



# GRADUATE STUDENT HANDBOOK

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## Welcome

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Welcome to graduate studies in the College of Pharmacy and Nutrition!

Established in 1913, today the College uniquely integrates two health disciplines and professional programs, serving as a model for health promotion and education, healthcare delivery, interdisciplinary research, and community outreach.

The College offers five graduate programs:

- Master of Science (MSc) and Doctor of Philosophy (PhD) in Pharmacy
- Master of Science (MSc) and Doctor of Philosophy (PhD) in Nutrition
- Master of Clinical Pharmacy (MCP)

The purpose of this handbook is to provide you with information on the services available to you in your graduate program, articulate the expectations, and to outline the duties and requirements that you will need to fulfill. You will also find information about graduate studies on our [website](#), PAWS channel, and on the College of Graduate and Postdoctoral Studies' website ([CGPS](#)). If you are not finding the information you need, please contact the Graduate Office.

We wish you success in your studies and look forward to supporting you!

## Graduate Program Goals

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Our Pharmacy and Nutrition graduate programs aim to recruit and train outstanding students to become innovative researchers and leaders. We provide a strong foundation that prepares graduates to make meaningful contributions to global scientific and healthcare communities.

### Program Goals

- Conduct rigorous research and develop a thorough understanding of their field
- Foster ethical research practices and professional readiness
- Build strong oral and written communication skills

### Student Learning Outcomes

Graduates of the program will be able to:

1. Demonstrate strong research skills, including synthesizing, analyzing, and evaluating data
2. Apply appropriate research methods and assess their suitability
3. Critically evaluate academic literature and use scholarly resources responsibly
4. Conduct research with appropriate independence
5. Uphold ethical integrity and academic stewardship
6. Collaborate effectively across disciplines and professions
7. Identify key issues in their field
8. Recognize practical applications and societal impacts of their research
9. Communicate clearly and accurately to diverse audiences
10. Synthesize knowledge to craft persuasive written or oral arguments

## Degree-Level Competencies

In addition to the above learning outcomes, the University has defined [Degree-Level Competencies](#) for both Master's and Doctoral programs.

## Academic Integrity and Responsible Conduct of Research

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Graduate students are an integral part of USask research, scholarly, and artistic work, and are expected to demonstrate and practice academic integrity and ethical judgement in all aspects of their work, including coursework, research, teaching, and other non-academic activities. Consult [Section 14. Academic Integrity](#) of the College of Graduate and Postdoctoral Studies (CGPS) Policies and Procedures Manual for more information about the guidelines that govern graduate student conduct, including plagiarism and infringement, misconduct, discrimination and harassment, and conflicts of interest.

### Use of Artificial Intelligence (AI) and Generative AI Guidelines

AI and generative AI are rapidly evolving technologies, and there is no one-size-fits-all set of rules. Before using AI/GenAI tools in any of your courses, reports, thesis writing, publications, or non-academic works, you must:

1. **Obtain permission** from your instructor or advisory committee, and
2. **Acknowledge all sources**

Using AI in a way that violates course syllabus rules or academic misconduct regulations, constitutes a violation of institutional policies.

Consult the College of Pharmacy and Nutrition's interim guidelines regarding the [Use of AI in Graduate Studies](#) for more information. These guidelines are based on the [USask principles and guidelines for the use of AI](#) in teaching and learning, research, scholarly and artistic work, and administrative work.

## Your Academic Team

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You are a student in the College of Pharmacy and Nutrition (your academic unit) and are formally enrolled in the College of Graduate and Postdoctoral Studies (CGPS) (your administrative unit). In other words, your graduate program is delivered by the College in accordance with the policies set by both CGPS and the College's Research, Graduate and Postdoctoral Affairs Committee.

Students are responsible for their own success, but you have an academic support network to guide you when needed. This network includes your research supervisor(s), your advisory committee, the Associate Graduate Chairs, the Graduate Chair, the College's Graduate Office, and CGPS.

