



**ONTARIO
VETERINARY COLLEGE**
DEPARTMENT OF POPULATION MEDICINE

Department of Population Medicine

Graduate Student Handbook

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1. Introduction

Welcome to the Department of Population Medicine at the Ontario Veterinary College. Beginning a graduate program is very different from undergraduate studies. You may feel intimidated by all the new things you need to do, especially if you are new to the University of Guelph. The purpose of this handbook is to outline your graduate student responsibilities and the program requirements necessary to complete your graduate degree.

Note: The department will do its best to keep this document as current and consistent as possible with other posted University of Guelph policies and procedures. However, students should be aware that university policies and procedures may still change without notice. In the event of a discrepancy in information between this document and the information provided in the current Graduate Calendar or by the Office of Graduate & Post-doctoral Studies (OGPS), the Graduate Calendar and other OGPS and departmental policies will take precedence.

1.1 Before you arrive

1.1.1 Accept your Offer of Admission

Your offer of admission has been issued electronically through WebAdvisor. You need to submit your official response by logging in to WebAdvisor, and scrolling to the bottom of your offer letter.

1.1.2 ***Request to have original transcripts sent directly to Office of Graduate & Post-doctoral Studies (OGPS)***

Refer to the first page of your Offer of Admission for a list of required documents. **All documents must be received by OGPS no later than the 1st day of class.** You will not be able to register for your first semester until all required documents listed on your Offer of Admission have been received by OGPS.

1.1.3 Check your University of Guelph email account regularly

After you receive your University of Guelph central log-in account all future correspondence from the university will be through your University of Guelph email account.

1.1.4 Complete the SAS New Employee Payroll Form & online Direct Deposit Forms (if applicable)

The GPA will send you payroll and direct deposit forms. Please complete and submit to the contacts listed. (Course-work based programs are self-funded programs.)

All students can make changes to **address** and **banking information** for direct deposit: *Human Resources Employee Self-Service online portal* allows students to view and change some of their personal information (banking and address) as well as access their electronic pay statement. Students will be able to access the self-service portal through the following link <https://hr.uoguelph.ca/EmployeePortal/> using their U of G central login and password ONCE the appointment has started (entered in the payroll system).

1.1.5 Activate your registration and register for classes

Please see section 5. Program/course registration & deadlines for more information.

1.1.6 Complete your Graduate Settlement

Please see section 5.5 Graduate Settlement for more information.

1.1.7 Read, sign & return your DVSc appointment letter (DVSc program only)

Please see section 4.5 DVSc for more information.

1.1.8 Contact the College of Veterinarians of Ontario (DVSc program only)

Please see section 4.5 DVSc for more information.

1.1.9 Proof of rabies vaccination or rabies titre (DVSc program only)

Please see section 4.5 DVSc for more information.

1.2 When you arrive

1.2.1 Attend the department orientation

The graduate program orientation will be offered in early September for all Population Medicine programs.

1.2.2 Submit your radiation dosimeter form to the GPA (DVSc program only)

See section 4.5.2 Clinical Program Requirements for more information and

Appendix A – Population Medicine Departmental Forms & Documents for a copy of the form.

1.2.3 Student ID card

For more information, please see section 23.2 Student ID cards

1.2.4 Print your Student Health Insurance Card

For more information, please see section 23.4 Student Health Insurance Plan

1.2.5 Pickup keys & desk assignment from the Assistant to the Chair & Faculty

1.2.6 Find your student mailbox

1.2.7 *International Students***:**

- Bring a copy of your study permit, SIN number (with expiry date) to the OVC HR Assistant in Biomedical Sciences Rm 2144.
- Bring your visa and study permit to OGPS, University Centre Level 3.

2. Graduate Programs in Population Medicine

2.1 Non-clinical programs

2.1.1 Master of Science – Thesis & Course-work based

The department offers a MSc by thesis in the fields of: 1) epidemiology; 2) theriogenology; and 3) health management, and a MSc by course-work in the field of: 1) epidemiology.

When reviewing transcripts, the department focuses on the applicant's performance in undergraduate and graduate-level courses relevant to the applicant's proposed area of specialization. Students admitted must have an honours or DVM degree (or its equivalent). In addition, the department considers the applicant's special circumstances and the referees' comments. Since the core of the MSc by course work program builds on analytic skills, students entering the program should possess knowledge of basic statistical methods and their application.

All applicants should submit a one-page statement of research interests and career goals to assist in the identification of a faculty advisor who has the funding necessary to support the research. Students may be admitted into the Fall, Winter or Summer semesters.

2.1.2 Master of Public Health (MPH) & GDip in Public Health

The Master of Public Health (MPH) program is a five-semester professional degree offering graduate students didactic and experiential training in public health practice, including areas such as epidemiology, infectious disease, outbreak response, applied research, and transformation of science into policy. The objective of the MPH program is to prepare students for careers in public health. This program is of interest to individuals holding an undergraduate degree in science or applied science seeking a career in public health, or to public health professionals (including physicians, veterinarians, nurses, and public health inspectors) wishing to upgrade their skills. The MPH program offers a practicum opportunity that is attractive for students looking for a graduate degree that includes a professional experience; creating a personal competitive advantage in the job market.

The only entry date into the MPH and Graduate Diploma in Public Health is Fall each year. The deadline to apply for each fall is February 1. Directions on how to apply can be found [here](#).

2.1.3 PhD

A PhD program is available in the fields of Epidemiology and Public Health. Admission into this program is usually granted to holders of a Masters of Science (MSc) or Masters of Public Health (MPH) degree who have demonstrated superior performance, or to MSc students who have not completed their thesis but have performed exceptionally well in courses, shown exceptional aptitude and skill in research, and whose thesis research is suitable for expansion to the doctoral level. For such direct transfer, a thesis proposal and strongly supportive letters of reference are required. Infrequently, well qualified Doctor of Veterinary Medicine (DVM) or honours degree holders may be accepted directly into the PhD program.

All applicants should submit a one-page statement of research interests and career goals to assist in the identification of a faculty advisor who has the funding necessary to support the thesis research. Students may be admitted into the fall, winter or summer semesters.

2.1.4 Collaborative Specializations

One Health

The Collaborative Specialization in One Health prepares future leaders for the complex challenges at the confluence of human, animal, and environmental health, working across disciplinary boundaries, conducting multidisciplinary research, mobilizing knowledge, and informing policy. Doctoral and Master's (thesis or course work and MRP) students wishing to undertake graduate studies with emphasis on One Health will be admitted by a participating department and will register in both the participating department and in the collaborative specialization.

The participating academic programs are Animal Biosciences (MSc, PhD), Biomedical Sciences (MBS, MSc, PhD), Computational Sciences (PhD), Computer Science (MSc), Engineering (MEng, MAsc, PhD), Environmental Sciences (MES, MSc, PhD), Food Science (MSc, PhD), Geography (MA, MSc, PhD), History (MA, PhD), Human Health and Nutritional Sciences (MSc, PhD), Integrative Biology (MSc, PhD), Molecular and Cellular Biology (MSc, PhD), Pathobiology (MSc, PhD), Political Science (MA, PhD), Population Medicine (MSc, PhD), Philosophy (MA, PhD), Public Issues Anthropology (MA), and Rural Development and Planning (MSc).

International Development Studies

The Department of Population Medicine participates in the International Development Studies MSc course work/MPH/PhD collaborative specialization. Those faculty members whose research and teaching expertise includes aspects of international studies may serve as advisors for MSc course work/PhD in International Development Studies students. Please consult the [International Development Studies listing](#) for a detailed description of the collaborative specialization.

Neuroscience

The Department of Population Medicine participates in the Neuroscience MSc/PhD collaborative specialization. Those faculty members whose research and teaching expertise includes aspects of neuroscience may serve as advisors for MSc/PhD in Neuroscience students. Please consult the [Neuroscience](#) listing for a detailed description of the collaborative specialization.

2.2 Clinical programs

Clinical programs at the OVC have additional requirements to those asked from students in non-clinical programs. In addition to the graduate degree, the Doctor of Veterinary Science (DVSc) program offers advanced clinical training in a speciality area which allows the student to qualify and write specialty board examinations. For information about residency/speciality board examination requirements please see section 2.2.3.

2.2.1 Doctor of Veterinary Science

The Department of Population Medicine participates in the DVSc program with recognized fields in health management and theriogenology. The normal basis for admission to DVSc studies as a regular or a provisional student is a DVM or equivalent degree that would allow the applicant to be eligible for licence to practice veterinary medicine in Ontario. The applicant must have achieved high academic standing as set out in the Admission Requirements in the [DVSc program](#)

3. Application Process

3.1 MSc, PhD, and DVSc

Applicants to the MSc (course-work & thesis-based), PhD and DVSc programs must find a faculty advisor willing to take them on for a graduate program. Once you have found a faculty advisor you can submit your application to OGPS. Full directions on how to apply can be found [here](#).

4. Program & Course Requirements

4.1 MSc

4.1.1 Thesis-based MSc

The prescribed studies are a minimum of four courses (at least 2.0 course credits) appropriate to the discipline. Epidemiology I ([POPM*6200](#)) is a required course for students in epidemiology; students in health management and therio-genology must take either Epidemiology I ([POPM*6200](#)) or Applied Clinical Research ([POPM*6230](#)). A minimum of 'B-' average is required in the prescribed studies. The department seminar course, [POPM*6100](#), is also required but does not count as one of the four courses. A thesis must be completed and successfully defended.

4.1.2 Course-work & Major Research Project MSc (Epidemiology)

For the MSc in Epidemiology by course work, no fewer than eight courses (at least 4.0 course credits) must be taken, and a research project completed. The courses must be approved by the departmental graduate studies committee and the Dean of Graduate Studies. Each student in the program will take three prescribed courses (see below), and at least four additional courses. The Department Seminar Course ([POPM*6100](#)) is also required but does not count as one of the eight courses. Normally, the prescribed courses for the MSc in Epidemiology by course work will include:

PRESCRIBED COURSES:

POPM*6200	[0.50]	Epidemiology I
POPM*6210	[0.50]	Epidemiology II
POPM*6250	[1.00]	Project in Epidemiology

ADDITIONAL COURSES

The four courses selected in this category will depend upon the student's background, specialty, interest and area of research.

Examples of courses suitable for inclusion in the student's program include:

PABI*6550	[0.50]	Epidemiology of Zoonoses
POPM*6290	[0.50]	Epidemiology III
POPM*6350	[0.50]	Safety of Foods of Animal Origins
POPM*6950	[0.50]	Studies in Population Medicine

<u>STAT*6920</u>	[0.50]	Topics in Statistics
<u>STAT*3510</u>	[0.50]	Environmental Risk Assessment
<u>POPM*6700</u>	[0.50]	Swine Health Management *
<u>POPM*6400</u>	[0.50]	Dairy Health Management *

Additional courses other than those listed above may be deemed suitable for the student's program by the Departmental Graduate Program Coordinator after recommendations are received from the Advisory Committee.

