address and check it regularly.

Some external awards are listed below. Many are announced early in the Fall session. Please remember to check your email and our website ([*Current Students > Student Awards & Funding Opportunities*](http://www.dlsph.utoronto.ca/page/student-award-and-funding-opportunities)*)* **often**.

* Vanier Canada Graduate Scholarships
  + Submit to Vanier CGS via Research Net (due in mid-SEPTEMBER).
  + Create a Vanier-Banting Academic CV on the Canadian Common CV (CCV) website:  
    <https://ccv-cvc.ca/>
  + Vanier CGS website: <http://www.vanier.gc.ca/en/home-accueil.html>
* Canadian Institute for Health Research (CIHR) Doctoral Award
  + Submit to CIHR via Research Net (due in **early**-OCTOBER).
  + Work on/complete your Common CV now: <http://www.cihr-irsc.gc.ca/e/45641.html>
  + CIHR guide: [www.cihr-irsc.gc.ca/e/193.html](http://www.cihr-irsc.gc.ca/e/193.html)
* Natural Sciences and Engineering Research Council (NSERC) Doctoral Award
  + Apply online via the NSERC application website (due in SEPTEMBER).

<http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/index_eng.asp>

* Social Sciences and Humanities Research Canada (SSHRC) Doctoral Award
  + Apply online via the SSHRC application website (due in OCTOBER)

[www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx)

***You cannot apply to CIHR, NSERC, and SSHRC at the same time***

* Ontario Graduate Scholarship (OGS)
  + Apply online via the SGS application website (due in late JANUARY)
* Trudeau Foundation Doctoral Scholarship
* Ontario Women’s Health Scholars Award

DLSPH will be organizing a CIHR application workshop in September. The School of Graduate Studies (SGS) will also be offering information sessions for Vanier, NSERC/SSHRC-Doctoral Awards, and OGS awards also in September. **You should begin to prepare your CCV and draft proposals NOW.**

More funding opportunities may be found at these websites:

* ULife Awards Opportunities Database, <https://ulife.utoronto.ca/opportunities/list/type/award>
* SGS website: <http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx>

**c. When and where are Teaching Assistants positions posted?**

PHS TA positions are posted on the DLSPH website under [*Current Students > TA Opportunities*](http://www.dlsph.utoronto.ca/students/current-students/professional-opportunities/ta-opportunities/)*.*

Check relevant faculty and departments’ websites for their postings, as well as the [Human Resources & Equity | CUPE Local 3902 Unit 1 Job Postings](http://unit1.hrandequity.utoronto.ca/) website: <http://unit1.hrandequity.utoronto.ca/>.

Teaching Assistants’ Training Program workshops are offered in early September and January on each campus. There is also a Tri-Campus Day during the last week of August. See [TATP website](http://tatp.utoronto.ca/) for more details: <http://tatp.utoronto.ca/>.

**d. When and where are Research Assistants positions posted?**

Opportunities are emailed to the LISTSERV via the Graduate Department of Public Health Sciences and posted on the DLSPH website (*Current Students* page, click on *Professional Opportunities*). ***Ask your supervisor***.

**6. Student Space, Software and Wireless Connection**

**a. How do I access the Health Sciences Building?**

In ***early September***, students may ***sign up for a Card Key*** to the Health Sciences Building, Gage and FitzGerald buildings for after-hours access.

A $20 Refundable fee is required. All lost or stolen cards must be immediately reported to Sandra Lang and Campus Police. Further details will be available in the first week of class.

Your UTORid is required to access the computers on campus.

* HS548 (Health Sciences Building, 5th floor) – There are 12 computers and a printing station.
* Gerstein Library – main floor. Printing is also available.

Printing fees can be paid using your TCard.

**b. Is there dedicated PhD student space in the Health Science Building?**

There is very limited space and it is generally reserved for upper year/PhD students. To request

Space, contact Sandra Lang at [s.lang@utoronto.ca](mailto:s.lang@utoronto.ca).