### The Student-Supervisor Agreement

**Within two months** of starting your thesis-based program, you and your supervisor(s) must complete a [Student-Supervisor Agreement](#). This agreement, which outlines the roles and expectations of both student and supervisor must be signed and submitted to the Graduate Administrative Assistant for inclusion in your CGPS record.

## The Advisory Committee

The advisory committee is the voting body responsible for:

- Approving course requirements and program of study
- Reviewing and approving your research proposal
- Monitoring your progress annually
- Performing the candidacy assessment (Ph.D. students only)
- Granting permission-to-write
- Performing the assessment of the defense.

The committee, including your supervisor, is responsible to taking timely action based on your progress and maintaining records of evaluations and decisions. It should be established early in your program by your supervisor, in consultation with you, and the Graduate Chair as needed. Members are selected to provide diverse expertise relevant to your research, including guidance on research design, methods, analysis, and career planning. The committee can be convened as needed but **must meet at least once per year**. You are encouraged to contact individual members or request meetings whenever support is needed.

- For the MSc program, the advisory committee consists of the supervisor or co-supervisors (co-supervisors share a vote and count as one member), at least one committee member, and an assigned Associate Graduate Chair (present only for certain meetings, see below).
- For the PhD program, the committee additionally includes one cognate member, i.e., a CGPS member from a different academic unit. This person can be an Adjunct Professor but not a Professional Affiliate.

### Associate Graduate Chairs

An Associate Graduate Chair, **Drs. Kate Dadachova, Brian Bandy, or Jeff Taylor**, is assigned to you and attends the following meetings and examinations:

- *Approval of the Research Proposal*
- *Candidacy Assessment* (including the *Preliminary Meeting*) for PhDs
- *Defense*

The Chair may ask questions but does not vote during decision-making. They are also responsible for completing the meeting minutes.

For other advisory committee meetings (i.e. *Approval of the Program of Study, Permission to Write, and Research Progress*), the supervisor or other designated faculty member fulfills the Chair role.

### Student Responsibilities Regarding their Advisory Committee

- Contact committee members to schedule meetings at mutually convenient times.
- Inform the Graduate Administrative Assistant of the date, time, and location of meetings once scheduled.
- Schedule a **minimum of one advisory committee meeting per year** to satisfy program requirements and be eligible for scholarships and awards.

- Provide a written report to your Advisory Committee before each meeting according to agreed committee timelines.
- Note that students do not schedule their thesis defence meeting, nor can they contact the External Examiner prior to the defence.

## The Graduate Office

The Graduate Office is the main source of administrative and academic support throughout your graduate program. The office oversees graduate programs, coordinates internal scholarship competitions, and supports you in your professional development and applications for external funding.

### Graduate Programs Administrative Assistant

The Graduate Programs Administrative Assistant, **Simone Downer**, is your **first point of contact** in the Graduate Office for administrative questions during your program. This role maintains your student record and provides guidance on graduate program procedures and policies. You should email training certificates and progress reports to ensure your file is kept up to date. The position also manages admissions documentation, forwards recommendations to CGPS, informs applicants of decisions, and coordinates meetings, examinations, and thesis defences. Support related to graduate student human resources and student events is also provided.

### Manager, Research Development and Graduate Affairs

The Manager, **Gen Clark**, supports you in developing your career. This role provides one-on-one guidance to both faculty and students on finding funding opportunities, preparing competitive grant and scholarship applications, and accessing professional development resources. The Manager also leads various initiatives that strengthen research and research training in the College. Students are encouraged to reach out to Gen with suggestions and ideas to help further enhance the graduate program.

### Graduate Chair and Associate Graduate Chairs

**Dr. Roy Dobson** is the Graduate Chair. Together with the Associate Graduate Chairs (see role description above), they are your point-of-contact, after your supervisor, regarding your program. They are also responsible for adjudicating internal scholarships and awards as well as reviewing and recommending policies and other aspects related to the graduate programs.