At least three semesters of full-time study will be required for completion of the MSc program by course work and major research study option; two of these semesters must be at the University of Guelph. Normally, however, students take 4-5 semesters to complete the program.

4.2.3 Course-work & Major Research Project MSc (Public Health)

For the MSc by course work and major research paper in the field of Public Health, no fewer than eight courses (at least 4.0 course credits) will be taken. These must be approved by the departmental Graduate Program Committee. Each student in the program will take three core courses (including the Project in Population Medicine course, POPM*6250, which is equivalent to two courses), and at least four additional courses. The department seminar course, POPM*6100, is also required but does not count as one of the eight courses. Normally, the prescribed courses for the MSc in Population Medicine (Public Health) by course work and major research project will include:

Core Courses

POPM*6200	[0.50]	Epidemiology I
POPM*6210	[0.50]	Epidemiology II
POPM*6250	[1.00]	Project in Population Medicine

Additional Courses

The four courses selected in this category will depend upon the student's background, specialty, interest and area of research.

Examples of courses suitable for inclusion in the student's program include:

PABI*6500	[0.50]	Infectious Diseases and Public Health
POPM*6210	[0.50]	Epidemiology II
POPM*6290	[0.50]	Epidemiology III
POPM*6510	[0.50]	Community Health Promotion
POPM*6540	[0.50]	Concepts in Environmental Public Health
POPM*6580	[0.50]	Public Health Administration
POPM*6950	[0.50]	Studies in Population Medicine
EDRD*6100	[0.50]	Disaster Planning and Management
POPM*6520	[0.50]	Introduction to Epidemiological and Statistical Methods
EDRD*6690	[0.50]	Program Evaluation
POPM*6600	[0.50]	Applied Public Health Research

Additional courses other than those listed above may be deemed suitable for the student's program by the Departmental Graduate Program Coordinator after recommendations are received from the Advisory Committee.

At least three semesters of full-time study will be required for completion of the MSc program by course work and major research paper option; two of these semesters must be at the University of Guelph. Normally, however, students take 4-5 semesters to complete the program.

4.2 MPH

The MPH program at the Ontario Veterinary College will typically consist of five consecutive semesters of full-time study. Full-time students will take three semester-length courses for four semesters (total 12 courses), the Public Health Capstone course and a 12 to 16-week practicum in a public health practice setting. Students will begin their program in September. Students can complete the program in four semesters if they choose by adding one additional elective to their course load during each of the Fall and Winter first-year and Fall second-year semesters (four courses per academic semester).

Students will complete at least six (0.50 credit) courses before they begin their practicum placement. The practicum will provide an opportunity to add function to the knowledge base achieved during the didactic portion of the program. A poster and public presentation developed from data gathered during the practicum will illustrate the cumulative experience during the Public Health Capstone course. This is a residency program as core courses and many electives are not offered through distance education. Students may enroll part-time while they continue to work in their public health or regulatory careers. Part-time students will normally take one or two courses per semester. Please note that since this is a non-thesis based degree, applicants are not required to obtain an advisor prior to applying. One will be assigned once students have been admitted into the program. Further details about the program can be found [here](#).

4.3 GDip in Public Health

This stand-alone diploma consists of four courses, including Applied Public Health Research, at least two other required courses and one elective course. Students may request a transfer from the Graduate Diploma into the MPH and if accepted, will receive credit for the courses taken. Students interested in this option must apply to the MPH prior to initiating graduation procedures from the Graduate Diploma.

4.4 PhD in Epidemiology or Public Health

A PhD program is offered in the fields of epidemiology and Public Health. Admission into this program is usually granted to holders of an MSc or MPH degree who have demonstrated superior performance, or to master's students who have not completed their program but wish to transfer to the PhD program and have performed exceptionally well in courses, shown exceptional aptitude and skill in research, and whose research is suitable for expansion to the doctoral level. For transfer, a thesis proposal and strongly supportive letters of reference are required. Infrequently, well qualified DVM or honours degree holders may be accepted directly into the PhD program.

All applicants should submit a one-page statement of research interests and career goals to assist in the identification of a faculty advisor who has the funding necessary to support the thesis research. Students may be admitted into the Fall, Winter or Summer semesters.

The major emphasis in the PhD program is on the preparation of an acceptable thesis. There are no specific course requirements other than the Seminar, POPM*6100, which must be completed twice. However, PhD students who have taken the course or its equivalent previously as an MSc student will only be required to take the seminar course once. Students are also expected to have taken POPM*6200 Epidemiology I (F) and POPM*6210 Epidemiology II, or their equivalent, in their master's program. In addition, students in the Public Health field are expected to have taken POPM*6550 Public Health Policy and Systems or its equivalent. It is usual for students, in consultation with their advisory committee, to select a suitable program of prescribed studies and additional courses. Course selection takes into account the student's background, research area, career aspirations, and need to prepare for the qualifying examination.

Courses should normally be completed before the qualifying exam is attempted. The written component of the examination is followed by an oral component (two to four hours), usually one week later. Master's holders must complete the qualifying examination by the end of the fifth semester. Students transferring from their master's program and those who enter the program directly after their honours or DVM degrees (or their equivalents) must complete the examination by the end of the seventh semester. In addition, the advisory committee is required to confirm that the student has demonstrated ability and promise in research. The PhD program is completed by the successful defence of a thesis.

4.5 DVSc

4.5.1 Degree Program Requirements Health Management

Candidates must have a DVM or equivalent degree, appropriate clinical experience, cumulative average of at least a "B", and be licensed or eligible for licensing to practice veterinary medicine in Ontario. One position in ruminant health management and one position in swine health management are available during most academic years, and they normally start in May or September. It is a three-year program, which will provide training and experience in applied health management and clinical research.

Approximately one-third of the time will involve clinical training, teaching final year veterinary students and service duties (including on-call), one-third course work and one-third research. Service duties in ruminant health management are with the Ruminant Field Service clinic of the Veterinary Teaching Hospital. In swine health management, clinical experience and advanced academic activities will be appropriate for a candidate preparing for board certification in Swine Health Management by the American Board of Veterinary Practitioners. The candidate will be required to complete a substantive thesis research project, related to an applied aspect of production medicine. The DVSc degree requirements include successful completion of 2.5 credits of prescribed graduate level courses, a qualifying examination in the student's discipline area, and a successful defence of a thesis. A faculty member(s) in the Department of Population Medicine will supervise each candidate for the Health Management DVSc position.

Theriogenology

The Department of Population Medicine offers the Doctor of Veterinary Science (DVSc) degree in the field of Theriogenology. Prerequisites include a DVM or equivalent degree, one or two years of practice experience/internship, cumulative average of at least a “B”, and eligibility for licensure to practice veterinary medicine in Ontario. The DVSc program provides rigorous advanced academic preparation in the discipline of Theriogenology with a view to preparation for Board Certification by the American College of Theriogenologists. The Theriogenology field at the Ontario Veterinary College is multi-species, with emphasis placed on a candidate’s specific areas of interest. The DVSc differs from PhD training by emphasizing the development of both research and applied clinical skills. It is a three-year program, with approximately one-third of the time involving clinical duties within the Veterinary Teaching Hospital, including assisting in teaching of final year veterinary students. The remainder of effort is directed towards a substantive thesis research project in Theriogenology and coursework. The DVSc degree requirements include successful completion of 2.5 credits of prescribed graduate level courses, a qualifying examination and successful defense of a thesis. A faculty member(s) in the Department of Population Medicine will supervise each candidate for the Theriogenology DVSc position.

4.5.2 Clinical Program Requirements

DVSc Appointment Letter (DVSc only)

DVSc candidates accepted into the program will receive a supplemental DVSc appointment letter outlining additional details concerning the DVSc program that are not covered by the University of Guelph Offer of Admission letter. When you receive your DVSc appointment letter, please read it, sign it and return it within three weeks to the Graduate Program Assistant. Please keep a copy for your own records.

CVO Licensing

The College of Veterinarians of Ontario is the official licensing body for veterinarians. You must be licensed under a Postgraduate/Resident License or General Licence. Please contact Lindsay Sproule at the College of Veterinarians of Ontario directly if you have any questions, telephone 1-800-424-2856 Ext. 2228 or e-mail LSproule@cvo.org. The Ontario Veterinary College Health Sciences Centre (OVC-HSC) will pay your annual licence. Your appointment is such that there is an expectation that clinical work will commence immediately. In order for your appointment to be effective on the start date indicated in this letter, please ensure that you have completed the application process and submitted the required documentation to the CVO well in advance of your start date otherwise, your start date will be delayed.

The CVO licensing fees and associated administrative fees must be paid directly to the CVO. The OVC HSC will reimburse the cost of your licensure, excluding the associated administrative fees, upon submission of the original receipt to the OVC HSC. All veterinarians must renew their licenses directly with the CVO. You may ask for assistance with completing the payment portion of the CVO’s online renewal form by contacting OVC HSC Administration. Note that in the final 7 months of your program (January – July) the CVO pro-rates the fee for PGR licenses.

If you hold a General license in the final months of your program, OVC HSC will reimburse the portion of your license fee applicable to the time period of your program, upon submission of the official CVO receipt. Prior to commencing clinical work you will be required to participate in a compulsory orientation and safety training program provided by the OVC HSC. Details will be provided to you upon commencement of employment.

Health Sciences Centre (HSC) Confidentiality Agreement & SOPs

The advanced clinical portion of the DVSc involves working in the OVC Health Sciences Centre receiving clinical referral cases in your designated specialty service under the guidance and direction of a senior faculty clinician. The OVC-HSC aims to provide unsurpassed patient care, state of the art medical and surgical innovation as well as superior client communication and service. To this end, the hospital has clearly documented Standard Operating Procedures (SOPs) to facilitate consistency that all require adherence to by all clinicians while on clinical duty. These SOP's will be provided to you during your orientation training.

Appendix A – Population Medicine Departmental Forms & Documents) must be completed and returned with your signed appointment letter before the start of your program. Please send completed forms to the Graduate Program Assistant.

Proof of rabies vaccination or rabies titre

You must be immunized against rabies before commencing clinical work. Please provide proof of a protective titre (obtained within the last two years) to the Department of Clinical Studies & Student Health Services **8 weeks prior to your start date**. You may also be required to have your titre checked by Student Health Services when you arrive. Please contact your doctor or local health department and provide documentation to us as soon as possible.

4.5.3 Speciality requirements for board examinations

Each residency/speciality college has its own specific eligibility requirements and deadlines. It is important that you review and discuss the requirements for your speciality with your program advisor at the beginning of your residency.

Health Management

- American Board of Veterinary Practitioners
<http://abvp.com/>

Theriogenology

- American College of Theriogenologists
<http://www.theriogenology.org/>

4.6 Additional courses

4.6.1 UNIV*7100 Academic Integrity

Academic integrity is a code of ethics for teachers, students, researchers, and writers. It is fundamental to the University of Guelph's educational mission and to ensuring the value

of the scholarly work conducted here. This course provides definitions, examples, and exercises to help graduate students understand the importance of academic integrity and learn how to avoid academic misconduct in their own work. This course required of all graduate students has to be completed within 20 days of commencing their graduate program. You do not need to register for this course. OGPS will add this to your registration for you.

