TRANSLATIONAL MEDICINE GRADUATE PROGRAM HANDBOOK

November 2026

Queen's University | tmed@queensu.ca

Contents

Program Overview 7

Program Leadership 9

Graduate Program Director and Co-Director 9

Graduate Program Committee 9

Program Staff 10

Admission Requirements 10

Language Requirements 11

Program Requirements and Timelines 13

Master of Science (MSc) in Translational Medicine (duration: 24 months) 13

Doctor of Philosophy (PhD) (duration: 48 months) 14

Mini-Master's 15

Procedure for Application and Approval: 16

Procedure for Examination of the Research Proposal of the Candidate for the Mini-Master's: 17

Combined BScH/MSc in Translational Medicine (duration: 24 months) 18

PhD Comprehensive Exam 21

Graduate Studies in Cancer Research 23

Fees and Registration 24

Tuition 24

Net ID 24

Registration 25

Funding and Awards 26
TMED Travel Grants 26
Awards 26
TMED Course Descriptions 27
Core Courses 27
TMED 800 Translational Medicine 27
TMED 801 Profession of Medicine 28
TMED 802 Research Success Skills 28
Mandatory Attendance for TMED Courses 28
Electives 29
BMED 862 Cellular Techniques (1.5 credit) 29
BMED 865 Imaging Analysis (1.5 credit) 29
BMED 869 Methods in Reproduction (1.5 credits) 29
BMED 809 Principles of Drug Discovery and Development (3 credits) 30
BMED 811 Advanced Molecular Biology (3 credits) 30
NSCI 844 Controversies in Neuroscience (3 credits) 30
EPID 803 Public Health System in Canada (3 credits) 30
EPID 810 Controlled Clinical Trials (3 credits) 31
PATH 822 Experimental Cancer Therapeutics (3 credits) 31
PATH 826 The Molecular Basis of Disease (3 credits) 31
Academic Integrity 33

Changes in Registration, Status, and Course Work 34
Graduate Student Supervision 35
Supervisors 35
Co-Supervisors 37
Supervisor's Absence 37
Change of Supervisor 37
Thesis Supervisory Committee 38
Formation 38
Composition 38
Supervisory Committee Meetings 39
Expectations for Supervisory Committee Meetings 39
Thesis Examinations 41
Thesis Format 41
MSc Thesis Examination Committee 41
Procedures for MSc Thesis Submission and Oral Examination 42
PhD Thesis Examination Committee 46
Procedures for PhD Thesis Submission and Oral Examination 47
Thesis Submission and Defense Procedures ..... **Error! Bookmark not defined.**
Withdrawal on Academic Grounds and Appeals of the Same 51
1. Failure of a Primary Course: 52
2. Withdrawal on General Academic Grounds: 53

TMED Vacation Guidelines 55
Maternal and Paternal Leave 56
Part Time Status 57
Grievances, Support & Conflict Resolution 59
TMED Student Society 60
Who Are We? 60
What Do We Do? 60
Our Team 60
Let's Stay Connected! 61
Housing 62
Location 62
Hours of Operation: 62
Services and Contacts on Campus 63
University and Community Resources list 63
Health & Wellness 63
Accommodations and Academic Considerations for Graduate Students 64
Finances 64
Emergency Funding & Awards 65
Sexual Violence Response Resources 65
Career Services and Professional Development 66
Food Security 66

On Campus 66
Kingston Community 66
Discounts for students: 67
Housing Security 67
Supporting Students with Children: 67
Ban Righ Centre 68
Career Services 68
Campus Bookstore 69
Computer Software 69
Equity and Human Rights 69
Four Directions Indigenous Student Centre (4D) 70
Libraries 71
Learning Commons 71
The Nest: Queen's Health Sciences, Equity, Diversity, Inclusion, Indigeneity, and Accessibility. 71
School of Graduate Studies and Postdoctoral Affairs 72
Queen's International Student Centre (QUIC) 72
Queen's Centre for Teaching and Learning (CTL) 72
Student Health and Wellness Services 73
Student Academic Success Services 73
Translational Medicine Graduate Program 73
Acknowledgements 74

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 (3 credits each) 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 and research seminar presentation in their final year.