### Associate Dean, Research, Graduate and Postdoctoral Affairs

The Associate Dean, **Dr. David Blackburn** oversees all aspects and personnel relating to graduate education, including funding, policy, and student issues.

### Research, Graduate, and Postdoctoral Affairs Committee (RGPAC)

This committee is responsible for recommending admission standards and establishing College policies related to research, scholarships and awards, and program of study requirements. RGPAC is chaired by the Associate Dean and includes the Graduate and Associate Graduate Chairs, faculty members, graduate student and postdoctoral representatives, and Graduate Office staff.

## Program of Studies

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### Mandatory Non-Credit Courses

Students will not be allowed to graduate without registering every year in these two mandatory courses:

- **PHAR 990 or NUTR 990** (Seminars): Designed to help you strengthen your research communication and professional development skills. You must register for 990 in **each fall and winter terms** until you receive your permission to write.
- **PHAR 994 or NUTR 994** (MSc Research Thesis) / **PHAR 996 or NUTR 996** (PhD Research Dissertation): You must register for 994 or 996 in all **three terms** of each academic year for the duration of your program.

### Research Ethics and Workspace Safety

USask requires that all research and scholarly and artistic work conducted by its members, including graduate students, conform to the highest ethical standards in the use of human subjects, animals, and biohazardous materials, and that all work follows USask health and workspace safety regulations.

To meet the College of Graduate and Postdoctoral Studies (CGPS) degree requirements, you must complete two of the following non-credit courses:

- **GPS 960:** Ethics in Research (mandatory for all graduate students)  
Required for all first-year graduate students. This course addresses ethical issues commonly encountered in graduate studies and includes modules on academic integrity, student-supervisor relationships, conflict of interest, conflict resolution, and intellectual property.
- **GPS 961:** Ethics and Integrity in Human Research (mandatory if working with humans)
- **GPS 962:** Ethics and Integrity in Animal Research (mandatory if working with animals)

In addition, you and/or your supervisor may require approval of an Animal Use Protocol (AUP) from the University Animal Care Committee (UACC) or approval from the Behaviour or Biomedical Human Research Ethics Board before starting your research. Obtaining these approvals may take several months. Consult your supervisor to determine which safety courses (accessible through PAWS using your NSID) are required for your work.

Email all Certificates of Completion to the Graduate Administrative Assistant, so that these can be added to your file.

### Required Coursework

In addition to the mandatory non-credit and ethics courses listed above, students in the Nutrition and Pharmacy MSc programs must complete at least **9 credit units** of coursework. Students

admitted directly into the PhD program must complete **6 credit units**, while those transferring from the MSc to the PhD must complete **15 credit units**.

Neither program has required core courses; however, MSc students in Pharmacy should complete a statistics or biostatistics course if their background in statistics is insufficient. Consult with your supervisor to select the most appropriate courses for your field of research. For MSc students only, an undergraduate course may be included in a student's Program of Studies but cannot count toward the minimum required credit units for the graduate degree.

### **Courses within the College**

Consult the [Course and Program Catalogue](#) for graduate (800-level) Pharmacy (PHAR) and Nutrition (NUTR) courses currently offered.

Faculty may occasionally offer a Special Topics course (PHAR 898.3 or NUTR 898.3) tailored to a specific research area. To offer an 898 course, the instructor must submit a syllabus to the Graduate Office for approval two weeks before the start of the term.

### **Courses Offered by Other Academic Units or Outside USask**

Graduate students may take courses from other academic units or universities as part of their Program of Studies, with approval from their advisory committee. To register in these courses through PAWS, students also need permission from the course instructor or the unit offering the course.

Courses completed at another recognized institution may be counted as transfer credits if taken while registered as a USask student and not used toward another degree. These courses must be listed in the Program of Studies. For the MSc, at least 60% of credit units must be completed at USask; for the PhD, the minimum is 50%.

To receive transfer credit approval, students must submit full course documentation to the academic unit and CGPS before the term begins and remain registered during that term. If approved, CGPS will request that the Registrar add the transfer credits to the student's transcript.

