Department of
Small Animal Clinical Sciences

Graduate Student Handbook

2024-2025

GRADUATE STUDENT HANDBOOK

DEPARTMENT OF SMALL ANIMAL CLINCIAL SCIENCES

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1. Introduction

Welcome to the Department of Small Animal Clinical Sciences (SACS) at the Western College of Veterinary Medicine (WCVM). You are beginning life as a graduate student which can be a daunting prospect. Your role as a graduate student will be very different than that of an undergraduate student. As a graduate student you will be much more independent and responsible for your own learning. Your supervisor and advisory committee are here for guidance as is the SACS graduate chair and graduate secretary. Ultimately, however, the success of your graduate program is primarily up to you.

The purpose of this handbook is to provide you with basic information on the services available to you in your graduate program, as well as the duties and requirements that you will need to fulfill to complete your graduate degree. This information has been adapted from the policies of the College of Graduate and Postdoctoral Studies (CGPS). More detailed information on graduate programs and policies can be found at the CGPS website (http://www.usask.ca/CGPS) and in the CGPS policy and procedures manual (http://www.usask.ca/CGPS/policy-and-procedure/index.php).

1.1 Information about the Department and College

The Department of Small Animal Clinical Sciences is made up of academic faculty, clinical associates, graduate students, and staff. The department has faculty members with specialization in areas of anesthesiology, exotics and wildlife, dentistry, dermatology, medical imaging, medical oncology, nutrition, ophthalmology, radiation oncology, rehabilitation, small animal internal medicine, and surgery. There are four other academic departments within the WCVM: Large Animal Clinical Sciences, Veterinary Microbiology, Veterinary Pathology, and Veterinary Biomedical Sciences.

Most faculty and clinical associates of SACS provide clinical services within the Veterinary Medical Centre (VMC), which provides primary and referral veterinary services for a wide variety of species. The VMC has three main areas: the Small Animal Clinic, Large Animal Clinic, and Field Service and Ambulatory Practice.

Department address and contact information:
Department of Small Animal Clinical Sciences
Western College of Veterinary Medicine, University of Saskatchewan
52 Campus Drive, Saskatoon, Saskatchewan   S7N 5B4   Canada
Tel: 306-966-7086 • Fax: 306-966-7174
Department Location: Room 2529, WCVM

1.2 On the day of your arrival
- Introduce yourself to the SACS graduate secretary (room 2529) and graduate chair
- Pick up keys from the SACS office (building key, resource room key, office key, stairwell key)
- Fill out employment and payroll documents provided to you by the SACS office. These may have been sent to you prior to your arrival.
- Locate your office and mailbox; pick up office supplies needed for your program (SACS office)
- Apply for parking if eligible (http://www.usask.ca/parking)
- Walk to the bookstore to have your photo taken for your University Student Card or apply online at Campus ID Card - Retail Services | University of Saskatchewan (usask.ca)

- Register for any courses if it is the beginning of the semester
- Read this document
- Discuss further instructions with your supervisor

2. Graduate Programs in SACS

The Department of SACS offers clinical and non-clinical training programs.

2.1 Clinical training programs

Only students with a Doctor of Veterinary Medicine (DVM) degree (or equivalent) may enroll in a clinical training program. In some cases, previous internship(s) may also be required. Clinical training programs include clinical residency training associated with a Master of Science degree. In addition to the graduate degree, these programs offer advanced clinical training. Residency training in a specialty area allows the student to qualify and write specialty board examinations. Research and research training are vitally important components of these clinical residency programs and is fulfilled by the completion of a Master of Science (MSc-Project or MSc-Thesis) degree. Admission to most of these programs is through the Veterinary Internship/Residency Matching Program (VIRMP). Clinical students must be eligible for licensure by the Saskatchewan Veterinary Medical Association (SVMA).

2.2 Non-clinical programs

The SACS non-clinical graduate programs are more traditional thesis-based graduate programs that require completion of a Master of Science (MSc) degree or Doctor of Philosophy (PhD) degree; there is no residency component. Application does not require a DVM (or equivalent) degree. Admission to these programs is on a case-by-case basis and is largely dependent on supervisor approval and adequate funding. As these programs do not include a clinical residency, licensure by the SVMA is not required. Typically, students wanting to complete a PhD degree must have either completed an MSc degree or transfer from an MSc to PhD program within two years. The transfer procedure is outlined in detail in the CGPS Policy and Procedure manual, but in general, requires completion of a Qualifying Examination, evidence of sufficient research progress, and satisfactory academic standing. In addition, the research project must be adequately funded and meet the standards of a PhD.

3. SACS Graduate Programs Descriptions

3.1 Master of Science Degree – Project (MSc - Project) - Clinical

The Master of Science is a professionally oriented Master's degree. The program's primary focus is clinical residency training within a veterinary specialty area. The degree requires a minimum of 24 credit units of course work and includes a research project which is smaller in scope than a thesis-based program. Students are expected to produce a manuscript suitable for publication based on the research project. Students admitted to the MSc program will have completed a DVM (or equivalent) and a rotating internship or equivalent practice experience (two years in private practice). An MSc within the department of SACS should be completed within 3 years. These programs incorporate professional training requirements of the individual specialty colleges in order to allow the graduate student the potential to sit the certifying examinations on completion of their program. In combined MSc/residency training programs, the research component should occur over a concentrated period of time, usually early in the program before starting their clinical residency training program, however, timing of clinical training is at the discretion of the advisory committee.

Course Requirements:

- **24 credit units.** For some programs this will be comprised of:
  - 12-18 cu of approved course work in area of clinical and research interest
  - 12 cu VSAC 820, 821 and 822 Advanced Clinical Practice 1, 2 and 3 (4 cu/year)
- GPS 960 – Introduction to ethics and integrity (to be completed first term)
- GPS 961 or GPS 962 if the research involves human (GPS 961) or animal (GPS 962) subjects (to be completed first term)
- VSAC 990 Seminar series – enroll term 1 and 2 each year.
- VSAC 992 – Project (students must maintain continuous registration)
- VSAC 980 – Clinics (students must maintain continuous registration)

3.2 Master of Science Degree – Thesis (MSc - Thesis) - Clinical

The Master of Science - Thesis is a professionally oriented Master's degree. The program's primary focus is clinical residency training within a veterinary specialty area. The degree requires a minimum of 9 credit units of course work and includes a research project. The scope of the research project is larger than that expected for the MSc - Project. As a general guideline, data collection should be anticipated to take approximately 4-6 months of concentrated time and the resulting work should be the equivalent of 1-2 manuscripts. Students admitted to the MSc-T program will have completed a DVM (or equivalent) and a rotating internship or equivalent practice experience (two years in private practice). An MSc-T within the department of SACS should be completed within 4 years. These programs incorporate professional training requirements of the individual specialty colleges in order to allow the graduate student the potential to sit the certifying examinations on completion of their program. In combined MSc/residency training programs, the research component should occur over a concentrated period of time, usually early in the program before starting their clinical residency training program, however, timing of clinical training is at the discretion of the advisory committee.

Course Requirements:

- **9 credit units.** For some programs this will be comprised of:
    - o 12 cu VSAC 820, 821 and 822 Advanced Clinical Practice 1, 2 and 3 (4 cu/year)
    - o Students wishing to take additional courses may do so with the permission of their advisory committee provided adequate progress has been made on their research project.
- GPS 960 – Introduction to ethics and integrity (to be completed first term)
- GPS 961 or GPS 962 if the research involves human (GPS 961) or animal (GPS 962) subjects (to be completed first term)
- VSAC 990 Seminar series – enroll term 1 and 2 each year.
- VSAC 994 – Research (students must maintain continuous registration)
- VSAC 980 – Clinics (students must maintain continuous registration)

3.3 Master of Science Degree (MSc) – Non-clinical

MSc programs in the department of SACS are thesis-based programs which require the defense of a thesis on a subject that allows the student to make some contribution to knowledge within the discipline, as well as related scholastic activities, including 9 credit units of courses. The department offers MSc programs which are research-based. A research-based MSc is expected to be completed within 2 years.

The scope of the research project is larger than that expected for the MSc - Project. As a general guideline, data collection should be anticipated to take approximately 4-6 months of concentrated time and the resulting work should be the equivalent of 1-2 manuscripts.

Course Requirements:

- **9 credit units of approved course work in area of clinical and research interest**
    - o Students wishing to take additional courses may do so with the permission of their advisory committee provided adequate progress has been made on their research project.
- GPS 960 – Introduction to ethics and integrity
- GPS 961 or GPS 962 if the research involves human (GPS 961) or animal (GPS 962) subjects.
- VSAC 990 Seminar series – enroll term 1 and 2 each year.
- VSAC 994 – Research (students must maintain continuous registration)

3.4 Doctor of Philosophy (PhD)

The degree of expertise and independence expected of the PhD student is much greater than the MSc program. The purpose of the PhD is to educate individuals to become independent, reliable, and competent research scientists. The student is required to demonstrate reasonable mastery of a concentrated field of study. **The PhD programs require 3 credit units of course-work beyond that of the MSc for a total of 12 credits**, completion of a research project, and writing of a thesis based upon the research. The work should be the equivalent of three to five manuscripts. The PhD is expected to be completed in 4 years. Transfer from a MSc. to a PhD may occur after the first year and no later than the end of the second year in the program.

Course Requirements:

- **3 credit units of approved course work beyond the MSc minimum in the area of research interest**
    o Students wishing to take additional courses may do so with the permission of their advisory committee provided adequate progress has been made on their research project.
- GPS 960 – Introduction to ethics and integrity
- GPS 961 or GPS 962 if the research involves human (GPS 961) or animal (GPS 962) subjects.
- VSAC 990 Seminar series – enroll term 1 and 2 each year.
- VSAC 996 – Research (students must maintain continuous registration)

4. Application Process in the Department of SACS

4.1 Clinical Programs (MSc)
The clinical MSc program is only available in conjunction with a clinical residency program. Candidates must be appointed to one of our residency programs before applying to do graduate studies in this department. A number of these residencies are filled through the [Veterinary Internship/Residency Matching Program (VIRMP)](#). You may also contact the [graduate program co-ordinator](#) directly if you are interested in this program.

4.2 Non-clinical programs (MSc, PhD)

Students wishing to apply for non-clinical programs in Small Animal Clinical Sciences must first have a faculty member in the Department of Small Animal Clinical Sciences who has agreed to supervise their program. Interested students may contact the department for a list of faculty members interested in supervising graduate students. After a faculty member has agreed to supervise a program, prospective students should contact the Department prior to making any application to the CGPS. Supervisors should have project and graduate student funding in place prior to accepting a graduate student.

Once a supervisor has agreed to supervise a student, has the appropriate funding in place and notified the Department, the student will be asked to access the website of the CGPS [How to apply - Future graduate students | University of Saskatchewan (usask.ca)](#)where complete information on requirements and procedures for admission are available. Please note that international students are charged additional fees. Only applicants who are supported by scholarships or through their supervisor's research grant will be accepted as graduate students. The level of financial support must be at least enough to meet the estimated cost of attending the University. Students with external scholarship support are encouraged to include this information with their application.

5. Courses

5.1 Credit requirements and courses

Graduate courses at the University of Saskatchewan are typically worth either three or six credits. Courses that last for one semester are usually worth three credits and courses that last two semesters are typically worth six credits. The credit requirements depend on the graduate program: MSc - Project (24), MSc – Thesis (9) and PhD (3). To receive credit for a graduate class, you must obtain a grade of ≥60%. The cumulative average for all courses must be ≥70%. Some students may be required by their Advisory Committee to take additional classes to make up for deficiencies in their knowledge base. MSc students may be granted permission by their advisory committee to take one undergraduate class to make up for deficiencies.

Courses offered will vary from year to year. The department offers several discipline specific graduate courses tailored toward development of clinical skills and preparation for specialty board examination. For a full listing of courses and to register, please consult the Course and Program Catalogue: https://www.usask.ca/programs/

5.2 SACS Department Courses:

VSAC 800.6 — Advanced Veterinary Internal Medicine
Deals with the pathophysiology of animal disease on a body system or organ basis. The pathophysiologic mechanisms of disease, the rational approach to diagnosis and therapy, and a review of common medical disorders affecting each organ system will be emphasized.
Note: This course is offered every third year.