Program Leadership

Graduate Program Director and Co-Director



Dr. Anne K Ellis, MD, MSc (she/her)
Professor
Graduate Program Director
Division Chair, Allergy & Immunology
Department of Medicine



Dr. Karen Yeates MD (she/her)
Professor
Graduate Program Co-Director
Division of Nephrology
Department of Medicine

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 2026-27 TMED GPC include:

- Dr. Anne Ellis, Dr. Karen Yeates, Dr. David Reed, Dr. Akihiro Nakamura, Dr. Mackenzie Bowman, Dr. Sophia Linton and Dr. Matthew James
- Julie Heagle (non-voting), and Megan Sands (non-voting)
- MSc Representative (non-voting) and PhD Representative (non-voting)

Program Staff



Julie Heagle (she/her)
Graduate Program Manager



Megan Sands (she/her)
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:

- TOEFL iBT (Test of English as a Foreign Language Internet-based Test). Average overall score of 4.5. Applicants must have the minimum score in each section: Writing - 5, Speaking - 4, Reading - 4.5, Listening - 4.5.
- IELTS Academic (International English Language Testing System) - 7 (minimum overall score)
- Duolingo English Test – 130 (minimum overall score, with no component score being lower than 120)
- Oxford English Language Level Test (ELLT) – 8 (minimum overall score)
- Pearson Test of English Academic (PTE Academic) - 65 (minimum overall score)
- Canadian Academic English Language (Computer Edition) (CAEL CE) – 70 (minimum overall score)

- The Cambridge English Assessment - 185 (minimum score).

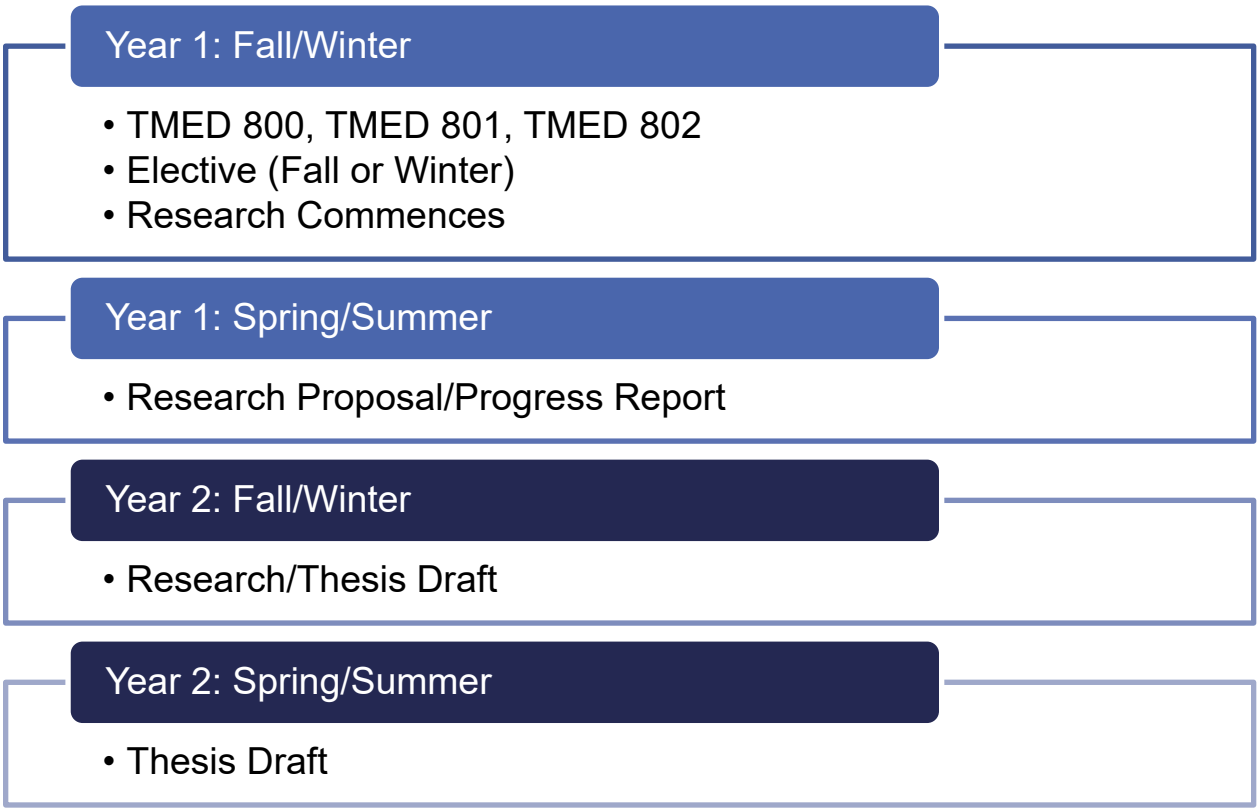
Please note that these requirements are higher than the minimum standards set by the SGSPA (https://www.queensu.ca/grad-postdoc/grad-studies/apply). Students will be involved in observing patient clinical care, and hence, a thorough understanding and ability to communicate in English are essential.