4.6.2 WHMIS Training

Under the Occupational Health and Safety Act WHMIS training is mandatory for any person working with or in proximity of hazardous materials. As a service to the University community, EHS offers for new employees and graduate students, Safety Orientation and WHMIS training. This course provides basic essentials in health and safety at U of G; and generic information about WHMIS.

Students may [register online](#) through the Department of Environmental Health & Safety.

4.6.3 Laboratory Safety Training

Within laboratory environments across the University community, extensive research is conducted and valuable diagnostic and analytical services are provided. All individuals who work in a laboratory setting need to be familiar with the types of hazards associated with this environment and must receive appropriate training so they can work safely and within the confines of all associated legislation.

Students may [register online](#) through the Environmental Health & Safety.

4.6.4 Animal Care Short Course

All students who will utilize vertebrate animals in their research and/or will be working as teaching assistants in a course involving vertebrate animals must complete the [Animal Care Short Course](#). The program includes online modules and hands-on workshops.

5. Program/course registration & deadlines

5.1 Registration

The registration process is done electronically using [WebAdvisor](#). For detailed instructions on how to use WebAdvisor please consult the WebAdvisor Tutorial. The WebAdvisor Tutorial includes instructions that will take you through the two-part process of registering for course sections. The first part explains how to add course sections to your "Preferred Sections" list. The second part will explain how to then register for course sections you have added to your "Preferred Sections" list.

Once you have made your choices, you should get a fairly immediate response to indicate that your choices have been registered. If you don't, please take careful note of the message(s) that you do get. If successful, it is recommended that you log out and then log back in and check My Class Schedule, to be sure that everything is there. Then check Account Summary or Registration Billing to see your account for the current term when it is available.

Please note that you cannot select courses for audit using WebAdvisor. Please see section 5.4 for directions on how register to audit a course.

5.2 Adding courses

For each semester that you will be registered, you must choose one of the following:

- UNIV*7510*01 (02, 03 or 04) Active Full-time Registration if you were admitted to a full-time program
- or UNIV*7520*01 Active Part-time Registration if you were admitted to a part-time program

Registering for one of these courses serves only to activate your registration. In addition to this basic selection you must be registered in at least one other course:

- UNIV*7500*01 Research/Writing (for thesis-based programs)
- or any real course for which an active section exists

Failure to do this will result in the term simply not appearing on any official transcript of record.

Check for course availability on WebAdvisor. Follow the links for WebAdvisor for Students and Search for Classes. **Please note that even if you have not had the opportunity to consult with your department on specific course recommendations, you should still register by selecting the appropriate UNIV*7510 or *7520 course, in order to activate your registration for the term.**

5.3 Dropping courses

You may drop courses via your Web Advisor account up until the designated drop deadline. The drop deadline for one semester courses is the 40th class day each semester. Please see the Graduate Calendar for the schedule of dates each semester.

5.4 Auditing courses

With the consent of the student's Advisory Committee, the course instructor, and the chair of the department concerned, a student may register for and audit all or part of a course. It is understood that the student will attend the scheduled lectures but will not participate in any evaluative activities, write any examination, or receive any grades. Courses audited by the student shall be noted in the student's program as "additional courses", and identified on the transcript as AUD.

You cannot select courses for audit using Web Advisor. To audit a course you must complete a manual [Course Add/Drop Form](#). **Please write "AUDIT" next to the course name.** Then obtain the instructor's signature in the "Instructor's Consent" box and send your form to the GPA. The GPA will obtain the GC's signature and submit your course add to Enrolment Services for processing.

5.5 Graduate Settlement

Registration for each semester consists of payment in full or completion of the 'Graduate Settlement' in WebAdvisor and academic registration by the deadline date. A late fee will apply after the deadline.

The Graduate Settlement can be used only if you are settling your account with one of the following options:

- payroll deduction, with departmental approval
- departmental trust funds, with departmental approval
- awards (scholarships),
- sponsorship (third party invoicing)

For more information about how to complete your Graduate Settlement please contact [Student Financial Services](#).

5.6 Failing to Register

Graduate students are required to be registered every semester. Failing to register may mean that you will be withdrawn from the university. In the event of a withdrawal an application for re-admission would be required.

5.7 Schedule of dates

For a summary of important semester dates please refer to the Graduate Calendar's [Schedule of Dates](#).

6. Advisory Committees

6.1 Contributors to the graduate program

6.1.1 Office of Graduate & Post-doctoral Studies (OGPS)

The Office of Graduate and Postdoctoral Studies (OGPS) is dedicated to service excellence in all of its activities, partnering with departments to: maintain academic standards and the integrity of graduate programs; attract and admit high quality students and assist graduate students with the successful completion of their academic studies.

6.1.2 Graduate Coordinator (GC)

The Graduate Coordinator (GC) offers advice and information regarding Population Medicine graduate programs and OGPS regulations. The GC 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 advisor and/or advisory committee.

6.1.3 Graduate Program Assistant (GPA)

The Graduate Program Assistant (GPA) acts as the graduate resource person, providing advice and guidance on procedures related to Population Medicine graduate programs and OGPS requirements. The GPA handles program admissions, helps set qualifying exams and defences, and reviews and submits all paperwork destined to OGPS.

6.2 Student: Roles & responsibilities

From the choice of Advisor, choice of research project and through to degree completion, graduate students must recognize that they carry the primary responsibility for their success. The responsibilities assigned to Advisors, Advisory Committees and Departments provide the framework within which students can achieve success. Students should take full advantage of the knowledge and advice that the Advisor and Advisory Committee have to offer and make the effort to keep the lines of communication open. Specifically, each graduate student has a responsibility to:

- Make a commitment to grow intellectually, in part by fulfilling course requirements as outlined by the Advisory Committee, and to contribute to a field of knowledge by developing and carrying out a program of research.
- Learn about all appropriate deadline dates and regulations associated with registration, award applications and graduation requirements, as specified in the Graduate Calendar and/or the Office of Graduate Studies and/or the Department or School.
- Recognize that thesis and research project topics must be within the scope of the appraised and approved graduate program as set out in the program descriptions in the Graduate Calendar.
- Choose, with the approval of the Advisor and Advisory Committee, a topic of research for which adequate resources are available, including financial and physical resources and faculty expertise.
- Conform to University, Faculty and Program requirements, academic standards, and guidelines including those related to deadlines, thesis or research project style, course requirements, intellectual property, academic misconduct and any relevant safety and/or workplace regulations.
- Produce a thesis or research project which is the student's own work and which meets the University and Department standards for style and quality, reflecting a capacity for independent scholarship in the discipline.
- Recognize that the Advisor and members of the Advisory Committee have other educational, research and service obligations which may preclude prompt responses to the graduate student. It is expected, however, that the approximate time for submitted written material to be returned with comments is usually two weeks.
- Consider and respond to advice and criticisms provided by the Advisor or members of the Advisory Committee.
- Meet or communicate regularly with the Advisor (or designate). The frequency and timing of meetings will depend on the nature of the research being undertaken and the stage in the student's program. However, meetings should be of sufficient frequency that the Advisor can make an adequate assessment of the student's progress each semester and the student receives timely feedback on what is being done well and where improvement is needed. The student should also interact with individual Advisory Committee members and other faculty as appropriate and meet with the Advisory Committee, normally no less than once per semester, to review progress.
- On a regular basis, make available to the Advisor all original research materials, retaining a copy where appropriate.
- Be prepared to approach first the Advisor and then the Graduate Program Coordinator or Chair with any perceived problems or changes in circumstances that could affect performance. (If circumstances warrant, students may wish to consider a leave of absence on compassionate grounds. Information about this may be obtained from the Office of Graduate Studies or from the departmental Graduate Program Coordinator.)
- Submit, with specific reasons, any request for the replacement of an Advisor or member of the Advisory or Examining Committee to the Departmental Graduate Program Coordinator should a personal or professional conflict arise. Students should take immediate steps to change their Advisor or a member of their Advisory Committee in cases where an appropriate academic relationship cannot be maintained. In most circumstances, the first step would be to meet with the Graduate Program Coordinator.

- Recognize that changing Advisors after program entry may have consequences in terms of the nature and focus of an appropriate research topic, and may alter funding planned prior to the change from the initial Advisor as outlined in the Department's letter of funding.
- Recognize that the student may be obliged to satisfy specific performance requirements that were agreed to at the time of acceptance to the graduate program. These performance requirements may relate to internal or external funding support that the student receives.
- Recognize that progress will be evaluated every semester by the Advisor and Advisory Committee, and reported to the Program and in the case of "some concerns" or "unsatisfactory" performance, to the Faculty of Graduate Studies.

6.3 Advisor: Roles & responsibilities

An Advisor's primary task is to guide and inspire his or her students to reach their scholarly potential. The Advisor should promote conditions conducive to a student's research and intellectual growth, providing appropriate guidance on the progress of the research and the standards expected. As part of good supervisory practice, an Advisor is expected to:

- Facilitate the student's intellectual growth and contribution to a field of knowledge.
- Guide the student, with the assistance of the Advisory Committee, in the development of a program of study.
- Assist in the development and execution of a research program or project.
- Be reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems. What constitutes "reasonable accessibility" may vary according to discipline, stage of research, etc. However, an Advisor must be in contact with the student frequently enough to be able to make an informed judgement on the student's progress every semester.
- Thoroughly examine written material submitted by the student, make constructive suggestions for improvement, and inform the student of the approximate time it will take for submitted written material to be returned with comments. Normally, comments should be returned to the student within two weeks, although circumstances such as absences from campus or unusually heavy workload may require the Advisor to take longer than two weeks to review the student's work. Timing of submission and review should be negotiated between student and Advisor.
- Advise the student as to the acceptability of the draft thesis or research project prior to submission to the Advisory Committee. If the Advisor believes the thesis or research project is not ready for submission or will not be ready within a particular time, the Advisor should so indicate with written reasons to the student. In cooperation with the Chair/Director or GPC, the Advisor may help organize qualifying and final examinations.
- Assist the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in the Graduate Calendar and/or by the OGPS and/or the Department or School.
- Give ample notice of extended absences from campus such as research leaves, and make satisfactory arrangements for student advising when the Advisor is on leave or on extended absence from campus. Where a faculty member knows prior to the start of the program that he/she will be on leave for part of a student's program, the student should be

informed at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim Advisor.

