Graduate Department of Public Health Sciences Student Handbook

2018 - 2019

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1. DLSPH Vision and Mission Statement

**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

The Graduate Department of Public Health Sciences (GDPSHS), in the Dalla Lana School of Public Health (DLSPH), is responsible for the administration of graduate degree programs according to the policies and procedures 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, 6th Floor, Ste. 620
Toronto, ON
M5T 3M7
www.dlsph.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**

- Prof. Charlotte Lombardo  
  Graduate Coordinator, Master’s Programs  
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  Graduate Program Administrator  
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  Graduate Assistant & Awards Officer  
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  Practicum Placement & Professional Development Officer  
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3. Other Important DLSPH Contacts

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  416-978-5253  
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  Executive Assistant to the Dean  
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  Scheduling Assistant to the Dean  
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- Madeline Salazar  
  Financial Assistant  
  (expense reimbursements)  
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- Sandra Lang  
  Facilities Coordinator  
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  s.lang@utoronto.ca
4. Degree Programs in GDPHS

The Graduate Department of Public Health Sciences offers 5 degree programs incorporating several fields of study.

4.1. Master of Public Health (MPH)

**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 sue.bondy@utoronto.ca
Matilda Kong (Admin support) 416-978-7213 epi.dlsph@utoronto.ca

**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. Julie Alleyne julia.alleyne@utoronto.ca
Diana Kam (Admin support) 416-978-8363 familymed.grad@utoronto.ca

**Indigenous Health**
In this field, Indigenous health issues will be examined from multiple perspective and world-views. Indigenous knowledges, pedagogies, and approaches to research will be utilized in tandem with Western approaches. Opportunities for land-based learning, traditional medicine teachings, interaction with Elders, and community engagement will permeate the program. Students will gain a broad public health knowledge base with specific expertise in Indigenous health issues.

Contacts
Prof. Angela Mashford-Pringle angela.mashford.pringle@utoronto.ca
John Wabegijik 416-978-5802 wbiih.dlsph@utoronto.ca

**Nutrition and Dietetics**
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
Pierrette Buklis 416-978-3617 pierrette.buklis@utoronto.ca
**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 OEH 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 p.bozek@utoronto.ca
- Agatha Blancas (Admin support) 416-978-5883 oeh.dlsph@utoronto.ca

**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. Ananya Banerjee 416-978-6873 ananya.banerjee@utoronto.ca
- Marija Vasilevska (Admin support) 416-978-7645 sbhs.dlsph@utoronto.ca

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 wendy.lou@utoronto.ca
- Ryan Rosner (Admin support) 416-978-6961 biostat.dlsph@utoronto.ca

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.

Contacts
- Prof. Christine Wickens 416-535-8501 x 34711 christine.wickens@camh.ca
- Prof. Branka Agic 416-535-8501 x 34526 branka.agic@camh.ca
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
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julia.alleyne@utoronto.ca
Diana Kam (Admin support)  416-978-8363  
familymed.grad@utoronto.ca

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 program addresses the practical education needs of health professionals locally, nationally and internationally.

Contacts
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Ancy Jacob (Admin support)  416-978-1914  
familymed.grad@utoronto.ca

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 nurses, physical/occupational therapists, etc...may also apply.

Contacts
Dr. Aaron Thompson  416-864-5074  
aaron.thompson@utoronto.ca
Agatha Blancas (Admin support)  416-978-5883  
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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
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gary.sibbald@utoronto.ca
Dr. Morty Eisenberg  
m.eisenberg@utoronto.ca
Patricia Skotniczna (Admin support)  
iiwccmodules@gmail.com

4.4. Master of Health Science (MHSc)

Bioethics
The MHSc is a professional master's program for health practitioners, researchers, and administrators. The goal of the program is to enhance students’ core knowledge and skill competencies in bioethics research, education and practice, ideally to strengthen ethics capacity in their health organizations and expose students to the breadth of clinical, organizational, and research ethics issues facing our health system today, with a strong emphasis on interprofessional exchange and practical experience informed by theory.

Contacts
Prof. Jennifer Gibson  416-978-1395  
jcb.ea@utoronto.ca
Terry Yuen (Admin support)  416-978-1906  
jcb.ea@utoronto.ca
4.5. 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  wendy.lou@utoronto.ca
Ryan Rosner (Admin support) 416-978-6961  biostat.dlsph@utoronto.ca

**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. Laura Rosella 416-978-6064  laura.rosella@utoronto.ca
Matilda Kong (Admin support) 416-978-7213  epi.dlsph@utoronto.ca

**Occupational and Environmental Health**
The PhD field in OEH provides research intensive doctoral level training in occupational and environmental health topics with the principal emphasis on the role of the physical environment as a determinant of health. New research methods, increasing availability of high-quality exposure data sets, and access to large administrative data sets on health outcomes have resulted in new insights into effects that exposures to naturally-occurring and anthropogenic substances in the environment can have on mortality and the incidence of chronic disease.