In early September, students may sign up for lockers (located on the 7th floor). Further details will be available in the first week of class.

**c. What additional student space is available?**

* 7th floor lounge (study groups)
* 5th floor computer lab has unassigned private cubicles

A complete listing of student space is outlined in the GDPHS Student Handbook in the [Current Students](http://www.dlsph.utoronto.ca/students/current-students/) page of the website.

**d. What software is available to PhD Students?**

The Licensed Software Office negotiates and administers software license agreements with many vendors in order to decrease overall software costs to the University. <http://sites.utoronto.ca/ic/software/index.html>

SAS, STATA, and R are commonly used software.

**One SAS License is FREE** for each PHS student through the Division of Biostatistics. Please email [biostat.dlsph@utoronto.ca](mailto:biostat.dlsph@utoronto.ca) for more information. A free remote version of SAS is also available online at [http://support.sas.com/software/products/university-edition/index.html](http://support.sas.com/software/products/university-edition/index.html%20) which is compatible with mac software.

You may purchase a full license through the UofT Licensed Software Office located in Robarts Library (<http://sites.utoronto.ca/ic/software/detail/sas.html>).

SAS is also accessible on all of the computers in the 5th floor computer lab.

**STATA** is available to be purchased on-line from Stats Corp or at the Licensed Software Office.

**R-software** is a free software environment for statistical computing and graphics. It runs on a wide variety of UNIX platforms, Windows and MacOS.

**e.** **How do I connect to the wireless network on campus?**

Check out this website:

<http://help.ic.utoronto.ca/category/20/wireless-access-utorcwn.html>

or stop by the Robarts Library computer help desk on the 1st floor and they will set it up for you.

**7. Student Services**

**a. What if I have questions about housing?**

For information about housing, visit the *Housing Services* office located in Room 150 in the Koffler Student Services Centre, 214 College Street, or contact their office directly:

ph: 416.978.8045; email: [residence@utoronto.ca](mailto:residence@utoronto.ca) (residence inquiries), [housing.services@utoronto.ca](mailto:housing.services@utoronto.ca) (all other inquiries); Website: <http://www.housing.utoronto.ca/>

**b. What other services are available to University of Toronto students?**

For more information about services available, please visit <http://www.studentlife.utoronto.ca/hello>

**c. I’m an international student. What services are available to me?**

The best resource is the Centre for International Experience (CIE), located at the Cumberland House, 33 St. George Street. Staff and student volunteers will provide information about the University and the City of Toronto. Student advising is also available, by appointment. Please visit <http://www.studentlife.utoronto.ca/cie>.

**d. What Academic Support is Available?**Students who require accommodation for a disability should register with Accessibility Services at: <http://www.studentlife.utoronto.ca/as>. Accommodations will be provided for students registered with Accessibility Services. Please speak to the instructor directly if there are other supports or accommodations that would enable you to do your best learning.

**8. Getting Involved**

There are several opportunities for PhD students to get involved. The School, divisions and programs recruit students for various planning committees and taskforces throughout the year. Callouts for student representation on the various committees are handled through the divisions, the *Public Health Students Association* and the Graduate Office, so please remember to check your email.

**Public Health Students Association:** Everyone is encouraged to participate. Meetings are held monthly. <http://www.dlsph.utoronto.ca/students/current-students/phsa/>

**9. What Next?**

You will receive further information from the Graduate Office, via email, during the summer. As well, information (academic calendar, timetables, information for incoming students, GDPHS Student Handbook) will be posted on the DLSPH website under *Current Students*. Please check regularly.

If you have any questions, please contact the Graduate Office at [grad.dlsph@utoronto.ca](mailto:grad.dlsph@utoronto.ca) or by telephone (416-978-0901).