VSAC 802.3 — (2 weeks) Special Field Experiences
Total immersion in the area of study pertinent to the graduate student. A complete report is required and should come from a daily log of activities and be organized from a protocol set up by the student's advisory committee prior to going out on this experience.
Note: Requires 40 hours of practicum over a period of 2 or 4 weeks.

VSAC 803.6 — (4 weeks) Special Field Experiences
Total immersion in the area of study pertinent to the graduate student. A complete report is required and should come from a daily log of activities and be organized from a protocol set up by the student's advisory committee prior to going out on this experience.

VSAC 810.3 — Veterinary Ocular Pathology
To develop a thorough understanding of ocular pathology in domestic animals and to understand ocular fixation and processing. These will be viewed in a live electronic classroom where the congenital, developmental, and acquired diseases of the cornea, sclera, conjunctiva, orbit, eyelids, glaucoma, uvea, lens, vitreous, retina, optic nerve and ocular neoplasia are presented. Participants will be expected to describe the ocular findings on a variety of glass slides provided at random during the interactive session at the end of each week.
Prerequisites(s): DVM or equivalent.
Note: Pre-recorded lectures with slides are viewed online prior to weekly Internet Chat.

VSAC 820.4 —Advanced Small Animal Clinical Sciences 1
Procedures in diagnostic and therapeutics as applied to the daily clinical caseload in year 1 of the program.
Prerequisite(s): Completion of DVM degree and registration in an MSc program.

VSAC 821.4 —Advanced Small Animal Clinical Sciences 2
Procedures in diagnostic and therapeutics as applied to the daily clinical caseload in year 2 of the program. **Prerequisite(s):** Completion of DVM degree and registration in an MSc program. Completion of VSAC 820.4.

VSAC 822.4 —Advanced Small Animal Clinical Sciences 3
Procedures in diagnostic and therapeutics as applied to the daily clinical caseload in year 3 of the program. **Prerequisite(s):** Completion of DVM degree and registration in an MSc program. Completion of VSAC 820.4 and 821.4.

VSAC 829.3 – Professional Development Skills
This course provides instruction and training in qualities required for success as a clinical veterinarian. For interns and residents.

VSAC 833.3 – Advanced Small Animal Anesthesia
This course covers the physics of veterinary anesthesia including pressure, flow, solubility, gas laws, electricity, thermodynamics, operating theatre safety and equipment function. It also covers all aspects of large animal anesthesia including the pathophysiology, individual species variations and clinical application.

VSAC 834.3 – Radiographic and Cross-Sectional Anatomy
This course prepares residents in diagnostic imaging for the American College of Veterinary Radiology examination and clinical practice. Comparative anatomy will be emphasized.

VSAC 836.3 – Ultrasound Physics and Basic Physics in Veterinary Diagnostic Imaging
This course will allow resident graduate students to gain knowledge in ultrasound and x-ray physics. The course serves to prepare residents both for American College of Veterinary Radiology (ACVR) qualifying and certifying examinations, as well as for clinical practice. Primary species for review in this course will be the canine, feline, equine and bovine patients. Practical application will be emphasized. Exotic species will be discussed but to a lesser extent.

VSAC 837.3 – Physiology and Pathophysiology with a Medical Imaging Focus
This course will allow resident graduate students to gain knowledge in physiology and pathophysiology of specific organ systems as it relates to medical imaging. The course serves to prepare residents both for American College of Veterinary Radiology (ACVR) qualifying and certifying examinations, as well as for clinical practice. Primary species for review in this course will be canine, feline, equine and bovine patients. Exotic species will be discussed to a lesser extent. Practical application will be emphasized.

VSAC 851.3 – Inflammation and Repair
This course focuses on cellular and molecular mechanisms of inflammation and repair. The course is intended to provide a strong foundation and the latest concepts and advances in inflammation. The course requires reading of the textbooks and latest research papers and review articles.

VSAC 855.3 - Physics of Radiation Oncology

Basic nuclear and atomic physics, production of x-rays, therapy radiation generators, interactions of iodizing radiation and charged particles with matter, measurement of ionizing radiation and dose, radiation protection and radiation therapy treatment planning.

VSAC 870.6 — Topics in Advanced Small Animal Internal Medicine
A discussion course covering the pathophysiology, diagnosis and therapy of selected important medical diseases in small animals. The emphasis will be on critical review of the current literature and discussion of the implications for management of small animal patients. Note: This course is offered every 3rd year.
Prerequisite(s): DVM degree.

VSAC 871.3 — Advanced Large Animal Ophthalmology
Provides students with formal instruction in large animal (equine and food animal) ophthalmology. Students will learn to critically review classic and current literature on large animal ophthalmology topics. Students will acquire the ability to diagnose and discuss pathogenesis and design treatment plans for ophthalmic diseases of the horse and food and fiber producing species. **Prerequisite(s):** DVM or equivalent.

VSAC 872.3 — Advanced Small Animal Ophthalmology
Provides an in-depth review of the current literature on canine and feline ophthalmic diseases. It will review the anatomy and physiology, pathophysiology, pathology, diagnosis, differential diagnosis, and medical and surgical therapy of diseases of the orbit, eyelids, conjunctiva, cornea, sclera, uvea, lens, vitreous, retina, and optic nerve of both the dog and cat.
Prerequisite(s): DVM or equivalent.

VSAC 874.6 — Diagnostic Endoscopy in Small Animal Internal Medicine
A lecture and laboratory course that will familiarize students with the use of endoscopy as a diagnostic and research technique in small animal practice and will allow students hands-on practice sufficient to become proficient at a wide variety of endoscopic techniques.
Prerequisite(s): DVM degree, enrolment in MSc degree program in the Department of Small Animal Clinical Sciences.
Note: This course is offered every third year.

VSAC 876.3 – Anticancer Chemotherapy
The aim of this course is to provide veterinary medical oncology residents with knowledge of anticancer chemotherapy and targeted therapies for clinical practice and preparation for the ACVIM specialty examination.
Prerequisite(s): Enrolled in the Medical Oncology Residency Program, or by instructor permission.

VSAC 878.3 — Small Animal Anesthesia
The course includes pharmacology of anesthetic and related drugs for small animal use, pathophysiology and anesthesia for procedures and disease states encountered in small animals. Anesthetic complications pertinent to small animal anesthesia and anesthetic equipment are included. The course includes pain physiology and prevention of pain in small animals.
Prerequisite(s): An undergraduate degree in veterinary medicine

VSAC 898.3 — Special Topics
To be defined and described each time it is offered. A thorough study of a special topic pertinent to the specific goals of the candidate and their program.

VSAC 899.6 — Special Topics
To be defined and described each time it is offered. A thorough study of a special topic pertinent to the specific goals of the candidate and their program.

5.3 Selected courses offered by other departments

This is not a comprehensive list; please consult your supervisor and advisory committee for other course suggestions applicable to your area of interest.

VLAC 811.1 Clinical Trial Design
The course will cover study design specifically focusing on experimental or clinical trials.

VLAC 812.2 Statistics for Clinical Research
The course will cover statistical methods from descriptive analysis of data through simple analysis techniques up to linear regression.
The combination of VLAC 811 and VLAC 812 (total 3 credit units) is recommended for clinical students. You should register for both classes.

VLAC 813.1 Advanced Statistics for Clinical Research
This course will require students to have taken VLAC 808.3 or VLAC 811.1, and VLAC 812.2, or special permission from the instructor. The course will run as 8 – 1.5 hour blocks during the month of May. The course will cover in more detail Linear Regression, Logistic Regression and Poisson Regression techniques.

VBMS 880.3 Experimental Design and Statistical Analysis for the Natural Sciences
This course is designed to provide students with a working knowledge of experimental design, data analysis and data reporting. The course will cover major univariate parametric and non-parametric tools, including more complex ANOVA designs (nested, repeated-measures, ANCOVAs), as well as a few multivariate ones (MANOVA, PCA). The course introduces the software program SPSS.

VTPA 878.3 Clinical Pathology for Residents
The main objective of this course is to provide the student an opportunity to study the principles of cytology and clinical pathology as well as gain experience evaluating clinical case data. This course will meet the requirements of the ACVS and ACVIM for board preparation in the respective fields.

VTPA 879.3 Anatomic Pathology for Residents
The main objective of this course it to provide experience in anatomic pathology. This will be

achieved by performing post-mortem examinations, histological evaluations of necropsy and biopsy specimens and review of principles of gross pathology. The course will meet the requirement of the ACSV and ACVIM for board preparation.

5.4 Required non-credit courses

There are several non-credit courses that you must register in as part of your program.

VSAC 980.0 — Clinical Practice (for those completing a residency)
Recognizes the many clinical activities of students in the program that may not be otherwise credited. Students are required to make satisfactory progress in this course to maintain full-time status in the program. Students in clinical residency programs must register in this course.

VSAC 990 — Seminar
Discussion on research plans, protocols, and results by graduate students and faculty. Graduate students are required to attend and participate. Faculty and visiting scientists may also contribute to the course.

Note - An alternative seminar series may be considered at the discretion of the Advisory Committee, if deemed to be in the best interest of the graduate student. Attendance at the seminars is mandatory. If for some reason a student is unable to attend a seminar due to illness or other unavoidable conflict, they must notify the course coordinator in advance of the session they will miss. Failure to attend at least 70% of the seminars may result in the assignment of remedial work at the discretion of the course coordinator and the graduate chair. All SACS graduate students are required to give at least one seminar per year during the series. First and second year surgery residents are required to give two.

VSAC 992 — Project
Students in the MSc – Project (clinical) program must register in this course.

VSAC 994 — Research
Students in the MSc (non-clinical) program must register for this course.
Students in the MSc (clinical-Thesis) program must register for this course.

VSAC 996 — Research
Students in a PhD program must register for this course.

5.5 Course registration and deadlines

Using the links below you can find additional information on these and other courses, registering and/or making changes to your registration, repeating or auditing classes, deadlines, missing a class, etc.
- How to register and make changes
    o https://students.usask.ca/academics/classes.php

- Registration deadlines

- o https://students.usask.ca/academics/deadlines.php

- Link to Academic Calendar
  - o https://students.usask.ca/academic-calendar/index.php

5.6 Other mandatory university courses

All new students must register in the WSEP safety course "New Employee Safety Orientation". Information on how to register for this and other WSEP courses can be found at the WSEP website: Safety Training - Wellness - For Staff and Faculty | University of Saskatchewan (usask.ca)

Depending on your area of research the following courses may be required. Please consult your supervisor or the WCVM Biosafety Officer about registration:

- Laboratory Safety
- Biosafety
- Radiation Safety
- Biowaste Safety
- Fieldwork and Associated Travel Safety
- Safety Orientation for Supervisors – if the graduate student is involved in the supervision of summer students.

Students will receive a certificate for each of these courses completed/passed. Please forward a copy of the certificate to wcvm_sacs_staff@usask.ca who will update your graduate file.

If you have any questions regarding enrollment and registration, please consult the Graduate Secretary or Student and Enrolment Services Division (SESD).

SESD
Administration Building – 105 Administration Place
Student Central General Inquiries
https://students.usask.ca/student-central.php
to book an appointment
Phone – 306-966-1212
Email – askus@usask.ca

5.7 Additional recommended university courses

Students may elect to complete non-credit courses offered by the CGPS, such as:

- Thinking Critically: Professional Skills for Global Citizens (GSR 984)
- Canadian Academic Acculturation and Literacy for International Graduate Students (GSR 981)
- Introduction to University Teaching (GSR 989)

These courses have no credit or fees but require registration. Registration in these courses is limited to current graduate students in a Postgraduate Diploma or degree program. The courses will appear on students' official transcripts.

6. Committees and Advisory Committee Meetings

6.1 Contributors to the graduate program and their roles

In addition to yourself, your graduate program involves your research supervisor, your advisory committee members, the Department graduate chair, the Department graduate secretary and staff in the College of Graduate Studies and Postdoctoral Studies. As a graduate student at the University of Saskatchewan, you are enrolled in the College of Graduate Studies and Postdoctoral Studies (CGPS), but your graduate program is administered at the Department level, which operates within the regulations provided by the CGPS. As described below, the role of your supervisor and Advisory Committee is to assist you in course selection and definition of your research area, provide support and advice, regularly evaluate your progress, and take appropriate action in view of this progress, as well as keeping records of this evaluation and actions taken.