Contacts
Prof. Jeremy Scott 416-978-4353  jeremy.scott@utoronto.ca
Agatha Blancas (Admin support) 416-978-5883  oeh.dlsph@utoronto.ca

**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
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Marija Vasilevska (Admin support) 416-978-7645  sbhs.dlsph@utoronto.ca
5. Collaborative Specializations

The Graduate Department of Public Health Sciences participates in 15 Collaborative Specializations:

- 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
- Human Development
- Indigenous Health
- Neuroscience
- Public Health Policy
- Resuscitation Sciences
- Sexual Diversity Studies
- Women and Gender Studies
- Women's Health

6. Getting Started

Incoming students are encouraged to visit the Information for Incoming Students webpage on the DLSPH website. This site provides information about such things as registration and fees, TCard, ACORN, campus maps, and the mandatory first course for incoming students:

Master’s students - CHL5004H: Introduction to Public Health Sciences
PhD students - CHL5005H: Introduction to Public Health Research

6.1. TCard

All students must obtain a TCard, which serves as a student photo ID and library card. TCards are issued at Koffler Student Services Building, 214 College Street. 1st Floor. If you are a new student or returning student who lost your card, you will need to bring your Offer of Admission, proof of citizenship, and valid photo ID (e.g. drivers licence).

We advise that you obtain your T-Card during the summer to avoid line-ups in September. For further information, contact the TCard office.

6.2. UTORid

The TCard office will also provide your UTORid and an ‘Activation Key’. Visit http://www.utorid.utoronto.ca to activate your UTORid and then complete the UTORid Account Recovery Service. This will allow you to reset forgotten passwords. Finally, create your University-issued email (UTmail+) account with your UTORid and new password. The University will only deliver official correspondence to you via your University-issued email address.

6.3. Portal

Your UTORid is also required for access to the University’s student Learning Management Engine. Starting September 2018, Blackboard is being replaced with Quercus, and is where you will find course materials for your currently enrolled courses. Quercus instructions and information can be found here: http://toolboxrenewal.utoronto.ca/faq/

6.4. ACORN - Accessible Campus Online Network

ACORN 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 ACORN can do for you:
- View/Change address, telephone number, e-mail address
- View financial account information
• View/Print Fee Invoice
• Pay tuition and fees by credit card
• Request to ‘Register without Payment’ (OSAP recipients, award holders and PhD funded cohort)
• Enter bank information for direct deposit of award funds
• Request/Drop courses
• View current courses or course request status
• View academic history and final grades
• Print ‘Educational Credit’ tax forms (T2202A)
• Life section: Highlights important student services and programs
• Order transcripts and graduation tickets

We strongly recommend that students check their profile, financial account, and academic information on ACORN regularly. Please remember to update your new U of T email address, and other contact information.

7. Registration

At the University of Toronto, registration refers to fee payment. Once tuition fees are paid, a student becomes Registered. Students are expected to register prior to the commencement of their program and at the beginning of each subsequent academic year until all program requirements are completed. A more detailed explanation of tuition fees can be found in section 10. Financial Matters.

7.1. Becoming Registered

It is the student’s responsibility to ensure that they are registered in their program of study by the registration deadline (early-September) of every academic year. To register, one must either pay the minimum academic program and incidental fees, or request to ‘Register without Payment’ (see below).

7.1.1 Making a Fee Payment

Logon to ACORN 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. We recommend that you make your payment by the last Friday in August to allow time for the payment to be processed and received by the university.

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

As of Fall 2016, the University of Toronto has partnered with Moneris (service provider) to provide students with an online credit card fee payment option. The online Mastercard and Visa Canadian Dollar fee payment service is only available on ACORN and includes a separate and non-refundable convenience fee at a rate of 1.75% of the fee payment collected directly by Moneris.

Information about this service, and how to make the fee payment by credit card can be viewed at:

Making a Fee Payment
Credit Card FAQ
7.1.2 Register without Payment (Tuition Fee Deferral) – OSAP (and other Provincial loan) Recipients
If you are receiving OSAP, other Provincial loans or US Government loans, you may temporarily defer your fees, via ACORN, before the registration deadline. A fee payment must be made by September 30th. Monthly service charges will be applied to outstanding Fall session fee balances starting October 15th, as noted above.

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 (pay or defer fees) on time.

7.1.3 Register without Payment (Tuition Fee Deferral) – Funded Cohort and Award Holders
Students who hold a funding package and are part of the GDPHS funded cohort (Full-time PhD students in years 1-5) are able to ‘Register without Payment’ in ACORN by clicking on the ‘Tuition Fee 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 not part of the funded cohort (i.e. Master’s students), but are receiving a major award (i.e. OGS, CIHR, SSHRC), you may also be eligible to defer payment of tuition. You will need to complete the ‘Register without Payment’ (Fee Deferral) form. This form can be found on the School of Graduate Studies (SGS) Student Forms & Letters page, under the Registration, Enrolment, Program Status menu. Review the terms indicated on the form to confirm your eligibility. Return the completed form, with a copy of your award notice, to the Graduate Office before the registration deadline.

Once the Fee Deferral has been processed, you will still be able to review your fee balance on ACORN and you will continue to receive fee payment notifications. You are responsible for ensuring that fees are paid, in full, before the end of the Winter session (April 30th), after which time you will be subject to the same service charges indicated above, on any outstanding balance, beginning May 15th.

7.2. Not Becoming Registered
There are several situations in which students may not register for a period of time.

7.2.1 Failure to Register
Students who fail to register, with a fee payment or an approved ‘Register without Payment’ request, by the registration deadline will be “Financially Cancelled” and removed from all course enrolments. To become registered, you will be required to provide proof of payment (bank receipt or approved ‘Register with our Payment’) to the School of Graduate Studies (SGS) and you will be subject to a late registration fee of $44.

7.2.2 Leave of Absence
Under certain circumstances, students may apply for a Leave of Absence (LOA) from their program, which can range from one session (e.g. Fall session, September-December) to a full year (i.e. 3 sessions). While on an approved LOA, the “clock stops” so that the student returns to their program in the same year of study as when they left. Students do not register while on an approved Leave of Absence. See section 13.2 for more details.