- Make available the research resources necessary for execution of the student's thesis or major paper research, within the norms appropriate to the discipline and the limits of the material and human resources of the University.
- Advise the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms.
- Alert the student to any personal risks that may be encountered in the course of the research and provide training, guidance and adequate equipment appropriate for those risks.
- Comply with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes unavailable, the Advisor will work with the Department and OGPS to ensure support for the student.
- Acknowledge, in accordance with University policies, the contributions of the student in presentations and in published material, for instance through joint authorship.
- Immediately disclose to the Chair/Director any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisor and student or when there are irreconcilable interpersonal conflicts. In such cases it is expected that the faculty member will withdraw as the student's Advisor. Conflicts of interest may also arise when the Advisor or student have a financial interest in the outcome of a research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Chair/Director.
- Chair the Advisory Committee. Responsibilities are to: (1) hold regular Advisory Committee meetings with the student, normally no less than once per semester; (2) submit a semester progress report, developed with the Advisory Committee, and signed by all members of the Advisory Committee and the student, to the Departmental Graduate Program Committee and to OGPS every semester; (3) formulate a plan of action with the student and the Advisory Committee to address any problems that have been identified when the student receives an evaluation of "Some Concerns" or "Unsatisfactory".

6.4 Advisory Committee Members: Roles & responsibilities

Members of an Advisory Committee can do much to enhance the academic experience of a student, allowing the student to take advantage of a range of expertise in the discipline. The specific responsibilities of an effective Advisory Committee are to:

- Encourage the student's intellectual growth to become a competent contributor to a field of knowledge. In this context, the Advisory Committee must provide constructive criticism and provocative discussion of the student's ideas as the program develops. The Committee should ensure that the student is exposed to a wider range of expertise and ideas than can be provided by the Advisor alone, including directing the student as appropriate to consult with experts outside the Committee.
- Be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems.
- Attend regular meetings of the Advisory Committee with the student, normally no less than once per semester.

- Develop, with the student's involvement, and formally approve a list of courses that will constitute the program of study, no later than the middle of the second semester. The program of study is not considered final until it is also approved by the departmental Graduate Program Committee and the OGPS. Such approval will not normally be withheld if the proposed program meets the published program requirements.
- In consultation with the Advisor, confirm and approve semester progress reports.
- Formulate a plan of action with the student to address any problems that have been identified when a student receives an evaluation of "Some Concerns" or "Unsatisfactory".
- Inform the student of the approximate time it will take for submitted written material to be returned with comments. If the expected time exceeds the normal two-week period, for instance because of absence from campus or an unusually heavy workload, the student and the Advisor should be provided with an estimate of the time required.
- Thoroughly review and comment on drafts of written material, and inform the student whether or not a research project is complete, or a thesis is ready for submission for the final examination committee. If additional work is required, feedback to guide the student in satisfactory completion of the work should be provided.
- Immediately disclose to the Advisor and the Chair/Director any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisory Committee member and the student or when there are irreconcilable interpersonal conflicts. In such cases it is expected that the faculty member will withdraw from the Advisory Committee. Conflicts of interest may also arise when the Advisory Committee member or student have a financial interest in the outcome of the research project. In these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the Chair/Director and the Advisor.

6.5 Advisory Committee Appointment & Graduate Degree Program Form

6.5.1 Declaration of advisory committee & courses

Students must submit a completed [Advisory Committee Appointment & Graduate Degree Program Form](#) by the 20th class day of their second semester to the GPA. Failure to submit this form will result in OGPS blocking their registration for the following semester. Students may revise their advisory committee or course selection at anytime during their studies by submitting a revised form to the GPA.

6.5.2 Faculty nominations for external committee members

An advisory committee member may be selected from individuals external to the University of Guelph. To sit on an advisory committee each member must have faculty status at the University of Guelph. External individuals may be nominated for Special Graduate Faculty Status or Associated Graduate Faculty Status as appropriate. Guidelines for Graduate Faculty Status appointments can be found [here](#).

7. Tracking Student Progress

7.1 Advisory Committee Meetings

Advisory committee meetings are normally held no less than once per semester and are meant to be an opportunity for graduate students consult to with their committee and to discuss the

student's academic progress and research problems. This is also an ideal time to complete your Graduate Student Progress Report each semester.

7.2 Graduate Student Progress Reports

At the end of each semester, and no later than the 20th class day of the following semester, the academic record and progress of each student will be reviewed by the Advisory Committee, and a [Student Progress Report](#) shall be submitted to the Graduate Program Committee for the program in which the student is enrolled. GryphForms is an electronic system that allows students to complete and submit their report online.

This report shall be reviewed by the Graduate Program Committee and forwarded to the Office of Graduate Studies. When the progress of a student is evaluated as “Some Concerns” or “Unsatisfactory”, a plan of study, prepared by the Advisory Committee in consultation with the student and with the signed agreement of the student, shall be appended and submitted with the progress report.

8. Transferring programs

Students may apply to transfer between degree programs within Population Medicine. For example, an MSc student may apply to transfer to a DVSc, or a GDip student may apply to transfer to a MSc program. Students may also apply for study option transfers, such as changing from a course-work MSc to a thesis-based MSc. Transfers should be initiated no later than the student's fourth semester of study. Students may not transfer in their last semester of study.

Students may not transfer programs between departments, regardless of degree type. In order to move to a program offered by another department a student must follow the regular “Application for Admission” policies and procedures.

9. Qualifying Exams

9.1 PhD Qualifying Exam: Epidemiology

As early as possible and in no case later than the final semester of the minimum duration requirement, the student is required to pass an examination to assess his or her knowledge of the subject area and related fields. The examination ordinarily will be in several parts (written and/or oral) and should be completed within a two-week period if possible.

The qualifying examination is an examination by the academic unit in which the student is enrolled (as distinct from an examination by the advisory committee). Upon completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the PhD degree.

The examining committee, appointed by the chair or director of the academic unit concerned, consists of five members:

- The chair/director of the academic unit (or designate) or the chair of the Graduate Program Committee, who acts as chair of the examination committee *except* when this person is also a member of the advisory committee. In that event, the chair will designate another member of the regular graduate faculty of the unit to chair the examination;

- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee;
- Two members of the advisory committee;
- Normally, at least one of the qualifying examination committee members must be from outside the department/discipline in which the student is registered. That person may be a member of the advisory committee.

The exam will have a written exam component and an oral exam component. The written portion of the exam will be comprised of four sections: General Epidemiology, Analytical Epidemiology, Special Topics I and Special Topics II.

- 1) *Written Exam*: Students have a total of 8 hours to write the exam (2 hours per exam section).
- 2) *Oral Exam*: The three-hour oral exam will occur within 1 to 2 weeks of the written exam.
- 3) *Letter from the Student's Advisory Committee*: Consideration is to be given not only to the student's knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also to the student's ability and promise in research. The examining committee will receive from the advisory committee a written evaluation of the quality of the student's research performance to date and of the student's potential as a researcher. The examining committee will determine the relative importance to be given to these two major components of the qualifying examination.

To initiate the booking of their PhD Qualifying Exam, PhD candidates (with guidance of their advisor) should complete the Qualifying Exam Request Form (see Appendix A) and submit it to the Graduate Program Assistant. The Exam Request Form and a copy of the students reading list must be received by the Graduate Program Assistant a minimum of 2.5 months before the desired exam date. Each PhD candidate must also receive their reading list from their examiners no less than 6 weeks before the written exam date.

9.2 PhD Qualifying Exam: Public Health

PhD students are required to pass an examination to assess his or her knowledge of the subject area and related fields. Upon successful completion of the exam, the “PhD student” becomes a “PhD Candidate.” The purpose of the qualifying examination is to determine the student's competence in their proposed area of research within the field of public health and his or her intellectual preparedness to undertake research for the PhD thesis.

The examining committee, appointed by the chair or director of the academic unit concerned, consists of five members:

- The chair/director of the academic unit (or designate) or the chair of the Graduate Program Committee, who acts as chair of the examination committee *except* when this person is also a member of the advisory committee. In that event, the chair will designate another member of the regular graduate faculty of the unit to chair the examination;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee;
- Two members of the advisory committee;

- Normally, at least one of the qualifying examination committee members must be from outside the department/discipline in which the student is registered. That person may be a member of the advisory committee.

The exam will have a written component and an oral component. The exam will be comprised of a written literature review and a written thesis research proposal. These should be sent to the GPA two weeks before the oral exam date for distribution to the exam committee.

1) *Written Thesis Research Proposal:* The student must prepare a written proposal outlining their proposed thesis research. The proposal must be written following the guidelines for CIHR's Project Scheme funding or an equivalent peer-reviewed research competition (e.g. IDRC's Doctoral Research Awards); the instructions from the granting agency must be submitted to the examination committee with the proposal.

2) *Oral Presentation and Defense:* The two-hour oral presentation and defense will occur approximately two weeks after the written literature review and proposal are submitted to the examination committee. The student will present the systematic review of the literature and proposal to the examination committee (0.5 hours), which is followed by in-depth questioning (1.5 hours). Students should be aware that all topics mentioned in the systematic review of the literature and proposals are open to in-depth questioning.

3) *Letter from the Student's Advisory Committee:* Consideration is to be given not only to the student's knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also to the student's ability and promise in research. The examining committee will receive from the advisory committee a written evaluation of the quality of the student's research performance to date and of the student's potential as a researcher. The examining committee will determine the relative importance to be given to these two major components of the qualifying examination.

To initiate the booking of their PhD Qualifying Exam PhD candidates (with guidance of their advisor) should complete the Qualifying Exam Request Form (see Appendix A) and submit it to the Graduate Program Assistant.

9.3 DVSc Qualifying Exam

Prior to the end of the sixth semester, the student is required to pass a qualifying examination to assess his or her overall ability in the selected area of specialization. The examination will be in two parts (one written, one oral), and will normally be completed within a two-week period. Upon completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the DVSc degree.

The qualifying examination is an examination by the academic unit in which the student is enrolled and the examination committee is appointed by the departmental Graduate Program Coordinator. The examination is conducted by a committee consisting of five members, as follows:

- The departmental graduate program coordinator of the program committee, who acts as chair of the examination committee;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee, at least one of whom must be a member of the department in which the student is registered;
- Two members of the advisory committee.

Additional information can be found in the Graduate Calendar under Degree Regulations- Doctor of Veterinary Science- [Qualifying Exam](#).

To initiate the booking of their DVSc Qualifying Exam DVSc candidates (with guidance of their advisor) should complete the DVSc Qualifying Exam Request Form (see Appendix A – Population Medicine Departmental Forms & Documents) and submit it to the Graduate Program Assistant. The Exam Request Form and a copy of the students reading list must be received by the Graduate Program Assistant a minimum of 3 months before the desired exam date. Each DVSc candidate must also receive their reading list from their examiners 3 months before the written exam date.

10. Thesis Writing & Formatting (thesis-based programs only)

10.1 Timeline for completion of thesis

Advisors and students should plan ahead and choose a preferred window of time to hold the defence. From here students should work backwards to determine their timeline to completion. The student's thesis must be deemed ready by their Advisory Committee a minimum of four weeks before the desired defence date. Students should have already made any suggested edits from their advisory committee before the thesis is sent to the exam committee.