6.2 Roles and responsibilities of the graduate student

Ultimately, you are responsible for the success of your program, although the faculty, Advisory Committee, the graduate chair and the graduate secretary will always be available to help with problems or concerns. Each specialty section has developed specific guidelines related to clinical training and preparation for specialty board certification. It is important the graduate students in clinical training programs are familiar with and follow these guidelines. In addition to these, graduate students in SACS are specifically responsible for:

1. Demonstrating a commitment to the program through diligent and conscientious clinical, laboratory and/or field work.
2. In the case of clinical residents, demonstrating a commitment to clinical service within your particular discipline.
3. Maintaining a spirit of professionalism and collegiality with peers, laboratory co-workers, and faculty.
4. Adherence to University regulations concerning Academic Integrity
   [Academic Integrity - Policies and Procedures Manual - College of Graduate and Postdoctoral Studies | University of Saskatchewan (usask.ca)](usask.ca)
5. Timely registration for courses and payment of fees owing.
6. Maintaining appropriate academic performance (minimum 70% GPA in coursework).
7. Attending and participation in the departmental seminar series (VSAC 990) or seminar series deemed appropriate by the Advisory Committee.
8. Arranging, being prepared for, and attending Advisory Committee meetings (twice/year).
9. Seeking advice from members of their Advisory Committee where appropriate.
10. Timely submission of scholarship applications and renewals, awareness and attendance to the stipend funding periods where applicable.
11. Timely submission of research proposal, annual progress reports, manuscripts, and thesis.
12. Retention of all data (raw and processed) with the supervisor upon completion of or withdrawal from the program, or upon leaving the University of Saskatchewan.
13. Completing all items in the graduation checklist (see appendix).

6.3 Roles and responsibilities of the supervisor

The supervisor is responsible for providing supportive advice and discussions about the research, assistance with research design, and for timely review of research proposals, manuscripts and thesis drafts. Supervisors are also required to provide sufficient resources to ensure that the research can proceed as effectively as possible. These resources include research operating funds, and assistance in accessing appropriate research space and equipment as necessary.

In the case of clinical residency programs, your supervisor is also responsible for guiding you through the requirements for board certification within your discipline. Some students may have multiple supervisors: either co-supervisors in a research project, or for some clinical residents separate resident and research supervisors. The supervisor(s) are accountable to the University or granting agency for the research you undertake (download the "Responsible Conduct of Research Policy" document at https://policies.usask.ca/policies/research-and-scholarly-activities/responsible-conduct-of-research-policy.php

6.4 Student-Supervisor Agreement (to be completed by MSc Thesis/Project and PhD students)

Graduate students and supervisors are required to complete the Student-Supervisor Agreement available on the CGPS website https://cgps.usask.ca/. This form is designed to provide a framework for discussion between the Supervisor(s) and the Graduate Student and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Supervisor(s) relationship. The Supervisor(s)-Student relationship involves mentoring, support, career development, as well as academic oversight. The Supervisor(s) and Student should work together to arrive at jointly acceptable terms to establish their relationship. Ideally, this document should be completed prior to the commencement of clinical training/research and no later than the first committee meeting. **See Appendix 4.**

6.5 Role of Advisory Committee members

Within the first three months of the program the Advisory Committee will be selected. The guiding principle underlying the Advisory Committee is that the student needs sustained advice from the beginning of their program if they are to move expeditiously and constructively through the program requirements. The Advisory Committee meets twice each year to review and assess student progress and to offer advice. However, students are encouraged to arrange more frequent meetings and/or to contact individual members of their committee whenever they need assistance. The Advisory Committee also plays an important role in assessing student performance in qualifying and comprehensive examinations and at the thesis defense.

The Advisory Committee consists of the following members (minimum of 2 for MSc, 3 for PhD):

1. **Supervisor** - a member of the faculty of the CGPS (adjunct professors included)
2. **Co-supervisors** if applicable – in the absence of a CGPS faculty supervisor, persons who are not members of the faculty of CGPS may be granted permission to be a co-supervisor by the Dean of CGPS. Co-Supervisors share a vote in decision-making at the oral defence, and thus count as one member.

3. **Advisory committee chair** – the Dept Graduate Chair or designate.
4. **Additional Members** - Must be members of the graduate faculty of CGPS, adjunct professors, professional affiliates or one-time members.
5. **Cognate Member** (PhD program only). Must be a member of the faculty of the CGPS (Adjunct Professors included but cannot be a Professional Affiliate) from a different principal academic unit (department/college/school) than the student and supervisor.

6.6 Role of the SACS Graduate Chair

The SACS graduate chair offers advice and information regarding SACS and CGPS regulations to ensure consistency among Advisory Committees and among students within the Department. The graduate chair should be viewed as an advocate for the student and should be the first person that the student consults should problems arise that cannot be resolved directly with the supervisor and/or their advisory committee. On an administrative level, the SACS graduate chair is responsible for chairing and recording the minutes for annual advisory meetings, qualifying and exams candidacy assessments and defences. At the university level, the chair acts as liaison between the Department and the CGPS.

6.7 Role of the SACS Graduate Secretary

The SACS Graduate Secretary acts as the graduate student resource person, providing advice and guidance on procedures related to the Department, the graduate program, and CGPS requirements.   The Graduate Secretary is responsible for setting up meetings, exams and defences, and for maintaining and submitting the appropriate paperwork to CGPS.

6.8 Advisory Committee Meetings

Within the first three months of a student's program, the Advisory Committee will be selected, and a committee meeting will be organized. The Advisory Committee will meet with the student a minimum of every 6 months to discuss progress in the project and coursework. It is the responsibility of the graduate student to arrange the meeting assisted by the graduate secretary. These are usually arranged through an email poll.

6.9 What is expected of you at a committee meeting?

The purpose of the committee meetings in SACS is to assess your progress in your program in terms of your program of studies and research activities. It is expected that the graduate student will prepare a written progress report which is given to the Graduate Secretary and distributed to the committee five days prior to the meeting. **See appendix 1 for a template of this report/These are also available on CANVAS**. At the meeting the student should provide the committee with a short presentation (power point recommended, approximately 20 minutes) to provide a brief overview of the research and or progress to date, to update the committee on course work and credits completed to date and on what work remains to be completed with respect to the project and outstanding course work. In addition, students are expected to bring up issues that require input from committee members. Informal meetings between the supervisor and graduate student would

normally occur on at least a weekly basis.

For clinical residents a discussion of progress related to requirements related to specialty board examinations will also be included at the Advisory Committee meeting. Regular meetings with your residency supervisor to discuss your clinical performance and preparation for specialty board examinations are encouraged.

6. 10 Program of Studies

Within the first year of a student's registration at the University of Saskatchewan in a graduate degree program, a Program of Studies form must be submitted to the CGPS by the department on behalf of the student, with a copy of the Program of Studies provided to the student. The department must provide an up-to-date *curriculum vitae* for proposed members of the Advisory Committee who are not members of the CGPS Faculty. The Program of Studies serves as a contract between the University and the student such that successful completion of the noted courses, passing required examinations and defense of the thesis (in programs requiring a thesis) will result in the conferring of the degree. The Program of Studies is, therefore, a critically important document in each student's file. Until it is approved, no legal contract exists between the student and University determining the specific requirements to be fulfilled for the degree.

It is not necessary to inform the CGPS of subsequent minor changes in the Program of Studies. Major changes, such as a general change in course work requirements, change in supervisor, or significant change in research area, require that a new Program of Studies form be submitted.

6.11 Conflict resolution among student and members of the advisory committee

a. A graduate student and members of the advisory committee (including supervisor(s)) are encouraged to resolve any issues informally through discussion. Should this be unsuccessful, the graduate student and/or any member(s) of the advisory committee (including supervisor(s)) should refer the matter to the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate.

b. If the matter is not resolved by the academic unit, the graduate student or advisory committee member(s) (including supervisor(s)) may bring the issue to the attention of the Associate Dean, CGPS. The graduate student may also bring the issue to the attention of the Vice-President Academic and Student Affairs or Vice-President Indigenous Engagement, Graduate Students' Association (GSA).

c. Should the steps outlined in (a) and (b) be unsuitable, the graduate student or advisory committee member(s) (including supervisor(s)) may bypass these steps to bring the issue directly to the attention of the Associate Dean, CGPS. The graduate student may also bring the issue directly to the attention of the Vice-President Academic and Student Affairs or Vice-President Indigenous Engagement, GSA.

d. An alternative reporting option is the safe disclosure reporting mechanism, provided by Confidence Line (available 24/7, **online** or by phone at 1-844-966-3250).

e. Additional resources include the Equity, Diversity, and Inclusion Policy, the Discrimination and Harassment Prevention Policy, the Sexual Assault Prevention Policy and the Violence Prevention Policy (**https://policies.usask.ca**).

MSc-PhD Transfer Qualifying Examination and Candidacy Assessment

7. PhD or MSc-PhD Transfer Qualifying Examinations and Candidacy Assessment

7.1 Qualifying Examination for PhD Students

PhD students or students transferring from an MSc to a PhD program are required to take a qualifying examination. This should occur within the first year of the program for students with direct entry into the PhD, or within the first 2 years for students transferring from MSc to PhD.

The purpose of the Qualifying Examination is to satisfy the academic unit the student has the potential to obtain sufficient knowledge of the chosen general field of study to proceed toward candidacy for the PhD degree. The content of the examination shall fairly and reasonably reflect material which the student could be expected to know and understand in view of the prevalent and current norms of the discipline and the student's chosen area of research.

The Qualifying Examination will include a written and an oral component.
The format of the written component will be decided by the Advisory Committee; this could be one of the following:

- A comprehensive literature review related to the proposed research.
- To-date study results presented in the form of a scientific manuscript suitable for publication or peer review.
- Comprehensive research grant application.

The oral component will be an oral presentation of the research progress to date and the proposed PhD research. This will be followed by an oral examination in which the committee will ask questions to evaluate the student's understanding of the topic and proposed research.

The Oral Examination (defense) for the award of the Master's degree at the University of Saskatchewan or other recognized universities may, at the discretion of the student's Advisory Committee and the CGPS, be accepted in lieu of the Qualifying Examination.

7.2 Candidacy Assessment for PhD Students
Students starting their program after **May 1, 2024**, will be required to complete the Candidacy Assessment (*formerly the Comprehensive Examination*) within 24 months of starting the program, or 36 months for students who have transferred from MSc to PhD. (Existing students who started the program prior the May 1, 2024 are not required to complete the assessment within 24 months, but within a timely manner).
The purpose of the Candidacy Assessment is for doctoral students to demonstrate they have:

- an adequate grasp of the current state of knowledge in the intended field of research.

- The potential ability to conduct advanced original research independently using relevant methodologies;

- the ability to communicate in ways appropriate to the field of research and practice (and, if applicable, other knowledge or skill requirements for the discipline).

The format of the Candidacy Assessment is decided by the Advisory Committee and may be one or more of the following:

- Written examination based on the student's knowledge of the field of study. This will be a closed-book exam. The written examination will be followed with an oral examination in which the student defends their answers to the written examination. The oral examination may take place within 7-10 days of completion of the written examination.
- The student prepares a research grant proposal (e.g. in complete NSERC grant format) which forms the basis of an oral examination (this proposal must not be the dissertation research proposal). The student will submit the grant proposal to the committee 3 weeks prior to the oral examination.

7.3 Scheduling of Examinations and Notification to the Student

For both the Qualifying Examination and Candidacy Assessment, the student's Advisory Committee shall inform the student in writing at least 60 days prior to when it is to take place, and they shall provide in detail:

- The means of assessment to be used in evaluating the student's knowledge of the field,
- The relative grading weight of each means of assessment to be used, and
- The criteria on which assessment will be based.

At the student's request, and with the support of the advisory committee, the assessment may be scheduled earlier.

The CGPS must always be advised of the results of a Qualifying Examination or Candidacy Assessment on a pass/fail basis.

7.4 Failure of the Qualifying Examination or Candidacy Assessment

A student failing a Qualifying Examination or Candidacy Assessment is permitted a second examination with permission of the Dean of the CGPS or designate. A second failure automatically disqualifies the student from further work for that particular Ph.D. degree. This failure may be appealed to the Graduate Academic Affairs Committee on substantive or procedural grounds.

