Key contacts

Kerstin Giannini – Graduate Assistant
ihpme.hsr.grad@utoronto.ca
General resources, defenses, funding, matriculation

Anita Morehouse – Program Assistant
ihpme.hsr.program@utoronto.ca
Courses, Quercus, ACORN, HSR Listserv

Audrey Laporte–Program Director, HSR
audrey.laporte@utoronto.ca

Whitney Berta – Graduate Coordinator
ihpme.grad.coordinator@utoronto.ca

School of Graduate Studies
graduate.information@utoronto.ca
graduate.awards@utoronto.ca
Agenda

Structure of the programs
Intake meetings
Student-Supervisor Expectations
Milestones
How to get your T-card
How to enroll in courses
Funding at IHPME
Graduate Conflict Resolution Centre
Resources at UOFT
IHPME GSU
IHPME is home to the largest concentration of health scholars and experts in the country. Our more than 300 faculty members, comprised of scientists, researchers and senior health executives, have made significant contributions to the development of high-performing health systems and progressive health policies.

There are 6 Emphases offered in HSR:
1. Organization & Management Studies,
2. Health Policy,
3. Health Services Outcomes and Evaluation,
4. Health Economics,
5. Health Informatics Research,
6. Health Technology Assessment.
Key contacts by Emphasis

Organization & Management
Whitney Berta

Health Policy
Fiona Miller

Health Economics
Audrey Laporte

Outcomes & Evaluation
Lusine Abrahamyan & Katie Dainty

Health Technology Assessment
Beate Sander & David Naimark

Health Informatics
Emily Seto & Aviv Shachak

IHPME
Intake Meeting

- Spring/early Summer – student, supervisor, Emphasis Lead
- Topics:
  - Course plan and program degree timelines
  - Ethics, including:
    - intellectual property
    - student and supervisor responsibilities
  - Conditions of funding
- Forms
  1. Intake/Annual Progress Form
  2. Memorandum of Understanding
  3. Declaration of employment and awards form
Your Initial Student-Supervisor Meeting

Suggested topics of discussion

• Preferred communication method
  • e.g., e-mail, voice mail, in person

• Location of student’s work & expected hours

• Progress monitoring. Agree on:
  • meeting frequency with supervisor (minimum 6/yr)
    & with committee (minimum 2/yr)
  • frequency of submission of draft work, lead-times required, type &
    timing of feedback
  • set milestones (see next)

• Professional opportunities
  • additional training, courses, fieldwork opportunities
  • publications, conferences
  • funds for travel & registration at conferences
    • SGS, CIHR, supervisor’s grant, other
    • Funds for conference travel are also available through SGS
What Is Expected of Students?

**Time commitment:**
- Full-time students devote a minimum of 5 full days/wk (40-60hr) to studies
- Part-time students ~ 2 days/wk.
- Observe timeframes agreed with supervisor
- Schedule meetings well in advance
- Allow supervisor/committee sufficient time to review submitted material

**Communication:**
- Establish & maintain strong working relationship with supervisor
- Regular progress reports
- Communicate any events or difficulties that might impact on degree completion

**Thesis:**
- Obtain ethics review
- Conduct research according to relevant regulations & guidelines
- Incorporate supervisor/committee feedback into thesis
What Is Expected of Supervisors?

Offer general guidance and mentoring throughout

• Selection of their courses & thesis/dissertation topic
• Studies & career path
• Encourage conference presentations & publications

Ongoing supervision and support

• Meet with their student a minimum of 6 times a year;
  • This may include entire Committee
• Meet with their student & PAS Lead annually
• Facilitate timely completion of course work, research, thesis writing & defense
• Provide timely feedback
  • Mutually agree time frame for materials reviewed (no longer than 2 weeks)
• Ensure appropriate ongoing student supervision during any leave of absence from the University (sabbatical, medical leave)
Joint Responsibilities

• **Together, the Supervisor & Student:**
  • Establish a thesis committee
  • Develop a plan for the thesis project
  • Organize the PhD proposal defense
  • Ensure that any substantive changes to the thesis proposal are discussed with, & approved by, the thesis committee
  • Develop a realistic timeline for thesis completion
  • Submit Thesis Committee Meeting Report form **following each meeting** to the Graduate Assistant for inclusion in the student’s file
MSc Program Milestones

Terms 1 & 2
Course work
- 6 half-year courses, requirements dependent on your Program Area of Study (See HSR Handbook)

Term 1
Populate thesis committee in consultation with Supervisor
- Minimum of 2 members including Supervisor
- Draft thesis proposal with Supervisor & committee

Term 2
- Complete remaining coursework
- Complete thesis proposal & receive committee approval
- Submit ethics board review proposal

Term 3
- Collect & analyze data
- Write thesis
- Review guidelines for “Producing your thesis” on the SGS website
- Defend thesis (consult SGS Calendar)

*Timelines differ for part-time or MSc to the PhD transfers
PhD Program Milestones*

**Years 1 & 2**
- Minimum 10 half-courses, specific to your Program Area of Study (See [HSR Handbook](#))

**First Winter Term**
- Populate thesis committee in consultation with Supervisor (minimum 3 members including supervisor)
- Begin drafting thesis proposal with Supervisor & committee. Meet supervisor every 2 months & committee at least every 6 months.