10.2 Formatting

OGPS has a complete [guide to preparing your thesis](#) that includes style, organization, formatting, and naming conventions. It is important to read through this guide carefully and be sure that your thesis meets all the formatting requirements. Incorrectly formatted documents submitted to the atrium will not be accepted.

11. Applying to graduate

Every candidate for an advanced degree is responsible for reviewing the [Graduation Application Procedures](#) and submitting an application to graduate through the “WebAdvisor Application for Graduation”. Each semester, an email regarding the WebAdvisor Application for Graduation will be sent to graduate students in semester 2 and above, requesting them to apply to graduate, if appropriate.

12. Program Completion: Thesis-based programs

12.1 Arranging your defence (PhD & DVSc)

It is the responsibility of the advisor to begin making arrangements for the doctoral thesis defence at least eight weeks prior to the anticipated date of the defence.

- **At least eight (8) weeks prior** (earlier is better) to the anticipated date of the final examination the Advisory Committee should:
 - Identify three potential external examiners
 - Contact the potential external examiners to verify their availability.

- Nominate to the Exam Coordinator, the names of the three potential external examiners by submitting an External Examiner Nomination Form to the GPA (see Appendix A – Population Medicine Departmental Forms & Documents)
 - The Exam Coordinator will inform the Advisor, if the nominations have been approved.
 - The Advisor may then select an exam date, time, and exam committee. This should be communicated to the GPA **at least six (6) weeks prior** to the desired defence date.
- **At least six (6) weeks prior** to the anticipated date of the final examination the advisor should select the examination committee according to the Graduate Calendar regulations and inform the GPA.
 - The exam committee must include:
 - The External Examiner;
 - A member of the regular graduate faculty, who is not a member of the Advisory Committee, selected by the departmental Graduate Program Committee;
 - Two members of the student's Advisory Committee, selected by the Advisory Committee.
 - The GPA will verify edibility of External Examiner with Office of Graduate & Post-doctoral Studies (OGPS) by submitting the [Final Exam Arrangements Form](#).
 - The GPA will find an exam chair.
 - The GPA will book rooms when the date and time are confirmed.
 - The GPA will complete and submit the Final Exam Arrangements Form to the OGPS
 - **At least four (4) weeks before** the defence date the student should:
 - Bring the completed Examination Request Form to the GPA
 - The Exam Request Form can be downloaded here: <https://graduatestudies.uoguelph.ca/current/forms>
 - Send a copy of their thesis to the GPA (for distribution to the exam committee)
 - Send a short biography to the GPA for the defence announcement
 - The only c.v. information which should be listed in the announcement will be: place of birth, previous degrees and Universities, awards during graduate study, and a list of publications (published or accepted for publication). Total c.v. information should not exceed 10-12 lines in the announcement.

12.2 Arranging your defence (MSc)

It is the responsibility of the advisor to begin making arrangements for the master's thesis defence **at least six (6) weeks prior** to the anticipated date of the defence.

- At least **six (6) weeks prior** to the anticipated date of the final examination:

- The advisory committee agrees on a timetable for completion of the thesis and defence
- The advisor informs the GPA of the timetable
- **At least four (4) weeks** prior to the anticipated date of the final examination
 - Select the Examination Committee
- **At least two (2) weeks prior** to the anticipated date of the final examination:
 - Submit a completed Exam Request Form to the GPA
 - Submit the thesis to the GPA for distribution to the exam committee

12.3 Final thesis submission

As of July 2011, the University of Guelph requires the electronic submission of all theses. Electronic theses are commonly referred to as ETDs. ETD processing is easier, quicker, cheaper, and more environmental for the student, the Office of Graduate & Postdoctoral Studies, the University of Guelph MacLaughlin Library and for the National Library and Archives Canada. Theses are deposited and accessible in the University's institutional repository known as the Atrium.

After you defence you may need to complete some additional edits to your thesis. Your advisor must review your final thesis version to determine if the thesis is ready for submission to the atrium. **When the thesis is ready the advisor must email the GPA. The GPA will then release the necessary departmental paperwork to OGPS. This must be done before the student submits the thesis to the atrium.**

In addition to submitting their thesis to the atrium students must also submit the following forms to OGPS:

- Thesis Non-Exclusive License
- Thesis Submission Control Sheet
- Request to Restrict Circulation of Thesis (optional)

Directions on how to submit your thesis to the atrium and links to download the required forms can be found [here](#).

12.4 Early Completion Rebate

In certain circumstances, those students who complete the requirements for their degree programs early in a given semester may apply for a partial rebate of tuition fees paid for that semester. The rebate is pro-rated according to the date of final completion. Students must submit an [Early Completion Rebate Application Form](#) in order to receive a rebate.

13. Program Completion: Course work-based programs

13.1 MSc, MPH & GDip in Public Health

Each semester Enrolment Services will send out a request for all students eligible to graduate to apply to graduate via their Web Advisor account. Once you have completed all the program requirements, you should apply to graduate for the next available convocation date.

14. Support Services

14.1 Student Health Services

Our mission is to provide comprehensive health promotion, disease prevention and primary medical care to full-time and part-time, undergraduate and graduate students and their families, as well as visitors to the campus. We contribute to the success of the University of Guelph's academic mission by meeting the health education and clinical care needs of its students.

Health Services offers a number of services from Monday to Friday, including Nursing Services and Physician Services. Current hours of operation can be found on their [website](#). Walk-in services are available September-April. For more information about what we offer, navigate through [this website](#) or call the reception at 519-824-4120 x52131.

14.2 Counselling Services

[Counselling Services](#) offers individual counselling sessions to help support students as they work through the personal challenges that impair their ability to succeed at school and in other areas of their lives.

Additionally, counselling services offers walk-in and after hours' resources. Please call Ext. 53244 to schedule an appointment with a Therapist/Counsellor or drop by the front desk on the third floor of the University Centre.

Appointments can also be made with the **OVC Counsellor Bruno Mancini** (bmancini@uoguelph.ca).

14.3 Student Accessibility Services

[Accessibility Services](#) helps students who experience disabilities with full and equitable participation in academic life. We strive towards creating a barrier-free environment where all students can achieve their potential.

14.4 Stress Management & High Performance Clinic

The Stress Management & High Performance clinic run by Kathy Somers offers sessions on stress management and more for a nominal fee for Guelph Students. More information on current group offerings and individual sessions can be found at Kathy Somers' [website](#).

14.5 Career Services

[Career Services](#) offers students individual sessions with one of our professional Career Advisors. They provide students with job search skills, employment opportunities, assist students to discern career or further education planning, and provide experiential learning such as resume building, writing cover letters and mock interviews.

Career Advising appointments are free for registered students and are catered to the individual student's needs. Appointments with Career Advisors can be made in advance or by visiting the Career Services Office (Building #54, North of Rozanski Hall) during [Drop In Hours](#).

15. Resources for Graduate Students

15.1 Library & Learning Commons

The [Library & Learning Commons](#) is a bustling, dynamic space. Our services, resources, and spaces are all designed to support student learning; support faculty research and teaching; and foster connections with the community.

15.2 Graduate Student Learning Initiative (GSLI)

The Graduate Student Learning Initiative ([GSLI](#)) offers a range of workshops specifically for graduate students. We encourage students to review free workshops and short non-credit courses.

15.3 Lynda.com

Lynda.com offers thousands of video modules covering the most popular business and creative applications, as well as topics including software development, website design, animation, soft-skill training, audio and music, and photography. Access is free for all Guelph faculty, staff and grad students. Visit the [Lynda information page](#) for more information.

15.4 Mitacs

[Mitacs](#) builds partnerships between academia, industry, and the world – to create a more innovative Canada.

15.5 Flexible Desk Space

Quiet Individual Study Space - Identified by a blue sign.

Room 2505, Stewart Building – 4 spaces

Room 102, Population Medicine, Building 174 – 4 spaces

Casual Individual and Group Study Space.

Wellness Lounge, Room 2514, Stewart Building – 32 spaces

Computer Lab, Room 2500, Stewart Building – 60 spaces (the room is available except when a scheduled class is meeting).

Bookable space in McLaughlin Library:

Daily and semester-long bookings -

<https://www.lib.uoguelph.ca/about/about-library/study-space>

15.6 Wellness Lounge

The Pop Med Wellness Lounge (SB 2514) is available for use by all Pop Med students, faculty and staff. The lounge includes kitchen facilities, seating, puzzles, books, games, and a ping pong table for use by anyone with in the lounge. Users are asked not remove shared items from the lounge.

16. Resources for International Students

16.1 International Student Advisor

The international student advisor, [Megan Sager](mailto:msager@uoguelph.ca) (msager@uoguelph.ca), is available to provide guidance to international students. If you have any questions about University of Guelph student

resources, budgets and finances, UHIP, upcoming workshops and events, or how to connect with other international students, Megan can help. If you need advice on transitioning to the University of Guelph and Canada, or want to talk about any other issues or concerns you may face, you can drop in to say hello or make an appointment with Megan. Her office is on the third floor of the University Centre.

16.2 International Student Organization

The [ISO](#) aims to act as the crossroads for international students to learn about university life on campus and of the various resources available to them. They strive to provide the social and transitional support that all international students need during their time here at the University of Guelph.

16.3 Visas and Study permits

Due to immigration law in Canada, the University of Guelph can't provide advice about visa requirements or applications. However, helpful links to the Citizenship & Immigration Canada website information are provided below.

- **Study Permit**
You can find out if you need a Study Permit for Canada [here](#).
You can find out how to apply for a Study Permit [here](#).
- **Temporary Resident Visa**
You can find out if you need a Temporary Resident Visa for Canada [here](#).
You can find out how to apply for a Temporary Resident Visa [here](#).

16.4 Immigration Advising

The University of Guelph has contracted Canadian House Consulting Inc. to provide support on campus two days per week. The support is limited to providing clarification on study permit and visa regulations for University of Guelph students. Specifically:

- Undergraduate and graduate students (pre-arrival and in-course students)
 - Includes accompanying spousal work permit and study permits for children attending school in Ontario for an admitted student bringing their family at the start of their studies; or family members visiting for graduation; or Co-op work permits for students enrolled in a Co-op academic program
 - Includes advice on the immigration repercussions of moving from full-time to part-time or taking a leave of absence because of wellness concerns (i.e., physical injury, maternity leave, mental health)
- Exchange students enrolled for one or more semesters through the Centre for International Programs
- English Language Program students through Open Learning and Educational support

16.5 University Health Insurance Plan (UHIP)

The University Health Insurance Plan ([UHIP](#)) is a mandatory insurance to pay the cost of the hospital and medical services that international students may need during their stay in Canada while registered at the University. The fee is both compulsory and charged as part of your tuition and fees which can be viewed on WebAdvisor. All international students (paying international fees) will automatically be enrolled in UHIP (single coverage). It is the student's responsibility to complete the [UHIP application](#) and submit it to Student Financial Services (3rd floor of the UC)

when the student has dependents in Canada that should be added to their plan. An additional premium is charged.

