TRANSLATIONAL MEDICINE GRADUATE PROGRAM HANDBOOK

September 2024

Contents

Program Overview

Our patients and their diseases drive Translational Medicine. Guided by this primary focus, translational research spans the spectrum from molecular and cell biology to preclinical models to patient studies and back again. Within the context of the Translational Institute of Medicine (TIME), a confederation of existing research groups within Queen's Health Sciences, the Department of Medicine has established two new and unique programs: Master of Science (MSc) and Doctor of Philosophy (PhD) in Translational Medicine. These programs aim to train the next generation of researchers to be effective translators of biomedical discovery. The graduates of these programs operate at the intersection of clinical and related sciences and have the expertise to generate and lead discovery through an integrated process, increasing the efficiency of translating science knowledge into health improvement. The programs offer a curriculum interweaving graduate-level research with authentic clinical experiences in a multidisciplinary environment across departments at Queen's University.

Our Translational Medicine graduate programs are committed to promoting diversity, inclusivity, and equity among faculty members and students and to providing educational experiences that build upon the principles of fairness and inclusiveness in both formal and informal learning settings.

As one of the first of its kind, the programs link graduate-level research skills with various clinical experiences, including patient interactions, clinical observerships and medical rounds to enhance professional thinking and action. This unique curriculum offers important foundational work for future careers in the biomedical field. It provides critical skills for pursuing careers that include clinician scientists, biomedical researchers, leaders in industry and public health and/or health policy.

As both the MSc and PhD in Translational Medicine are research-based programs, they require the completion of 12-credit courses, including three mandatory core courses in translational medicine and 3 credits of elective course(s) chosen from students' areas of interest and thesis research. PhD students also have the requirement of a comprehensive exam.

Program Leadership

Graduate Program Director and Co-Director

Dr. Anne K Ellis, MD
Professor
Graduate Program Director
Division Chair, Allergy & Immunology

Dr. Mark Ormiston, PhD
Associate Professor
Graduate Program Co-Director
TMED 800 Course Chair

Graduate Program Committee

The Graduate Program Committee (GPC) plays a key role in overseeing and guiding the TMED program. The TMED GPC meets every quarter. A broad overview of their responsibilities includes: (1) curriculum development and review; (2) admission decisions; (3) student progress and evaluation; (4) policy development; (5) advising and mentoring; (6) program evaluation and improvement; (7) conflict resolution; and (8) external relations.

The members of the 2024-25 TMED GPC include:

- Dr. Anne Ellis, Dr. Che Colpitts, Dr. David Reed, Dr. Karen Yeates, Dr. Mark Ormiston, Dr. Paula James, Dr. Teresa Purzner

- Julie Heagle (non-voting), and Sophia Linton (non-voting)

- MSc Representative (non-voting) and PhD Representative (non-voting)

Program Staff

Julie Heagle
Graduate Program Advisor

Sophia Linton
Education and Outreach Coordinator

Admission Requirements

To be considered for admission, applicants for the MSc in Translational Medicine program need to hold an undergraduate honours degree with a minimum of a B+ average in the last two years of their program, and applicants for the PhD program need to hold a Master's degree with a minimum of an A- average.

Applications for admission are completed and submitted on the School of Graduate Studies and Postdoctoral Affairs (SGSPA) website (https://eservices.queensu.ca/apps/sgsapp/), including an online application form and specific instructions regarding how to submit the following documents:

- A Statement of Interest about how the applicants' background experiences and career aspirations make them ideally suited for the program (up to 4000 characters in the online application);

- Transcripts for all post-secondary education.

- Two references from individuals familiar with the applicant's academic performance.

In addition to the online application and the above-required documents, applicants must submit an electronic resumé/curriculum vitae to tmed@queensu.ca.

Note: Referees are notified that you want them to provide a reference by email after you submit your online application. Please be sure to include the correct email addresses of your referees on your online application. **Applications will be deemed incomplete or will not be reviewed by the admissions committee until all listed references are received.**

While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of racialized communities, and 2SLGBTQ+ persons.

Language Requirements

In cases where English is not the first language, nor was the language of instruction in undergraduate studies, applicants must demonstrate English proficiency. Those applicants will need to provide proof of English language proficiency through one of the following:

1. International English Language Testing System (Academic module) with a minimum score of 7 in each component or
2. TOEFL iBT with a passing score of 93, including a minimum score of 24 on the speaking section.

Please note that these requirements are higher than the minimum standards set by the SGSPA (https://www.queensu.ca/grad-postdoc/grad-studies/apply). Students will be involved in observing patient clinical care, and hence, a thorough understanding and ability to communicate in English are essential.

However, if in the 12 months before the month of application, an applicant has studied for at least one complete year at a post-secondary institution where English is the official language of

instruction, a request to be exempted from the English language proficiency test requirement

may be made to the Director of Admissions, SGSPA.

Program Requirements and Timelines

Master of Science (MSc) in Translational Medicine (duration: 24 months)

The Master of Science (MSc) in Translational Medicine requires, at minimum, the completion of 12 credit units, including three new core courses in translational medicine (TMED 800, 801, & 802) and 3 credits in an elective course(s) chosen from students' area of interests, and a thesis research project.

Year 1: Fall/Winter
- TMED 800, TMED 801, TMED 802
- Elective (Fall or Winter)
- Research Commences

Year 1: Spring/Summer
- Research Proposal/Progress Report

Year 2: Fall/Winter
- Research/Thesis Draft

Year 2: Spring/Summer
- Thesis Draft

Doctor of Philosophy (PhD) (duration: 48 months)

The Doctor of Philosophy (PhD) in Translational Medicine has the same coursework requirements. Students who have completed the MSc in Translational Medicine will be granted advanced standing and have no further coursework to complete, thus providing an accelerated route to PhD completion. The PhD program also requires completion of a comprehensive exam and thesis research.

Year 1: Fall/Winter
- TMED 800, TMED 801, TMED 802
- Elective (Fall or Winter)
- Research Commences

Year 1: Spring/Summer
- Research Proposal/Progress Report

Year 2: Fall/Winter
- **Comprehensive Exam (oral defense)**

Year 2: Spring/Summer
- Progress Report

Year 3: Fall/Winter
- Progress Report

Year 3: Spring/Summer
- Progress Report

Year 4: Fall/Winter
- Thesis Draft

Year 4: Spring/Summer
- Thesis Defense

Mini-Master's

Guided by the Faculty of Health Sciences Graduate Council (FHSGC) Manual (see Appendix 1), students registered in the MSc in Translational Medicine with first-class standing (a minimum A- average, equivalent to 3.7 or 80%), and who show exceptional promise in their research may be considered for promotion to the PhD in Translational Medicine, without completion of the MSc **(Mini-Master's)**. Promotion to a doctoral program requires the recommendation of the Program, the approval of the FHSGC, and the approval of the School of Graduate Studies and Postdoctoral Affairs (SGSPA).

Normally, students apply to the program following three terms of enrolment (12 months) and prior to the end of the fifth term of study (20 months). All requirements for completion of the **Mini-Master's** must be satisfied by the end of the sixth term (24 months). Students who choose the **Mini-Master's** route and are successfully promoted to the PhD program are expected to complete it within three additional years.

Note: Students admitted to a doctoral program by the Mini-Master's route may revert to the Master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the School of Graduate Studies and Postdoctoral Affairs.

Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have completed at least one term, full-time, and at least two graduate courses or equivalent.
2. Must complete all course requirements for both the Master's and Doctoral degree before graduation.

3. Should have an undergraduate honours degree with a minimum upper second-class standing or equivalent.

4. Must have an overall first-class average in graduate courses completed.

5. Students must meet Program criteria for demonstrating promise and ability in research. This may take the form of an oral or written presentation, as well as letters of support from faculty familiar with the student's progress.

6. Students must apply to the Council following one term of enrolment (4 months) and prior to the end of the fifth term of study (20 months). By the end of the sixth term, all requirements for completion of the Mini-Master's must be satisfied.

Procedure for Application and Approval:

The student will meet with their supervisor, and their supervisory committee, to agree upon whether they should apply to the PhD program without completing the Master's thesis. If approved, the supervisor must notify the Program Leadership if this intention, which will then be reviewed. If approved, the student will work with the Graduate Program Advisor on gathering the following information that will be forwarded to the SGSPA:

1. Updated transcript (internal transcript acceptable)

2. A brief justification outlining the student's qualifications for admission (to be completed by the Graduate Program Director or delegate)

3. Letter of support from the supervisor

4. Outline of student's current and proposed research

5. The completed application package for admittance to the doctoral program, including a decision sheet for acceptance into the Ph.D. program, "pending successful completion of the Mini-Master's."

The completed application will be forwarded by the Graduate Program Advisor to the Chair of Council care of the SGSPA. When the Mini-Master's candidate is in the same department/program as the Chair of Council, the application shall be forwarded to the Associate Chair of the Council care of the SGSPA. The Chair or Associate Chair will either approve the application, thereby accepting the student into the PhD program pending successful completion of the Mini-Master's examination, or, in the case where they query the student's qualifications, have the application forwarded to Council for discussion.

No later than 40 working days after the SGSPA confirms in writing that the approval to proceed via the Mini-Master's route has been granted, the Mini-Master's candidate must defend a written research report and proposal in an oral examination to an examining committee.

Procedure for Examination of the Research Proposal of the Candidate for the Mini-Master's:

The candidate must prepare a written report that normally should not exceed 10 pages in length, single-spaced (excluding Figures, Tables and References), clearly delineating the background of the research project, the work done to date, and the proposal for the development of the research into a doctoral thesis. This report will be submitted to an examining committee composed of the following members:

1. Head/Director or Delegate as Chairperson Supervisor
2. Two faculty members (cross-appointees or the supervisory committee may be used)

The Mini-Master's Oral Examination Form will contain a signature line for the candidate indicating that the candidate has been informed of the committee's make-up and that there are no conflicts.

An oral examination will be held normally no later than two weeks (10 working days) after submitting the written report to the examining committee members. At the examination, the candidate will present for 20 minutes on the research report. This presentation will be followed by an oral examination consisting of two rounds of questions. Questioning or comments of the examining committee will primarily relate to the project's background, the student's accomplishments, and the basis for expanding the project. This should normally last no longer than 90 minutes.