**Second Winter Term**
- Complete comprehensive exam
- Continue to refine dissertation research proposal

**Year 3**
- Defend dissertation research proposal
- Submit ethics board request for approval
- Begin data collection & analysis

**Year 4**
- Complete data collection analysis
- Write dissertation
- Consult with Supervisor & committee to select appropriate internal & external examiners
- Defend dissertation (consult [SGS Calendar](#))

*Timelines differ if you are flex-time*
## Program Timelines

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Time Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc full-time</td>
<td>3 sessions (fall, winter, summer)</td>
<td>3 years</td>
</tr>
<tr>
<td>MSc part-time</td>
<td>6 sessions</td>
<td>6 years</td>
</tr>
<tr>
<td>MSc – PhD transfer</td>
<td>5 years</td>
<td>7 years</td>
</tr>
<tr>
<td>PhD full-time</td>
<td>4 years</td>
<td>6 years</td>
</tr>
<tr>
<td>PhD flex-time</td>
<td>6 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>
Get your TCard

As of June 1, 2019 you will be able to get your TCard. Your TCard is used for identification for academic purposes. It includes your photo, UTORid, and student number. It allows you to access services and facilities such as libraries, athletic facilities, meal plans, online learning portal etc.

Check the Tcard website to see what ID you need to bring BEFORE you go: http://tcard.utoronto.ca.

Koffler Student Service Centre (near the Second Cup)
214 College Street, Room 102
416-946-8047
tcard.office@utoronto.ca
ACORN

ACORN is University of Toronto’s student information service, and a hub for everything you need to manage your student life.

Learn more:

- ACORN FAQs and How-Tos
- ACORN Release Notes
- UTORid Account Management

Login to ACORN

Browsers supported: Chrome 46+, Edge 14+, Firefox 45+, Internet Explorer 11+, Safari 9+

- Enrol in or drop courses
- Check student account
- Invoice for tuition & fees
- Tax slips
- Update contact information
- Graduation information
- View grades
- Order transcripts
Course Enrolment

HSR Timetable

- Available on our website & contains the most current information about: course instructor(s), location, time, dates, exceptions etc.
- Enrol through Acorn using your UTORid & password
- Be mindful of SGS dates & deadlines
- Taking courses from outside departments:
  - Obtain approval of your Supervisor and/or Emphasis Lead
  - Contact instructor & obtain permission to take course
  - Complete & submit an Add/Drop Course form to IHPME
Quercus: course content

https://q.utoronto.ca/
University of Toronto & IHPME support.

Graduate Student Funding Options

Professional Programs

Students in professional programs (MHSc, MHI) are not included in the University of Toronto's guaranteed funding program. Students in these programs may be eligible for some Scholarships and/or Fellowship Awards. Information on these awards, plus details of their eligibility criteria, is available in the School of Graduate Studies website (Financing Your Graduate Education).

Research Programs

The University of Toronto has recommended that all graduate units "work towards providing a guaranteed minimum level of financial support to all its full time doctoral stream students equivalent to $17,500 per year (indexed according to cost of living) plus tuition (domestic or visa) for the first 5 years of study, including, where necessary, 1 year at the master's level". "Doctoral students" refers to students in doctoral stream graduate studies, i.e. MSc and PhD students.

When constituting the funding, the policy suggests "units should ensure that, to the greatest extent possible, individual students are funded through a mixture of different sources of funding, including internal/external awards, TA-ships and research grants. Student loans, such as OSAF, should not be part of these guaranteed funding packages. It is also important that there is consistency in the allocation of TA assignments across a department's student population, to ensure that students are not overburdened by the demands of their TA responsibilities. In departments in which faculty hold research grants, it is expected that graduate supervisors will provide some level of funding from their grants to help support graduate students".

http://ihpme.utoronto.ca/community/students/apply/university-of-torontos-graduate-student-funding-policy/
Our Financial Commitment to You

Full-time students receive $26,000/year to cover tuition and living

- 1 year for MSc & 4 years for PhD
- Source: IHPME, supervisor grant, or combination
- If a student receives an external competitive award it is applied toward the funding obligation however within a specific range the student may be eligible for a $3000 bonus

IHPME students are not required to work as an RA or TA to receive funding package

Students may earn up to $26,000/year outside of the university’s package

- General limit of 10hr/week
Registering & Tuition
http://www.rosi.utoronto.ca/
# Job Opportunities

Please note: Teaching Assistant postings are sometimes available well in advance (4-5 months) of course start dates and are often filled by July. In addition, there may be Emergency postings closer to course start dates.