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

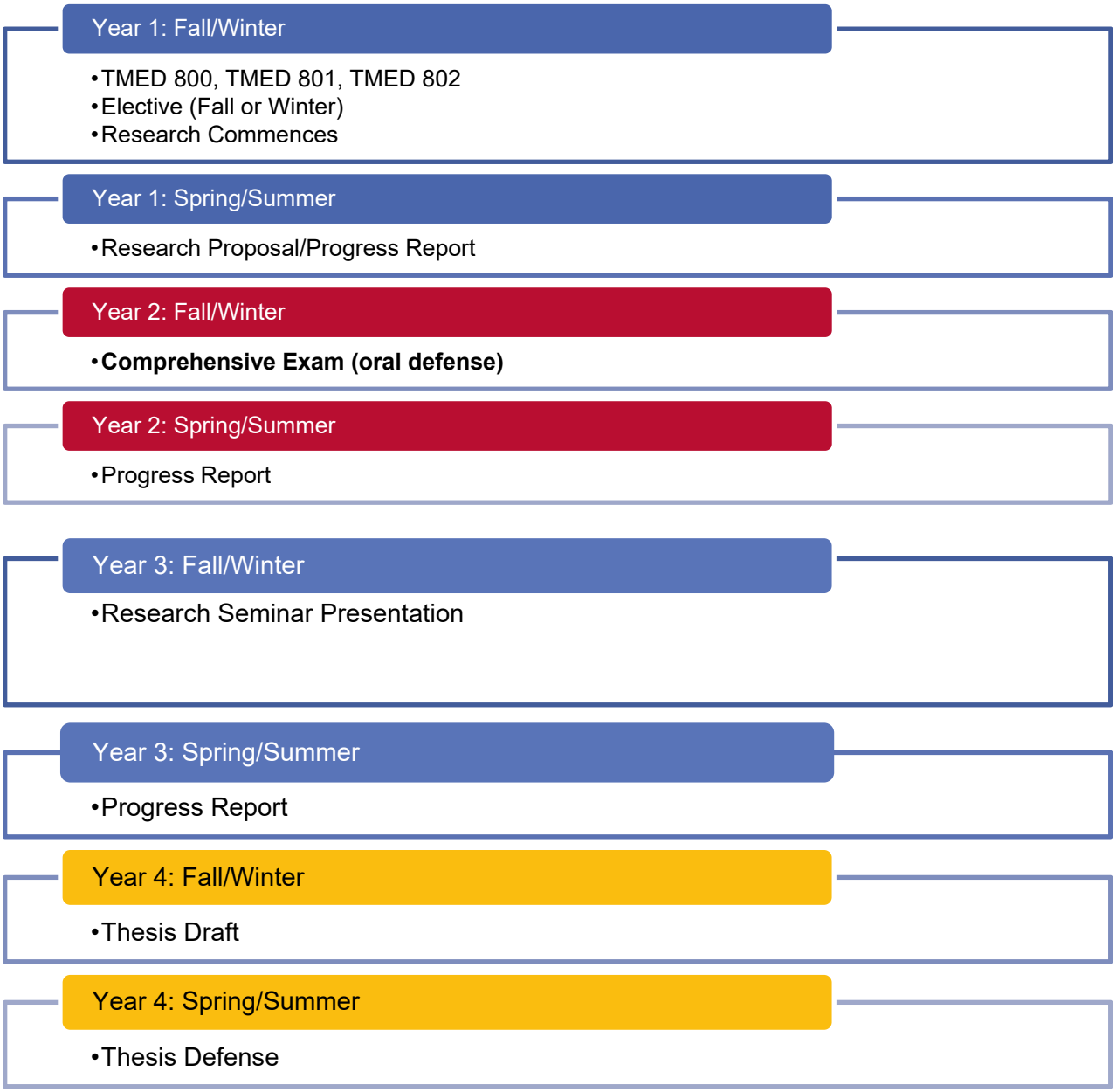
Master of Science (MSc) in Translational Medicine (duration: 24 months)

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.