At the end of the examination, the candidate will be asked to leave the room while the examining committee members discuss the candidate's performance. The examining committee will decide whether the student will be recommended for promotion to the PhD program or not. Two or more negative votes by the examining committee will result in failure of the Mini-Master's examination. The decision of the examining committee shall be forwarded to the SGSPA.

Students who pass their Mini-Master's examination will be allowed to transfer to the doctoral program in the following September, January, or May. For these students, the Mini-Master's examination will also count as the PhD Comprehensive Exam; a separate exam is not required. The Chair and/or Associate Chair of Council shall report any promotions to the Graduate Council at the next meeting. Students who do not pass the mini-masters examination will be allowed to complete the MSc thesis, according to SGSPA regulations.

Combined BScH/MSc in Translational Medicine (duration: 24 months)

This program is designed for exceptional undergraduate students:

1.   Who wants to pursue a Master's degree;

2.   Who have an overall minimum A- average in the previous four completed academic terms;

Qualified students could apply for admission to the combined program (permission to take graduate-level courses) in the winter term of the 3rd year, in parallel with the process for admittance to the honours year and the thesis research project. The Translational Medicine Graduate Program Committee will review applications to the combined program.

Students will receive essential graduate research training through the courses and in their 4th-year research project, laying the foundation for their Master's thesis. Therefore, students in the combined program can reduce the time to obtain the MSc degree by up to two full terms. The combined program will enrich students' learning experiences, provide advancedstanding in their graduate studies, increase their research productivity and success rates for external scholarships and awards.

Admission to the combined program will be a two-step process.

1. Students need to submit their application to tmed@queensu.ca, providing a copy of their transcripts, an abstract of their proposed research project (500 words) with a translational focus, an elective graduate course that students wish to enroll, and the name of a faculty member in Translational Medicine willing to supervise their 4th year thesis project. The elective graduate course could either be a combined undergraduate/graduate (400/800 level) course or a graduate only course (800 level).

    a. To be considered for the combined program, students will need to enroll in one of the 4th year thesis project courses (including any of the 499 courses: ANAT499, CANC499, MICR499, NSCI499, PHAR499, PHGY499 or BCHM 421/422) and work with a faculty member from the Translational Medicine program. The 4th year thesis project will become the foundation for students'

MSc thesis, and the same faculty member would normally become the supervisor of the student in the MSc program.

b. For students in the Bachelor of Health Sciences program - admission requirements to each MSc program will remain the same. BHSc students who are applying to a graduate program will need to complete the SGSPA graduate application and achieve the minimum requirements for the graduate program to which they are applying. In addition to this, BHSc applicants will be required to be registered in 12-units of HSCI research courses, attain a minimum grade of B- in graduate-level courses taken during their 4th year in order for them to contribute to their total of 12-units required for their graduate degree, and have achieved a minimum average of A- in their previous 4 academic terms.

c. Students must obtain the course coordinator's permission to enroll in the elective graduate course. If the student wants to take two graduate courses in the fourth year of their undergraduate degree, one of those courses must be TMED 802 (Research Success Skills). In order for the student to be granted advanced standing in the M.Sc. degree program, they must have received a final grade of at least B- (B minus) in the graduate courses taken during the 4th year.

2. For admission to the MSc in Translational Medicine with advanced standing, students need to complete the standard SGSPA application process in their fourth year, have an overall minimum A- average in the previous two years of their undergraduate program, and have demonstrated significant research potential and productivity in the 4th year thesis project. More information for this step could be

found at:

PhD Comprehensive Exam

The PhD comprehensive exam assesses the student's knowledge of their field and the scholarly qualifications that a doctoral candidate should exhibit. It will also assess the student's ability to explore and comprehend the fundamental knowledge in their field of specialization and use the knowledge to inform ongoing research approaches. Ultimately, it will ensure a solid foundation, allowing students to progress toward being considered experts.

Students entering the PhD program directly after completing an MSc will be required to complete a comprehensive exam within 24 months of registration. For students who have transferred into the PhD program following a Mini-Master's defence, the Mini-Master's oral exam will be the comprehensive oral exam; a separate exam is not required.

Approximately 8 weeks before the planned exam, you should confer with your supervisor to develop a list of examiners. Your supervisor is expected to contact potential examiners to confirm their willingness to participate. Once confirmed, and at least six weeks before the exam, their names should be submitted to the Graduate Program Advisor. Then, the Graduate Program Advisor will work with them to schedule the exam.

Members of the examining committee will be:

1. Chairperson (chosen by the Graduate Program Director) Supervisor
2. Two faculty members (cross-appointees or the supervisory committee may be used)

At least ten working days before the exam, the student will submit a written report based on the PhD thesis project to all examiners. The report should not normally exceed 20 pages in length, double spaced (excluding Figures, Tables, and References), and clearly delineate the

background of the research project, the work done to date, and the future directions of the project.

An Evaluation Form available from the Graduate Program Advisor should be completed and returned to the Graduate Program Advisor at least three working days before the defense date by any member of the examining committee who feels that the defense should NOT go ahead. Suppose two or more negative reports are submitted. In that case, the student and supervisor will be notified by the Chair of the Examining Committee or the Graduate Program Director to determine if they want to proceed with the PhD comprehensive exam. The SGSPA will also be notified. The decision of whether to proceed or not lies with the student. If the decision is made to postpone, the Chair must communicate to the supervisor and student the required revisions to the written report and that the student has the right to submit the revised report within one month. The oral examination must take place after the revised report's submission. The SGSPA will be informed when an oral thesis examination is postponed due to negative reports.

During the oral exam, the student will present for 20 minutes on the research report. This presentation will be followed by two rounds of questions from the examining committee focused on the proposal and oral presentation, as well as questions that probe the student's understanding of the background and related literature. This should normally last no longer than 90 minutes.

At the end of the exam, the student will be asked to leave the room while the exam committee discusses the performance and evaluation. Two or more negative votes will result in failure of the examination. The student must be informed of the result immediately after the exam, and the decision must be forwarded to the SGSPA. Failure at the first attempt at the comprehensive exam will be followed by a re-examination within three months. Failure at the re-

examination results in a recommendation to the SGSPA that the student withdraw from the

program.

Graduate Studies in Cancer Research

The graduate program in cancer research is a multidisciplinary collaborative program that provides students with opportunities to pursue their studies within nationally and internationally recognized centres of Cancer Research excellence at Queen's University.

It is jointly offered by various graduate programs, including Translational Medicine, the Departments of Biomedical & Molecular Sciences, Pathology & Molecular Medicine, Public Health Sciences, and Psychology. This program provides students with centralized access to the broad range of cancer research and educational opportunities available to them within the Faculty of Health Sciences and at Queen's University as a whole.

For more information or to register, please visit https://www.queensu.ca/cancergradprogram/ and https://deptmed.queensu.ca/academics/translational-medicine-graduate-programs/program-overview.

Fees and Registration

Tuition

The tuition for our MSc and PhD in Translational Medicine is the same as that of other research graduate programs at Queen's, and it is set at $5,772.99 (domestic rate) and $12,927.45 (international) for the 2024-25 academic year.

Please visit the Office of the University Registrar for more details on tuition and fees: http://www.queensu.ca/registrar/financials/tuition-fees.

Net ID

Your NetID is your network identity at Queen's. It will be the "User ID" you need to sign on to the applications and services that are operated by ITServices, such as email, OnQ course management system, SOLUS Student Center, MyQueensU Portal, QShare, Wiki, etc.

Your login is called your "NetID," and instructions on how to generate it can be found at http://www.queensu.ca/its/netid.   You will need your Queen's student number to go through these processes.

If you don't have your student number, please call the School of Graduate Studies and Postdoctoral Affairs (SGSPA) office at 613-533-6100. Due to confidentiality requirements, we cannot provide you with your student number by email.

Registration

When registering for courses in the full-time Translational Medicine program (once accepted into the program), complete the Academic Change Form (https://www.queensu.ca/psychology/sites/psycwww/files/uploaded_files/Graduate/Forms%20%26%20Policies/Academic_Change_Form_PSYC_FILLABLE_Jan_2021.pdf) and submit to

tmed@queensu.ca. Please include your elective; our Graduate Program Director must approve

it before requesting registration from the appropriate department.

Funding and Awards

Students enrolled in the programs will receive funding packages to assist with living expenses and tuition coverage: MSc—minimum $25,000 per year for 2 years; PhD —minimum $26,000 per year for 4 years.

TMED Travel Grants

Travel Grants are also available to a maximum of $1500 for each MSc student and $3000 for each PhD student to be used for travelling to present at conferences. Students must submit a letter of request to the Graduate Program Advisor indicating their project, title of presentation (poster or oral), and the name, location, and dates of the conference. Contact the program office for more details.

Awards

The School of Graduate Students offers internal awards such as the Arthur B. MacDonald Prize for Academic Excellence and the Queen's Tri-Agency Recipient Recognition Awards. For more information, visit their website at https://www.queensu.ca/grad-postdoc/grad-studies/funding/awards-bursaries

TMED Course Descriptions

Core Courses

The flagship course, *Translational Medicine,* includes faculty lectures, interactive patient sessions, and clinical observerships. In the experiential course *Profession of Medicine*, students attend weekly Medical Grand Rounds and become immersed in the professional environment of medicine. The third course, *Research Success Skills*, educates students about study design and ethical and regulatory requirements for biomedical research.

TMED 800 Translational Medicine

Students are educated in translating medical knowledge from a variety of medical disciplines. Classroom sessions are divided into a traditional lecture, followed by an interactive discussion and a 3-minute student presentation. Clinical observerships involve direct placement within various clinics. For their final assignment, students are expected to write a review article on the topic of their thesis research.