### **Passing grades**

For Master's programs, students must achieve at least 70% in any undergraduate course taken for the program, at least 60% in each graduate course, and maintain a minimum overall cumulative average of 70%.

For PhD programs, undergraduate courses are not permitted. Students must achieve at least 70% in every graduate course, including those completed prior to transferring from the MSc, and maintain a minimum overall cumulative average of 70%.

## **Professional Development Offerings**

CGPS offers ongoing professional skills modules and a centralized suite of offerings designed specifically for graduate students. Offerings as they become available are listed on the LevelUP PD dashboard, Beyond the Professoriate platform, as well as the Pro Skills Canvas page available through CGPS's [Professional Development site](#).

In the College, professional development opportunities are offered through the 990 seminar course, the Graduate Student Council, and the Graduate Office, with occasional opportunities to volunteer on various College committees and initiatives.

## Program Milestones

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### Advisory Committee Meetings

#### General Meeting Procedures

*Approval of the Research Proposal, Research Progress, and Permission to Write* meetings often follow this format.

1. The Chair introduces themselves, the student, and the committee members.
2. The Chair states the purpose of the meeting.
3. The student gives a 15-20-minute presentation on their proposal or progress.
4. The Chair leads a round of questions, starting with members outside the College (if applicable), until all questions are addressed.
5. The student and supervisor take notes on committee feedback.
6. The student leaves the room while the committee discusses progress in camera. The student is then invited back and informed of the outcome.
7. Meeting minutes are prepared by the designated Chair and circulated to the student, committee members, and to the Graduate Administrative Assistant for inclusion in the student's file.

**GUIDELINES** and **FORMS** for all Advisory Committee Meetings are located under [Current Students](#) on the College website.

#### Approval of Program of Studies Meeting

The first Advisory Committee meeting, *Approval of Program of Studies*, must be held within the **first two months** of starting your program. Your supervisor will set-up this meeting, with assistance from the Graduate Administrative Assistant to confirm committee membership and arrange room or video-conference bookings. At this meeting, the committee will discuss your proposed research direction, planned coursework, funding, and required ethics or safety training.

The **PN-200 Form** outlining your Program of Studies will be completed by your supervisor and submitted to the Graduate Administrative Assistant to add to your file. Students must send the PN-200 form to committee members at least one week before the meeting. No formal presentation is required for this meeting.

#### Approval of Research Proposal Meeting

The *Approval of Research Proposal* meeting must be held within your **first year** in the program (ideally within 6–10 months), unless a delay is approved by the Associate Dean. This meeting

ensures that your proposed project is appropriate for the degree and can be completed within a reasonable timeframe; therefore, it should occur before substantial data collection begins.

Students must submit their **written research proposal** and **Yearly Update Form** to all committee members, copying the Graduate Administrative Assistant, prior to the meeting. Give your committee sufficient time to review the document. The proposal should include a title, introduction and literature review, goal, hypothesis (if applicable) and research objectives, methodology, preliminary results (if available), and a project timeline.

The Chair will record meeting minutes. Students should also take their own notes to capture committee feedback and suggestions.

### **Research Progress Meeting**

The Research Progress Meeting ensures the student is making appropriate progress in their program and keeps advisory committee members informed of research activities, achievements, and plans.

A Research Progress Meeting is required annually for program extension requests and scholarship eligibility unless a milestone committee meeting occurred within the past 12 months (e.g., Approval of Program of Study, Approval of Research Proposal, Preliminary Meeting/Candidacy Assessment, or Permission to Write).

Students must schedule the meeting, complete the Research Progress Meeting - *Yearly Update Form* in consultation with their supervisor, and submit it to all committee members, including the designated Chair (i.e. supervisor or other), and the Graduate Administrative Assistant prior to the meeting. Give your committee sufficient time to review the document. At the supervisor's discretion, additional requirements may include a written progress report and an oral presentation.