17. Financial Aide, Awards & Scholarships

17.1 Financial Needs Assessment Form

Students who apply and demonstrate a need for financial assistance may be eligible for financial need based bursaries and awards. To apply for financial need students must complete a [Financial Needs Assessment Form](#) and submit it to Student Financial Services by the posted [deadlines](#).

Canadian citizens, permanent residents, and international students may apply for Financial Need.

It is important to ensure all sections of the form are completed. Incomplete NAF forms will not be assessed. Students may bring their NAF from to the Administrative Manager and Operations Population Medicine, for completion of the departmental section of the form.

17.2 Graduate Entrance and In-Course Scholarships

Most entrance awards are offered to students upon admission to one of our graduate programs and are based on the student's admission application.

Graduate scholarships are available to students registered in full-time studies unless the terms and condition of the scholarship specifically state part-time students are eligible.

Students seeking admission should utilize the graduate [award online search](#) to see a listing University of Guelph approved awards.

17.3 OVC In-program Awards

Each year all current and incoming OVC graduate students can apply for the [OVC In-program Awards](#). Applications are typically opened up every December and applications are due early January. All OVC students are encouraged to apply.

17.4 Tips for applying for awards & scholarships

17.4.1 Reference letters

Many award applications require that applicants provide letters of reference. Don't wait till the application deadline to ask for a letter of reference from your referee. The letters are an important part of your application package and it is important to give your referee sufficient time to write you a strong letter of reference.

17.4.2 Official transcripts

To avoid paying rush or courier fees for your transcripts request transcript copies well in advance. Enrolment Services will issue free transcripts to Guelph students applying for scholarships and awards provided the request is before the award transcript request deadline. Late requests are subject to a rush/late fee.

Do not open your official transcripts unless specifically instructed. If the scholarship you are applying to requires original official transcripts, then opened transcripts will not be accepted. Opened transcripts are no longer considered official documents.

17.4.3 Application deadlines

Keep an eye out for the application deadlines for scholarship applications. Most deadlines are hard deadlines and late applications will not be accepted.

18. Leaves of Absence

A “Regular” student may make arrangements in advance for a Leave of Absence from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the Leave of Absence regulations.

During an approved Leave of Absence, graduate students shall not engage in activities related to their academic program.

Full regulations can be found in the General Regulations-Registration-Leave of Absence section of the Graduate Calendar. The application form can be downloaded [here](#).

19. Full-time vs. part-time studies

19.1 Choosing between part-time & full-time studies

When applying through OUAC, you will have the option to choose between full-time and part-time (not all programs offer a part-time option). Students interested in part-time programs should be aware that there can be certain implications, such as:

- Loss of interest-free status for outstanding student loans,
- Reduced maximum course load per semester,
- Loss of income-tax benefits (education credit), and
- Funding/Scholarship/Bursary ineligibility (ie. OGS, CGS, etc)
- The minimum duration period is based on the equivalency of three part-time semesters to one full-time semester.

Note: DVSc applicants need to select full-time studies when they apply to the program.

19.2 Changing from full-time to part-time

If you have received an offer of admission and are looking to transfer from Full-Time to Part-Time, you will need to complete your registration for Full-Time studies and then submit the “[Full-Time and Part-Time Transfer Application](#)”. This form, along with appropriate supporting documentation, must be submitted to the department for their internal review/approval, when completed they will forward to the Office of Graduate & Postdoctoral Studies. This should be completed prior to the 10th class day, to ensure no financial penalties. For more information on the general regulations, minimum duration and/or the requirements to transfer, please refer to the Graduate Calendar.

International students interested in switching from Full-Time should discuss with Citizenship and Immigration Canada to determine if this will have an impact on their study permit parameters.

20. Full-time distance fee status

Full-time students studying at a distance of at least 200 km from Guelph may apply for an exemption from the ancillary student fees (except the GSA fees, the Medical Insurance premium, the Dental Plan premium, and, in the case of international students, the UHIP fee (if applicable)) for the semester indicated. Students cannot be on the Guelph campus, other than for Advisory Committee meetings and consulting with Advisors, during the period specified. The Full-time Distance Fee Status Application can be downloaded [here](#).

21. Appeals for Academic Consideration

Academic consideration may be granted on the following grounds:

- medical
- psychological
- compassionate
- misapplication of regulations or procedures
- other special circumstances

Generally, work commitments will not constitute grounds for academic consideration. The necessity for documentation will depend on the situation. Students should contact their Advisor or Graduate Program Coordinator or Graduate Program Assistant regarding documentation requirements. Full policies and procedures can be found in the [General Regulations – Grounds for Consideration](#).

22. Conflict Resolution

Regardless of the best intentions of all involved, conflict can arise in the course of graduate studies. Generally, a student's first point of contact in the event of a dispute is the Graduate Program Coordinator. The Graduate Program Coordinator plays a central role in mediating conflicts that may arise while students are completing their graduate degrees. Mediation procedures for the resolution of disputes related to graduate students and advisors are found in General Information ([Chapter III](#)) in the Graduate Calendar.

23. Student Services

23.1 Payment of Fees

After you have selected your courses, please ensure you follow the instructions in the [Registration Guide](#) to pay your fees by the required deadline.

You will not receive a financial statement or payment form from Student Financial Services; you are expected to check your student account on WebAdvisor in order to determine the amount payable for the semester. Follow the instructions posted on WebAdvisor for making your payments by the deadline. Registrations will continue to be accepted through WebAdvisor or on

Add/Drop forms. You will be able to view your student account on WebAdvisor once your registration is complete, and will be responsible for printing off your account and submitting your payment appropriately.

23.2 Student ID cards

Your University photo-I.D. card, required for Library purposes, should be available and may be picked up in Enrolment Services when you have registered. Under separate cover, you should have received a letter requesting that you provide a photo for your ID card. If you have provided that photo in advance as requested, the card should be ready for you when you arrive on campus; otherwise, the card will be ready 5 - 6 days after you have submitted the photo. If you will not be on campus to pick up your Student ID Card, please send an e-mail to ups@uoguelph.ca. This permanent photo-I.D. card will be the only card issued during your stay as a graduate student and will be validated each semester. Should you lose your card, the loss must be reported at the ORS Enrolment Services counter; there is a charge assessed for a replacement card. Further details on ID Cards and replacement may be found on the [ID Card - General Information web page](#).

23.3 Student bus passes

Your student ID card is also your bus pass. The bus pass is paid as part of your Graduate student fees. The bus pass is administered for graduate students by the GSA. Check the [GSA website](#) for bus pass distribution information.

23.4 Student Health Insurance Plan

For information on your Health and Dental Plan, visit [My Student Plan](#). Once on the homepage select University of Guelph CSA and GSA Main Campus.

To print your Student Health Insurance Card visit:

<https://www.mystudentplan.ca/uofguelph/en/home>

International students are covered by both UHIP and the Student Health Insurance Plan.

The Student Services Coordinator, Ann Mammoliti, will be able to help you with any questions or issues you have with our Health and Dental Plan.

Email: guelphplan@mystudentplan.ca

Call: 519 824 4120 Ext. 54798

Note: Part-time graduate students are not eligible for Health and Dental Benefits.

24. Other Useful Contacts & Services

24.1 Graduate Student Association (GSA)

The mission of the [Graduate Students' Association](#) is to advance the academic and social goals of the graduate students of the University of Guelph through advocacy, social, and financial resources.

24.2 Student Financial Services (SFS)

[Student Financial Services](#) is students' first contact for tuition, fees, payments, loans, grants and scholarship payments.

24.3 Student Housing Services

Student Housing Services offers [graduate student housing](#) as well as [family housing options](#).

24.4 Gryphon Athletics

All registered full-time graduate students have paid their Athletics Base Membership within their academic registration fees. Your Athletics Base Membership includes access to the facilities for: all Drop-in Recreation and the option to register and pay the applicable fee for the Gryphon NRG Pass, Personal Training, Group Personal Training (Cardio Shred, Fit in 30, Special Aqua Program) and Skill Development Activities (such as Aquatics, Aquatic & Safety Certifications, Fitness & Yoga Certifications, Dance, Martial Arts & Sports programs), Intramurals & Clubs as well as the option to purchase any Add-on Memberships such as Locker & Towel Memberships. For more information the official site of [Guelph Gryphon Athletics](#).

24.5 Health & Performance Centre (HPC)

[HPC](#) has been preventing and treating sports and activity-related injuries for the University of Guelph and the surrounding community for more than 20 years. From the recreationally active to elite, competitive athletes, the collaborative team of skilled practitioners provides specialized care to help clients perform at their best, and successfully achieve a healthy, active lifestyle.

24.6 Computing & Communication Services (CCS)

[CCS](#) provides core IT services to the greater campus community. These include internet connectivity, a campus wide integrated email and calendaring system, telephony infrastructure, software distribution, development of single sign-on technology, learning resources, and more.

24.7 Environmental Health & Safety (EHS)

The Environmental Health and Safety Department ([EHS](#)) provides a broad range of occupational safety and environmental protection services to all members of the University community including graduate and undergraduate student populations.

24.8 OVMA Membership

Graduate students with DVM degrees can get a free OVMA membership for the duration of their graduate program: <https://www.ovma.org/members/register/>

25. Office of Graduate & Post-doctoral Studies (OGPS)

The [OGPS website](#) is an important resource for all graduate students. This includes all the relevant, application, registration, payment, and student services information prospective and current graduate students will need.

25.1 Graduate Calendar

The information published in this [Graduate Calendar](#) outlines the rules, regulations, curricula, programs and fees for the current academic year.

25.2 Forms & Documents

During your course of study you will be required to submit various forms and documents. You can download the most current versions of these forms directly from the OGPS [forms & documents](#) page.

26. Population Medicine Graduate Studies Committee

Current Committee Members:

David Pearl, Graduate Coordinator (MSc, PhD, DVSc)
 Todd Duffield, Department Chair
 Olaf Berke, Graduate Exam Coordinator
 Andrew Papadopoulos, Graduate Coordinator (MPH)
 Bob Friendship
 Amy Greer
 Zvonimir Poljak
 Scotto McEwen
 Aariah Easley, Graduate Program Assistant

27. OVC Shared Administrative Services

The Ontario Veterinary College is organized into [seven service departments](#), all under the direction of the Office of the Dean. These departments provide service to the entire OVC community as well as many external clients. Administration of Graduate Programs falls under the OVC Shared Administrative Services department that is also broken down into [five service units](#). The units of primary importance to graduate students are: OVC Graduate Program Services, Departmental Services, and Human Resource Services.

27.1 OVC Graduate Program Services

We work together with all departments in the college and with the University of Guelph's Office of Postdoctoral & Graduate Studies (OGPS) to deliver to you the information and services that you need to ensure a rewarding student experience.

We are set up to accommodate and administer all graduate programs at OVC. Our team of Graduate Program Assistants will provide primary support to specific units, but each will be able to answer questions from any graduate student, faculty and staff.