7.2.3 Temporary Stop-Out
When a Leave of Absence is not appropriate, FT students in coursework-only programs may request to temporarily stop-out for a period of up to 12 months. Unlike a LOA, the stop-out period is included in the time period for degree completion. In other words, a student who has completed year 1 (Sept-Aug), and then requests to stop-out for the next academic year (Sept-Aug), returns in the following September into year 3. Students do not register when approved for a Temporary Stop-Out. See section 13.3 for more details.
7.2.4 Program Withdrawal
The decision to withdraw from a degree program should be carefully considered, and discussed with your Program Director, Supervisor and/or the Graduate Coordinator. If a withdrawal is planned during the Summer session (prior to the registration deadline in September), registration is not required and no fee payment should be made. After registration occurs, fees rebates are assessed according to the refund schedule on the Student Accounts website. See section 13.7 for more details.

8. Attendance Status - Full-Time, Part-Time, Flexible-Time Studies

Tuition fees are based on a student’s degree program and attendance status, and are assessed as an annual flat rate. Attendance status affects program time limits, eligibility for funding and awards, as well as maximum course loads/per session.

Full-time, Part-time and Flexible-time studies are defined in the SGS Calendar, General Regulations, Section 6: Registration and Enrolment.

8.1 Master’s Students
Full-time Master’s students are expected to maintain continuous registration, paying fees and enrolling in activities, for the duration of their program. Part-time Master’s students register in the initial session in which they are 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 in every session (term) to maintain registration.

8.2 PhD Students
All PhD students are required to be continuously registered in every session, including summers. Full-time PhD students pay FT fees for the duration of their program (during the normal time limit for degree completion). Fees for FT PhD students in their final year of studies are pro-rated based on the twelve-month academic year (September – August).

The PhD program does not have a Part-time option. Instead, students are admitted to Flexible-time studies. The Flexible-time program is 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 attendance status. It is highly recommended that PhD Flexible-time students speak with their Program Director and thesis supervisor to map out their program in order to achieve milestones in a timely manner.

8.3 Request to Change Attendance Status
Occasionally, a student’s situation changes and a request is made to switch attendance status from FT to PT or vise versa. These changes may be approved, according to the requirements outlined below.

8.3.1 Master’s Students
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. Program Length refers to the period of time (in sessions or academic years) for an academically well-prepared student to
complete all program requirements while registered full-time.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Program Length</th>
<th>Last date to submit transfer request</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH</td>
<td>4 sessions</td>
<td>August 1 (prior to the beginning of year 2)</td>
</tr>
<tr>
<td>MPH Nutrition &amp; Dietetics-Advanced Standing</td>
<td>2 sessions</td>
<td>December 1 (in the 1st year of study)</td>
</tr>
<tr>
<td>MSc, MScCH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 the SGS [Student Forms & Letters](#) page, under the Registration, Enrolment, 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.

Part-time status is not permitted for students in the MHSc program in Bioethics.

### 8.3.2 PhD Students

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

### 9. Course Enrolment

Students must be enrolled in at least one academic activity (course or practicum) in every session in which they are registered or registration will be cancelled. If you are a new student, and you are not enrolled in at least one activity, your admission may be withdrawn.

#### 9.1. Course Codes

Course weights are measured using the term Full Course Equivalents (FCE). Some graduate courses are worth a full credit or 1.0 FCE, while most are worth a half-credit or 0.5 FCE, where two 0.5 half-credit courses make up a full course equivalent or FCE.

**Course codes** consisting of the following 3 components:

- a three-letter prefix associated with the academic unit (‘CHL’ for courses offered by PHS); followed by
- a four-digit course number; and
- a suffix associated with the course weight (‘Y’ for a 1.0 FCE course or ‘H’ for a 0.5 FCE course)

**Section codes** refer to when the course is being offered, and are represented by the letters ‘F’, ‘S’ or ‘Y’ where:

- ‘F’ refers to a course offered in the Fall session (September-December) or during the First 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.

9.2. Enrolling in Courses on ACORN

ACORN allows you to use a search field to search for courses by course code or title. Click on the course in which you would like to enrol and click Enrol, or add the course to your enrolment cart. **Note: You will not automatically be enrolled in the courses in your enrolment cart once your enrolment period begins.** For each course in your enrolment cart that you would like to enrol in, you must click the ‘Enrol’ button. Visit ACORN Help for instructions on enrolling in courses. Please note that when you enrol in any course on ACORN you are making an enrolment request. **All enrolment requests will be approved by the Graduate Office before the enrolment deadline. This process is completed manually and may take several business days – BE PATIENT.**

It is the student’s responsibility to

- adhere to deadlines for adding and dropping courses;
- ensure that your course enrolment is accurately reflected on ACORN in every session;
- enrol in courses **well before the start of classes** to allow time for approvals and updating of Quercus access to course materials.

9.2.1 Enrolling in regular ‘CHL’ Courses

GDPHS Timetables (Fall, Winter and Summer) contain the current course offerings, class dates, times and locations. The 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: [http://www.dlsph.utoronto.ca/students/current-students/timetables/](http://www.dlsph.utoronto.ca/students/current-students/timetables/).

For courses offered in PHS (indicated with the 3 letter-prefix CHL), students can typically enrol through ACORN. If you run into difficulty, visit the Graduate Office before the enrolment deadline.