TMED 801 Profession of Medicine

This course immerses students in the professional learning environment of Medicine. Course content consists of attending a minimum number of weekly Medical Grand Rounds, followed by facilitated small group discussions. Student seminars are held during the winter term to present thesis research proposals. **Note that TMED 801 is a two-term course that runs in both the Fall and Winter Semesters.**

TMED 802 Research Success Skills

This course provides the students with the essential skills required to be successful researchers. Through the completion of online modules, students receive instructions on study design and ethical and regulatory requirements for biomedical research. Library sessions are included to teach strategies for searching the biomedical literature. Students are expected to write a CIHR Canada Graduate Scholarship application, and laboratory/research skills related to their thesis research are evaluated. **Note that TMED 802 is a two-term course that runs in both the Fall and Winter Semesters.**

Mandatory Attendance for TMED Courses

Consistent with our course and program documentation expectations, **students must attend all required educational sessions in the TMED program**. Our mission is to equip you with the skills and knowledge needed to excel in the field of clinical research. To ensure you gain the most from this training and are fully prepared for a career in research, attendance in all courses is mandatory. Your commitment to attending each session is crucial for your success and development in this program. Attendance is mandatory, and as stated in the course syllabi, 2% will be deducted from the final grade for any unapproved missed sessions. However, we understand that extenuating circumstances may result in you needing to miss a class. In these cases, please contact the program leadership at tmed@queensu.ca and the Course Chair to seek approval before the absence (if possible) and provide the reason. Examples of absences

that will be approved include presenting your research at a conference or for medical reasons. You will be responsible for connecting with the Course Chair to ensure any pre-reading materials and lecture content are obtained, and all missed coursework is completed. Please note that supervisors' approval is insufficient for missing required classes.

Electives

BMED 862 Cellular Techniques (1.5 credit)

This 1.5 credit course is part of a suite of methodology courses being developed for the graduate program in Biomedical and Molecular Sciences intended to familiarize graduate students with the principles and practice of cutting-edge technologies used in biomedical and molecular sciences research. This course aims to familiarize graduate students with the principles and practice of cutting-edge technologies used for protein and peptide analysis involved in biomedical research.

BMED 865 Imaging Analysis (1.5 credit)

This 1.5 credit course is part of a suite of methodology courses being developed for the graduate program in Biomedical and Molecular Sciences intended to familiarize graduate students with the principles and practice of cutting-edge technologies used for imaging analysis involved in biomedical and molecular sciences research. This course will introduce students to wide-field epifluorescence microscopy, confocal microscopy, immunohistochemistry, imaging of live cells, and fluorescence recovery after photobleaching.

BMED 869 Methods in Reproduction (1.5 credits)

The objective of this course is to familiarize graduate students with the principles and practice of cutting-edge technologies used in reproductive and developmental biology, which is

involved in biomedical and molecular sciences research. This specific course offering will focus on methods to study developmental toxicity. This unit will include an introductory lecture, hands-on laboratory experience, and a take-home assignment.

BMED 809 Principles of Drug Discovery and Development (3 credits)

This problem-based course focuses on and consists of discussions of receptor theory, mechanisms of drug action, drug metabolism, pharmacokinetics, pharmacogenetics and pharmacogenomics, and drug transport. The course comprises lectures, problem-solving discussions, and seminars based on recent literature.

BMED 811 Advanced Molecular Biology (3 credits)

This course concentrates on the molecular biology of mammalian models, particularly mechanisms involved in human diseases. It discusses the human genome project, forensic analysis, DNA diagnostics of human diseases, models of transcriptional and growth regulation and cancer, DNA repair, RNA processing, and translation. Emphasis is on recent findings, and course materials will be drawn from current reviews.

NSCI 844 Controversies in Neuroscience (3 credits)

As insight regarding the human brain expands, so do issues such as what constitutes personhood, what drives the criminal mind, intelligence-enhancing drugs, and end-of-life decisions, to name a few. Led by experts who deal with such concerns daily, this course will focus weekly on a particular topic in neuroscience that impacts society.

EPID 803 Public Health System in Canada (3 credits)

This course provides an overview of Canada's public health system, including the provision of health care services. The first section provides a history and overview of the Canadian public health care system, including how health services are organized and financed, as well as an

introduction to health policy. The second section highlights healthcare delivery, focusing on federal, provincial, major, and specialized healthcare delivery systems.

EPID 810 Controlled Clinical Trials (3 credits)

This course will cover material relevant to the design and conduct of controlled clinical trials. Design topics will include methods to achieve unbiased results with improved precision, such as adequate sample size, randomization, blinding, pre- and post-stratification, cross-over designs, placebos, and counting relevant events. Attention will be given to the problem of conducting multi-centre clinical trials. Topics covered will include drafting protocols, designing data forms, logistics of data flow, follow-up methods, data management and quality control, periodic reporting, final data analysis, and the production of final reports. Ethical issues and the role of randomized trials in clinical investigation will be discussed.

PATH 822 Experimental Cancer Therapeutics (3 credits)

This course aims to introduce and discuss essential questions on the basic science of experimental therapeutics for cancer treatment. Topics will include discussions on new drug development; molecular and signalling pathways involved in tumour genesis; challenges with existing cancer therapeutics; molecular approaches to profiling human cancer signatures; drug discovery and delivery; imaging, preclinical and clinical testing of novel therapies to assess efficacy and validate drug targets; and clinical trial results and the molecular basis for variability in tumour responses. A general theme for the course will be identifying an experimental target or novel therapeutic and translating the results into an improved therapy for cancer treatment.

PATH 826 The Molecular Basis of Disease (3 credits)

This course covers several diseases and integrates the genetic, biochemical, physiologic, anatomic, and general etiologic factors which play a role in the progression of each disease

from its inception to death or recovery. The perspective will demonstrate that each disease

results from an evolving interplay of genetic and environmental factors.

Note: Depending on the student's research interests, the Program Director and students'

supervisor may approve additional existing courses.

Academic Integrity

Studying at Queen's means you are part of a scholarly community, one in which all members (students and faculty alike) are held in mutual respect. Academic Integrity also supports the reputation of Queen's University; universities and the degrees they confer, are only as strong as their reputations. **Violating academic integrity can have serious consequences, from failing a course to being expelled from Queen's.** For more information, visit the School of Graduate Studies and Postdoctoral Affairs policy on Academic integrity at: https://www.queensu.ca/academic-calendar/graduate-studies/academic-integrity-policy/

A plagiarism software will be used to check all written assignments in this program to ensure academic integrity. **The inappropriate use of generative artificial intelligence constitutes a departure from academic integrity.**

Changes in Registration, Status, and Course Work

Course deletions and additions are recorded on an Academic Change Form, initialed by the

Course Coordinator, signed by the Supervisor and Program Director, and submitted to the

School of Graduate Studies and Postdoctoral Affairs for approval.

Graduate Student Supervision

Supervisors

It is understood that the primary supervisory role rests upon your supervisor and that your supervisor has the responsibility of overseeing your day-to-day progress, directing research and of advising on a variety of academic matters. Finding a supervisor is the student's responsibility. Please visit our website for details on all of our TMED faculty members and their research areas of interest: https://deptmed.queensu.ca/academics/translational-medicine-graduate-programs/translational-medicine-graduate-faculty

For help choosing a supervisor and guidance on how to proceed with your supervisor throughout your graduate school degree, consider using the Graduate Supervision Handbook: https://www.queensu.ca/politics/sites/polswww/files/uploaded_files/Graduate/Graduate-Supervision-Handbook.pdf

Other topics that should generally be discussed among students and supervisors include:

- The procedures for timely completion of the student's degree and anticipated timeline for the student's project.
- The scheduling of regular group or individual student-supervisor meetings.

- The provision of feedback before and after scheduled supervisory committee meetings and the expectations regarding contact with individual committee members.

- The program's vacation policy (discussed later in this Handbook).

- Preferences regarding editorial feedback on written works.

- Funding packages distributed by the program.

- Intellectual property issues that may arise during the course of study; for example, authorship in publications, ownership of data/results, patent rights, etc. The University Secretariat and Legal Counsel has published an Intellectual Property Commercialization Policy that can be referenced in this discussion, if required (https://www.queensu.ca/secretariat/policies/board-policies/intellectual-property-commercialization-policy)

- The importance of acquiring professional skills and experiences of value (ex. 3-minute thesis competition, career workshops, informational interviews) to the student's future career and the responsibility of the supervisor to reasonably accommodate and consider these efforts in annual progress reporting and planning.

- The opportunity to attend regional, national, or international conferences, including the opportunity to present and available travel funds (Please note there is a TMED Travel Grant that students can apply to for up to a max of $1500 for MSc students and $3000 for PhD students).

- Depending on the comfort level of the student, we have discussed any current disability or medical condition that may impact or impede their academic program and have informed the TMED program leadership, if appropriate. Please note that students can apply for a leave of absence if circumstances impede progress towards degree completion. If a new or sudden medical condition becomes apparent, it can be planned accordingly. Please consult the following resources if any of these circumstances apply:
  - School of Graduate Studies and Postdoctoral Affairs, under Accommodation for Graduate Students with Disabilities (https://www.queensu.ca/academic-calendar/graduate-studies/admission-registration/)
  - Student Wellness Services (https://www.queensu.ca/studentwellness/)

- o Queen's Student Accessibility Services
  (https://www.queensu.ca/studentwellness/accessibility-services) to receive
  support and determine if a formal accommodation plan is appropriate.

Co-Supervisors

Sometimes, it is useful for students to have two co-supervisors; for example, when the thesis topic spans two disparate fields, the expertise of each co-supervisor would be helpful. If a less experienced supervisor is approved as a co-supervisor, the other co-supervisor needs to be an experienced faculty member from the TMED program. In such cases, one of the co-supervisors must be designated as the major supervisor and will take primary responsibility for your academic supervision, especially in dealings with the graduate office.

Students with co-supervisors should discuss the details of collaborative research with each of their supervisors. In cases of co-supervision, it may be appropriate to have an additional member on the supervisory committee. This decision should be made in consultation with the Graduate Program Committee.

Supervisor's Absence

If a graduate supervisor leaves the University or is absent on sabbatical leave or is required by the University to perform other duties that would impair effective supervision, the supervisor must make formal written arrangements for an interim supervisor to act as both an academic and research advisor. Copies of this written arrangement must be given to both to you, as the student, and the Graduate Program Advisor to be put in your student file.

Change of Supervisor

The initial selection of a supervisor is usually considered a permanent arrangement. If, however, you and your supervisor do not work well together or find that your research interests are not compatible, a request to change supervisors may be made in writing to the Graduate

Program Committee. In all cases, it is recommended that you discuss the proposed changes with all members of your supervisory committee and with the Graduate Program Committee before a formal change request is made.