In all cases, unless the student and the CGPS are informed otherwise in advance, the Examining Board for all written and/or oral components of the Qualifying Examination or Candidacy Assessement will be all members of the Advisory Committee.

7.5 MSc to PhD transfers

Transfer from a Master's program to a PhD program should take place after the end of the first year and no later than the end of the second year in the program. Recommendation to transfer from a Master's program to a PhD program must be initiated through a formal meeting of the student's Advisory Committee that forwards its recommendation through the academic unit to the CGPS. The following conditions must be met:

- The student shows great promise both in terms of academic accomplishments and in their aptitude for research.
- The student has completed at least 12 credit units, and has achieved a high- academic standing in these 9 credit units (a minimum average of 80% with no grade below 70%)
- There is evidence of good written and oral communication ability.
- There is evidence the student has requisite research skills and knowledge to be able to successfully complete a PhD dissertation.
- The student has successfully completed the PhD Qualifying Examination prior to being recommended for transfer. **This examination for the purposes of transfer can only be taken once.** A student failing the Qualifying Examination, or any part thereof cannot be recommended for transfer.

The Department rules and requirements for students wishing to transfer from MSc to PhD programs will be explained to the student at the first meeting of the Advisory Committee if appropriate:

- Transfer to be completed within 24 months of starting their graduate program.
- Transfer requires a minimum grade average of 80% for the 12 required course credits.
- Transfer requires successful completion of a Qualifying Examination.
- The final decision for recommending transfer will rest with the student's Advisory Committee.

8. Thesis Writing and Formatting for MSc - Thesis and PhD Candidates

8.1 Format

A thesis is a lengthy written document that MSc and PhD students must prepare upon completion of their research. The thesis contains many chapters including a comprehensive literature review, and multiple research chapters. The format of the thesis varies according to the academic institution and the final product is approved by the CGPS prior to uploading to a public thesis depository.

The department of SACS prefers that theses be produced in the 'manuscript' style, which consists of a manuscript, or cohesive series of manuscripts, written in a style suitable for publication in appropriate venues. Details on formatting can be found at Drafting - The Grad HUB - College of Graduate and Postdoctoral Studies | University of Saskatchewan (usask.ca)

Before starting the writing process, ensure that you are formatting your thesis appropriately. You can refer to the "Guidelines for preparation of a Thesis" on the UofS website: Drafting - The Grad HUB - College of Graduate and Postdoctoral Studies | University of Saskatchewan (usask.ca)

Most students start working on their literature review early in their program. Toward the end of the program, students will query their Advisory Committee to ensure the necessary topics and sub-topics are included.

MSc Students require a minimum of two robust and independent research chapters that are related around a common theme. A PhD thesis must have at least three, and generally four or five research chapters. The research outcomes of a PhD program must be novel and substantially contribute new information to a given area of research. Thus, PhD Students must have an Advisory Committee meeting in which the student is given "permission to write". This is an acknowledgement by the committee that sufficient research has been completed during the program. For this meeting, students should be prepared to present an overview of all experiments and results in order to provide the evidence to support this.

8.2 Timelines for completion of your thesis

Depending on the length, most students require 2-3 months to write their thesis. The thesis must be approved by the supervisor prior to distribution to Advisory Committee members. At least 3 weeks must be allowed for the committee to review the thesis and send feedback to the graduate student. After feedback is incorporated into the thesis and it has met the committee's approval, the academic unit will so advise the CGPS in writing. The thesis defence will be scheduled after the academic unit has advised the CGPS the thesis is ready for defence and has recommended an external examiner (PhD) or arms-length examiner (MSc-thesis). CGPS requires a minimum of 4 weeks between submission of the thesis to the external examiner and the PhD thesis defense, and a minimum of 2 weeks between submission of the thesis to the arms-length examiner and the MSc defense

9. Thesis (MSc and PhD) and Manuscript Defence (MSc - Project)

9.1 Program duration

The SACS department maintains targeted timelines for graduate degrees. It is recognized that research does not always unfold as initially planned and delays can occur. If this happens, it is important to work through the problems as best possible to avoid a lengthy delay or unsurpassable problem.

- Master of Science (project-based) with Clinical Residency: 36 months
- Master of Science (thesis-based) with Clinical Residency: 48 months
- Master of Science (non-clinical): 24 months
- Doctor of Philosophy (non-clinical): 48 months

The official program time limits imposed by the CGPS are four years for MSc, and six years for PhD degree, measured from the beginning of the first term of registration.

Consult the CGPS website for Policies and Procedures related to requests for extensions in the program or leaves of absence.

9.2 Preparing for the Defence

Regardless of your degree, one of the final events is the defence examination, which includes a public seminar of your research results followed immediately by an oral examination, which is an oral defence of your research thesis (MSc – Thesis, PhD) or manuscript (MSc - Project). The thesis defence will be scheduled with the assistance of the Graduate Secretary only after the SACS office has advised CGPS that the thesis is ready to defend. The CGPS policies regarding members of the examination committee should be consulted when planning the defence. The Graduate Secretary will ensure the student file contains all documentation and that all academic requirements for the degree have been met. The student must ensure all requirements of the Program of Studies have been completed, registration is current, outstanding fees are paid, and University deadlines are respected in view of any particular convocation.

For the MSc-Thesis and MSc-Project defences, the CGPS must be notified a minimum of three weeks prior to the desired oral defence date. Upon receipt of notification, a convocation check will be completed by the CGPS to verify that all program requirements have been met, including current registration. The arms-length examiner must have the thesis or manuscript a minimum of two weeks prior the defense.

For PhD defences, the CGPS must be sent the necessary documentation (including the dissertation, and the CV of the preferred external examiner) a minimum of five weeks prior to the desired defence date. After approval by the CGPS the external examiner and university examiner must have the dissertation a minimum of four weeks prior to the defense.

9.3 Ph.D. Examination Committee

The Ph.D. examining committee consists of at least six members, as follows:

1. Examining committee chair (non-voting) - Will be the **Graduate Chair,** Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate. The Supervisor (Co-supervisor, if applicable) and other members of the examining committee listed below, may not serve as the examining committee chair.
2. Supervisor (Co-supervisors, if applicable) and all members that served on the advisory committee.
3. University examiner – Approved by the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate. Refer to the CGPS policies for criteria for appointment.
4. External examiner – Approved by the Associate Dean, CGPS. Refer to the CGPS policies for criteria for appointment.

   The external examiner must have the thesis a minimum of four (4) weeks prior to the defence date.

9.4 M.Sc. Examination Committee

The MS.C. examining committee consists of the advisory committee and one arm's length examiner. The arm's length examiner must be approved by the Graduate Chair, Head, Dean or designate. The arm's length examiner may be from within or outside the academic unit but should not have been directly involved in the student's thesis research.

The arm's length examiner must have the thesis a minimum of two (2) weeks prior to the defence date.

The CGPS does not universally require that a non-voting examining committee chair be appointed for the master's thesis oral defence. However, the academic unit may add a non-voting chair to the examining committee, who is a member of the faculty of the CGPS, in accordance with the policy and practice of the academic unit, or upon request from the student, supervisor(s), or any other member of the examining committee to the Graduate Chair, Head, Dean/Executive Director (non-departmentalized colleges/schools) or designate.

9.5 Department Policy on Use of Generative Artificial Intelligence in Scholarly Work

General Information Regarding Generative AI:

The definition of generative AI is amorphous and evolving due to the speed in which the technology is changing. Nevertheless, we recognize the four important properties of generative AI systems:

1. AI systems present a straightforward, often conversational, interface that makes deploying the power of the system accessible to a broad range of non-expert users.

2. AI systems intrinsically enable iterative design and improvement processes.

3. AI systems make available information extracted from enormous amounts of data, by systems using enormous amounts of computing power.

4. The output of the AI system approaches a level of sophistication that may cause non-experts to erroneously identify the output as having been human created.

Before using any AI tool, students and advisors must carefully review these points to assess if the tool employed leverages generative AI and therefore, if this guidance applies.

Permission Guidelines:

1. Generative AI tools are permitted to be used during the research and writing process for your thesis/dissertation **with permission of the advisory committee**. The advisory committee may disallow the use of generative AI tools should they see fit, or may allow the use of these with added specifications to the guidelines below:

2. Students are responsible for verifying the accuracy of all sources cited in their work.

4. The use of generative AI must be properly acknowledged with a transparency statement including: the type of generative AI used, how and where it has been used and applied within the work, and an approximate percentage of the work that was produced using generative AI tools.

5. Improper use of generative AI tools will be considered academic misconduct.

6. It is recommended that students evaluate the AI statements of journals they may be submitting to and ensuring that these are followed in the research and writing process.

9.6 Oral Defence of the thesis (MSc and PhD)

The thesis defence is the time in your program when you publicly announce and defend your results and conclusions. Normally, you present a seminar covering the entire thesis data set and conclusions, and then are joined in private by the examination committee for the examination component of the defense . The arms-length/external examiner, followed in turn by each member of your Advisory Committee asks you questions about data, experiments or concepts within your thesis. Normally each individual in turn questions you for 15 to 20 minutes in order to determine whether you do indeed possess a comprehensive knowledge of your area and that you are able to develop rational philosophies related to your results. Normally, each individual also has a second 10-to-20-minute turn in asking questions.

At the conclusion of the examination, the candidate shall withdraw while the Examining Committee decides by majority vote whether the candidate meets the requirements for the degree.

Students should be prepared to make edits to the final version of the thesis. The normal recommendation is to allow either 2 or 6 weeks for the student to make the appropriate changes to the thesis.

9.7 Completion of your thesis

After the final revisions to the thesis have been addressed and approved by your supervisor and/or Cognate member, and your thesis is properly formatted, it will be submitted electronically to the CGPS for approval [Defending - The Grad HUB - College of Graduate and Postdoctoral Studies | University of Saskatchewan (usask.ca)](#).

9.8 Timelines for completion of the manuscript (MSc - Project)

A manuscript based on the research project, suitable for publication is to be completed and approved by the supervisor prior to distribution to Advisory Committee members. At least 2 weeks must be allowed for the committee to review the manuscript and send feedback to the graduate student. The Advisory committee must approve the submitted manuscript as ready to defend.

9.9 Oral Defence of the manuscript (MSc - Project)

During the defence, the student shall make a public presentation of about 30 minutes followed by a private oral examination involving questions from the Examining Committee. The Examination Committee will consist of the student's advisory committee. Examination questions are usually limited to work done by the candidate for the project, to knowledge of matters directly related to it, and to peripheral knowledge of the subject matter (each section decides the scope of the questions that may be asked). Each member of your Advisory Committee asks you questions about data, experiments or concepts within your thesis. Normally each individual in turn questions you for 15 to 20 minutes in order to determine whether you do indeed possess a comprehensive knowledge of your area and are able to develop rational philosophies related to your results. Normally, each individual also has a second 10-to-20-minute turn in asking questions.

At the conclusion of the examination, the candidate shall withdraw while the Examining Committee decides by majority vote whether the candidate meets the requirements for the degree. Students should be prepared to make edits to the final version of the paper before it is ready for submission to the journal for peer review.

9.10 Application to graduate

Once the recommendations of the examining committee have been met, students who have met all other graduate program requirements must fill out the *Application to Graduate* form online through PAWS [Graduation and Convocation Ceremony - Students | University of Saskatchewan (usask.ca)](#) on or before the last working day of March to receive their degree at Spring Convocation, and on or before the last working day of August to receive their degree at Fall Convocation.

10. Information on scholarships and graduate student stipend funding

10.1 Scholarships

Graduate students may apply for several travel awards offered through the WCVM and the SACS Office. Please watch your email for the call for applications announcements.

Graduate Student Travel Award from Research Office - $200-300. Call for applications in September and March. Watch for emails from WCVM Research Office. The purpose of the award is to provide travel assistance to in person or virtual conferences. All full-time graduate students supervised by WCVM faculty are eligible to apply as long as they are presenting at the meeting they are attending, and travel was/will be between March 1- Aug 30 (for March call) and Sept 1 and Feb 28 (for September call). Graduate students are ineligible to apply if you already receive a travel supplement as part of their IPGF fellowship.