Contact: Population Medicine Graduate Program Assistant: Aariah Easley
 (popmgrad@uoguelph.ca)

27.2 Departmental Services/Administrative Support

Departmental Services is the first point of contact for the many day to day needs of faculty, staff and students within the academic departments, providing everything from administrative support for DVM, undergraduate and graduate students (course scheduling, course evaluations, etc.) to the coordination of office keys and key cards, ordering office supplies, departmental communications, and more.

Contacts:

Administrative Manager and Operations Population Medicine: Jamie Campbell
 (ovcsas@uoguelph.ca).

Administrative Assistant to the Chair and Faculty: Linda Kraemer (lkraemer@uoguelph.ca)

27.3 Human Resource Services

Human Resource Services coordinates the human resources needs of both faculty and students in the areas of recruitment, onboarding/orientation, performance management, payroll and more.

Contact:

Administrative Manager, OVC SAS HR Services & Operations Pathobiology: Melana Nam

A full list of OVC SAS contacts can be found here: <https://ovc.uoguelph.ca/sas/contact-sas>

28. Map and Key Locations

A campus map can be viewed here: <https://www.uoguelph.ca/campus/map/>

OVC Stewart Building (SB *second floor*) – Location of the Department of Population Medicine Main Office SB 2509

Located in Stewart Building:

Department Chair – Dr. Duffield
Assistant to the Chair and Faculty, Linda Kraemer
Graduate Program Assistant – Ariaah Easley
Operations Manager – Jamie Campbell

Computer Lab SB 2500
Wellness Lounge SB 2514
Meeting rooms: SB 2509c, 2511, and 2527
Faculty Offices

OVC Population Medicine Building (CRB, formerly known as the OVC Clinical Research Building, and also known as The Pig Palace)

Located in Population Medicine Building:

Meeting rooms: CRB 101 and 113
Faculty Offices

OVC Pathobiology AHL Building (PAHL)

Located in Pathobiology:

Lecture Halls: PAHL 1800, 1810 and 1812
OVC SAS HR Department
Department of Pathobiology Main Office (3rd Floor)
Animal Health Laboratory
Second Cup

OVC Lifetime Learning Centre (LLC)

Located in Lifetime Learning Centre:

Lecture Halls: LLC 1713, 1714 and 1715
OVC cafeteria.

OVC Main Building (OVCM) – Location of the OVC Dean’s Office and former OVC library (now workspace and lecture hall).

29. Important Forms & Due Dates

All graduate students (MPH, MSc, PhD, DVSc) must submit the following forms:

- Submit **New Employee Data Form** to Melana Nam, ovcsas@uoguelph.ca
- Submit **Payroll Direct Deposit Information** to Melana Nam, ovcsas@uoguelph.ca
- Submit the **Advisory Committee Appointment Form & Graduate Degree Program Form** to Graduate Program Services by the mid-point of your second registered semester. (Tracks courses; may be amended if needed)
 - MPH – typically a 2-member Advisory Committee (including advisor)
 - MSc – typically a 3-member Advisory Committee (including advisor), but minimally 2 members
 - PhD - typically a 4-member Advisory Committee (including advisor), one of whom is from outside the department. Minimally a 3-member Advisory Committee (including advisor and one from outside the department)
 - DVSc – Minimum 3-member Advisory Committee (including advisor), one of whom is from outside the department.
- Submit a **Graduate Student Progress Report** to Graduate Program Services every semester
 - Progress Reports are submitted online via GryphForms: <https://graduatestudies.uoguelph.ca/current/gryphforms-student-guide>
 - Due mid-semester for the previous semester (ex. F15 report is due mid-W16)
 - Includes advisor and student comments and must be signed by the advisor, student, all members of the Advisory Committee and the Graduate Coordinator
 - Advisory Committee meetings are recommended every semester

Appendix A – Population Medicine Departmental Forms & Documents

This section contains Population Medicine specific forms as from fillable PDFs. For OGPS controlled forms (advisory committee forms, faculty nomination forms, defence exam forms, and progress reports), please download the most current version as needed [here](#).

Forms & Documents:

- Enrolment Form
- Dosimeter Request Form
- Request for Qualifying Exam
- Nomination of External Examiner



ENROLMENT FORM

Please complete and submit to ovcsas@uoguelph.ca with subject line: name, department & program (if applicable).

NAME <i>(Last, First, Middle Initial)</i>			
DEPARTMENT	<input type="checkbox"/> BIOM <input type="checkbox"/> CLIN <input type="checkbox"/> PATH <input type="checkbox"/> POPM <input type="checkbox"/> Other:		
SUPERVISOR/ADVISOR			
UNIVERSITY OF GUELPH ID#		IDENTIFYING GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female
DATE OF BIRTH <i>(mm/dd/yyyy)</i>		MARITAL STATUS	
LOCAL ADDRESS			
STREET ADDRESS			
CITY		PROVINCE	
POSTAL CODE		COUNTRY	
TELEPHONE <i>(Home)</i>		TELEPHONE <i>(Mobile)</i>	
EMAIL <i>(U of G)</i>		EMAIL <i>(Alternate)</i>	
EMERGENCY CONTACT(S)			
NAME <i>(Last, First)</i>		RELATIONSHIP	
TELEPHONE <i>(Home)</i>		TELEPHONE <i>(Work or Mobile)</i>	
NAME <i>(Last, First)</i>		RELATIONSHIP	
TELEPHONE <i>(Home)</i>		TELEPHONE <i>(Work or Mobile)</i>	
I HAVE INCLUDED THE FOLLOWING WITH MY SUBMISSION:			
PAYROLL DIRECT DEPOSIT FORM	<input type="checkbox"/> YES <i>(Must be submitted with this form)</i> <input type="checkbox"/> NOT REQUIRED - I have been employed with the U of G within the last 3 months, and my banking information hasn't changed <input type="checkbox"/> NOT REQUIRED – I will not be on payroll <input type="checkbox"/> NOT REQUIRED – I am currently receiving pay from the U of G		
SOCIAL INSURANCE NUMBER	# Copy of Confirmation of SIN letter attached <i>(If international)</i> <input type="checkbox"/> Yes <input type="checkbox"/> N/A		
PERMIT TYPE <i>(Select only one)</i>	<input type="checkbox"/> WORK <i>(Copy of permit attached)</i> <input type="checkbox"/> STUDY <i>(Copy of permit attached)</i> <input type="checkbox"/> N/A		

DATE <i>(mm/dd/yyyy)</i>		SIGNATURE	
------------------------------------	--	------------------	--

HUMAN RESOURCES USE ONLY					
FP Ticket #	International Documents Received <input type="checkbox"/> N/A <input type="checkbox"/>	Banking Received <input type="checkbox"/> Request <input type="checkbox"/> N/A <input type="checkbox"/>	Distribution: Entered <input type="checkbox"/> Request <input type="checkbox"/>	HRER Entered <input type="checkbox"/>	Appointment Letter Sent <input type="checkbox"/> Request <input type="checkbox"/> N/A <input type="checkbox"/>
Communication Sent <input type="checkbox"/>	Code	Banking provided to HR Sent <input type="checkbox"/> N/A <input type="checkbox"/>	SIN letter provided to HR Sent <input type="checkbox"/> N/A <input type="checkbox"/>	Completed by:	Date:

Department of Population Medicine

Request for PhD Qualifying Examination

Candidate Name:

ID#:

Committee members:

Suggested Dates (one week required between exams; 2 weeks max):

Written:

Oral:

Suggested Examination Committee:

1.	Exam Chair
2.	Adv Committee Member
3.	Adv Committee Member
4.	Additional Member
5.	Additional Member

Note: see back for instructions from the Graduate Calendar, please provide email address for non-department members. External examiners need to have "Special Graduate Faculty" status

Chair:

General Epidemiology Examiner:

Analytical Epidemiology Examiner:

Special Topics I examiner and Topic:

Special Topics II Examiner and Topic:

Note: *This form should be completed no later than the beginning of the minimum duration semester and forwarded to the department graduate secretary for approval of the Examination Committee and initiation of the examination procedure.*

A signed statement from the Advisory Committee concerning the candidate's applied skills and progress to date must be received prior to commencement of the examination.

Qualifying Examination (From the Graduate Calendar 2016/2017)

As early as possible and in no case later than the final semester of the minimum duration requirement, the student is required to pass an examination to assess his or her knowledge of the subject area and related fields. The examination ordinarily will be in several parts (written and/or oral) and should be completed within a two-week period if possible.

The qualifying examination is an examination by the academic unit in which the student is enrolled (as distinct from an examination by the advisory committee). Upon completing it satisfactorily, the student is deemed to have met the departmental standards and becomes a candidate for the PhD degree. The examining committee, appointed by the chair or director of the academic unit concerned, consists of five members:

- The chair/director of the academic unit (or designate) or the chair of the Graduate Program Committee, who acts as chair of the examination committee *except* when this person is also a member of the advisory committee. In that event, the chair will designate another member of the regular graduate faculty of the unit to chair the examination;
- Two members, normally of the regular or associated graduate faculty who are not members of the advisory committee;
- Two members of the advisory committee;
- Normally, at least one of the qualifying examination committee members must be from outside the department/discipline in which the student is registered. That person may be a member of the advisory committee.

Note: The chair serves to administer the examination according to the approved format of the program. The chair does not serve as an additional examiner. In unforeseen circumstances where a committee member is unable to attend, the chair will attempt to receive questions to ask on behalf of the absent member, to be answered by the student to the satisfaction of the examiners.

As a qualifying examination, consideration is to be given not only (1) to the student's knowledge of the subject matter and ability to integrate the material derived from his or her studies, but also (2) to the student's ability and promise in research. The examining committee, therefore, will receive from the advisory committee a written evaluation of the quality of the student's research performance to date and of the student's potential as a researcher. The examining committee will determine the relative importance to be given to these two major components of the qualifying examination.

The student is deemed to have passed the qualifying examination if not more than one of the examiners votes negatively. An abstention is regarded as a negative vote. The results of the qualifying examination will be reported to the Assistant Vice-President (Graduate Studies) through the chair of the academic unit. The report to the Assistant VP will record the decision as unsatisfactory or satisfactory. If unsatisfactory, the student may be given a second attempt at the examination. A student who fails the qualifying examination and who is being given a second opportunity to pass the examination will be required to repeat it no later than six months after the failed attempt. Academic units may impose a shorter time limit. A second failure constitutes a recommendation to the Board of Graduate Studies that the student be required to withdraw ([see Unsatisfactory Progress](#) and [Appeals of Decisions](#)).

NOMINATION OF EXTERNAL EXAMINER

PhD Candidate Name:

ID #:

Department/School:

Title of Thesis:

Date when Thesis will be available to be sent to Examiner:

Tentative Date(s) for Oral Examination:

- 1.
- 2.
- 3.

Note: The expense of bringing in an External Examiner from a distance is no longer supported by the Office of Graduate Studies and the Department/School. The Office of Graduate Studies still provides a \$200 honorarium.