Thesis Supervisory Committee

Each student will have a supervisory committee. Under ordinary circumstances, the members of the supervisory committee act as supplementary (or complementary) advisors and monitor your academic progress. In exceptional circumstances, the committee will act as the first "adjudicating" body in settling a disagreement between you and your supervisor. The membership of supervisory committees (for students new to the program) will be reviewed and approved by the Graduate Program Committee.

Formation

Supervisory committees must be formed within the first term of graduate study and are chosen in consultation with your supervisor. Once decided, the supervisory committee members should be submitted to the Graduate Program Committee for approval. The Graduate Program Committee may recommend changes if the committee structure is unsatisfactory (see below).

Composition

For both MSc and PhD students, the supervisory committee consists of the supervisor and at least two other members. Supervisory committee members may be from a different research group either inside or outside the Department. In some circumstances, students may have a committee member from outside Queen's. In such cases, a request must be made in writing to the Graduate Program Committee, stating the reasons for the request and the qualifications of the proposed committee member. Committee members outside of Queen's also require approval from the School of Graduate Studies and Postdoctoral Affairs. At least one member of

the supervisory committee should be an experienced TMED faculty member to ensure that students' research meets all the degree level expectations of the program.

Supervisory Committee Meetings

Students need to have their supervisory committee approved by the Graduate Program Committee before proceeding with their first committee meeting. The first meeting with your supervisory committee will normally take place before late November in the first term. The second meeting is sometime before the end of June at the end of the first and second years. For the second-year meeting, the committee would decide if the student is ready to defend their thesis. For PhD students, these meetings would be held by June 30 at the end of each year, additional meetings can be held as needed. It is the responsibility of you and your supervisor to schedule these meetings. Please note that additional meetings can be scheduled with your supervisory committee meetings as required.

Expectations for Supervisory Committee Meetings

Following your initial meeting with your committee members, you must submit a one-page detailed description of your proposed research project to the program leadership for approval. This one-page proposal should follow the CGS (Canada Graduate Scholarships) requirements. **The final date to submit it is January 31**. You could submit your work (with or without any revisions) from your application to CGS through TMED 802. For Master's students, please submit the *Outline of Proposed Research*. For PhD students, please submit the *Summary of the Research Project*.

In advance of the June meetings, you must prepare a maximum 5-page written summary of research progress with an emphasis on results. This report should include background, objectives, hypothesis, progress to date, data and results, and future directions. You must also fill in the Annual Progress Report form that includes the program requirements and milestones

achieved (papers submitted or published, conferences, presentations, grant applications, and/or professional development). Both documents should be distributed to the supervisory committee members **at least five working days** before these meetings. Upon the conclusion of the meeting, a signed copy of the Annual Progress Report form will be submitted to the Graduate Program Advisor by **June 30** for your student file. You need to attach the summary of research progress to the Annual Progress Report form. You or your supervisors may also call a supervisory committee meeting to address academic problems or difficulties with your research program.

The timelines and expectations of supervisory committee meetings must be adhered to, and our program requires successful completion of a student's signed annual progress report. If a student does not meet these timelines or is unsuccessful in their first attempt, one additional attempt can be made within two months to meet these timelines, and if that attempt is unsuccessful, the student will be asked to withdraw from the program.

Annual Progress Reports

An Annual Progress Report (see below) form must be filed with the Graduate Program Advisor by **June 30** at the end of the first and second year for MSc students and subsequent years for PhD students. If you are graduating before June 30th, the Annual Progress Report form must be submitted **at least 30 working days** before your thesis defense. You need to attach your summary of research progress to this form. For PhD students submitting their comprehensive examination report to their committee around this timing in their second year, the progress report is not required.

Thesis Examinations

Thesis Format

The decision about the thesis format should be made between the student and the supervisor. The student should keep the supervisor updated about the writing plan and schedule, and the supervisor must be given ample time to review the entire thesis before it is submitted to the School of Graduate Studies and Postdoctoral Affairs (SGSPA) in preparation for the oral defense.

The SGSPA allows two thesis formats: Traditional and Manuscript. Please note that the SGSPA has formatting guidelines that must be followed (i.e., margins, font size, line spacing). These mandatory details, as well as thesis templates that we encourage you to use, can be found at https://www.queensu.ca/grad-postdoc/grad-studies/completion/thesis-formatting.

Traditional Format

- Title Page

- Abstract (maximum 350 words)

- Statement of Co-Authorship (should describe the student's contribution to the knowledge in the thesis, and the contribution of co-authors, if any)

- Acknowledgements

- Table of Contents

- List of Tables

- List of Figures

- List of Abbreviations Chapter 1:

- Introduction

- Chapter 2: Literature Review (if necessary)

- Chapter 3 to n: Body of Thesis (Materials and Methods, Results, Discussion)

- Chapter n + 1: Summary and/or Conclusions and Future Directions

- References

- Appendices

Manuscript Format

The research included in this format need not be published nor accepted for publication at the time of the thesis defense. Still, this format is generally intended for use when one or more manuscripts with the student as the first or co-first author have been generated before the defense. Publication or acceptance for publication does not supersede the University's judgement of the work. Results that the student wishes to include in the thesis that do not fit within a particular manuscript may be included in an appendix. In this format, references used within each chapter will be cited at the end of that chapter. A pre-print formatted version of the manuscript must be used rather than reprinted so that the format is consistent throughout.

- Title Page

- Abstract (not more than 350 words)

- Statement of Co-Authorship (should describe the student's contribution to the knowledge in the thesis, and the contribution of co-authors, if any; this information should be included in more detail at the beginning of each chapter that is a manuscript)

- Acknowledgements

- Table of Contents

- List of Tables

- List of Figures

- List of Abbreviations

- Chapter 1: Introduction

- Chapter 2: Literature Review (if necessary)

- Chapter 3 to n: Manuscripts

- Chapter n + 1: Discussion/Summary/Conclusions and Future Directions

- References

- Appendices

MSc Thesis Examination Committee

The MSc Examination Committee must be approved by the Graduate Program Committee (GPC) and is chosen for the expertise of its members and ability to examine the student. Committee members will include:

- Chairperson (selection made by the Graduate Program Office)

- Supervisor and/or co-supervisor

- Internal Examiner (TMED faculty member)

- Internal/External Examiner (faculty member from outside TMED but within the Faculty of Health Sciences)

- Department Head or Head's Delegate (TMED faculty member)

- An External Examiner is not required but may replace the Department member following the supervisor's advice and approval by the GPC. In these cases, the supervisor will be responsible for arranging reimbursement of the expenses of the external examiner.

Procedures for MSc Thesis Submission and Oral Examination

The successful and timely completion of your MSc requires careful planning and recognition of other faculty commitments, vacation schedules and the need for program staff involvement. You must plan to ensure you complete your studies on time. Please submit the following information to tmed@queensu.ca:

- Thesis title

- Preferred dates/times for the defense

- Brief, specific expertise of the proposed examiners

Following this, the GPC will review the list of proposed examiners for approval, and the supervisor will be notified if there are any concerns. Once approved, the Graduate Program Advisor will work with the potential examiners to schedule the defense. **Please note all examiners must be member of the SGSPA**: https://www.queensu.ca/academic-calendar/graduate-studies/academic-staff/. If they are not on this list, then their CV is required, and the program will need to get special approval from the Associate Dean in SGSPA.

The Oral Thesis Examination Form (https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/MSC_OralExamForm_HealthSciences_Remote_06Oct2020_revised_aug22.pdf) will need to be signed by your supervisor and the Department Head (or the Graduate Program Director) and submitted to the Graduate Program Advisor (tmed@queensu.ca) least ten working days (2 weeks) before your defense.

The final version of your thesis must be approved by your supervisor before submission – submitting your thesis assumes you have your supervisor's approval. It is your responsibility to ensure that your thesis conforms to the requirements set out in this document and those of the Faculty of Health Sciences and of the SGSPA (https://www.queensu.ca/grad-postdoc/grad-studies/completion/thesis-formatting). You should submit an electronic version of your thesis to all members of the Thesis Examination Committee and copy the Graduate Program Advisor (tmed@queensu.ca) at least ten working days before the defense, as well as provide a print version (if requested).

You are responsible for working with the Graduate Program Advisor to ensure that all audio/visual equipment is available and that you can operate it independently. The Graduate Program Advisor may not be available on the day of your defense.

A confidential report will be sent to the examining committee by the Graduate Advisor. If any member of the examining committee feels that the defense should NOT go ahead, they should report it to the Graduate Program Advisor and the Chairperson at least 3 working days prior to the defense date. If two or more negative reports are submitted, the student and supervisor will be notified by the Chair of the Examining Committee or the Graduate Program Director to determine if they want to proceed with the oral thesis exam. The SGSPA will also be notified. The decision of whether to proceed or not lies with the student. If the decision is made to postpone, the Chair must communicate to the supervisor and student the required revisions to the thesis and that the student has the right to submit the revised thesis later. Following the subsequent submission of the revised thesis, the oral examination must take place. The SGSPA will be informed when an oral thesis examination is postponed due to negative reports.

At the beginning of the scheduled defense, you will be asked to leave the room briefly while the committee confers and confirms that the oral exam should proceed. Any concern about the thesis and/or the student's readiness to defend should have been flagged using the confidential report and procedure described above. Following this, you will be invited back into the room to give a 20-minute presentation summarizing the content of your thesis. This will be followed by a question period, normally comprised of two rounds of questions starting with the examiner most distant from the student and ending with the supervisor. The scope of potential questions is broad but could include a detailed discussion of the research objectives and hypothesis, the chosen methods, strengths and weaknesses, interpretation and evaluation of results, and relevance of the thesis findings and conclusions to the research field. Every student will be expected to address the translational aspects of their work, how they expect their results to directly or indirectly benefit patients or populations and the ways patient needs and concerns informed their research. The examination will normally take 90–120 minutes in total.