Professional Development Allowance (for MSc or PhD students funded through IPGF) - In addition to a yearly stipend, IPGF recipients will have access to a yearly allowance of $1,300 for the support of travel to scientific meetings, textbooks, to attend licensing exams, or for continuing education. The funds cannot be carried over from one fiscal year to the next and must be used prior to the completion of the designated academic program (by April 30th of final year).

IPGF Basic Science Award (Clinical Residents are ineligible)
Call for applications occur in January. Award amount $40,000/year (May – April). Renewals of funding are not guaranteed. Includes Professional Development allowance of $1300 per year for the support of travel to scientific meetings, textbooks, to attend licensing exams, or for continuing education. The funds cannot be carried over from one fiscal year to the next and must be used prior to the completion of the designated academic program (by April 30th of final year).

U of S Student Travel Award - The purpose of this fund is to provide financial assistance to full-time undergraduate and graduate students who are participating in a conference (virtually or in-person), traveling outside of Saskatchewan to obtain a visa or study permit to study abroad, competition, or extra-curricular (not for credit) activities off-campus in Canada or abroad.

See section 13 for instructions on how to complete your travel request and travel claim.

Companion Animal Health Fund Tuition Scholarship –This award provides scholarships to Graduate Students to cover tuition fees for the academic year (fall, winter, spring and summer). Award holders must be a current graduate student in the area of companion animal research in good standing with the College of Graduate and Postdoctoral Studies. Applications are due March 31st.

Dr. Micheal Powell Award of Excellence - A prestigious award for the top applicant in the CAHF graduate student tuition scholarship competition. The Dr. Michael Powell Award of Excellence will consist of an additional $1000 awarded plus the CAHF graduate student tuition scholarship award.

10.2 Stipend funding

Graduate students in SACS are required to have stipend support. Minimum levels of support in non-clinical programs are currently $18,000/yr. for M.Sc. students and $20,000/yr. for PhD students, although supervisors are encouraged to provide more funding as resources allow. Clinical Residents will receive fellowship support of $40,000 for each year (typically 3 years). You need to be aware of the current source of your stipend funding, renewal dates, duration of support, requirements for progress updates for individual scholarships, and application dates for alternate scholarships. You will also need to inform your supervisor and advisory committee of any employment or consulting work which takes place outside your graduate program. Stipend support may not be available beyond the typical program length (2 years for MSc, 3 years for MSc combined with clinical residency, 4 years for PhD).

The following list identifies the most common sources of stipend funding for graduate students in SACS, although they are not the only sources. Eligibility, stipend amounts, and application procedures for these and other sources of stipend funding are available on the CGPS website [Graduate Student Funding - College of Graduate and Postdoctoral Studies - | University of Saskatchewan (usask.ca)](#)

1. INTERPROVINCIAL GRADUATE FELLOWSHIPS (IPGF) –

> The WCVM Interprovincial Graduate Fellowships (IPGF) are the result of financial support from the three western provinces. The interprovincial agreement between these provinces and the Western College of Veterinary Medicine (WCVM) provides the overall basis for support. An annual meeting is held with representatives of the provincial departments of advanced education to report on the Interprovincial Graduate Fellowship program. This occurs through the Research Office Report at the annual WCVM Advisory Board meeting.

Eligibility – Applicants must meet the following minimum eligibility criteria:

- Be a veterinarian. Veterinarians are defined as individuals holding an academic degree in veterinary medicine, who are eligible for general licensure by the Saskatchewan Veterinary Medical Association or have successfully passed the computer-based portion of the NAVLE exam.
- Be registered full-time in a post-graduate program of study (MSc, PhD, diploma or internship) at the Western College of Veterinary Medicine. Appropriate documentation of full-time registration with the College of Graduate and Postdoctoral Studies (CGPS) is required and must be verified by the appropriate department or unit of the College.
- Applicants can be Canadian, permanent resident or international student.
- Minimum academic standard is >70 % GPA.
- Applications directly from graduate students will not be accepted. Money will be allocated to VetPath, SACS or LACS according to the annual budget and disbursed through internal competitive processes within each department.

- **SVMA fees** – Licensing fees will be paid *by the department* for all SACS residents.

- **Professional Development allowance -** In addition to a yearly stipend, IPGF funded MSc/PhD graduate students will be able to apply to their respective departments for travel funds. of $1,300/yr. per IPGF-funded graduate student. Travel funds are to be used as a subsidy toward travel to scientific meetings, to attend licensing exams, textbook purchases or for continuing education. This travel

allowance makes IPGF holders ineligible for other WCVM travel awards.

- **Other awards -** Students may hold other awards, up to 35% of the value of their current level of IPGF fellowship.

    1. 2. NSERC/CIHR – students who hold either NSERC or CIHR stipend support will additionally receive an annual tuition scholarship from the Department for approximately 50% of the annual tuition. Supervisors are expected to provide the remaining 50% of the tuition scholarship from operating grant funds. The CGPS also provides a $3000 annual award for holders of NSERC-PGS and CIHR scholarships.

    3. U of S Dean's scholarships, including International Dean's scholarships, are open to new students with a GPA of 85 % or better. Students are nominated by faculty or the Department.

    4. U of S Awards - open to all U of S graduate students. Requirements for U of S Scholarships and Fellowships includes a minimum 80% GPA. A call for applications from the Graduate chair is sent out to graduate students in March each year.

        a. U of S Graduate Scholarships
        b. GTF – Graduate Teaching Fellowships
        c. GTA – Graduate Teaching Assistantships

    5. College Awards – open to graduate students in the WCVM. Eligibility varies between awards. These awards are administered through the Associate Dean Research office, and a call for applications is made each year.
        a. Interprovincial Research Fellowship
        b. Graduate Enhancement Fund

5. Research grants of supervising faculty – for most U of S and College awards, the student's supervisor is required to fund at least 50 % of the annual stipend amount from research grants. Supervisors are encouraged to provide more than 50% of the stipend as funds allow. In some cases, student stipends arise solely from research grants.

11. Administrative Information

11.1 Paying Tuition and Student Fees

Payment information and due dates can be found at: http://students.usask.ca/money/tuition-fees/pay.php#Payment

Tuition must be paid until your thesis is approved by CGPS or in the case of international students completing a residency, until the residency is completed. To avoid paying tuition for the upcoming semester, you should aim to submit your thesis to the CGPS and have all documents signed by the last day of a given term (April 30, August 30, December 31st). If you fail to meet one of these deadlines, you will be charged tuition, but can be refunded a pro-rated amount based on the day all paperwork is submitted.

Please see the following links for the most current information:
http://students.usask.ca/money/tuition-fees/refunds.php

11.2 Vacation

Graduate students are entitled to **three weeks** of vacation per year, in addition to weekends, statutory holidays and regularly scheduled university closures. Vacation should be scheduled at a time that is mutually convenient to the student and supervisor(s) and/or grad chair as applicable. Students receiving funding with a service requirement must take vacation at a time that does not cause disruption to the service requirements and should not be used in the final week of their residency. Unused vacation time will not be paid out.

11.3 Attendance at conferences

Your attendance and presentation of your research results at local, national and/or international scientific conferences is strongly encouraged. Normally, decisions on whether you will attend a particular conference are made jointly between you and your supervisor. It should be made clear in these discussions whether part or all of your expenses (e.g. registration, travel and accommodation)   will be paid through your supervisor's research grants, including how and when these expenses will be paid and/or reimbursed. Some funds for travel are available from the college. In addition, travel awards are available from CGPS or from the Office of the Associate Dean Research.

To claim travel expenses from university accounts, a request to travel form must be completed **prior to** travel and submitted to the administrative assistants in the SACS office along with an email from your supervisor indicating their approval. See section 13 for details on how to complete these forms.

12. College and University Information

12.1 Identification and website

The Graduate Secretary will arrange to have your profile updated on the department website. See the SACS Graduate Secretary to have your photograph taken as soon as possible. The WCVM also offers several photography sessions throughout the year where you can have a professional photo taken.

12.2 Office space

Office space is very limited in the WCVM and is allocated by the College, not the Department. You will be assigned a desk in one of several potential locations in the building. Clinical residents will be assigned a shared office.

12.3 Pets in offices

Dogs and cats are allowed in the building but are not allowed in shared spaces. If they are in the building, they must remain in offices either in a kennel or on a leash at all times. A sign must be placed on the office door at all times to indicate that a dog or cat is in the room. Please be respectful of others working in the office space and leave your pet at home if required.

12.4 Personal computers

If you are not able to supply your own computer, a computer (PC) can be supplied by ITS (based on availability). Please discuss this with your supervisor. To gain access to the University network, please contact the WCVM Information Technology Services Department: wcvm_itsupport@usask.ca.

12.5 Office supplies

The SACS departmental office provides basic supplies such as binders, notebooks, pens, etc. Any supplies that are used for research must be charged to a research account, including paper and envelopes for letters, etc. Please talk to your supervisor regarding permission to bill to a research account.

12.6 Use of SACS resource room (Room 2530)

The resource room has two computers, a scanner, and a printer. You can log into the computers in the SACs resource room using your NSID and password. Statistical software is available on these computers (Stata and GraphPad).

12.7 WCVM Library Information

The WCVM does not have a library in the building. Books and journals relevant to Veterinary Medicine are located in the Science Library and the Leslie and Irene Dubé Health Sciences Library on campus. Users can continue using the search function at the library's website to find a resource's location and to place holds on library materials for pick-up at their preferred library location.

12.8 Rabies Vaccinations

The WCVM Rabies Immunization Policy is designed to ensure that all faculty, students and staff at the WCVM working with animals, carcasses, and animal tissues have the opportunity to be protected from exposure to rabies. All faculty, students, and staff of the WCVM must be immunized against rabies or accept liability by signing an appropriate release. Arrangements should be made to have your vaccinations prior to the start of your program.

12.9 Computer and Software Issues

The University has resources available for computer issues that may come up during your program, such as Canvas, or other software programs. More information on these resources can be found on the following website: IT Support Services | University of Saskatchewan (usask.ca)

If you require assistance with your computer or software, the WCVM Information Technology department is willing to help. Requisitions are dealt with on a first-come-first-serve basis. To request a services appointment please email wcvm_itsupport@usask.ca . The WCVM IT department has experience with both Mac and PC systems.

13. Travel

13.1 Travel and Travel Allotment

All travel related to University activities must be approved by your supervisor and the department. A travel request must be submitted prior to any travel. See section 13.2 for further information if traveling outside of Canada. Please see the SACS administrative assistants to assist in submitting these requests.

Only clinical residents are allotted funding to be used for travel to conferences. The amount is $1300.00 per year. The amounts are renewed each September and any claims for travel must be submitted within 1 month using the Concur system. Please see the SACS administrative assistants for help using Concur. Concur is the mandatory University travel booking system. **Do not book travel outside of this online system.**

If you are not a clinical resident, please speak to your supervisor about travel funding that may be available through research grants or scholarships.

13.2 Concur Travel and Expense User Information

Concur is the system in your PAWS account that enables you to submit Travel Requests and claim expenses related to travel. In Concur you will need to set up the department office assistants as Expense Delegates and Travel Assistants. Please see the department office assistants for help in setting this up.

- Log into your PAWS account
- Under Admin Services option, click on Concur Travel and Expense
- Click on Go to My Concur
- Once the department approves the request, flights can be booked using Concur *as long as the amount does not exceed the available funding*. After travel is complete, a Travel Expense report can be submitted for reimbursement of travel expenses.
- Reimbursements for food can be made based on actual cost (requires an itemized receipt) or based on per diems. Discuss with your supervisor which is more appropriate.
- Concur can also be used for reimbursement for items purchased for research or other non-travel related purposes.

Travel safety responsibilities — U of S student traveling outside of Canada:
There are certain travel safety requirements that all university students must adhere to when they travel outside of Canada with USask. These requirements apply to **all** undergraduate and graduate students and any trips that have been approved or funded in whole or in part by the USask. Any information collected from students is kept confidential and used only to support students in emergency situations abroad. For more information, see the university's **International Travel Risk Management for Student Mobility** policy.

Student requirements include:

- Familiarize yourself with Global Affairs Canada **travel advisories and recommendations** for your destination country.
- If you are a Canadian citizen, register your trip on the Global Affairs **website**.
- Inform ISSAC about your upcoming travel at least 30 days prior to departure.
- Complete all tasks assigned to you on the International Travel Registry (mandatory for all students).
- Continue to monitor the news and your USask email while abroad.
- All study abroad groups, students taking part in fieldwork and students traveling to high-risk areas are also required to create a Travel Safety Plan to be used in emergency situations abroad. For more information, contact **itr.admin@usask.ca**. The plan should be prepared at least 2 months prior to travel and kept up-to-date.