9.2.2 Enrolling in Practicum

Master’s students (MPH, MSc, MScCH, MHSc) are all expected to complete at least one practicum (1.0 FCE for MPH and MHSc, 0.5 FCE for MSc and MScCH), during their degree. Eligibility to enrol in the required practicum normally depends upon first having completed other required academic activity. 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 Placement Officer.

9.2.3 Enrolling 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 or elsewhere in the university. Students who wish to take a directed reading course should review the **Guidelines for Reading and/or Research Courses**. 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. The student is responsible for finding a faculty member who is willing to instruct a Directed Reading or Research course. 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 & Letters page. All 3 sections of the form must be completed before submitting to the Graduate Office for approval. **Students may not enrol in directed**
reading/research courses via ACORN; the Graduate Department will add the course to your academic record once approved.

9.2.4 Enrolling in U of T Courses Outside of PHS

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 the (SGS) Student Forms & Letters page, under the Registration, Enrolment, Program Status menu. 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 ACORN. Be sure to check your ACORN record, before the enrolment deadline, to make sure you are enrolled.

9.2.5 Enrolling in Courses Outside U of T

Occasionally, students may wish to take courses outside the University of Toronto. Three separate agreements exist to facilitate this opportunity:

(i) the Ontario Visiting Graduate Student (OVGS) Agreement: [http://www.sgs.utoronto.ca/Documents/Ontario-Visiting-Graduate-Student-Agreement.pdf](http://www.sgs.utoronto.ca/Documents/Ontario-Visiting-Graduate-Student-Agreement.pdf)

(ii) the Graduate Exchange Agreement: [http://www.sgs.utoronto.ca/Documents/Graduate-Exchange-Agreement.pdf](http://www.sgs.utoronto.ca/Documents/Graduate-Exchange-Agreement.pdf), and

(iii) the Canadian University Graduate Transfer Agreement (CUGTA): [http://www.sgs.utoronto.ca/Documents/Canadian-University-Graduate-Transfer-Agreement.pdf](http://www.sgs.utoronto.ca/Documents/Canadian-University-Graduate-Transfer-Agreement.pdf)

Generally, a maximum of two 0.5 credit courses (1.0 FCE) 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). This process takes several weeks. Ideally, you should 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 & Agreements heading of the SGS Student Forms & Letters page, depending on the location of the host university:
  - [Ontario Visiting Graduate Student (OVGS)](http://www.sgs.utoronto.ca/Documents/Ontario-Visiting-Graduate-Student-Agreement.pdf) - to attend a university within Ontario
  - [Graduate Exchange Agreement](http://www.sgs.utoronto.ca/Documents/Graduate-Exchange-Agreement.pdf) - to attend McGill University, Université de Montreal, and UBC
  - [Canadian University Graduate Transfer Agreement (CUGTA)](http://www.sgs.utoronto.ca/Documents/Canadian-University-Graduate-Transfer-Agreement.pdf) - to attend a university outside of Ontario but within Canada (with the exception of McGill, Université de Montreal, and UBC)
- obtain the approval from the Graduate Coordinator

Once the form is completed and approved, the Graduate Office will forward the form to the School of Graduate Studies. We advise students to check their ACORN 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.
9.3 Auditing Courses
Students interested in auditing a course in PHS, or at another department, should approach the instructor. In PHS, it is at the discretion of the instructor to approve such requests, but other units may have a different policy. For detailed information about auditing courses, please refer to SGS Calendar, General Regulations, Registration and Enrolment.

9.4 Dropping Courses
Students may only drop courses prior to the SGS deadline to drop courses. Logon to ACORN and click on Enrol & Manage of the left-hand menu, then click on Courses.

Students may not drop courses after the SGS deadline, except in exceptional circumstances that are beyond the student’s control. Students must continue to attend the course(s) (and complete assignments/evaluations) until the request for late withdrawal has been approved by SGS.

NOTE: Course Availability in Quercus
When the instructor(s) are using Quercus to manage course materials, you will be able to view the course in your Portal only after your enrolment request has been approved and the instructor has made the course available. Your access to course materials will expire at some point after the course ends, and you will no longer be able to retrieve materials. Please download the information you require before the end of the course.

10. Financial Matters

10.1. Student Fees
Graduate degree fees are assessed as a Program Fee. This is a flat rate amount charged to all students in a program; there is a full-time and a part-time rate. Fees are NOT assessed on a per course basis, meaning annual fees are the same, regardless of the number of enrolled courses.

Fee and refund schedules are published before the beginning of the academic year, normally by mid-July. Detailed information can be found on the Student Fees website.

10.2. Minimum Degree Fee and Balance of 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, or if, at the end of your program, the total amount of academic fees which you paid during the time you were registered is less than the minimum degree fee, you will be required to pay the outstanding balance, or the Balance of Degree Fee. However, 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.

10.3. 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;
- 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.

10.4. 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: 416-946-0808 / graduate.awards@utoronto.ca.

11. Student Awards and Funding Opportunities

11.1. 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 listservs, 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. Finally, Ulife has a database which allows you to set search filters (i.e. level of study, campus, type of award) to search for awards.

Students who successfully obtain external funding will need to formally accept and activate their award. Please visit the SGS website at this link for instructions. Students should also inform the Graduate Office by forwarding a copy of their award notice.