Following the oral examination, you will again be asked to leave the room. The Chairperson will discuss the evaluation of each of the examiners and determine the overall assessment of the exam. Once invited back into the room, you and your supervisor will be notified of the outcome by the Chair. The outcome will be reported in writing to the SGSPA using the Examination Form (https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/MSC_OralExamForm_HealthSciences_Remote_06Oct2020_revised_aug22.pdf). Examiners will refer to the General Regulations and notes for Examiners document created by SGSPA. The Result options of Pass, Pass with Major Revisions, Refer or Fail will be recorded in the examination form. Details of these results are listed on the Notes for Chair and Conducting Thesis Defense document (Appendix 2).

You will need to revise and/or complete any additional work as recommended by the Thesis Examination Committee. Your supervisor needs to email the Graduate Program Advisor, (tmed@queensu.ca) to confirm the approval of such revisions (if applicable). An electronic copy of your final thesis in PDF format is required to submit to the SGSPA through the E-Thesis Submission process in QSpace (https://www.queensu.ca/grad-postdoc/grad-studies/completion/final-submission).

The SGSPA will notify you (copying the program) of the completion of your degree requirements. Tuition fees are charged up to the date of receipt of the completed thesis. You can then apply to graduate and confirm Convocation attendance by selecting the "Apply to Graduate" option in SOLUS (https://www.queensu.ca/registrar/convocation). At the time of submission for completion of degree requirements, you may also submit up to two unbound copies of the thesis for final permanent binding; please see http://www.queensu.ca/SGSPAPS/submission-paper-copies-theses

PhD Thesis Examination Committee

The PhD Thesis Examination Committee is chosen for the expertise of its members and ability to examine the student and must be firstly approved by the GPC. Final approval of the PhD Thesis Examining Committee members lies with the Dean of the SGSPA. Committee members will include:

- Chairperson (selection made by the Graduate Program)

- Head of the Department or Delegate *(who may serve as Chair and therefore not a voting member)*

- Supervisor(s)

- Examiner (At least one faculty member from Queen's)

- Internal/External Examiner (At least one faculty member from another Department)

- External Examiner (from outside of Queen's University, can participate by videoconference)

- Additional Examiner: An *optional* additional examiner

All members of the PhD Thesis examining committee, except the supervisor, must be at arm's length from the student and the thesis content so as not to be in conflict of interest with the student (examples of conflict of interest include co-authorship with the student on manuscripts that form part of the thesis; a personal or family relationship with the student; vested interest in the thesis/research for personal/financial gain). In addition to the above, it must be confirmed that the external examiner has not published with the supervisor within the last five years. If there are questions about a potential conflict of interest, the SGSPA Associate Dean will adjudicate.

Procedures for PhD Thesis Submission and Oral Examination

The successful and timely completion of your PhD requires careful planning and recognition of other faculty commitments, vacation schedules and the need for program staff involvement. You must plan ahead to ensure you complete your studies on time.

Approximately 10 weeks before your planned defense, you should confer with your supervisor to develop a list of potential examiners. Your supervisor is expected to contact potential examiners to confirm their willingness to participate. Once confirmed, and at least 8 weeks before the defense, their names should then be submitted to the Graduate Program Advisor with the following additional pieces of information:

- Thesis title

- Preferred dates/times for the defense

- Brief, specific expertise of the proposed examiners and a CV for the External Examiner

Following this, the GPC will review the list of proposed examiners for approval, and the supervisor will be notified if there are any concerns. Once approved, the Graduate Program Advisor will work with the potential examiners to schedule the defense.

The Oral Thesis Examination Form (https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/PHD_OralThesisExamForm_NEW.pdf) will need to be signed by your supervisor and the Department Head and submitted to the Graduate Program Advisor (tmed@queensu.ca) least 30 working days (6 weeks) before your defense. The Graduate Program Advisor will submit the form to the SGSPA at least 25 working days (5 weeks) before your defense. The Thesis Coordinator will request all examiners to submit a report on the thesis five working days before the defense. The external examiner will need to submit a one-page report indicating whether the thesis is ready for defense, with comments and some of the questions they may ask in case there are any technical issues.

The final version of your thesis must be approved by your supervisor before submission – by submitting your thesis it is assumed you have your supervisor's approval. It is your responsibility to ensure that your thesis conforms to the requirements set out in this document and those of the Faculty of Health Sciences and of the SGSPA (https://www.queensu.ca/grad-postdoc/grad-studies/completion/thesis-formatting). You should submit an electronic version of your thesis to all members of the Thesis Examination Committee including the Chair and copy the Graduate Program Advisor (tmed@queensu.ca) at least 25 working days (5 weeks) before the defense, as well as providing a print version (if requested). You will also need to send a PDF copy of your thesis to the Thesis Coordinator at SGSPA (thesis@queensu.ca) for formatting review at least 25 working days (5 weeks) prior to the defense. You will be notified of any formatting changes for the final submission after your defense.

In the case of remote thesis examinations, David Smith (smithdaf@queensu.ca) from IT Services, is available to help set up remote examinations for PhD thesis examinations and provide technical support during it. If such assistance is desired, the PhD candidate should go contact David Smith to request a web conference to coordinate exams between 8am-4pm Monday to Friday, in the following time- slots, 8:00-10:30, 10:30-1:00, and then 1:00-4:00. The names and email addresses of all participants should be provided to David to create a meeting invitation. A test meeting could be scheduled upon request. It is your responsibility to work with the Graduate Program Advisor to ensure that all audio/visual equipment is available and that you can operate it independently. The Graduate Program Advisor may not be available on the day of your defense.

If any member of the examining committee feels that the defense should NOT go ahead, they should report it to the Thesis Coordinator at least 5 working days prior to the defense date via the confidential report. If two or more negative reports are submitted, the student and supervisor will be notified by the Chair of the Examining Committee or the Graduate Program

Director to determine if they want to proceed with the oral thesis exam. The decision of whether to proceed or not lies with the student. If the decision is made to postpone, the Chair must communicate to the supervisor and student the required revisions to the thesis and that the student has the right to submit the revised thesis at a later date. Following the subsequent submission of the revised thesis, the oral examination must take place.

At the beginning of the scheduled defense you will be asked to leave the room briefly while the committee confers and confirms that the defense should proceed. Any concern about the thesis and/or the student's readiness to defend should have been flagged using the confidential report form and procedure described above. Following this, you will be invited back into the room to give a 20-minute presentation summarizing the content of your thesis. This will be followed by a question period, normally comprised of two rounds of questions starting with the examiner most distant from the student and ending with the supervisor. The scope of potential questions is broad, but could include detailed discussion of the research objectives and hypothesis, the chosen methods including strengths and weaknesses, interpretation and evaluation of results, and relevance of the thesis findings and conclusions to the research field. Every student will be expected to address the translational aspects of their work, how they expect their results to directly or indirectly benefit patients or populations and the ways their research was informed by patient needs and concerns. The examination will normally take 120 minutes in total.

Following the oral examination, you will again be asked to leave the room. The Chairperson will discuss the evaluation of each of the examiners and determine the overall assessment of the exam. Once invited back into the room, you and your supervisor will be notified of the outcome by the Chair. The outcome will be reported in writing to the SGSPA using an Examination form. Examiners will refer to the General Regulations and notes for Examiners

document created by SGSPA. The Result options of Pass, Pass with Major Revisions, Refer or Fail will be recorded in the examination form.

You will need to revise and/or complete any additional work as recommended by the Thesis Examination Committee and such revisions should be approved by the supervisor (if applicable). Your supervisor needs to email the Thesis Coordinator, (thesis@queensu.ca) to confirm the approval of revisions (if applicable) before you submit an electronic copy of your final thesis in PDF format to the SGSPA through the E-Thesis Submission process in QSpace (https://www.queensu.ca/grad-postdoc/grad-studies/completion/final-submission).

The SGSPA will notify you (copying the program) of the completion of your degree requirements. Tuition fees are charged up to the date of receipt of the completed thesis. You will then be able to apply to graduate and confirm Convocation attendance by selecting the "Apply to Graduate" option in SOLUS (https://www.queensu.ca/registrar/convocation). At the time of submission for completion of degree requirements, you may also submit up to two unbound copies of the thesis for final permanent binding; please see http://www.queensu.ca/SGSPAPS/submission-paper-copies-theses

Thesis Submission and Defense Procedures

Please review the SGSPA requirements on "Completing Your Degree" at https://www.queensu.ca/SGSPAPS/current-students/degree-completion.

You must conform to these requirements, as well as to those described in the Faculty of Health Sciences Grad Council Manual (FHSGC) (See Appendix 1).

Withdrawal on Academic Grounds and Appeals of the Same

Please see School of Graduate Studies and Postdoctoral Affairs (SGSPA) Calendar, General Regulations, Graduate Degree Programs-General, Withdrawal on Academic Grounds; https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/

Any academic decision can be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions*. This SGSPA regulation (*Withdrawal on Academic Grounds*) does not apply to the appeal of an academic decision but rather outlines the procedures whereby a graduate program recommends that a student be required to withdraw on academic grounds and the procedures and responsibilities for deciding on the outcome of this recommendation. Note that a recommendation under 1a. or 1b. below, may be appealed by the student under the SGSPA General Regulation *Appeals Against Academic Decisions.*

Some Graduate Programs have separate procedures to be followed that would be enacted prior to making a recommendation under the procedures below.

Prior to making a recommendation under the procedures below, the faculty member(s), and/or the Head/Director or Graduate Coordinator/ Graduate Program Director of the Program shall meet with the student to discuss their academic situation, the possible recommendation of withdrawal, and the grounds for the recommendation. The student may invite a representative to the meeting. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours' notice to the department/program/faculty attendees, who reserves the right to reschedule the meeting if notice is not given. If the student does not wish to attend the meeting, the student can submit a written statement. If the student does not respond to an invitation to attend the meeting or does not make a written statement, the process will continue without the student's input.

The student shall be informed in writing when the Graduate Program shall be making a recommendation of withdrawal to the Council and shall be informed of the grounds for the recommendation.

Unsatisfactory performance by the student during the program may cause proceedings to be instituted by the Program, requiring the student to withdraw. Several circumstances may lead to this request, and as these differ in certain important respects, the procedures of appeal and review also differ. The Council has the following responsibilities in each situation:

1. ***Failure of a Primary Course:*** In cases when a student does not achieve B- (B minus) in a primary course, the Head/Director or Graduate Coordinator/Graduate Program Director of the Program may recommend to the Chair of Council that the student:

   a. repeat the examination (or equivalent) within one year after the original examination (or equivalent), or

   b. repeat the course, or

   c. take a substitute course. If approved, a student may take another course approved by the Chair of Council to allow them the opportunity to complete the degree requirements.