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, research seminar presentation and thesis research.



Mini-Master's

Guided by the Faculty of Health Sciences Graduate Council (FHSGC) Manual), 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 Manager 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 Manager to the Chair of Faculty of Health Sciences Grad 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: https://deptmed.queensu.ca/academics/translational-medicine-graduate-programs/program-overview

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 Manager. Then, the Graduate Program Manager will work with them to schedule the exam.

Members of the examining committee will be:

1. Chairperson (chosen by the Graduate Program Director)
2. Supervisor
3. 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 Manager should be completed and returned to the Graduate Program Manager 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 2026-27 academic year.

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

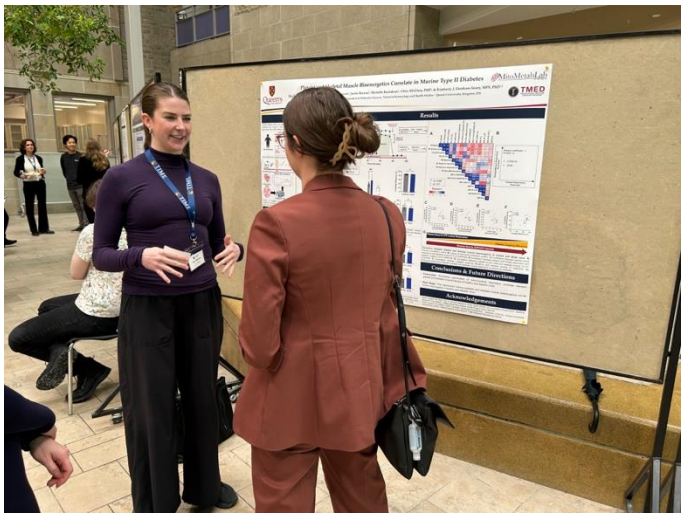
When registering for courses in the full-time Translational Medicine program (once accepted into the program, the program will register you for your core TMED courses (TMED 800, 801 and 802) for your elective, please complete the online form at **https://forms.office.com/r/2GU9C7aGTN**.

Funding and Awards

For students enrolled in the programs in 2027-28 they will receive funding packages to assist with living expenses and tuition coverage: MSc—minimum $28,000 per year for 2 years; PhD — minimum $31,000 per year for 4 years.

TMED Travel Grants

Travel Grants are also available to a maximum of $2000 for each MSc student and $4000 for each PhD student to be used for travelling to present at conferences. Students must submit a letter of request to the Graduate Program Manager 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.

Sample Electives (please note these are just some of the suggested electives, please discuss with your supervisor)

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) NOT RUNNING UNTIL FALL 2027

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 SGSPA's 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, **https://forms.office.com/r/2GU9C7aGTN** and completed by the Course Coordinator, the Supervisor and Program Director, and submitted to the SGSPA and the Office of the University Registrar.

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 $2000 for MSc students and $4000 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/grad-postdoc/wellness/accommodations-academic-considerations)
    - Student Wellness Services (https://www.queensu.ca/studentwellness/)

- 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 Manager. Copies of this written arrangement must be given to both to you, as the student, and the Graduate Program Manager 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) manage 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 the end of January in the first year. For MSc students, the second meeting is sometime before the end of July at the end of the first and second years. The second-year meeting is when the committee would decide if the student is ready to defend their thesis. For PhD students, these meetings would be held by July 31 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 CGRS (Canada Graduate Research 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 CGRS 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 July 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 Manager by **July 31** 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 Manager by **July 31** 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.

All graduate theses or dissertations **MUST** conform to the minimum style and form requirements as outlined in the SGSPA Guidelines documents. (https://www.queensu.ca/grad-postdoc/sites/sgswww/files/uploaded_files/Thesis%20Completion/SGSPA_General_Forms_of_Theses_REVISED_2025.pdf

The Standards for Graduate Theses are intended to provide more latitude for graduate research at Queen's. If, however, you have begun your research with approval by your supervisory committee and your project does not align with the new guidelines, please contact SGSPA.