 A checklist for USask students traveling abroad

In order to initiate the USask pre-departure process and complete the above steps, please send a completed Trip set up form OR the following information to itr.admin@usask.ca at least 30 days prior to your departure:

- NSIDs for all students
- Names of the destination country and city
- Travel dates from and to Canada
- Name of faculty member overseeing the travel (if applicable)
- Purpose of travel

Students will receive an automated email with instructions once their travel has been entered into the International Travel Registry. A second email will be sent **only** to those who need to complete an online Pre-departure Orientation.

Faculty and staff responsibilities include risk assessment and site selection well in advance prior to travel, emergency and travel safety planning when accompanying students and incident reporting. To learn more, please view **Travel Safety information** for faculty or **contact ISSAC**.

14. Campus and Group Email Addresses

14.1 Campus Email addresses

Emails can be searched using the University home page search engine – in *People, places, web…*search space, type in the person's name or campus telephone number to perform a search or use the following link: http://www.usask.ca/search/.

14.2 Email groups

SACS

wcvm_sacs_ca@usask.ca – all clinical associates in SACS

wcvm_sacs_faculty@usask.ca – all faculty in SACS

wcvm_sacs_gs@usask.ca – all graduate students in SACS

wcvm_sacs_interns@usask.ca – all interns in SACS

wcvm_sacs_staff@usask.ca – all staff (administrative assistants) of SACS

wcvm_sacs_everyone@usask.ca - includes all of the above

WCVM

wcvm_everyone@usask.ca – to email all WCVM employees. Do not use this for any personal business. This list does not include the DVM students.

wcvm_itsupport@usask.ca – any IT issues or assistance.

wcvm_classifieds@usask.ca – To be used for personal business such as advertising housing etc.

15. Campus Information

15.1 Campus identification cards

Campus ID cards are used at the Libraries and the Physical Activities Centre (PAC). Campus ID Card - Retail Services | University of Saskatchewan (usask.ca)

15.2 Parking on campus

Not all students are entitled to a parking permit. Students in clinical programs are eligible for a parking permit because they have after-hours and on-call duties. If you are a non-clinical graduate student, you can apply for a parking permit via the main Parking Services site: Parking and Transportation Services | University of Saskatchewan (usask.ca)
Phone: 306-966-4502
Email: parking@usask.ca

If you are a resident or intern, please fill out the Staff/Faculty Parking Application: Faculty and Staff Parking - Parking and Transportation Services | University of Saskatchewan (usask.ca)
Phone: 306-966-4509
Email: staff.facultyparking@usask.ca

The parking office is located in:
 Animal Sciences Building
72 Campus Drive
Saskatoon SK S7N 5B5

15.3 Disability Services for Students

You are encouraged to register with Access and Equity Services as soon as possible if you identify with one or more of the following broad categories. Please contact
http://students.usask.ca/health/centres/disability-services-for-students.php

Attention Deficit Hyperactivity Disorder (ADHD)
Autism Spectrum Disorder
Brain Injury or Concussion
Chronic Health Issues
Deaf or Hard of Hearing
Learning Disability
Mental Health Issues (anxiety, depression, schizophrenia, eating disorders)
Mobility of Functional Issues
Low Vision or Legally Blind
Temporary Issues (broken limbs)

15.4 Graduate Student Association – Health and Dental Benefits

Visit the following sites for the latest information:
Main site: http://gsa.usask.ca/
Heath and Dental information: https://gsa.usask.ca/services/health-and-dental-plan.php
If you begin your program in September, you are automatically enrolled. If you begin in January or May, you will need to 'opt-in' during the opt-in period.
Phone: 306-966-8471 or 306-966-1295

15.5 Dental Clinic

Dental Clinics - College of Dentistry | University of Saskatchewan (usask.ca)

15.7 Student Wellness Services

Place Riel Student Centre – 1 Campus Drive
Phone: 306-966-5768
student.wellness@usask.ca
Student Wellness Centre | University of Saskatchewan (usask.ca)

15.8 Student Central

Student Central provides undergraduate and graduate students with centralized assistance with finances, registration and academic life. Student Central Officers:

- troubleshoot registration problems
- process late registrations, audit registrations and section changes
- help students navigate PAWS
- provide information on scholarships, bursaries and other financial information
- provide confirmation of enrolment for federal and provincial student loans
- provide assistance and information about crisis financial aid and financial appeals
- provide information about exams, transcripts and convocation

Staff can also help complete Canada Pension Plan forms, provide information on student records to third parties with appropriate authorization and assist with legal name changes. In addition to these direct services, Student Central Officers are information specialists who guide students to campus-wide services and resources.

For more information, call 306-966-1212 or email: askus@usask.ca.

16. Program Completion

16.1 Official transcripts

You can order official transcripts through your PAWS account at a cost of $10.00.

16.2 PAWS account closure

USask alumni have the privilege of retaining their USask email account long after convocation. This service is offered so you can access university services and stay connected. However, it is not an automatic process. You must activate it by **contacting us** at the Advancement Office.

Your email account may be accessed through your **PAWS** account as well as other operating systems and apps. Maintain, personalize or forward your **mail.usask.ca** email address in the "My Profile" section of **PAWS**.

16.3 Program Completion Checklist

-   Return keys to SACS office, pharmacy, clinic, etc.
-   Return parking tag to parking services (if applicable)
-   Return cell phone or pager to the VMC office (if applicable)
-   Clean out your space for the next user
-   Maintain your PAWS account (if applicable)
-   If leaving Saskatchewan and no longer need an SVMA license, you must resign from the SVMA.
-   Please provide our office with a forwarding address that we will keep in our files here in the office for our own use, but you must always make sure the University has your current address because they will use this address to mail your tax slips next February. Note that you will not retain access to PAWS or your University email beyond your resignation date (unless a U of S alum) so if you have any emails in your University email that you would like to keep, please remember to forward them to another email address. To update your address in PAWS prior to leaving:
    -   Login in with your NSID and password
    -   Click on the arrow to the right of your name which is in the top, right-hand corner of the screen
    -   Select "My Profile" which will take you to a page where you can edit your personal information

    If you do not know your forwarding address before you leave WCVM and/or need to update it in the future, you can do so by contacting Connection Point at connectionpoint@usask.ca or 1-844-697-4865.

17. Appendices

17.1 Appendix 1.

DEPARTMENT OF SMALL ANIMAL CLINICAL SCIENCES
REPORT OF GRADUATE STUDENT PROGRESS

Name of Student: **Date:**
Student Number:
Time: **Room:**

M.Sc. Project-Based (Clinical Programs) _____   **M.Sc. Thesis-Based _____**   **PhD _____**

Date of Enrollment:

Previous Meetings:

Present: (To be filled in by meeting chair)
Regrets: (To be filled in by meeting chair)

Committee: Chair:
                   Supervisor:
                   Other Member(s):

                   Outside Member:

Courses:
<u>20XX-20XX</u>:

                   Biosafety course: online course –Complete Y/N
GSR 960   Introduction to Ethics Integrity – Complete Y/N
GSR 962   Ethics and Integrity in Animal Research
VSAC 980   Clinical Practice (M.Sc. Project-clinical programs only)
VSAC 990   Seminar
VSAC 992   Project (M.Sc. Project)
VSAC 994   Research (M.Sc. Thesis)
VSAC 996   Research (PhD)

Credit courses (List)
VSAC   820   Advanced Clinical Practice 1 (4) (M.Sc. Project-clinical programs only)

_____   ____   _____
_____   ____   _____

Planned: **X credits**

<u>20XX-20XX</u>:

VSAC 980   Clinical Practice (M.Sc. Project-clinical programs only)
VSAC 990   Seminar
VSAC 992   Project (M.Sc. Project)
VSAC 994   Research (M.Sc. Thesis)
VSAC 996   Research (PhD)

Credit courses (List)

VSAC   821   Advanced Clinical Practice 2 (4) (M.Sc. Project-clinical programs only)

____ ___ _____

____ ___ _____

Planned: **X credits**

20XX-20XX:
VSAC 980   Clinical Practice (M.Sc. Project-clinical programs only)
VSAC 990   Seminar
VSAC 992   Project (M.Sc. Project)
VSAC 994   Research (M.Sc. Thesis)
VSAC 996   Research (PhD)

Credit courses (List)
VSAC   822   Advanced Clinical Practice 3 (4) (M.Sc. Project-clinical programs only)

____ ___ _____

____ ___ _____

Planned: **X credits**

Total credits planned: XX
M.Sc. Project-Based requires 24
M.Sc. Thesis-Based requires 12

1. Research Project

Project Title:

Funding Sources for Research Project:

Animal Care Protocol Number:

Background, relevance and justification for proposed research (1 page maximum)

Overarching research hypothesis

Overarching research objectives

Description of research plan

Progress made in research since last committee meeting (in bullet form)

Anticipated plans and goals for next 6 months in research project

Self-Evaluation of Progress in Research Project (To be filled in by Graduate Student)

Mentor Evaluation of Progress in Research Project (to be filled in at Advisory Committee Meeting)

CLINICAL PROGRAMS – (MSc - Project Only)_____

2. Specialty Board Requirements

Registration with specialty board Y/N

Supervisory/Faculty Requirements of Specialty Board (refer to board requirements specific to your program)

Note any changes in faculty complement or supervisors that may affect program

Specialty Training Program Requirements (refer to board requirements specific to your program)

Requirement	Details	Current Total/Plan	Date completed
On Clinic			
Off Clinic			
Supervision			
Educational			
Logs			

3. Self-Evaluation of Clinical Progress (to be filled in by student**)**

Mentor Evaluation of Clinical Progress (can be provided separate from Advisory Committee meeting)

4. Checklist for Program

    1.   Student Supervisor Agreement Completed (Provide a copy to the department)   Y/N (non-clinical programs only)
    2.   Formal Evaluations Completed (Provide a copy to the department)

3 months	Y/N
6 months	Y/N
12 months	Y/N
18 months	Y/N
24 months	Y/N
30 months	Y/N
36 months	Y/N

5. Bursaries and Scholarships
-Note any applied for and/or received

6. Other concerns or questions related to your program
Adjournment: (To be filled in by meeting chair)

17.2 Appendix 2

UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

GRAD.USASK.CA

116, 110 Science Place
Saskatoon SK S7N 5C9 Canada
Telephone: **306-966-5751** Email:
grad.studies@usask.ca

Graduating Student Checklist
Information Concerning the Completion of Program Requirements, Eligibility to
Graduate, and Attending Convocation Ceremonies

Information for all students

1. The online application to graduate will be found under the "Academic Profile" channel in your PAWS account

2. Deadlines to apply are: **March 31** for Spring Convocation
    August 31 for Fall Convocation

3. Applications to graduate after the deadlines may not be accepted. If you expect to complete all requirements in time for convocation, but have not done so by the deadlines stated above, ensure that you apply to graduate. Deadlines for eligibility may be referenced in the Academic Calendar and are described as "Last day for Master's and Ph.D. students to submit approved thesis to ETD site."

4. Submitting an application to graduate is necessary to receive a degree parchment. The application steps **must** be completed even if you do not attend the ceremony.

- You must submit an application to graduate to the specific convocation ceremony at which you receive your degree. Ceremonies occur in June and November.
- Applications to graduate will have a status of 'Pending' until the degree is awarded. Information about your eligibility to graduate may be sought from your department's graduate program administrator.
- Information about receiving a degree parchment can be found here: https://students.usask.ca/academics/graduation.php#Parchments

5. Letters of completion/ To Whom It May Concern letters are not automatically generated and issued upon completion of requirements. In order to receive a letter of completion, you must submit a request for one through the CGPS Service Desk. This letter will only be issued following confirmation of satisfaction of all required degree components.

Please note that:

- For students completing thesis/ dissertation-based programs, these letters may only be issued following approval of your ETD and receipt of all required signed defence forms from your academic unit
- For students completing project and course-based programs, these letters may only be issued once your academic provides a recommendation to award the degree, and CGPS is able to confirm that you are eligible to graduate
- These requests are handled in the order received and will be balanced against competing priorities. Please allow ample time for processing of your request.