   Any student who fails to obtain the required standing in any primary course shall be required to withdraw. Council, or its duly empowered Chair or Associate Chair, shall examine the case to see that proper procedures were followed, and if this is ascertained, the Chair of the Council shall notify the SGSPA, who shall inform the student of the Program's recommendation and the confirmation of the recommendation by the Council. Review of the Program recommendation by the Council or its duly empowered Chair or

Associate Chair, is limited to procedural matters and any extenuating circumstances only and does not entail assessing the academic decision itself.

If the case is evidently straightforward, it may be approved by the Chair/Associate Chair and then must be submitted for approval and action to SGSPA and reported back to Council. Otherwise, the request will be placed on the agenda for decision by Council at its next meeting.

All such Council decisions are subject to appeal under the general regulations of the SGSPA. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain Council's decision to the SGSPA Academic Appeal Board, if/as required.

2. ***Withdrawal on General Academic Grounds:*** There are other academic circumstances that could lead to a recommendation that the student be required to withdraw. To cite several examples: in the judgment of the supervisor or a supervisory committee the student may be making unsatisfactory progress in research; the student may have failed the comprehensive examination; there may have been marginal performance in seminars; preliminary drafts of chapters of the thesis may reveal an unsatisfactory standard of scholarship; or in the judgment of the supervisor or a supervisory committee or other Graduate Program academic committee, the student's overall academic performance in coursework is not acceptable. For such cases, the Program shall recommend withdrawal to Council and inform the student in writing that such a recommendation is being made and the grounds for this recommendation.

The Program recommendation shall be taken to a meeting of Council. The Chair of Council shall inform the student that he or she may attend the meeting, with or without a

representative, and that he or she is entitled to present the case. If the student intends to be accompanied by legal counsel, he or she must provide at least 48 hours notice to the Chair of Council, who reserves the right to reschedule the discussion of the matter to another meeting of the Council, if notice is not given. If the student does not wish to attend the meeting of Council, the student can submit a written response to the recommendation for circulation to the Council and for discussion by the Council at the meeting. If the student does not respond to an invitation to attend the meeting or does not make a written submission, the process will continue without the student's input.

A review of the Program recommendation by the Council is limited to procedural matters and any extenuating circumstances and does not entail an assessment of the academic decision itself.

If the Council approves the recommendation of the Program, the Chair of the Faculty Graduate Council shall report the case to the Dean of the School of Graduate Studies and Postdoctoral Affairs who shall notify the student in writing of the recommendation by the Council. This letter will also inform the student of the relevant appeal procedure under SGSPA General

Regulation *Appeals Against Academic Decisions* and will inform the student of the academic services provided by the Coordinator of Dispute Resolution Mechanisms and the Society of Graduate and Professional Students' Student Advisors.

All such Council decisions are subject to appeal, under the SGSPA General Regulation *Appeals Against Academic Decisions*. It is the responsibility of the Chair or Associate Chair of Council to represent Council and explain the decision to the SGSPA Academic Appeal Board, if/as required. The Graduate student representative to Council

will not be permitted to attend that portion of a Council meeting at which student matters

pertaining to *Sections 2.2, 2.3 or 2.4* are discussed.

TMED Vacation Guidelines

Scheduled time off and vacations are important for personal health, well-being, and workplace productivity. Graduate students are not employees of the School of Graduate Studies and as a result, there is no mandated entitlement for a vacation benefit. However, many graduate students have an employment relationship with the University as teaching assistants or teaching fellows, in addition to their academic status as students, for which applicable vacation policies and provisions apply. Please consult the Department of Human Resources for all matters regarding vacation entitlement related to employment; the guidelines below are intended for graduate students in their student roles.

Graduate students may be enrolled continuously for the entire academic year, during which there are no breaks between consecutive terms of study. The following guidelines are offered to graduate students, graduate coordinators, program directors, department heads and graduate student supervisors.

Full-time graduate students should be able to take up to 10 business days of vacation during the academic year (September 1 to August 31), over and above statutory holidays and/or periods when the University is officially closed (i.e. the period between December 25 and January 1) provided that the time off:

- Does not compromise the progress of a student's studies;
- Does not compromise the progress of the research and
- It is negotiated and agreed upon by the student and his/her supervisor well in advance (usually one month).

Vacation periods do not result in any changes to registered student status or funding status; students remain registered and pay all fees during the vacation period in the academic session until completion or withdrawal.

It is expected that negotiations for time off for vacation will be free from controversy or disagreement. In the case of a dispute, the usual dispute resolution procedures will apply. These procedures can be found in the Guide to Graduate Supervision booklet (section 10) published by the School of Graduate Studies (https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/Graduate%20Supervision%20Handbook_revised_oct2022_0.pdf).

Maternal and Paternal Leave

a. Graduate students who wish to take maternity and/or parental leave from their program of study may register as inactive without prejudice to their academic standing. The maximum duration of maternity and parental leave is two terms and two terms, respectively. Both parents are entitled to a parental leave. In addition, mothers are entitled to maternity leave. The maternity and/or parental leave would normally be taken during the first year of the child's life or, in the case of the adoption of a child, within 12 months after the child first comes into the parent's custody. The university will grant a fee waiver for the period of the leave through the School of Graduate Studies and students may qualify for funding.

   Students request this status by submitting the Maternity/Parental Leave Request Form (https://dbms.queensu.ca/source/MaternityParentalLeaveformJan2011.pdf).

b. For students taking a maternity and/or parental leave, the statutory periods for completion of degree programs (see https://www.queensu.ca/academic-calendar/graduate-studies/general-regulations/), together with the prescribed maximum periods of eligibility for financial support from the School of Graduate Studies' sources will, on resumption of studies, be extended by the time-period taken for the leave.

c. Awards to students which are derived from the resources of the School of Graduate Studies (such as but not limited to Dean's Awards, International Tuition Awards, internal Fellowships and Scholarships, and Queen's Graduate Awards) will be suspended for the duration of a maternity and/or parental leave. On resumption of studies, the award will recommence to make up the full-time span for which support was originally granted.

d. Students holding externally funded fellowships or other forms of support derived from sources external to the University must observe the regulations prescribed by the granting agency concerned.

e. A change of status to inactive may also impact repayment requirements of any student loan that the student currently receives or has ever received, including any provincial and/or federal student loans, or loans from any other student loan provider. It is the student's responsibility to be aware of how a status change to inactive impacts any student loan(s).

Part Time Status

Students who are registered as part-time are expected to be pursuing their studies on a part-time basis and making commensurate progress. The number of terms of study for a given program is expected to be approximately twice as long as for a full-time student in a comparable program, but progress is expected to be continuous.

Part-time students may not gain financial advantage over full-time students with respect to the overall cost of fees for their program as a function of their part-time status.

Part-time students, normally, may not enroll in more than one half course (3.0 units) per term (excluding thesis registration). An exception to this condition is made when the normal full-time course load in the program is four or more courses per term, in which case a part-time student may take two half courses in a given term.

Students may be admitted as part-time as permitted by the School of Graduate Studies. For such permission to be granted, prior to or at the time of recommending admission, the department/program must submit a formal recommendation containing:

- an outline of a viable academic program

- a statement of the minimum and maximum period of registration to be allowed, and

- a statement of the proposed part-time status commitment.

This recommendation for part -time status must be approved before the student may be offered admission.

Note: The regulations above apply to any student who is admitted as a part- time student to what is normally a full -time graduate degree program. Part-time Master's degree programs, and/or professional part-time graduate programs (graduate diplomas and/or graduate certificate programs) normally have different regulations about course load and progression through the program.

Grievances, Support & Conflict Resolution

See Grievances, Confidential Support, Conflict Resolution and Harassment Protocols

(https://dbms.queensu.ca/source/Student%20Grievences%20V5.docx)

TMED Student Society

Who Are We?

The TMED Student Council is an elected group of student leaders who strive to organize, plan, and run activities/events to help foster an inclusive and welcoming environment for all those in the TMED program at Queen's. The TMED Student Council serves the interests and requests of the Translational   Medicine graduate students within the Department of Medicine and acts as a medium of communication between the students and the TMED Graduate Program Committee, governing bodies of the university, and any other recognized council or society at Queen's.

What Do We Do?

We successfully hosted several initiatives, including a Student vs. Faculty Trivia Night, several fundraisers such as holiday food drives and collaborations with Good Times Diner, Christmas Cookie Decorating, pumpkin painting and movie nights, End of Year Banquet, EDII symposium, and several other socials! We also established a Mentorship program that helps foster an inclusive and supportive environment between incoming and upper-year students, which we hope to up-scale over the years. Ultimately, we are committed to providing students with an incredible and fun graduate experience in the program while building friendships and professional relationships that remain beyond your graduate studies at Queen's.

Our Team

The TMED Student Society consists of the following positions:

Executive council positions

- President

- Vice President

- Secretary

Remaining Council Positions

- Treasurer

- EDI/SGPS Representative

- MSc Student Representative/GPC Representative

- PhD Student Representative/GPC Representative

Below is the election timeline for this year:

- Executive positions campaign and are elected in April, with a term on the council
  from May - April of the following year.

- Campaign periods for council members occur during the first week of September.
  Council positions are elected middle of September, with a term on the council from
  September - April of the following year.

Let's Stay Connected!

Webpage: https://deptmed.queensu.ca/academics/translational-medicine-graduate-programs/tmed- students/tmed-student-society

Email: tmedstudentsoc@queensu.ca

Facebook: Queen's University TMED Student Society

Instagram: tmedqueens

Twitter/X: @tmedQueens

Housing

Community Housing manages the student rental properties owned by Queen's University. This includes two apartment complexes located on West Campus – An Clachan and John Orr Tower – as well as a variety of apartments and houses in the Student Village (Core Rentals) around campus.

Community Housing also operates an Accommodations Listing Service where external landlords can post listings for student rental units. The Landlord Contract Program is also managed by Community Housing.

Location

Community Housing is located at 169 University Avenue at the corner of University and Clergy West. Paid parking is available underground at the Queen's Centre, entrance is off of Division Street.