**THE FOLLOWING THREE INDIVIDUALS, IN ORDER OF PREFERENCE, ARE
NOMINATED FOR EXTERNAL EXAMINER:**

1. Name:
Address:
Telephone:

Qualifications and Expertise:

- 2.** Name:
Address:
Telephone:

Qualifications and Expertise:

- 3.** Name:
Address:
Telephone:

Qualifications and Expertise:

Please indicate if there is any association between the advisor and/or the candidate and any of the nominees which should be declared.

From the current Graduate Calendar (IV Degree Regulations)

External Examiner

For each doctoral thesis an external examiner from outside the university is appointed on behalf of the Assistant VP of Graduate Studies by the department chair, in consultation with the advisor. The external examiner must not have served as advisor to the student's advisor, and must not have participated in joint projects with the advisor. In addition, the external examiner must not have been a student or member of the graduate faculty at the University in the last five years. The nomination will be made when the candidate's advisor declares that the thesis is about to be prepared, normally no later than the beginning of the student's last semester. The external examiner will submit a written appraisal of the thesis (at least seven days prior to the examination) to the chair of the department who will then provide these comments to the candidate and the Advisory Committee. The external examiner is expected to participate in the final oral examination and to assist in evaluating all aspects of the candidate's performance. Any individual who serves as an External Examiner may not serve again until a period of 3 years has passed.

Appendix B – Step-by-Step Instructions for Editing your Student Profile

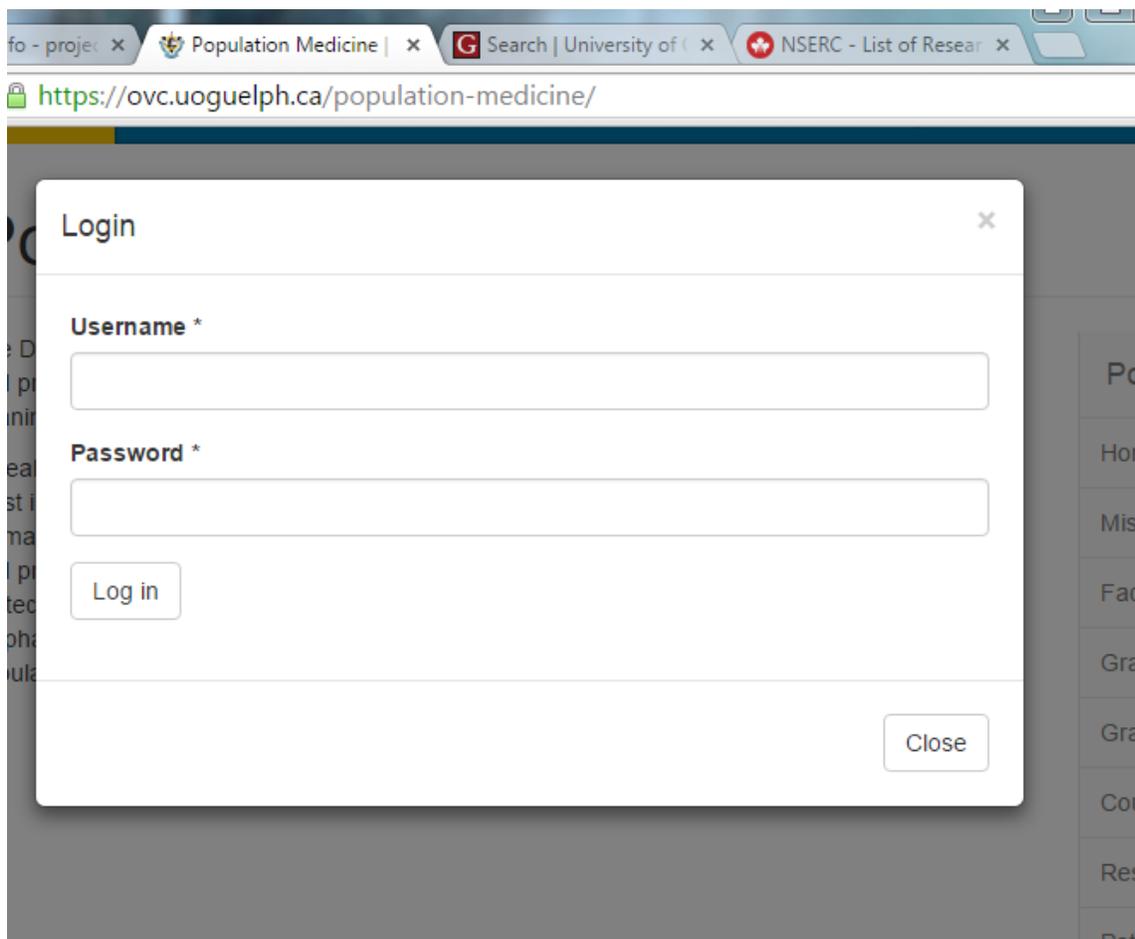
Prepared by: Andria Jones-Bitton

Edited (for students) by: Alex Swirski (please ask Melissa MacKinnon or Andria Jones-Bitton if you have any questions)

Go to the Population Medicine homepage at: <https://ovc.uoguelph.ca/population-medicine/>

Login

- **Windows users:** press “Alt” and “o” (the letter) at the same time to bring up the login window
- **Mac users:** press “option” and “o” (the letter) at the same time to bring up the login window
- Login using your Central ID and Password



Click on **Graduate Students** in the right hand menu, and then **click on your name**

Population Medicine

View

Edit

The Department of Population Medicine is an international leader in promoting optimal health and productivity in animal populations, promoting public health by ensuring the safety of foods of animal origin, and preventing animal-related disease in humans (zoonoses).

A healthy human population needs safe supplies of food and water and a healthy environment. Most infectious diseases that pose serious threats to humans originate in wild or domestic animals. The Department of Population Medicine is an international leader in promoting health and productivity in animal populations. Through our teaching and research, we also help protect public health by ensuring food safety and promoting ecosystem health, with an emphasis on the prevention and control of zoonoses and other diseases in domestic animal populations.

Population Medicine



Home

Mission

Faculty

Graduate Students

Graduate Programs ▾

Courses ▾

Resources ▾

Potential Students ▾

Available Positions ▾

Underneath your name, you will see two tabs: “View” and “Edit”. **Click “Edit”**

At the top Left in the white box, you will see 3 tabs: “Account”, “Faculty”, and “Graduate Students”. **Click “Graduate Students”**. This brings you to all of your graduate student profile information.

Account Faculty Graduate Students



aswirski has been protected from the following editing operations: username, e-mail, passw

Account Settings *

Account Settings

First Name *

A. ENTERING / EDITING YOUR GRAD STUDENT PROFILE INFORMATION:

Home » aswirski » Edit

Account Faculty Graduate Students



aswirski has been protected from th

Profile Information
Faculty Advisor
Biography
Research
Teaching
Profile Images
Contact Information
Social Media

All of the information you would like to include on your profile can be edited by the tabs on the left hand side (when you are in the Graduate Students menu).

1. Profile Information

- **Full name:** Enter your full name, as you want it to appear on the website
- **Degree program:** Choose one
- **Research Areas:** Click all that apply. This will be directly linked to our filtering system so that people can search, for example, all “Dairy” students or all “Public Health” students
 - If you have additional research areas that you’d like added, please email Andria Jones-Bitton
- **Department Roles and Responsibilities:** this is only for Dept. Chair and Graduate Coordinator
- **Other Positions of Note:** This is optional, and where you can add in other *noteworthy* roles.
 - NOTE: **DO NOT** add in departmental/college/university committee roles here! There is a separate section for this.

Click **SAVE** at bottom left corner

2. Faculty Advisor

- Click your faculty advisor
- If you have a co-advisor, use the drop-down menu to add them

Faculty Advisor 2 (optional)

Click **SAVE** at bottom left corner

3. Biography

- **Awarded Degrees & Certificates:** add in your degrees and certificates, as you want them to appear after your name (example: D.V.M., Ph.D)
- **Short Bio:** Add in a short biography
- **Professional Experience & Honours:** This is optional; add in any noteworthy experience and honours

Click **SAVE** at bottom left corner

4. Research

- **Research Brief:** add in your research keywords, separated by commas
 - Note: 240 characters or less
- **Research Description / Areas of Interest:** add in your research description

Click **SAVE** at bottom left corner

5. Teaching

- Add in your teaching details (e.g. courses you TA for, which ones you teach or are a regular guest-lecturer)
 - So that we have a consistent and polished looking website, please use this format:
 - Course Name – Course*Code (Undergraduate)
 - Course Name – Course*Code (Graduate)
 - Example: Epidemiology I – POPM*6200 (Graduate)

Click **SAVE** at bottom left corner

6. Profile Images

- **Profile Image:** Here, you upload your profile image (i.e. headshot). The second/bottom square is where you can drag your photo up/down/sideways – the image in the moving square outline is what will appear on the website

- **Alternate text:** *If you want*, add in the text that will be used by screen readers/search engines (e.g. Dr. Andrew Smith).
- **Header Background Image:** *If you want*, you can upload an image to serve as a banner image (see Andy Papadopoulos or Andria Jones-Bitton's profiles for examples). Again, the second/bottom square is where you can drag your photo up/down/sideways – the image in the moving square outline is what will appear on the website
 - NOTE: size must be 1600 * 600 or larger! Max. 5MB
 - **Alternate text:** You can leave this blank

Click **SAVE** at bottom left corner

7. Contact Information

- Add in your contact information (email, alternate emails, office building, room number and phone extension)

Click **SAVE** at bottom left corner

8. Social Media (this is optional)

- Add in the details for any social media you would like displayed on your web page

Click **SAVE** at bottom left corner

B. WORKING WITH TEXT BOXES: The Basics

Working with text boxes is very similar to working with Microsoft Word.

When you are entering information in a text box, you can type directly, or copy & paste from other sources.

You can use the Cut, Copy, Paste, Spellcheck, Undo / Redo, buttons, just as you do in Microsoft Word. These are in the **first row** of symbols.

If you need to insert a special character, click the Omega symbol found third from the end in the first row.

You can use the Bold, Italics, Underline, Strikethrough, Subscript or Superscript buttons, Bullets, Indent, Left/Centre/Right/Justify Alignment buttons, just as you do in Microsoft Word. These are found in the **second row** of symbols.

You can assign text as Normal or Headings, just as you do in Microsoft Word. This is done in the first button in the second row. (Chances are you'll just be using Normal for the text boxes in your profile.)

To add in a web link, highlight the text you want linked and then click the chain-link symbol (first symbol in the third row) to call up the Link box. Type or paste in the web

address in the URL box, and click OK. The highlighted text will now be linked to that web address. (You can ignore the Target and Advanced tabs in the Link box.)

To link to an external file, highlight the text you want linked and then click the chain-link symbol (first symbol in the third row) to call up the Link box.

- Click “Upload”
- Click “Choose File”, choose the file from your computer, and then click “Open”
- Click the “Send it to the Server” button
- Click OK
- The highlighted text is now linked to the file