- Degree parchments are issued by the Registrar's office and not the College of Graduate and Postdoctoral Studies. Questions concerning Convocation and degree parchments should be directed to convocation@usask.ca.

- Information relating to ordering Usask transcripts can be found here: https://students.usask.ca/academics/grades.php#Transcripts. Your Usask transcript must be ordered through PAWS Questions specific to transcripts can be directed to mycreds@usask.ca.

- Deadlines to meet eligibility for Fall and Spring Convocation may be referenced on the Academic Calendar: https://students.usask.ca/academic-calendar/.

   Course-based and Project students: Check with your department's graduate program administrator to ensure that you have completed all requirements.

Information for Thesis/Dissertation students:

1. Students in thesis and dissertation-based programs must be registered in the term during which their defence takes place, and must maintain this registration until all degree requirements are complete. The dates noted on defence documents signed by your academic unit may be a factor in determining the end date of your program and whether registration in a term will be required.

2. Once you have successfully defended your thesis/dissertation, there are several forms that your Supervisor, committee members, and Graduate Chair must complete, sign, and submit to the CGPS. Please communicate with your supervisor or graduate program administrator to ensure that these forms have been submitted.

3. Supervisors or departments may require bound copies of you thesis/dissertation. Please check with your home department for clarification about whether this may be required.

Note: CGPS requires bound copies *only* for MFA Writing students

4. **If degree requirements have been met prior to the term's add/drop deadline, please drop registration before the add/drop deadline.** For students in thesis/dissertation programs, completion of degree requirements customarily is understood to mean the date of ETD upload. Please ensure you keep informed of term add/drop deadlines. You may check with your academic unit to ensure all elements relating to degree completion have been completed.

   Withdrawing registration after the add/drop deadline will result in the assessment of tuition and student fees for the term.

5. **Do not withdraw from the current term if program completion requirements are met after the add/drop deadline. You will be required to submit late enrolment requests to re-establish registration.**

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For graduate students, the Spring and Summer terms are treated as a single term. The add/drop deadline for the Spring/Summer term generally aligns with the Spring term deadline for undergraduate programs. Please check the USask academic calendar to verify these dates.

Do not drop registration for the Summer half of the term if completion of degree requirements extends beyond the Spring term add/drop deadline. You will be required to submit late enrolment requests to re-establish registration.

6. If you are eligible to receive pro-rated tuition rebate, a Graduate Programs Advisor will initiate this process on your behalf *only* once confirmation that all degree requirements have been satisfied, and the final ETD (electronic thesis/dissertation) corrections have been approved by CGPS. Once a refund is processed, it may be credited to your student account. In order to receive all money refunded, please fill out the 'Request for Refund Form' found here:
https://students.usask.ca/money/tuition-fees/refunds.php

Please note that the tuition rebate policy applies only to students in thesis-based programs. Notes on Thesis

Formatting for Thesis/Dissertation Students

1. All Master's thesis and PhD students are required to submit their theses/dissertations to the Electronic Thesis and Dissertation (ETD) site.

2. Final revised and approved version of the thesis or dissertation must be uploaded to the ETD Site at https://etd.usask.ca/.

3. Thesis and Dissertation titles should be entered in title case (most words capitalized), NOT in all capital letters.

4. **Before uploading your thesis to the ETD site, please ensure that the thesis/dissertation will meet CGPS thesis formatting requirements.** Information regarding the ETD formatting and style may be found here:

https://cgps.usask.ca/onboarding/thesis-roadmap/drafting.php

5. **Students are also required to upload a completed and signed version of GPS 404 — Final Thesis Confirmation Form along with their thesis on the ETD site.**

Please note that:

- The Learning Commons in the Main Library has resources to assist you with converting to PDF
- The ETD site can be accessed from anywhere in the world, and will accommodate large file sizes
- **The date of ETD upload will be considered as the date of completion of program requirements, provided documentation attesting to completion of your program, issued by the department, is not dated any later**

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- The 'Submission of Electronic Thesis item in your DegreeWorks record will be updated upon approval of the ETD

0. A Graduate Programs Advisor will review the formatting of your thesis and may then advise you about any required changes. Students in project-based programs may submit their projects to the ETD site, but are not required to do so by CGPS for completion of degree requirements. If you submit your project to the ETD site, you must follow the formatting rules for theses.

1. **A first review of your ETD submission may take up to 7 - 10 working days.** Please note that this may take longer during peak periods. Please bear this in mind when completing your program and for any deadlines which may require proof of your degree completion. **Your eligibility for tuition rebate will not be affected by the length of time between ETD upload and approval.**

2. Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons. Students will have options to assign an embargo period during the ETD upload process. Any request to modify these restrictions must be submitted before the allowed access time has expired. If further information is requires please submit a question to:

https://iira.usask.ca/servicedesk/customer/portal/7

General notes for all students:

1. Please verify with the graduate administrator in your academic unit that documents are complete for graduation. You may also verify this information on your DegreeWorks record. Owing to the volume of documents and competing priorities, please allow a reasonable length of time for processing. Information on your DegreeWorks record updates overnight, and may not appear immediately

2. Your home department will be responsible for submitting and approving final grades for 996, 994 (Research), 992 (Project), 995 (Exhibition), and 990 (seminar), registrations.

3. If you are a current recipient of a graduate scholarship from CGPS, you must notify the CGPS Director of Awards & Scholarships when you will complete your degree. Notification should be sent to: gradstudies.awards@usask.ca.

Note: Students are financially responsible for reimbursing the University for any payment(s) given in error.

About the Convocation Ceremony

1. Information about Convocation ceremonies is available here:
   https://students.usask.ca/academics/graduation.php.

This site will have information about tickets, ceremonies, where to meet, photos, etc. It is adjusted for the next series of ceremonies approximately one month after the conclusion of the current cycle.

2. Announcements regarding graduation will be made available through your PAWS email account.

3. To be able to order tickets online for the ceremony, you *must* have a current mailing address on your PAWS account. To add or verify your mailing address, go to paws.usask.ca, click on address, click on *"My Mailing Address"*, and ensure that the most current address is listed and topmost. The address at the top is where your degree parchment will be mailed if you do not attend the graduation ceremony. It is the student's responsibility to ensure this information is accurate and complete. This address change should be done at the time of submitting your application to graduate online.

4. **Purses, handbags, *etc. should not* be brought into the backstage area. There are no facilities available to store valuable articles.** Please leave any items with a family member or elsewhere.

5. Information about the ceremony itself will be provided by the Convocation staff of Teaching, Learning and Student Experience. Notification about the ceremony will be made available approximately two weeks after the deadline to apply to graduate. This information will include: how to order tickets, how to order your gown for the ceremony, and other important considerations.

6. Questions concerning Convocation should be directed to convocation@usask.ca

7. Questions to CGPS can be directed to: https://jira.usask.ca/servicedesk/customer/portal/7

Information about a student cannot be released to a
third party without the student's authorization

17.3 Appendix 3

**Master of Science- Thesis (MSc-T) and Doctor
of Philosophy (PhD)
(non-clinical)**
List of Mandatory Courses

The following is a list of the **mandatory** courses that you should register in. Don't forget to register for any **elective** courses! (vary from student to student-refer to your graduate committee meeting minutes) Same registration deadlines apply. *For exact registration deadlines, visit: https://students.usask.ca/academics/classes.php#Registrationdeadlines*

Year 1
Fall term   Registration deadline – mid September (can register for Winter term at this time also)
                    GPS 960 Introduction to Ethics & Integrity (needs to be completed during this term)
                    GPS 962 Ethics & Integrity in Animal Research (needs to be completed during this term)
                    VSAC 990 Seminar
                    VSAC 994 Research (MSc)
                    VSAC 996 Research (PhD)
Winter term   Registration deadline – mid January (if you didn't register for these in the Fall)
                    VSAC 990 Seminar
                    VSAC 994 Research (MSc)

VSAC 996 Research (PhD)
Spring/Summer Registration deadline – early to
mid May
                 VSAC 994 Research (MSc)
                 VSAC 996 Research (PhD)

Year 2 (MSc) and Years 2-4 (PhD)
Fall term   Registration deadline – mid
September (can register for Winter term at this
time also)
                 VSAC 990 Seminar
                 VSAC 994 Research (MSc)
                 VSAC 996 Research (PhD)
Winter term   Registration deadline – mid
January (if you didn't register for these in the
Fall)
                 VSAC 990 Seminar
                 VSAC 994 Research (MSc)
                 VSAC 996 Research (PhD)
Spring/Summer Registration deadline – early to
mid May
                 VSAC 994 Research (MSc)
                 VSAC 996 Research (PhD)

Master of Science (MSc - clinical) (Residents)
List of Mandatory Courses

The following is a list of the **mandatory** courses that you should register for. Don't forget to register for any **elective** courses! Elective courses vary from student to student-refer to your graduate committee meeting minutes for courses specific to your program, your program supervisor or graduate secretary. A description of the most common elective courses can be found starting on page 11 of this handbook. Same registration deadlines apply. *For exact registration deadlines, visit:* [*https://students.usask.ca/academics/classes.php#Registrationdeadlines*](https://students.usask.ca/academics/classes.php#Registrationdeadlines)

Year 1
Fall term   Registration deadline – mid September (can register for Winter term at this time also)

GPS 960 - Introduction to Ethics & Integrity (needs to be completed during this term)

GPS 962 - Ethics & Integrity in Animal Research (needs to be completed during this term)

VSAC 980 - Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 820 – Advanced Clinical Practice 1

Winter term   Registration deadline – mid January

VSAC 980 – Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 820 – Advanced Clinical
Practice 1
Spring/Summer Registration deadline – early to mid May
VSAC 980 - Clinical Practice
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)

Year 2
Fall term   Registration deadline – mid September (can register for Winter term at this time also)
VSAC 980 - Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 821 – Advanced Clinical
Practice 2
Winter term   Registration deadline – mid January
VSAC 980 – Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 821 – Advanced Clinical
Practice 2
Spring/Summer Registration deadline – early to mid May
VSAC 980 - Clinical Practice
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)

Year 3

Fall term   Registration deadline – mid
September (can register
for Winter term at this
time also)
VSAC 980 - Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 822 – Advanced Clinical
Practice 3

Winter term   Registration deadline – mid
January
VSAC 980 – Clinical Practice
VSAC 990 - Seminar
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)
VSAC 822 – Advanced Clinical
Practice 3

Spring/Summer Registration deadline – early to
mid May
VSAC 980 - Clinical Practice
VSAC 992 – Project (if project)
VSAC 994 – Research (if thesis)

Course #.# Credits	Name of Course	Comments
VSAC 800.6	Adv. Veterinary Internal Medicine	Offered every 3rd year to Medicine Residents (2025-2026)
VSAC 802.3	Special Field Experiences (2 weeks)	For external rotations/experiences, e.g. anesthesia rotation at another institution – 2 weeks
VSAC 803.6	Special Field Experiences (4 weeks)	For external rotations/experiences, e.g. anesthesia rotation at another institution – 4 weeks
VSAC 810.3	Veterinary Ocular Pathology	Ophthalmology Residents (TBD)
VSAC 820.4	Adv Small Animal Clinical Sciences 1	All 1st year residents
VSAC 821.4	Adv Small Animal Clinical Sciences 2	All 2nd year residents
VSAC 822.4	Adv Small Animal Clinical Sciences 3	All 3rd year residents
VSAC 829.3	Professional Development Skills	Interns/Residents - elective
VSAC 833.3	Adv. SA Anesthesia	Offered every 3rd year (2025-2026)
VSAC 834.3	Radiographic and Cross-Sectional Anatomy	Radiology residents (TBD)
VSAC 837.3	Physiology & Pathophysiology with a Med Img Focus	Radiology residents (TBD)
VSAC 851.3	Inflammation and Repair	Grad Students - elective
VSAC 855.3	Physics of Radiation Oncology	Radiation Oncology Residents
VSAC 870.6	Topics in Adv. SA Internal Medicine	Offered every 3rd year to Medicine Residents (2024-2025)
VSAC 871.3	Adv Large Animal Ophthalmology	Ophthalmology Residents (TBD)
VSAC 872.3	Adv. Small Animal Ophthalmology	Ophthalmology Residents (TBD)
VSAC 874.6	Diagnostic Endoscopy in Small Animal Internal Medicine	Offered every 3rd year for Medicine Residents (2023-2024)
VSAC 876.3	Anticancer Chemotherapy	Offered every 3rd year for Medical Oncology Residents (2023-2024)
VSAC 878.3	Small Animal Anesthesia	Offered for Anesthesia Residents (Winter term 2024)
VSAC 898.3	Special Topics	Check with supervisor
VSAC 899.6	Special Topics	Check with supervisor

VSAC 980	Clinical Practice - Residents	All Residents every term
VSAC 990	Seminar (Friday Morning Seminar)	All graduate students and Residents. Register for Fall and Winter terms
VSAC 992	Project	If you are a project-based Resident, register every term
VSAC 994	Thesis (MSc)	If you are a thesis-based Resident or grad student, register every term
VSAC 996	Research (PhD)	If you are a PhD student, register for this course every term.