Hours of Operation:

Telephone reception 8:30 am to 4:30 pm. Open to Walk-in Customers from 9:00 am to 4:00 pm, Monday to Friday (excluding holidays). They are open over the lunch hour.

Phone: 613-533-2501 Fax: 613-533-2196 Email: community.housing@queensu.ca.

- https://community.housing.queensu.ca/
- http://quic.queensu.ca/resources/housing-support/long-term-options/

Services and Contacts on Campus

Whether you are new to Queen's or have been here for many years, a variety of different supports and resources are available to Queen's University Graduate students within the University and Kingston community to support you through challenges you may face in graduate studies. This is not an exhaustive list.

University and Community Resources list

- Library and tech resources, housing & food security, equity, safety and security, finances, student governance, spirituality and faith resources, and extracurricular opportunities. (https://www.queensu.ca/studentaffairs/resources/students#food-access-resources)

Health & Wellness

- Student Wellness Services (https://www.queensu.ca/studentwellness/): offers physical and mental health care.
- Empower me (https://www.queensu.ca/studentwellness/empower-me): Queen's graduate students can access Empower Me for free - 24/7, 365 days per year.
- Conversation (https://www.studentcare.ca/rte/en/IHaveAPlan_SGPS_Conversation_Dialogue): mental health and wellbeing serviced.
- Good2Talk (https://good2talk.ca/faq/): Post-secondary support line, connect with a paid, professional counselor or Community Navigator (1-866-925-5454) (offered in french, english and mandarin)
- Sexual and Reproductive Health Resources (https://www.queensu.ca/campuswellnessproject/sexual-and-reproductive-health-resources)

- More Campus resources (https://www.queensu.ca/grad-postdoc/wellness/campus-resources)

Accommodations and Academic Considerations for Graduate Students

- (https://www.queensu.ca/grad-postdoc/wellness/accommodations-academic-considerations)
- Queen's Student Accessibility Services (QSAS) (https://www.queensu.ca/studentwellness/accessibility-services) located in the student wellness works with students with disabilities in collaboration with instructors and staff to help students with disabilities pursue their academic goals.
- SGSPA Protocol for Short-term academic considerations for students in extenuating circumstances (https://www.queensu.ca/secretariat/academic-consideration-students-extenuating-circumstances-policy-0): Extenuating circumstances include but are not limited to a sudden medical event or acute mental or physical illness, physical injury to self or significant others, bereavement, a traumatic event, or other serious personal/family crisis.
- Office of the University Ombudsperson (https://www.queensu.ca/ombuds/)
- School of Graduate Studies and Postdoctoral Affairs contacts (https://www.queensu.ca/grad-postdoc/contact-us/office)

Finances

- Financial aid for graduate students. (https://www.queensu.ca/registrar/financial-aid/specific-students/graduate-professional)
- Information on fees and payment plan.(https://www.queensu.ca/registrar/tuition-fees/graduate)

- SGPS Financial Assistance (https://sgps.ca/sgpsfa/): application can include dental subsidy, international student assistance, activity assistance, and emergency student assistance.

Emergency Funding & Awards

- Queen's General Bursary (https://www.queensu.ca/registrar/financial-aid/application-required/current-students/general-bursary)

- Queen's Emergency Bursary (https://www.queensu.ca/registrar/financial-aid/application-required/current-students)

- Ban Righ Centre Emergency Bursaries (https://www.queensu.ca/ban-righ-centre/services/ban-righ)

- PSAC901 Bursaries – Childcare bursary, mental health & hardship bursary, food support fund, and gender affirmation bursary (https://psac901.org/?page_id=366)

Sexual Violence Response Resources

- Sexual Violence Prevention and Response Services (https://www.queensu.ca/sexualviolencesupport/) main contact on campus for students impacted by sexual violence.

- Get help: Steps for Students to Take After a Sexual Assault (https://www.queensu.ca/sexualviolencesupport/steps-students-take-after-sexual-assault)

- Give help: Responding to a Disclosure (https://www.queensu.ca/sexualviolencesupport/give-support-responding-disclosure)

- Kingston Health Sciences Centre (KHSC) – Sexual Assault and Domestic Violence (https://kingstonhsc.ca/emergency-care/sexual-assault-and-family-violence): access to a

sexual Assault/Domestic Violence (SADV) nurse available 24-hours-a-day, seven days a week

- Sexual Assault Centre Kingston (SACK) (https://www.sackingston.com/): Crisis & support services available 24/7 by phone 1-877-544-6424, text and chat support (https://www.webelievesurvivors.ca/) also available.

Career Services and Professional Development

- Resources for developing a supportive and productive supervision relationship. (https://www.queensu.ca/grad-postdoc/grad-studies/supervision/overview)

- Graduate and professional student resources (https://careers.queensu.ca/students/resources-student-groups-identities/graduate-and-professional-students)

- Professional development opportunities (https://www.queensu.ca/grad-postdoc/professional-development/about)

Food Security

On Campus

- AMS Food Bank (https://www.amsfoodbank.ca/)

- Swipe it Forward Queen's (https://www.queensu.ca/food/swipe-it-forward-queens)

- PEACH Market (https://www.queensu.ca/food/commitments/food-security/peach-market)

- Whole Bowls (https://www.queensu.ca/food/mc2)

- Fresh Food boxes and Mason Jar Meal Kits (https://www.queensu.ca/studentwellness/groups-events-trainings#fresh-food-box)

- Queen's Community Cupboard (https://sites.google.com/view/queenscc/home)

Kingston Community

- Good Times Diner (https://www.queensasus.com/good-times-diner)

- Loving Spoonful (https://www.lovingspoonful.org/)

- Partners in Mission Food Bank (https://www.kingstonfoodbank.ca/)

- Martha's Table (https://marthastable.ca/)

- Good Food Box Kingston (https://www.goodfoodboxkingston.com/)

Discounts for students:

- Metro, 310 Barrie St - 10% discounts on Tuesdays, Wednesdays, and Thursdays

- Loblaws, 1100 Princess Street - 10% back in PC Optimum points every Tuesday with the PC Optimum App

- Food Basics, 33 Barrack St. - 10% discount on Tuesdays

- Bulk Barn, 145 Princess St., 1201 Division St., and 830 Norwest Rd. - 10% discount on Wednesdays

Housing Security

- Queen's Community Housing (https://community.housing.queensu.ca/)

- Queen's Residence (https://www.queensu.ca/residences/)

- Kingston Property Standards (https://www.cityofkingston.ca/resident/property-standards)

Supporting Students with Children:

- Graduate Students and Postdoctoral fellows with families.

    (https://www.queensu.ca/ssce/our-student-supports/students-children)

Ban Righ Centre

Assists women of all ages, especially those who are returning to university after a time away, to continue formal or informal education. Women from diverse backgrounds find community, practical, personal and financial support in an informal setting prepared to meet their particular needs. This environment supports academic endeavours, encourages mutuality and equality, andnurtures and respects women. These services are offered without charge or membership. Contact the Ban Righ Centre for more information: https://www.queensu.ca/ban-righ-centre/contact-us

Career Services

The central provider of career education and employment support services at Queen's University for undergraduate, graduate students and recent alumni from all disciplines. We offer a comprehensive range of accessible services to support and empower students in making

informed decisions about their careers, further education and employment goals. Visit their

website for more information at: https://careers.queensu.ca/

Campus Bookstore

A not-for-profit corporation that endeavours to distribute required course material at the

lowest possible price to students while operating a comprehensive University bookstore for the

Queen'scommunity.

The Campus Bookstore is located in Clark Hall on Queen's University Main Campus.

Open regular hours from 9 AM to 6 PM, Monday to Friday, and, 10 AM to 5 PM on Saturday.

Open 24 hour-a-day at http://www.campusbookstore.com.

Computer Software

Visit the ITS Supported Software page for more information on software and instructions on

how to obtain it (https://www.queensu.ca/its/available-tools-software).

Equity and Human Rights

Please see the links below for information for graduate students about harassment and

harassment protocols, and information for faculty regarding the response protocol should a

graduate student report concerns about discrimination or harassment from a faculty member or

staff member.

https://skhs.queensu.ca/wp-content/uploads/2020/06/2017-10-10_Info-for-Graduate-Students-about-Harassment-and-protocols.pdf

For more information, please visit the Human Rights Office website at:

https://www.queensu.ca/humanrights/

Four Directions Indigenous Student Centre (4D)

Queen's established 4D in 1996 with funding from the Ministry of Training, Colleges, and Universities. The Centre moved to its current location at 146 Barrie Street in 2000. In 2018, the Centre was renovated and doubled in size to include 144 Barrie Street. Since its creation, 4D has acted as a home away from home for Indigenous students, offering support services, feasts, social, and cultural activities.

4D has also acted as a support service to the Queen's campus for many Indigenous related activities, initiatives, and knowledge. As the primary recognizably Indigenous space on-campus, many campus partners, staff, and faculty rely on 4D to provide them services such as research assistance, teaching support, classroom presentations, outreach to community, and committee work and participation. For more information on the 4D, see the website at:

https://www.queensu.ca/fourdirections/

Libraries

There are several libraries on campus which you can use. Bracken Health Sciences Library is located on the Main Floor of Botterell Hall, 18 Stuart Street.

For more information on all the libraries on campus see the library website at:

http://library.queensu.ca.

Learning Commons

The Learning Commons is located on the ground floor of Joseph S. Stauffer Library (https://library.queensu.ca/locations/stauffer-library), the Humanities, Social Sciences, Business, Government Documents, Data and Maps Library on campus. Along with our partners, the Adaptive Technology Centre (https://guides.library.queensu.ca/adaptive-technology-centre), Student Academic Success Services (https://sass.queensu.ca/), Queen's University Library (https://library.queensu.ca/), and ITServices (https://www.queensu.ca/its/), the Learning Commons strives to offer students many of the above listed services. For more information on the Queen's Learning Commons, please feel free visit their website at:

https://library.queensu.ca/help-services/queens-learning-commons

The Nest: Queen's Health Sciences, Equity, Diversity, Inclusion, Indigeneity, and Accessibility.