11.2. Teaching Assistant and Research Assistant Opportunities
Teaching Assistant opportunities are posted on our TA Opportunities page of the website. These opportunities are also sent by email and displayed on the 5th floor bulletin board beside the student lounge. Positions are generally advertised in June for Fall session courses, and in October for Winter session courses. Research Assistant opportunities may also be posted on our Professional Opportunities page. Students are encouraged to visit the websites of other departments for information on teaching and research assistant opportunities for which they may be eligible.

11.3. Professional Master’s Financial Aid
Bursary funds are available for professional Master’s students not eligible for the University of Toronto financial aid program - UTAPS. Students must be registered as Full-time, and must have applied to OSAP, or other provincial/territorial government student aid. Eligible students are automatically considered; no application is required, however, students receiving other provincial/territorial government student aid (not OSAP) must complete the online Out of Province Financial Aid/UTAPS application on the U of T Financial Aid website.

11.4. Professional Master’s Bursary
The Professional Master’s Bursary is available to full-time Master’s students in the MPH, MScCH and MHSc programs with demonstrated financial need. An announcement is sent each year in October with application details. Funds are
normally paid in late January. To be eligible for this funding, applicants

- must be registered in the MPH, MScCH or MHSc program;
- should have applied for OSAP or other provincial/territorial government student aid;
- must demonstrate legitimate financial need.

11.5. Practicum Stipends
Students in practicum placements may receive an hourly rate of pay, a stipend, or no remuneration. This varies by the policies and resources of the agency where each placement is completed. Students in practicum placements where there is no remuneration may be eligible for Professional Master’s Financial Aid support.

11.6. Global Health Student Research Travel Award (GHSTRA)
Recognizing the financial challenges faced by students for whom travel is a necessary part of research, the Global Health Student Research Travel Award (GHSTRA) provides support to DLSPH Master of Public Health (MPH), Master of Science (MSc) and Master of Science in Community Health (MScCH) students whose practicum placement outside the GTA is focused on global health. The Office of Global Public Health Education and Training (OGPHET) invites Masters students, whose practicum placement links to global health issues, to apply for the GHSTRA twice annually (generally in November and May). Information will be sent by email. Completed applications should be submitted electronically to ghoffice.dlsph@utoronto.ca by the date indicated in the Call for Applications.

11.7. 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 by the deadline outlined in the email. For more information, please visit PHAA.

11.8. DLSPH School Awards
Each year the School offers awards to students based on academic achievement or contribution to the PHS student community. A description of these prizes can be found on the Student Awards & Funding - Internal page under School Prizes.

12. University of Toronto Policies

Some important University 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 Practice Policy
- Accommodations for Religious Observances
13. School of Graduate Studies (SGS) Policies

All policies regarding graduate studies can be found on the Policies & Guidelines page of the School of Graduate Studies website.

13.1. 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:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>FT</th>
<th>PT (Master’s)</th>
<th>Flex-time (PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td>3 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>6 years</td>
<td>6 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

13.2. Leaves of Absence
Under certain circumstances, students may apply for a Leave of Absence (LOA) from their program, which can range from one session (e.g. Fall session, September-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, attend courses, or expect advice from faculty. Students may make arrangements to consult with their supervisor.

The form can be downloaded from the SGS Student Forms & Letters page, under the Registration, Enrolment, 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 GDPHS Graduate Coordinator. Second and subsequent medical/personal requests require a letter of substantive rationale and the additional approval of the School of Graduate Studies.

13.3. Temporary Stop-Out
Students in coursework-only degree programs may request to temporarily stop-out for a period of up to 12 months. This option should be discussed with your Program Director, and if you decide to stop-out, you must complete and submit the Program Temporary Stop-Out form available on the SGS Student Forms & Letters page, under the Registration, Enrolment, Program Status menu.
13.4. Program Extensions
Students who cannot finish their degree requirements within the time period noted above will need to request a program extension. Students must speak with their Supervisor or 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. Program extension requests require approval of the Graduate Coordinator and SGS and are not guaranteed. Program extensions are considered one year at a time up to a maximum of four extensions for doctoral students. A maximum of three one-year extensions may be available for master's students. Prior to approval of additional extensions, your progress will be reviewed at the end of each extension year. If you do not complete your degree requirements by the end of the maximum period of extension, or if an extension is denied, no further registration or reinstatement will be permitted.

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 & Letters page, under the heading Registration, Enrolment, Program Status.

Procedures 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.

13.5 Course Work Extensions
Deadlines for course 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 by the grade submission deadline, students may need to request a course extension. The form can be downloaded from the SGS Student Forms & Letters page, under the heading Registration, Enrolment, Program Status. Complete the form and ensure that:

- 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.

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.

13.6. Academic Appeals
As per SGS policy, (SGS Calendar, General Regulations, Academic Appeals Policy), 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”.

13.7. Program Withdrawal
Students who wish to withdraw from their program should 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, Registration & Enrolment). Students must complete and submit the ‘Program Withdrawal’ form, found on the SGS Student Forms & Letters page, under the heading Registration, Enrolment, Program Status. A rebate of fees, if any, will be determined by the date on which written notification of withdrawal is received by SGS.
13.8. Study Abroad
Students who travel out of the country for any university-sanctioned purpose (fieldwork or research,) must 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.