**Program Specific Information: Biostatistics**

**CONTACT PERSONS**

Biostatistics Division Head/Program Director: Dr. Wendy Lou, [wendy.lou@utoronto.ca](mailto:wendy.lou@utoronto.ca)

Biostatistics Support: Ryan Rosner, [biostat.dlsph@utoronto.ca](mailto:biostat.dlsph@utoronto.ca)

**PROGRAM**

**General time line for the PhD – Biostatistics program**

* Year 1: Course work and Qualifying Exam
* Year 2: Proposal defense
* Year 3+: Dissertation work
* Flex-time PhD candidates have this time frame extended by one year.

**Course Requirements (5.0 FCE)**

|  |  |
| --- | --- |
| CHL5005H Introduction to Public Health Research | CHL5208Y Adv Lab in Statistical Design and Analysis |
| CHL5209H Survival Analysis | CHL5210H Categorical Data Analysis |
| CHL5250H Special Topics in Biostatistics | CHL5260Y PhD Biostatistics Seminar |
| STA2112H Mathematical Statistics I | STA2212H Mathematical Statistics II |
| One elective course (*Applied Bayesian Methods, Analysis of Correlated Data, etc*.) | |

If you have already taken some of the required courses during your Master’s degree, you should consult with the PhD Program Director/Division Head for suitable replacements. It is recommended to take courses relevant to your comprehensive exams (survival, categorical, mathematical statistics).

**STUDENT SPACE**

Biostatistics students can use HS679 which is accessible by card key. Remember to add this request when you ask for your card key in September.

**SOCIAL ACTIVITIES**

Your academics is only part of your experience here at the University of Toronto. Students are strongly encouraged to get involved in extracurricular activities – as a means to de-stress and have a more meaningful experience at UofT. Below are a few ways you can get involved:

**Division of Biostatistics**

Biostatistics Union of Graduate Students (BUGS) is the student organization for biostatistics. Students may choose to join the BUGS Executive or to help curate events include orientation and pub-nights.

**Conferences**

* Statistical Society of Canada (SSC) meeting and Student Conference
* Canadian Society for Epidemiology and Biostatistics (CSEB) Conference and Student Conference
* ENAR/IBS Conference
* Joint Statistical Meetings (JSM)

**Local Events**

Biostatistics Research Day; SORA-TABA Workshop; Statistics Research Day; Statistics Seminar Series



**Program Specific Information: Epidemiology**

**CONTACT PERSONS**

Epidemiology Division Head: Dr. David Fisman, [david.fisman@utoronto.ca](file:///\\Sphfps1\grad%20admin\Orientation\PhD%20Orientation%202017\david.fisman@utoronto.ca)

Program Director: Dr. Laura Rosella, [laura.rosella@utoronto.ca](file:///\\Sphfps1\grad%20admin\Orientation\PhD%20Orientation%202017\laura.rosella@utoronto.ca)

Epidemiology Support: Matilda Kong, [epi.dlsph@utoronto.ca](mailto:epi.dlsph@utoronto.ca)

**PROGRAM**

**General timeline for the PhD – Epidemiology program**

<http://www.dlsph.utoronto.ca/wp-content/uploads/2017/08/PhD-Epidemiology-Timeline_2017-18.pdf>

**Course Requirements (4.0 FCE)**

* CHL5005H Introduction to Public Health Research;
* CHL5404H Research Methods I;
* CHL5406H Quantitative Methods for Biomedical Research;
* CHL5408H Research Methods II;
* CHL5423H Doctoral Seminar Series;
* CHL5424H Advanced Quantitative Methods in Epidemiology;
* CHL5428H Epidemiological Methods for Causal Mediation Analyses;
* 1 elective course.

**RECOMMENDED RESOURCES**

|  |  |
| --- | --- |
| **Textbooks in Epidemiology** | **Textbooks in Statistics** |
| Epidemiology: An Introduction (Rothman) | Categorical Data Analysis (Agresti) |
| Methods in Observational Epidemiology (Kelsey) | Introductory Applied Biostatistics (D’Agostino) |
| Modern Epidemiology (Rothman, Greenland, Lash) | Regression Methods in Biostatistics (Vittinghoff, Glidden, Shiboski, McCuloch) |
| Epidemiology Beyond the Basics (Szklo and Nieto) | Regression Modeling Strategies (Harrell) |