Courses offered by other Depts		
VLAC 811.1 VLAC 812.2	Clinical Trial Design Statistics for Clinical Research Requires departmental approval. Contact LACS Department	Preferred Stats course for Residents – recommended to be taken together
VLAC 813.1	Advanced Statistics for Clinical Research	Pre-requisite (VLAC 808.3 or VLAC 811.1 and VLAC 812.2)
VBMS 880.3	Experimental Design and Statistical Analysis for the Natural Sciences	An option for MSc students (not Residents)
VTPA 878.3	Clinical Pathology for Residents Offered every August – register in fall term	Fulfills clinical pathology requirements for Boards (ACVS/ACVIM)
VTPA 879.3	Anatomic Pathology for Residents Offered every other August – register in fall term	Fulfills anatomic pathology requirements for Boards (ACVS) Will be offered in 2024 and 2026
GPS 960	Introduction to Ethics & Integrity	All graduate students and residents. Needs to be completed during Fall term of 1st year
GPS 962	Ethics & Integrity in Animal Research	All graduate students and residents. Needs to be completed during Fall term of 1st year

Appendix 4

Student – Supervisor agreement (to be completed by MSc and PhD students).

(MSc-P copies stay at Department level.)

This agreement should be completed prior to the start of any research and prior to the first committee meeting.

For .pdf fillable version visit:

https://students.usask.ca/documents/graduate/ student-supervisor-agreement.pdf

UNIVERSITY OF SASKATCHEWAN

College of Graduate
and Postdoctoral Studies

GRAD.USASK.CA

Student-Supervisor Agreement

for thesis-based degree programs

(May 2017, updated September 2020)

SACS keeps copies of MS-P S-S agreement at
Department level.

*This document has been adapted from guidelines created by the University of Manitoba Faculty of
Graduate Studies and the Canadian Association of Graduate Studies.*

NOTE:

The student should be the main party responsible for the study program and the performance of related activities, such as the submission of a Master's or Doctoral thesis, and should demonstrate a deep commitment to the program of study and interest in the selected research topic.

Introduction

■ This form is designed to provide a framework for discussion between the Supervisor(s) and the Graduate Student and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Supervisor(s) relationship and/or the research project.

■ The Supervisor(s)-Student relationship involves mentoring, support, career development, as well as academic oversight. The Supervisor(s) and Student should work together to arrive at jointly acceptable terms to establish their relationship.

■ The completed form is to be regarded as an aid to planning and finishing the thesis project. It is not a legal document.

■ The Supervisor and the Student are free to add items to the form to tailor it to their joint purposes.

■ The Supervisor(s) is/are responsible for supervising the Student's graduate program. The Supervisor(s) is/are the Student's primary contact(s) at the University of Saskatchewan and should be familiar with the general policies and regulations of the College of Graduate and Postdoctoral Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Saskatchewan statements of policy and procedure.

■ If the Student or Supervisor(s) have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, or the College of Graduate and Postdoctoral Studies.

■ Please visit the College of Graduate and Postdoctoral Studies website to find more information and guidance for both the Supervisor(s) and Student.

■ The Supervisor(s) and the Student should review each of the points listed below and checkoff each box to confirm that the items have been discussed and understood by the Supervisor(s) and the Student. **Ideally, this document should be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.**

Part 1 I Supervisor(s) and Student

a. The supervisor(s),_____(the "Supervisor(s)") is/are a member/s of the College of Graduate and Postdoctoral Studies and agree(s) to supervise the graduate program of the Student named below; and

b. The student _____ (the "Student") is registered in the College of Graduate and Postdoctoral Studies, studying in _____ at the University of Saskatchewan and wishes to carry out a graduate program under the supervision of the above-named Supervisor(s).

c. Students and supervisors should be aware of the numerous student services provided on campus. Information is available online: https://students.usask.ca/.

Part 2 I General Roles and Responsibilities

2.1   The Supervisor(s)

Please review the following points and click each box to acknowledge that it was discussed. The Supervisor(s) will:

❑   Guide the Student on degree requirements, appropriate elective course work, research, thesis proposal, thesis writing, suitable resources, and workspace.

1=1 Assess and confer appropriate and fair acknowledgment of Student contributions to scholarly activity.

❑   Give reasonable notice to the Student of extended absences from campus, such as research leaves, and make satisfactory arrangements during such absences.

❑   Engage in consultation on the composition of the advisory and examining committees.

❑   Disclose any conflict of interest that may arise with respect to the Student.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

❑   Provide guidance on how to work effectively as a member of a team.

❑   Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities.

❑ Any other mutually agreed upon responsibilities.

2.2   The Student

Please review the following points and click each box to acknowledge that it was discussed. The Student will:

❑   Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Saskatchewan, the College of Graduate and Postdoctoral Studies, and their respective unit.

❑   Seek the advice of the Supervisor(s) regarding required course work including appropriate electives, research, thesis proposal, thesis writing, suitable resources, and workspace.

❑   Demonstrate appropriate professional judgment, collegial behavior, academic rigor and integrity at all times and in every facet of the graduate program.

❑   Dedicate time to the graduate program to make timely and effective progress towards degree completion.

ID Maintain contact with the Supervisor(s) and provide any changes in contact information.

❑   Be encouraged to inform the supervisor when factors outside of the program may impact productivity

❑   I Consult with the Supervisor(s) regarding graduate program examiners and assessors.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

❑   Keep laboratory, research, and computer areas tidy, and respect the space and property of others.

❑   Strive to work effectively as a member of a team.

❑   Any other mutually agreed upon responsibilities:

2.3   The College of Graduate and Postdoctoral Studies

The College of Graduate and Postdoctoral Studies holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements are clearly articulated and duly followed. The College also facilitates access to funding sources. Students and Supervisor(s) should be familiar with the College website, regulations, and resources.

See http://www.usask.ca/cgps/.

Part 3 I Meetings

Please review the following points and click each box to acknowledge that it was discussed.

☐   The Supervisor(s) and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings normally will be [_____] held every (indicate weekly or monthly intervals and/or frequency).

☐   The Student will provide the Supervisor(s) with sufficient time before an impending deadline to provide suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.

III The Supervisor(s) will respond in a timely manner (normally not to exceed 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.

☐   The Supervisor(s) and Student will organize and schedule an in-person meeting with the entire advisory committee at least once annually. Additional meetings may be held at the request of either the Student or the Supervisor(s). If appropriate, the Student will distribute reports in advance of scheduled meetings with the advisory committee.

III Any other mutually agreed upon responsibilities:

Part 4 I Publications

Please review the following points and click each box to acknowledge that it was discussed.

○ The Supervisor(s) will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.

❑ Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.

❑ All University policies pertaining to attribution and/or authorship will be followed.

○ The Student and the Supervisor(s) will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.

○ Any other mutually agreed upon responsibilities:

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Part 5 I Intellectual Property, Academic Integrity, and Ethics

Please review the following points and click each box to acknowledge that it was discussed.

❑ The Student will hold the copyright of their thesis except for any third-party copyrighted material included in the thesis

❑ The Supervisor(s) and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Saskatchewan.

❑ The Student will keep orderly records of all research data produced or developed.

III Where research data is produced or developed, both the Student and Supervisor(s) will have access to the data at all times.

❑ Both Student and Supervisor(s) understand that the provisions of the University's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.

❑ Questions or concerns relating to Intellectual Property that cannot be addressed at the unit level should be referred to the Office of the Vice-President Research

❑   The Student is responsible for understanding the meaning of academic integrity at the
University of Saskatchewan and ensuring it is applied to all their work.

❑   The Supervisor(s) and the Student will adhere to the University's policies and procedures related to the
conduct of research, including any necessary human ethics review procedures, and animal care
ethics, that must be completed.

❑   Where the Supervisor(s) is/are a member(s) of the University of Saskatchewan Faculty
Association ("USFA"), the provisions of the USFA collective agreement will apply to the
Supervisor(s).

❑   The following are optional points to be discussed if relevant. Please review the following
points and click the box to acknowledge that it was discussed.

❑   The Student must complete appropriate courses on the use of animals or humans in
research. D Any other mutually agreed upon responsibilities

Part 6 I Timelines and Completion

Please review the following points and click each box to acknowledge that it was discussed.

❑   Progress Report forms are to be submitted at least once per 12-month period. More frequent
updates

may be necessary. The Advisory Committee and the Supervisor(s) must jointly complete this form.

❑   The maximum time period, including course work, examinations, research, thesis writing and defence
(if applicable) permitted for the Student's graduate program is   years (please consult
your specific program regulations as set by the College of Graduate and Postdoctoral Studies). It
is anticipated that the Student should complete the graduate program within   years.

The following are optional points to be discussed. If relevant, please review the following points,
and click the box to acknowledge that it was discussed.

❑   Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities, should not delay efforts to complete the graduate program.

❑ Any other mutually agreed upon responsibilities:

Part 7 I Funding

Please review the following points and click each box to acknowledge that it was discussed.

III The Student will seek opportunities for scholarships appropriate to their program, aided by the Supervisor(s).

If relevant, please review the following points, and click the box to acknowledge that it was discussed.

The student will receive $ _____ per month for n months (duration) from _____
(source) subject to satisfactory progress in program requirements.

❑ Any other mutually agreed upon responsibilities:

Part 8 I Safety

If relevant, please review the following points, and click the box to acknowledge that it was discussed.

○ The Student will be subject to appropriate safety courses or requirements at the University of Saskatchewan, including those pertaining to workplace and fieldwork protection, hazardous materials, radioisotopes, laboratory and environmental waste management, or others.

1=1 The Supervisor(s) and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

Part 9 I Privacy and Confidentiality

Please review the following points and click each box to acknowledge that it was discussed.

❑ If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.

III The University of Saskatchewan's Freedom of Information and Protection of Privacy Policy applies to the Student's program along with provincial and federal legislation.

Part 10 I Professional Development

Please review the following points and click each box to acknowledge that it was discussed.

❑ Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.

❑ Sources of funding for Student travel should be investigated and applied for.

❑ Professional development programs, such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities will be encouraged.

❑ Any other mutually agreed upon responsibilities:

Part 11 I Vacation

Please review the following points and click each box to acknowledge that it was discussed.

❑ Graduate students are entitled to a minimum of 2 weeks' vacation per year in addition to weekends, statutory holidays, and university closures. Vacation time will be scheduled at times that are mutually agreed upon by the student and supervisor(s).

❑ Where program requirements necessitate working during weekends, statutory holidays, or university closures, alternate time off will be provided as mutually agreed.

❑ Students receiving funding with a service requirement may not take vacation at a time that causes disruption to the service requirement unless approved by the person/unit in charge of the service.

Part 12 I Other

Any other mutually agreed upon responsibilities:

The Student and Supervisor(s) have reviewed and understand these guidelines.

By checking this box, you agree that you have read and understood this form, and that the information provided within is true and accurate to the best of your knowledge. Fields allowing for both electronic and physical signatures are provided below.

❑ Student Signature

Electronic

Student Printed Name

Click or tap to enter a date.

❑ Supervisor Signature

Electronic   Physical

Supervisor Printed Name

Click or tap to enter a date

❑ Supervisor Signature:

Electronic   Physical

Supervisor Printed Name

Click or tap to enter a date.

Copies of these signed guidelines will be kept by the Supervisor(s) and the Student, the unit (in the Student's file), and the College of Graduate and Postdoctoral Studies.