14. Dalla Lana School of Public Health Policies

14.1. PhD 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.

14.2. GDPHS Statement on Good Academic Standing and Satisfactory Progress
Students admitted into a degree program in the Graduate Department of Public Health Sciences (GDPHS) in the Dalla Lana School of Public Health (DLSPH) are expected to maintain Good Academic Standing in their graduate program, which includes making 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 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 requires that students:
   i. comply with the SGS General Regulations and Degree Regulations, as outlined in the SGS Calendar for the year in which the student first registered, as well as the specific Program Requirements for their degree; and,
   ii. make satisfactory progress toward the completion of their degree.

i. SGS General Regulations, Degree Regulations, and GDPHS Program Requirements:
   a) General Regulations and Degree Regulations are outlined in these sections of the SGS Calendar and include policies regarding FT/Flex-time status, registration and course enrolment, Candidacy, thesis guidelines and the Final Oral Exam, and time limits for degree completion.

   It is worth noting here the SGS requirements for Achieving Candidacy. Full-time doctoral students must achieve candidacy by the end of year 3 (Flexible-time students by the end of year 4). To achieve candidacy, students in doctoral degree programs must:
      1. Complete all requirements for the degree (required courses and comprehensive/qualifying exam) exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program; and
      2. Have an approved thesis topic, supervisor, and supervisory committee.

   b) Program Requirements for students in the Graduate Department of Public Health Sciences are as follows:
      Doctoral Program
      1. Complete required coursework. Specific course requirements are available on the website for each field of study;
      2. Pass all parts of the comprehensive/qualifying exam;
      3. Establish a Supervisory Committee that meets at least annually, and submit the Supervisory Committee Meeting Report, signed by the supervisor and all committee members, after each meeting;
4. Apply annually for external awards, as applicable;
5. Complete and submit an annual Funding Declaration; and
6. Complete and submit an annual Activity Report of academic/professional development activities.

The additional requirements below are mandatory for PhD students starting their program on or after September 2017, as well as those who have opted-in to the revised PHS Funding Policy for PhD Students (in 2017-18;) and are strongly encouraged for all others:

1. Pass a proposal defense;
2. Pass a Departmental oral defense prior to scheduling the SGS Final Oral Examination.

Master’s programs
Complete required coursework including practicum placement(s). Specific course requirements are available on the website for each field of study.

ii. Satisfactory Progress:
As stated in the SGS Calendar, continuation in a degree program requires satisfactory progress towards the completion of that program. A student’s progress in a degree program will be considered satisfactory only if the student satisfies and completes the various requirements for that degree in a manner consistent with the SGS General Regulations and Degree Regulations and the graduate unit’s timeline for completion of the degree program.

To make satisfactory progress, students in GDPHS must:

Doctoral Program
1. Complete coursework requirements (required and elective courses), generally by the end of year 2. Satisfactory completion of graduate courses requires a final grade of at least B- (or CR) in each course, and maintenance of a GPA of at least B+ (3.3/4.0);
2. Establish a Supervisory Committee, consisting (normally) of a supervisor and 2 committee members, by the end of the fourth term (end of Fall session of year 2);
3. Pass all parts of the comprehensive/qualifying examination, usually during the Summer session of year 1, but not later than the end of year 2;
4. Pass a proposal defense before the end of year 3;
5. Achieve Candidacy by the end of year 3;
6. Schedule Final Oral Examination (FOE) within the Time Limit for degree completion:
   - 6 years for Full Time PhD students
   - 8 years for Flexible-time PhD students

Master’s Programs
1. Complete required coursework. Satisfactory completion of graduate courses requires a final grade of at least B- (or CR) in each course, and maintenance of a GPA of at least B+ (3.3/4.0);
2. Complete program requirements (all course work - both required and elective - and practica) by the end of the normal program length (see table below), and according to the field-specific timelines;
3. Complete all degree requirements within the Time Limit for degree completion:
   - 3 years for FT Master’s students
   - 6 years for PT Master’s students

Normal Program Lengths for GDPHS Master’s degree programs
### Degree Program

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>FT</th>
<th>PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH</td>
<td>1.5-2 years (16-24 months)</td>
<td>3-4 years</td>
</tr>
<tr>
<td>MPH-Advanced Standing (Nutrition &amp; Dietetics)</td>
<td>1 year (12 months)</td>
<td>2-3 years</td>
</tr>
<tr>
<td>MSc-Biostatistics</td>
<td>1 year (12 months)</td>
<td>2-3 years</td>
</tr>
<tr>
<td>MScCH</td>
<td>1 year (12 months)</td>
<td>2-3 years</td>
</tr>
<tr>
<td>MHSc</td>
<td>Years (20 months)</td>
<td>no PT option</td>
</tr>
</tbody>
</table>

Any student in who is not in Good Academic Standing will be required to meet with the Graduate Coordinator and the Program Director to discuss his/her performance and to determine sanctions.

### 15. Space

#### 15.1. Building Access

Students require a fob to access the Health Sciences Building, Gage and FitzGerald Building after hours and on weekends. Effective September 1, 2016, there is a $20 refundable deposit collected for the fob, which will be refunded upon the return to DLSPH’s Facility Co-ordinator, Sandra Lang, who is located in HSB 547. Deposits for fobs obtained prior to September 2016 will not be refunded.

[Student Building Access Request form](#)

All lost or stolen fobs must be immediately reported to Campus Police, located at 21 Sussex Ave, or by telephone at 416 978 2323.