### **Permission to Write Meeting**

A Permission to Write meeting is held when a student has completed, or is close to completing, all research objectives. Its purpose is to confirm that the thesis structure is appropriate and that sufficient results have been achieved for the degree.

Students must submit their **Permission to Write document before the meeting**. Give your committee sufficient time to review the document. This document must include a formatted table of contents, the thesis objectives and hypothesis, and a summary of all findings. Most students will also be expected to provide a full literature review, methodology, and all results to be included in the thesis. Expectations may vary by project and should be confirmed with the advisory committee. If published or submitted papers will be included, the status of each and the student's contributions must be noted.

The meeting follows the same format as a Research in Progress meeting. After discussion, the committee will either grant permission to write, at which point three potential external examiners are identified, or request additional work. Any further requirements and timelines will be clearly communicated and recorded in the meeting minutes.

**GUIDELINES** and **FORMS** for all Advisory Committee Meetings are located under [Current Students](#) on the College website.

## Examinations

Exam **GUIDELINES** and **FORMS**  
are located under [Current Students](#) on the College website.

### Entry or Transfer into a Doctoral Program Without a Master's Degree

Exceptionally strong students who demonstrate outstanding academic achievements and research potential may be admitted to the PhD program in Pharmacy or Nutrition without first earning a thesis-based master's degree. For more information, consult the *Entry to a Doctoral Degree Without a Master's Degree and Transfer from a Master's Program to a PhD Program Policy and Procedures* document.

### Doctoral Candidacy Assessment (for PhD Students Only)

Students must successfully pass the Doctoral Candidacy Assessment (formerly known as the Comprehensive Exam) to advance in the program and become PhD candidates. The process should be initiated within **10 to 12 months** of the student starting their PhD program and must be completed within the first **24 months** of their studies.

In the College, the Candidacy Assessment consists of three components:

- A written review paper
- A presentation outlining a novel research study
- An oral examination defending the proposed research plan and review paper

For more information, consult the *Doctoral Candidacy Assessment Process and Guidelines* document.

### Thesis and Dissertations: Preparation, Defense, and Submission

The defence is the final step in completing your graduate degree and demonstrates your ability to present, interpret, and defend your research. The defence committee includes your advisory committee, an external examiner, and, for PhD students, a University examiner appointed by the Dean of CGPS (ex officio) to ensure that university standards are met.

The supervisor will contact the external examiner to confirm availability. The Graduate Administrative Assistant will assist with scheduling the defence, booking rooms or technology, and arranging travel if needed. Students must not contact the external or arm's-length examiner prior to the defence.

Defences may be held in person, online, or in a hybrid format. MSc students typically give a 30-minute presentation, while PhD students give a 40-minute presentation. Following a brief public Q&A, the committee conducts a closed examination.

For more information, consult the *Thesis Preparation, Defence, and Final Submission* document.

## Graduation

All students must submit a graduation application on PAWS by the deadline for the next convocation. Degree requirements must be complete, and all fees paid before graduation. More information is available [here](#).

Students wishing to attend a later convocation should contact [convocation@usask.ca](mailto:convocation@usask.ca). Those needing proof of degree completion before convocation can request a letter from CGPS.

## Time-in-Program, Leaves and Extensions

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### Time in Program

Time in program is calculated from a student's start date in the master's or PhD program. For students transferring from a master's to a PhD, time in program begins at the start of their master's program. Periods of approved leave (e.g., medical or parental leave) are not included in this calculation.

Students are expected to complete a master's degree within 24 months and a PhD within 48 months. However, programs may extend beyond these timelines, with the maximum allowed by CGPS being four years for a master's and six years for a PhD. For details, please consult [Section 4. Program Progression](#) of CGPS's Policies and Procedures Manual.

### Request for Leaves

Graduate students enrolled in the College usually have **three weeks of vacation time per year**. Discuss in advance with your supervisor all planned absences.