## Students & Alumni

General – with closing date

<table>
<thead>
<tr>
<th>Closing Date</th>
<th>Position</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 16, 2018</td>
<td>Research Analyst</td>
<td>Health Quality Ontario</td>
</tr>
<tr>
<td>Feb. 24, 2018</td>
<td>Clinical Research Project Coordinator – 8539</td>
<td>SickKids</td>
</tr>
</tbody>
</table>
No issue is too small to discuss.

gradcrc.utoronto.ca

@GradCRCUofT
Unique experience of grad students in conflict

Mental wellness of grad students

Community of support / Supporting the community

Graduate Conflict Resolution Centre
G2G Peer Advisors

✓ listen
✓ make referrals
✓ explore options
✓ give tips & advice on managing conflict
X advocate
X provide counselling
X intervene

Confidential & Informal Grad-to-Grad Advice
“I’ve grown up in many parts of the world, and enjoy traveling. I also enjoy working out and staying healthy.”

“My research at Sunnybrook Hospital focuses on investigating clinical biomarkers and neuromodulatory treatments for depressive disorders.”

“My scholarship and activism centre on teen girls, feminism, and queer politics.”

“I worked as a nurse for many years focusing on Health Promotion.”

“I’m looking forward to sharing my experience in teaching, leadership development and mentoring.”

“I love to travel, swim, read and eat delicious food.”

G2G Team September 2017-2018
What’s out there to help grads?

www.sgs.utoronto.ca | [essential guide for grads PDF]

www.studentlife.utoronto.ca | [Health & Wellness (embedded & workshops) | OISE Psychology Clinic]

[Accessibility] | [Academic Success (Grad writing groups & learning strategists.)]

[Career Exploration & Education] | [Housing] | [Multifaith]

[First Generation] | [International Advising (CIE)] | [Libraries]

[Graduate Centre for Academic Communication (GCAC, formerly ELWS)]

[SGS Financial Advice/Awards] | [Graduate Professional Skills (GPS)]

[Hart House] | [Equity & Diversity] | [Aboriginal SS] | [Family Care Office]
A hub to help grads navigate grad life at U of T and connect you to workshops, social events, campus services and resources.

- **Leadership for Grads**: Leadership workshops for grad students, including ‘What makes a good leader’ ‘Facilitating a Team’ ‘Leadership and Management’
- **Healthy Grads**: A student-led team that provides health promotion programming, by graduate students, for graduate students.

http://www.sgs.utoronto.ca/gradlife/Pages/default.aspx

@gradlifeUofT
Supporting student health & wellbeing

Health & Wellness Centre

Koffler Student Services Centre (a.k.a. the Bookstore building)
214 College Street, 2nd Floor
416-978-8030

www.healthandwellness.utoronto.ca

www.studentlife.utoronto.ca/hwc/cop ing-skills
Dealing with a difficult grad school situation?

gradcrc.utoronto.ca

@GradCRCUofT

gradcrc@utoronto.ca

Tel: 416-978-8920

Make an appointment or join us at a drop-in!
GradHouse

welcome home.

Living in GradHouse is not only convenient because of the location, it is safe and fun too! Graduate and Second-entry students from many facilities at U of T call this place home.
Resources at UOFT

**SCRAP Student Crisis Response & Academic Progress Team**
Resource for staff & faculty who are concerned about students. Rule of thumb: when in doubt, call.

**Accessibility Services**
Seeking advice or info about accommodations, learn how to get a student registered, or to speak to a disability advisor directly.

**Sexual Violence, Prevention and Support Centre**
The Centre facilitates access to support, services & accommodations for students, staff and faculty members who have experienced sexual violence.

**Centre for International Experience**
A meeting place for a diverse community of international students coming to UOFT & domestic students looking to go abroad.

**Family Care Office**
Supports students, staff, faculty, post-doctoral fellows and their families with any family care related issue. The FCO has always emphasized an inclusive definition of family.

**Academic Success Centre**
Works with students at any stage of their graduate degrees, in any discipline. Provides study space, explore strategies section, attend a workshop or meet with a Learning Strategist.
More Resources at UOFT ... 

School of Graduate Studies: Best Practices
www.uoft.me/bestpractices

Graduate Supervision Guidelines
Faculty edition
www.uoft.me/supervisors
Student edition
www.uoft.me/gradsupervision

Academic integrity
www.advice.writing.utoronto.ca/general/

How Not to Plagiarize
www.advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/
Prayer Spaces

IHPME Bahen Centre
40 St. George St, Main floor entrance

Hart House Chapel
7 Hart House Circle

Multi-Faith Centre
569 Spadina Ave, Meditation Room

OISE
252 Bloor St. West, 4th floor

Leslie Dan Pharmacy building
144 College St. B222

Robarts Library
St. George and Huron St., 8th floor
Student Space & Access

At IHPME

For MSc students HSB 498
For PhD students HSB 486 & 425

To gain access you need a **fob**
- Fobs are $20 (non-refundable)
- Request through the front desk at IHPME
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ihpme.hsr.grad@utoronto.ca
General resources, defenses, funding, matriculation

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