#### 15.2. Study Space

##### 15.2.1. Desk Requests and Renewal – PhD Students

PhD students in the Biostatistics (Biostats), Epidemiology (EPI) and Social & Behavioural Health Science (SBHS) fields are eligible to access desk space with a keyed, lockable cabinet. There is a mixture of hoteling and assigned desks that are allocated per term. There is a $20 refundable key deposit. Priority will be given to students who do not have access to other space. See the table below:

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 569 - Early Stage PhD (Biostats, EPI &amp; SBHS)</td>
<td>Hoteling workstations for 1st and 2nd year PhD students</td>
</tr>
<tr>
<td>HS 744 - PhD Workstations (EPI &amp; SBHS)</td>
<td>Individual workstations (see description below) for those who have completed comprehensive/qualifying exam</td>
</tr>
<tr>
<td>HS 679A – PhD Workstations (Biostats)</td>
<td>Individual workstations (see description below) for those who have completed comprehensive/qualifying exam</td>
</tr>
</tbody>
</table>

**HS 569:** PhD students in the early stage (prior to completing comprehensive/qualifying exam) may request at the beginning of each academic term, access to HS 569 which has hoteling desk spaces and lockers. Hoteling spaces are spaces to which a student has access for that day, they are not permanently assigned. You can request a locker to store your belongings, and we do encourage students to lock up their belongings should they need to leave the space. **Please note:** The School is not responsible for any lost or stolen items. If there are no lockers available in
HS 569, students can have access to lockers on the 7th floor. To request access to HS 569, please complete the form below and submit this to DLSPH Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca.

Student Space Request (569/744) form

HS 744: PhD students who have completed their comprehensive/qualifying exam may request access to HS 744. The workstations in this area are assigned on a term by term basis, based on three specific operational needs:
1) Students requiring a workstation 4-5 days per week, which we would allot as a permanent work station. They will have a lockable hutch within their workstation to lock contents.
2) Students requiring a workstation 2-3 days per week, which we would allot as shared space with another student. For the shared workstation(s), each student is then assigned a locker within HS 744.
3) Students requiring access to a desk space occasionally (day by day), which we would allot as hoteling space, means access to a desk space for the day. Please request a locker located on the 7th floor near the Graduate Student Lounge.

We do encourage students to lock up their belongings should they need to leave the space. Please note: The School is not responsible for any lost or stolen items. To request access to HS 744, please complete the form below and submit this to DLSPH's Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca.

Student Space Request (569/744) form

HS 679A: PhD students, who have completed their comprehensive/qualifying exam, may request access to HS 679A. The workstations in this area are assigned on a term by term basis, based on three specific operational needs:
1) Students requiring a workstation 4-5 days per week, which we would allot as a permanent work station. They will have a lockable hutch within their workstation to lock contents.
2) Students requiring a workstation 2-3 days per week, which we would allot as shared space with another student. Each student will have a lockable hutch within their workstation to lock contents.
3) Students requiring access to a desk space occasionally (day by day), which we would allot as hoteling space, means access to a desk space for the day. Please request a locker located on the 7th floor near the Graduate Student Lounge.

We do encourage students to lock up their belongings should they need to leave the space. Please note: The School is not responsible for any lost or stolen items. To request access to HS 679A, please complete the two forms below and submit them to DLSPH's Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca.

Student Building Access Request form
Student Space Request form 679A

15.2.2. Desk Requests and Renewal – Other
MSc Biostatistics students are eligible for workspace as outlined below:

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
</table>

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HS 679: Students accessing this area have access to hoteling desk spaces which means access to a desk space for the day. We do encourage students to lock up their belongings should they need to leave the space. **Please note:** The School is not responsible for any lost or stolen items. Please request a locker located on the 7th floor near the Graduate Student Lounge. To request access to HS 679, please complete the form below and submit this to DLSPH’s Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca.

**Student Building Access Request form**

MPH and PhD *Occupational & Environmental Health* students are eligible for workspace as outlined below:

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gage 110 – MPH and PhD OEH</td>
<td>Shared lounge/study space for all OEH students</td>
</tr>
</tbody>
</table>

**GA 110:** Students accessing this area will have access to a student lounge/study room with unreserved seating for 13 students. Printing is available; please bring your own paper. **Please note:** The School is not responsible for any lost or stolen items. To request access to GA 110, please complete the form below and submit this to DLSPH’s Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca.

**Student Building Access Request form**

All PHS Master’s and PhD students are eligible for unassignable work spaces on a first-come, first-serve basis. For access, please inquire at the Graduate Office, HS 620:

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS 548 – Master’s/PhD</td>
<td>Computer workstations are available for all students (New computer workstations are being installed in early September, 2016 and a notice will be sent out on the student listserv advising of the 1-2 days when this room will be unavailable due to this installation.</td>
</tr>
</tbody>
</table>

### 15.3. Meeting Rooms

There are a few small size meetings rooms available for GDPHS students. These rooms are used for small groups, PHS clubs and other program-related meetings. Request for these rooms can be booked through your Divisional Administrative support with at least 24 hours advance notice. For student special events (i.e. Student-led conferences), please contact DLSPH’s Facility Co-ordinator, Sandra Lang, who is located in HS 547 or by email to: s.lang@utoronto.ca. Keys for these rooms can be picked up from, and returned to, the Graduate Office during regular hours of operation.
15.4. Audio Visual Equipment
Limited A/V equipment is available for students to use. All requests must be made through their Divisional Administrative support at least 24 hours in advance. Equipment is available on a first come first serve basis.

15.5. 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.

15.6. Student Kitchen/Lounge
There is a kitchen for PHS graduate students HS 549. The room provides the use of a microwave, and refrigerator as well as 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 are also located in HS 549. Any incoming mail addressed to current students are sorted (by last name) in the slots provided.