- Short-term leaves (less than one month) are managed within the College. Students remain registered and are responsible for tuition and fees.
- Formal leaves of up to one year are approved by CGPS, usually taken one term at a time. Students on a CGPS-approved leave are not charged tuition (some student service fees may apply) and the leave period does not count toward time in program. Financial support, including travel grants, is not available during any leave. Students may request a leave by submitting the **Graduate Student Leave of Absence form** in PAWS. Medical documentation may be required.

Leaves are not available for personal convenience or regular employment. However, with Advisory Committee approval, students may request an informal leave of up to one year for personal reasons, during which regular tuition fees apply and time in program continues.

International students considering a leave of absence should contact the International Student and Study Abroad Centre for guidance on how it may affect their study permit or status in Canada.

For more information on vacation, holidays, and short- or long-term leaves, please consult [Section 13 Student Accommodations and Supports](#) of CGPS's Policies and Procedures Manual.

## Request for Extensions

Time in program extensions may be granted to students who, for a variety of reasons, are unable to finish their program within the time limits. For details, please consult [Section 4. Program Progression](#) of CGPS's Policies and Procedures Manual.

## Part-Time Policy

With the approval of your Advisory Committee and the Associate Dean, Research, Graduate and Postdoctoral Affairs, you may pursue your program on a part-time basis. However, there is no part-time tuition rate or adjustment to time in program; you are still expected to complete your degree within the standard timelines.

## Accommodation and Supports

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The College is committed to fostering an inclusive and supportive academic environment. Graduate students facing obstacles in their program, whether temporary or ongoing, have access to various forms of support to help them succeed.

**Interim Adjustments** – Graduate students may face temporary challenges during their program, such as an illness, injury, bereavement, or caregiver responsibility, which could impact their academic progress. In such cases, supervisors or advisory committees can provide interim adjustments, including deadline extensions, modified meeting times or location, or short leaves. Students are encouraged to reach out to their supervisor or a member of the Graduate Office (e.g., Associate Dean, Graduate Chair, or Manager) to explore available support options.

**Accommodations** – Students facing academic barriers due to grounds protected under *The Saskatchewan Human Rights Code*, such as disability, religion, or family status, may qualify for accommodations through Access and Equity Services (AES). These accommodations apply to all graduate program requirements, including coursework, research, committee meetings, and oral defenses. To learn more about this confidential process, including standard and individualized accommodations, refer to [Section 13: Accommodation and Supports](#) of CGPS's Policies and Procedures Manual and contact AES. Since registration with AES may take time, students are advised to apply as early as possible in their program.

A **Student Support and Outreach Coordinator** is located in HLTH 2A40.1 offering same-day support to undergraduate and graduate students in the College experiencing personal, academic, or crisis-related challenges. They provide practical assistance, coaching, crisis intervention, resource navigation, and ongoing follow-up to help students manage difficulties and connect with appropriate services.

## Student Funding

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Make sure to discuss funding with your supervisor before the start of your program. Some students receive scholarships, while others receive a stipend from supervisors' research grants. All students are encouraged to seek scholarships and other funding independently. CGPS maintains a [database of awards](#), but this is not an exhaustive list. For guidance on finding and writing competitive

scholarship applications, students should contact **Gen Clark** in the Graduate Office for grant writing support.

### **PhD Student Funding**

Full-time PhD students enrolled are guaranteed a minimum of \$25,000 per year for the first four years. These funds are paid directly to the student and are independent of research expenses or reimbursements. Supervisors are responsible for ensuring this minimum funding and are encouraged to provide more, if resources allow. Funding beyond four years is not guaranteed.

### **Master's Student Funding**

There is no set minimum funding guaranteed for students enrolled in the Master's program. However, the College recommends that students receive at least \$20,000/year from their supervisor for the first two years of their program, unless they are full-time working health professionals.

### **Student Responsibilities**

Students should be aware of the source, duration, and renewal dates of their scholarships or stipends, as well as any requirements for progress reports and deadlines for alternative funding applications. Additionally, inform your supervisor and advisory committee of any employment, consulting work, or teaching assistantships undertaken outside your graduate program. Note that students are responsible for paying tuition and fees on a per term basis.