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**Division of Epidemiology**

* **Epidemiology Journal Club** - The goals of the Journal Club are to: 1) Learn and practice skills to critically review and discuss literature in epidemiology; 2) Learn about studies conducted in various fields relevant to epidemiologists; 3) Benefit from the ideas and insights of others; and 4) Learn about new epidemiological or biostatistical methods. Monthly meetings (often at the Graduate Students' Union Pub). Contact Matilda Kong, [matilda.kong@utoronto.ca](mailto:matilda.kong@utoronto.ca), regarding the organization of this year’s journal club.
* **Epidemiology Admission Committee MPH and PHD** (must have passed comprehensive exam) - please speak with Laura Rosella or Matilda Kong.
* **Epidemiology Curriculum Committee**
* **PhD Epidemiology Student Society**



**Program Specific Information: Social and Behavioural Health Sciences**

**CONTACT PERSONS**

Division Head: Dr. Carol Strike, [carol.strike@utoronto.ca](file:///\\Sphfps1\grad%20admin\Orientation\PhD%20Orientation%202017\carol.strike@utoronto.ca)

Program Director: Dr. Lori Ross, [l.ross@utoronto.ca](file:///\\Sphfps1\grad%20admin\Orientation\PhD%20Orientation%202017\l.ross@utoronto.ca)

SBHS Support: Marija Vasilevska, [sbhs.dlsph@utoronto.ca](mailto:sbhs.dlsph@utoronto.ca)

**PROGRAM**

**General timeline for the PhD**

* Year 1: Course work and Qualifying Exam
* Year 2: Proposal defense
* Year 3+: Dissertation work, Departmental defense and Final Oral Exam

**Course Requirements (3.5 FCE)**

* CHL5005H Introduction to Public Health Research;
* 2 theory courses (1.0 FCE);
  + CHL5101H Social Theory and Health **and EITHER**
  + CHL5102H Social and Political Forces in Health **OR**CHL5804H Theories for Health Promotion and Public Health Intervention
* 2 methods courses (1.0 FCE);
* 2 elective courses (1.0 FCE) that relate to your area of study.

**OTHER EDUCATIONAL OPPORTUNITIES**

* **SBHS Divisional Seminar** – Monthly seminar at which two people present their work. Usually a senior doctoral candidate, recent doctoral graduate, and/or a faculty member. Dr. Daniel Grace has been organizing these: [daniel.grace@utoronto.ca](file:///\\Sphfps1\grad%20admin\Orientation\PhD%20Orientation%202017\daniel.grace@utoronto.ca)
* **Centre for Critical Qualitative Health Research Speaker Series** – Monthly seminars showcasing qualitative research, focus is on methodology: <http://www.ccqhr.utoronto.ca/events/public-seminars/>
* **OTHER**: You will receive regular emails that highlight the many different opportunities throughout the school and the university

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**Program Specific Information: Occupational and Environmental Health**

**CONTACT PERSONS**

Division Head/Program Director: Dr. James Scott, [james.scott@utoronto.ca](mailto:james.scott@utoronto.ca)

Divisional Support: Agatha Blancas, [oeh.dlsph@utoronto.ca](mailto:oeh.dlsph@utoronto.ca)

**PROGRAM**

**General Timeline for the PhD – Occupational and Environmental Health program**

* Year 1: Course work and Qualifying Exam
* Year 2: Proposal defense
* Year 3+: Dissertation work, Departmental defense and Final Oral Exam

**Course Requirements (3.5 FCE)**

* CHL5005H Introduction to Public Health Research;
* 1 course (0.5 FCE) in either Occupational or Environmental Health;
* 2 courses (1.0 FCE) in advanced research methodology including one in biostatistics, as relevant to the area of study;
* CHL5920H OEH Doctoral Seminar Series;
* 2 elective courses (1.0 FCE) expanding on the substantive area of study.

Apart from CHL5005H, all courses require the prior approval of the student’s committee and the PhD OEH Program Director

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