The School of Graduate Studies and Postdoctoral Affairs acknowledges that students write using a variety of word processors and editors. For this reason, SGSPA does not stipulate the use any particular authoring format in the creation of theses and dissertations.

Please note – Queen's has a new policy on copyright. See full details on copyright on the Library website. (https://library.queensu.ca/help-how-to/topics/copyright-information-students)

MSc Thesis Examination Committee

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

- Chairperson
- Supervisor and co-supervisor
- Internal Examiner (TMED faculty member)
- Internal/External Examiner (can be either an internal TMED faculty member or faculty member from outside but within QHS). **If an internal faculty member is chosen, the Chairperson MUST be external to TMED.**
- 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 Program Leadership 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 Manager will work with the student/supervisor to schedule the defense. **Please note all examiners must be members 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 Graduate Program Director and submitted to the Graduate Program Manager (tmed@queensu.ca) at 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 Manager (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 program office to ensure that all audio/visual equipment is available and that you can operate it independently. The program staff may not be available on the day of your defense.

A confidential report will be sent to the examining committee by the Graduate Program Manager. If any member of the examining committee feels that the defense should NOT go

ahead, they should report it to the Graduate Program Manager 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 MSc Thesis Defense document linked here.

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 Manager, (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). You have the option to do a School of Graduate Studies and Postdoctoral Affairs (**SGSPA**) thesis embargo which is formally referred to as a Restriction of Thesis. When you submit your final thesis, this policy allows you to temporarily hide the full text of your work from the public for up to 5 years.

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/graduation). 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 https://www.queensu.ca/grad-postdoc/grad-studies/completion/final-submission

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 (One faculty member from Queen's)
- Internal/External Examiner (At least one faculty member from outside of TMED but inside QHS)
- 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 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 Manager 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 Program Leadership 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 Manager will work with the student/supervisors 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 Manager (tmed@queensu.ca) least 30 working days (6 weeks) before your defense. The Graduate Program Manager 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 Manager (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.

It is your responsibility to work with the Program staff to ensure that all audio/visual equipment is available and that you can operate it independently. The staff 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 120-150 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. Details of these results are listed on the Notes for Chair and Conducting PhD Thesis Defense document linked here.

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). You have the option to do a School of Graduate Studies and Postdoctoral Affairs (**SGSPA**) thesis embargo which is formally referred to as a Restriction of Thesis. When you submit your final thesis, this policy allows you to temporarily hide the full text of your work from the public for up to 5 years.

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/graduation). 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 review the SGSPA requirements on "Completing Your Degree" at https://www.queensu.ca/grad-postdoc/grad-studies/completion/overview. You must conform to these requirements, as well as to those described in the Faculty of Health Sciences Grad Council Manual (FHSGC).

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 Managers.

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 17) 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://www.queensu.ca/grad-postdoc/apps/forms/

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 SGSPA at https://www.queensu.ca/grad-postdoc/apps/forms/ 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.

Key University Policies and Protocols

There are several key principles, policies, and protocols that are important to be aware of as you start your journey at Queen's. Our program adheres to the policies of the School of Graduate and Post Doctoral Affairs listed here: https://www.queensu.ca/grad-postdoc/grad-studies/policies

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, I-EDIIAA

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
- I-EDIAA/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/
- https://quic.queensu.ca/living-canada/housing

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): 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)

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-domestic-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/grad-postdoc/graduate-studies/gradifying-blog/healthy-eating-budget-how-peer-health-educator-mason-jar-meals)
- Queen's Community Cupboard (https://sites.google.com/view/queenscc/home)

Kingston Community

- Good Times Diner (https://www.queensasus.com/good-times-diner)
- 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/grad-postdoc/wellness/family-resources)

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 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://www.queensu.ca/grad-postdoc/grad-studies/policies

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/use-the-library/locations/joseph-s-stauffer-library

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 Manager: https://outlook.office365.com/book/BOOKINGS_QUIC_International_Student_Managers@queensuca.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/

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

This handbook was written with reference to the Pathology and Molecular Medicine Graduate Handbook, the Faculty of Health Sciences Graduate Council Manual and resources from the School of Graduate Studies and Postdoctoral Affairs. The TMED Program Leadership and Student Society made contributions to this handbook.