## **Graduate Student Funding Policy**

Students can consult the College's [Graduate Student Funding Policy](#) for further details on funding eligibility, duration, and requirements.

## **Internal Scholarships and Awards**

Award **GUIDELINES** are located under [Current Students](#) on the College website.

### **Pharmacy and Nutrition Graduate Student Scholarships (PNGSS)**

Current MSc and PhD students are invited to apply for the Pharmacy and Nutrition Graduate Student Scholarships (PNGSS). This is a 1-year \$25,000 award, renewable for a second year. When available, a call for applications will be circulated by the Graduate Office to faculty and students.

### **75<sup>th</sup> Anniversary Recruitment Scholarship**

Prospective PhD and MSc students may apply for the 75th Anniversary Recruitment Scholarship, valued at \$25,000/year for two years. Supervisors are required to provide an equivalent level of stipend support during Years 1 and 2. When available, a call for applications will be circulated by the Graduate Office to faculty and students.

## Donor-Funded Awards

Current graduate students are invited to apply annually for several donor-sponsored awards. Consult the [Donor-Funded Graduate Awards guidelines](#) for eligibility requirements. A call for applications will be circulated by the Graduate Office to faculty and students in the spring.

## Travel Award

The College offers each student one **\$750 Travel Award** during their program to help cover costs for presenting research at a conference or professional meeting. Students are encouraged to seek other travel funding as well, such as the [USask Travel Award](#), and student awards provided through conference organizers.

## Work Within the College

The College occasionally hires graduate students for casual work such as lab demonstrating, marking, or invigilating. Sessional lecturer opportunities in Pharmacy or Nutrition may also be available to qualified PhD students. All hours must be approved by the Assistant Dean for the division, and students will receive a contract outlining duties and paid hours. Hiring of teaching assistants follows the PSAC Graduate Students Collective Agreement. Calls will go out through email.

## Crisis Financial Aid

The University provides crisis loans and grants for registered students experiencing unexpected, short-term financial difficulties. For more information, visit the [Crisis Financial Aid page](#).

## Office and Meeting Room Procedures

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### Office Space

Graduate students are assigned shared desks in D Wing or E Wing (E3311). Offices must be locked when unattended. Desk space is guaranteed for 2 years (MSc), 2 years (PhD), and 4 years (Transfer-to-PhD), with continued access subject to availability. Depending on space, some students (e.g., fellowship recipients, sessional lecturers, or project managers) may be assigned more private offices.

After submitting their thesis to the electronic database, students have two weeks to clear their desks and return all keys. Those continuing to work with their supervisor may keep a desk in E Wing if space permits.

### Meeting Rooms

The Graduate Administrative Assistant books rooms and technology for meetings. Email **Simone** with the meeting date and time as early as possible.

### Photocopying and Mail

Students must use Student Printing and Copying Services (CPAS) for all academic printing (see locations on [their website](#)). The Graduate Office will notify you if mail arrives.

## Progress and Tasks: Timeline and Checklist

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### Master's Program

#### *During your first week:*

- Register for PHAR/NUTR 994 and 990
- Register for GPS 960 and GPS 961 or 962 (as appropriate)
- Register for required safety courses (e.g. new employee orientation, biosafety, lab safety)

#### *Within the first 3 months:*

- Complete the Student Supervisor Agreement
- Complete non-credit safety and training courses
- Develop research proposal
- Identify committee members
- Identify potential grad-level courses
- Complete and submit Animal Usage Protocol (if applicable)

#### *Within the first 6 months:*

- Complete your research proposal
- Get your research proposal approved by advisory committee
- Get your program of study approved by your committee

#### *Every year:*

- Meet with your advisory committee
- Attend and present at the 990 Seminar
- Maintain registrations for PHAR/NUTR 994 and 990
- Pay your fees and tuition
- Ensure all coursework is completed