A new office space for the Queen's Health Sciences (QHS), located on the fourth floor of the School of Medicine building, is called "The Nest". It is a space for all things related to Equity, Diversity, Inclusion, Indigeneity and Accessibility (EDIIA). It is a nurturing, welcoming and safe gathering space for QHS students, employees, and community members to come together to work and connect in fellowship. For general inquiries, email: edifhs@queensu.ca.

School of Graduate Studies and Postdoctoral Affairs

All regulations governing graduate studies at Queen's are established by the School of

GraduateStudies and Postdoctoral Affairs (SGSPA). Also, there are a number of resources and

supports relevant to wellness, balance and the graduate student experience available at:

https://www.queensu.ca/grad-postdoc/

For more information, please contact them at:Gordon Hall, Room 425 613-533-6100

grad.studies@queensu.ca.

Queen's International Student Centre (QUIC)

The Queen's University International Centre (QUIC) is committed to helping build diverse

and inclusive communities for Queen's students, staff, and faculty.

They provide a great space in the heart of campus to support international students

transitioning to Queen's, with services to encourage a successful student experience.

For more information on QUIC, see their website: https://quic.queensu.ca or to connect with

an advisor:

https://outlook.office365.com/book/BOOKINGS_QUIC_International_Student_Advisors@queen

suca.onmicrosoft.com/

Queen's Centre for Teaching and Learning (CTL)

The CTL offers a wide variety of programs and services that are designed to meet the

teachingand learning needs of students/post-doctoral fellows, staff and faculty meetings.

For more information contact them at: Macintosh-Corry Hall, F200, 613-533-6428,

ctl@queensul.ca https://www.queensu.ca/ctl/home

Student Health and Wellness Services

Student Wellness Services supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services. Our mission is to provide awelcoming, confidential, and integrated service that is responsive to the needs of students. http://www.queensu.ca/studentwellness/

Student Academic Success Services

Student Academic Success Services offers academic support to students who wish to developtheir skills in critical thinking, reading, learning, studying, writing, and self-management.

We welcome Queen's undergraduate and graduate students at all stages of program completionand all levels of ability. Contact them at: https://sass.queensu.ca/

Translational Medicine Graduate Program

For any inquiries regarding the Translational Medicine Graduate program, please contact:

Department of Medicine Etherington Hall, Room 1040

613-533-6000 Ext. 74148. tmed@queensu.ca

Acknowledgements

Appendix 1

Graduate Department/Program Name	*Graduate Credentials Awarded*
Aging and Health	Grad. Dipl.(A.H), M.Sc. (A.H.), Ph.D.
Biomedical and Molecular Sciences	M.Sc. (A.S.), M.Sc., Ph.D., combined B.Sc./M.Sc., Grad. Dipl. (PHMI),Grad. Dipl. BI, M.B.I.
Collaborative Program in Biostatistics	M.Sc.
Collaborative Program in Cancer Research	M.Sc., Ph.D.
Combined MD/PhD –MD/Master's Programs	MD/Ph.D., MD/Master's
Health Professions Education	M.P.H.E.
Health Quality	M.Sc.(H.Q.), Ph.D.
Medical Sciences	G.Dip., P.M.M.Sc.
Neuroscience	M.Sc., Ph.D., combined B.Sc./M.Sc.
Nursing	M.N.Sc., M.N. (PHCNP), PHCNP Diploma,Ph.D.
Occupational Therapy	M.Sc. (O.T.)
Pathology and Molecular Medicine	M.Sc., Ph.D., combined B.Sc./M.Sc.
Physical Therapy	M.Sc. (P.T.)
Public Health Sciences	M.P.H., M.Sc., Ph.D.
Rehabilitation and Health Leadership	D.Sc.
Rehabilitation Science	M.Sc., Ph.D.
Translational Medicine	M.Sc., Ph.D.

Approved by the Graduate Studies Executive Council, February 8, 2010 Revised November 2018

Appendix 2

Notes for Conducting Mini-Master's Examination

For Chairs, Examiners, and Students:

- The Chair should inform examiners and the candidates of the general procedures to be followed at the examination. The candidate is asked to withdraw if there are any questions that the examiners wish to discuss.

- The candidate will then give a 15–20-minute presentation, followed by questions from examiners. Questioning usually starts from the examiner external to DOM (if applicable), then the examiner from DOM, and supervisors at last.

- The Mini-Master's examination should normally last no longer than 1.5 hours. Therefore, each examiner, has a quota of 15 minutes for the first round and 5-10 minutes for the second round. The Chair should exercise her or his discretion and guide the time limits that each examiner has for questions. The student may have a 5- minute break following the first round of questions.

- While each examiner, in turn, holds the right to question, they may allow supplementary questions from other examiners during their allotted time, when appropriate. The Chair should ensure that each examiner has her or his own quota of time without excessive interruption.

- At the conclusion, the Chair asks each examiner, in turn, if she or he has any supplementary questions. If not, the candidate is asked to withdraw and the Chair calls for a discussion on the performance of the candidate.

- The examining committee will decide if the student will be recommended for promotion to the Ph.D. program or not. Two or more negative votes by the examining

committee will result in failure of the Mini-Master's examination. The decision of the examining committee shall be forwarded to the SGSPA.

- The Chair notes the result on the "Report of The Examining Committee on The Mini-Masters Examination" form (distributed by the Graduate Program Advisor) and invites each examiner to sign it and check the appropriate box. The Chair then signs the form. (Please note during the pandemic, the Chair can sign on behalf of all committee members)

- The candidate is then recalled, and the Chair informs the candidate of the results, including details of any revisions and/or additional work required (if applicable).

Notes for Conducting PhD Comprehensive Examination

For Chairs, Examiners, and Students:

- The Chair should inform examiners and the student of the general procedures to be followed at the examination. The COMPS Report Form "Confidential Report to the Dean of the School of Graduate Studies and Postdoctoral Affairs" is provided to each member of the examination committee as well as the student so that they could report their concerns if they choose to do so (form distributed by the SGSPA). This form is NOT mandatory to complete and submit. The student is asked to withdraw if there are any questions that the examiners wish to discuss.

- The student will then give a 15-20 minute presentation, followed by questions from examiners. Questioning usually starts from the examiner external to DOM (if applicable), then the examiner from DOM, and supervisors at last.

- The PhD Comprehensive Examination should normally last no longer than 1.5 hours. Therefore, each examiner, has a quota of 15 minutes for the first round and 5-10 minutes for the second round. The Chair should exercise her or his discretion and guide

the time limits that each examiner has for questions. The student may have a 5- minute break following the first round of questions.

- While each examiner, in turn, holds the right to question, she or he may allow supplementary questions from other examiners during her or his allotted time, when appropriate. The Chair should ensure that each examiner has her or his own quota of time without excessive interruption.

- At the conclusion, the Chair asks each examiner, in turn, if she or he has any supplementary questions. If not, the student is asked to withdraw and the Chair calls for a discussion on the performance of the student.

- The examining committee will decide if the student pass or fail the examination. Two or more negative votes by the examining committee will result in failure of the PhD comprehensive examination.

- The Chair notes the result on the "PhD Comprehensive Examination Decision Form" and invite each examiner to sign it (distributed by the Graduate Program Advisor). The Chair then signs the form. The decision of the examining committee will then be forwarded to the SGSPA. (Please note, the Chair will sign on behalf of all examiners in the case of a remote defense).

- The student is then recalled, and the Chair informs the student of the results, including details of any revisions and/or additional work required (if applicable).

Notes for Conducting MSc and PhD Thesis Examination

For Chairs, Examiners, and Students:
1. Before the examination, if any two of the examiners recommend that the thesis examination not proceed, the Chair will be informed and should consult the supervisor and the Program Director who discuss with the candidate whether the thesis examination should proceed.

2. On the examination day, the Chair should inform examiners and the candidates of the general procedures to be followed at the examination. All examiners must be present for the examination. The candidate is asked to withdraw if there are any questions that the examiners wish to discuss.

3. The candidate will then give a 15-20 minute presentation, followed by questions from examiners. Questioning then follows in the order of (when applicable):

    a. Examiner external to the University;

    b. Internal/external examiner;

    c. Internal examiner;

    d. Head/Director of the Department/Program or her or his delegate, and

    e. Supervisor(s).

4. Notes on timing:

    a. The MSc examination will normally last no longer than 1.5 hours. Therefore, each examiner, has a quota of 15 minutes for the first round and 5-10 minutes for the second round.

    b. The PhD examination will normally last 2 hours or slightly more. Therefore, each examiner, has a quota of 15 minutes for the first round and 10 minutes for the second round.

    c. The Chair should exercise her or his discretion and guide the time limits that each examiner has for questions. The candidate may have a 5-minute break following the first round of questions.

5. While each examiner, in turn, holds the right to question, she or he may allow supplementary questions from other examiners during her or his allotted time, when appropriate. The Chair should ensure that each examiner has her or his own quota of time without excessive interruption.

6. At the conclusion, the Chair asks each examiner, in turn, if she or he has any supplementary questions. If not, the candidate is asked to withdraw and the Chair calls for a discussion of both the written thesis and the oral defense, and then invite the examiners to vote. The 3 decisions are Passed, Pass with Major Revisions, Referred or Failed. A vote of two or more examiners normally results in an outcome in a lower category.

7. The Chair is not a voting member of the committee. The Chair should record a list of required revisions and/or additional work (if applicable) and provide it to the student and the supervisor.

8. The Chair notes the result on the "Thesis Examination Form" (distributed by the Graduate Program Advisor) and invite each examiner to sign it and check the appropriate box. The Chair then signs the form. (Please note, the Chair will sign on behalf of all the committee members in the case of a remote defense).

9. The candidate is then recalled, and the Chair informs the candidate of the results, including details of any revisions and/or additional work required (if applicable).

10. Please note guests or observers are allowed if the following protocols are undertaken; supervisors are responsible for obtaining everyone on the Committee's permission (most importantly the student's permission) to have guests enter the examination, but only for the student's presentation (if there is one) and general questioning period. Similar to the in-person rules, guests may not be present during the Committee deliberations. Guests must also verbally agree not to record the examination and not to be in communication with the candidate during the examination (e.g., sending texts, photos, or any answers during the examination). The Chair is responsible for ensuring that the guests are welcome at the appropriate time and leave the online examination at the appropriate time.