16. Academic Resources

16.1. Computer Lab
There is a computer lab located in HS 548 (Health Sciences Building, 5th floor) with 12 computers with the following software set:

<table>
<thead>
<tr>
<th>Software</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Office</td>
<td>2016</td>
</tr>
<tr>
<td>SPSS</td>
<td>25</td>
</tr>
<tr>
<td>Epinfo</td>
<td>7.2</td>
</tr>
<tr>
<td>Adobe Acrobat X1</td>
<td></td>
</tr>
<tr>
<td>STATA</td>
<td>15</td>
</tr>
<tr>
<td>EpiData Entry</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td></td>
</tr>
<tr>
<td>SAS</td>
<td>9.4</td>
</tr>
</tbody>
</table>

Your UTORid is required to login to computers in the lab located in the Health Sciences Building. For after hours and weekend access you will need to use your Fob and access code (see graduate office) to enter the lab.

The computer lab is also outfitted with a Copier-Printer-Scanner station. Scanned copying and printing is being provided as a no-cost service at this time. You may print from any workstation once you are logged in to the WiFi. Please use the scanner to convert files to PDF whenever feasible versus printing/copying a hard copy.

16.2. Software
Software is available to Public Health Sciences students for full price, academic discount pricing or even free. One resource is the U of T Licensed Software office. Students may wish to speak with program directors, supervisors or key course instructors for advice on the best source for specialized software. For public health, a few examples are:

- SAS. All Public Health Sciences Students may obtain a free annual copy of SAS. Contact biostat.dlsph@utoronto.ca.
- Stata. Order online from Stata.com (recommended is Intercooled Stata at permanent Grad Plan pricing)
- SPSS. Endnote Web and Refworks: See Licensed Software Office (above)

PHS offers a series of workshops during Software Crash Week, providing training in popular qualitative and quantitative software packages. This typically takes place in early April; details will be circulated to all students early in the Winter term.
16.3. 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.

17. Resources for Student Success

17.1 DLSPH Professional Development Workshops
A series of professional development workshops are planned for the academic year and will take place, generally, on alternating Friday afternoons. Watch for announcements of these valuable sessions, which may include preparation of C.V.s and resumés, presentation skills, and research and professional ethics.

17.2. 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.

17.3. Graduate Centre for Academic Communication (GCAC)
The Graduate Centre for Academic Communication 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.

17.4. Academic Success
Academic Success services can help you find ways to prepare for your graduate experience and give you extra help when you need it.

17.5. Accessibility Services
Accessibility Services supports you through academic accommodations to achieve academic and co-curricular success.

17.6. 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).

17.7. Information Commons
Students may take advantage of a variety of services available through Information Commons. These include bookable rooms for group meetings, computer facilities and discounted Licensed Software. 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.

17.8. Wireless Access
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.
17.9. Anti-virus Software
The University of Toronto strongly recommends you have anti-virus software on your computer. The Information Commons Help Desk has evaluated software for both Windows and Macintosh. Their recommendations are available on the U of T Anti-virus Software page.

18. Health and Wellness

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.

18.1. Health Services
The U of T Health & Wellness Centre 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.

18.2. 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.

19. Student Services

19.1. Campus Map
Locate a building using the interactive map of the Mississauga, Scarborough or St. George campus.

19.2. 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.

19.3. 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.

19.4. Exercise Facilities
Excellent fitness facilities are available at the Varsity Centre, Goldring Centre, Athletic Centre and Hart House.

19.5. 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.
19.6. 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.

20. Information for International Students

20.1. 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.

20.2. Working in Canada
International full-time students may be eligible to work on-campus. You must first obtain a Social Insurance Number (SIN). Information is also available for international students who wish 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. After graduation, students may be able to obtain a Post-graduation Work Permit that will allow them to work in Canada after their study permit expires.

21. Available Discounts for Graduate Students

21.1. 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.

21.2. 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.

22. Getting Involved
The Dalla Lana School of Public Health is a dynamic learning community and there are a number of ways to receive news about the School, engage with academic leaders and have your voice heard.
22.1. 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. Meeting are held on a monthly basis. Visit the website for information on Executive membership, meeting and event dates and contact details.

22.2. Attend a School Council Meeting
The Dalla Lana School of Public Health School Council is the Faculty's governing body with representation from all major stakeholder groups — faculty, students, staff, alumni, partners, etc. — that approves committee and senior leadership initiatives and sets policies and procedures to maintain accountability. School Council meets three times annually. Meetings are open to all members of the Dalla Lana School of Public Health community, including the Institute of Health Policy, Management and Evaluation and the Joint Centre for Bioethics. Meetings are a source of information about academics, operations, student life and other issues relevant to the day-to-day activities of the School.

22.3. The Bulletin
Each month, DLSPH publishes an electronic bulletin to keep you informed about School news and events, what our alumni are up to, and a bunch of exciting extras. New students automatically receive the eBulletin to their mail.utoronto.ca e-mail accounts. Click here to read DLSPH eBulletin archives.

22.4. Follow DLSPH on Social Media

Follow us on Twitter: https://twitter.com/UoT_dlsph
Like us on Facebook: https://www.facebook.com/DallaLanaSchoolOfPublicHealth
Like us Instagram: https://instagram.com/uoft_dlsph/
Subscribe to our YouTube channel: https://www.youtube.com/channel/UCx3Rvd1EbAhlaH1OWO7Lwgg
Follow our Flickr photo stream: https://www.flickr.com/photos/128550149@N04/albums

22.5. 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.

22.6. 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.