#### *In your final year:*

- Complete research work
- Call a permission to write meeting
- Write thesis
- Defend
- Graduate

## Ph.D. Program

### *During your first week:*

- Register for PHAR/NUTR 996 and 990
- Register for GPS 960 and GPS 961 or 962 (as appropriate)
- Register for required safety courses (e.g. new employee orientation, biosafety, lab safety)

### *Within the first 3 months:*

- Complete the Student Supervisor Agreement
- Complete non-credit safety and training courses
- Develop research proposal
- Identify committee members
- Identify potential grad-level courses
- Complete and submit Animal Usage Protocol (if applicable)

### *Within the first 6 months:*

- Complete your research proposal
- Get your research proposal approved by advisory committee
- Get your program of study approved by your committee

### *Within the first 24 months:*

- Complete your PhD Candidacy Assessment

### *Every year:*

- Meet with your advisory committee
- Attend and present at 990
- Maintain registrations for 996 and 990
- Pay your fees and tuition
- Ensure all coursework is completed

### *In the final year of your PhD:*

- Complete research work
- Call a permission to write meeting
- Write thesis
- Defend
- Graduate

## Master's to PhD Transfer Students

### *During your first week:*

- Register for 994 and 990
- Register for GPS 960 and GPS 961 or 962 (as appropriate)
- Register for required safety courses (new employee orientation, biosafety, lab safety, etc.)

### *Within the first 3 months:*

- Complete the Student Supervisor Agreement
- Complete non-credit safety and training courses
- Develop research proposal
- Identify committee members
- Identify potential grad-level courses
- Complete and submit Animal Usage Protocol (if applicable)

### *Within the first 6 months:*

- Complete your research proposal
- Get your research proposal approved by advisory committee
- Get your program of study approved by your committee

### *Within the first 24 months:*

- Complete all your master's coursework
- Complete your PhD transfer examination

### *Within the first 36 months:*

- Complete your PhD Candidacy Assessment

### *Every year:*

- Meet with your advisory committee
- Attend and present at 990
- Maintain registrations for 994 (pre-transfer)/996(post-transfer) and 990
- Pay your fees and tuition
- Ensure all coursework is completed

### *In the final year of your PhD:*

- Complete research work
- Call a permission to write meeting
- Write thesis
- Defend
- Graduate

## Resources

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### Grad Hub and CGPS

- [Grad HUB](#)
- [CGPS Award Hub](#)
- [College of Graduate and Postdoctoral Studies](#)
- [CGPS Policies and Procedures](#)
- [Course and Program Catalog](#)

### Student Support

- College of Pharmacy and Nutrition Support Services
  - [Graduate Program Guidelines and Forms](#)
  - [CoPN Graduate Student Council](#)
  - [Student Support and Outreach Coordinator](#)
  - [The Little Pharmacy](#)
- USask [Student Support Services](#)
- [PAWS](#)
- [Grades and Transcripts](#)
- [Career Development and Jobs](#)
- [Technology](#)
- [Information Technology Service Catalog](#)
- [AI @ USask](#)

### Library Resources

- [USask Library](#)
- [Grad Skills](#)
- [Learning Hub](#)

### Professional and Career Development Opportunities

- [CGPS Professional Development](#)
- [Gwenna Moss centre for Teaching and Learning](#)

### Campus Life

- [Graduate Student Association](#)
- [Housing and Childcare](#)
- [Student Wellness Centre](#)
- [Recreation \(Physical Activity Centre\)](#)
- [International Student and Study Abroad Centre \(ISSAC\)](#)
- [Indigenous Students](#)

## Contact Us

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For questions related to your program of study, contact the Graduate Programs Administrative Assistant: [simone.downer@usask.ca](mailto:simone.downer@usask.ca).

For guidance with funding and professional development, contact the Manager, Research Development and Graduate Affairs: [gen.clark@usask.ca](mailto:gen.clark@usask.ca).

### **Office of Research, Graduate and Postdoctoral Affairs**

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