



# Master of Science in Public Health Sciences Field of Study Epidemiology

Department of Public Health Sciences  
Student Handbook  
2021-2022 Academic Year

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**Queen's University**

Kingston, Ontario, Canada

<https://phs.queensu.ca/graduate-programs/msc-epidemiology>

[epid@queensu.ca](mailto:epid@queensu.ca)

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**Document Change History**

January 23, 2020 – redesign and rewrite

August 2020 - Update



Department of Public Health Sciences  
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Dear MSc Student,

On behalf of the Department of Public Health Sciences, we are pleased to welcome you to the MSc in Public Health Sciences program!

The dynamic and growing field of public health sciences needs graduates who can effectively create new scientifically-sound health knowledge and provide health research leadership. By completing your MSc with us, you will gain the skills to communicate scientifically, describe trends and patterns of disease incidence and prevalence, critically review scientific literature related to epidemiology; apply epidemiological and analytic methods in the design of research; collect, analyze and interpret health data; and conduct studies.

This student handbook includes important information on our program, faculty, and university services, including current degree requirements. Please review it carefully because it will likely answer many of your questions. For additional information about graduate student life at Queen's and up to date information on the university's formal policies and procedures, please consult the Queen's University School of Graduate Studies at <http://www.queensu.ca/sgs/>

If you have any questions or require further information, please do not hesitate to contact our MSc Graduate Assistant at [epid@queensu.ca](mailto:epid@queensu.ca).

Regards and best wishes,

MSc in Public Health Sciences  
Field of Study Epidemiology, Program Committee  
Department of Public Health Sciences  
Queen's University

## Table of Contents

<b>Departmental Overview</b> .....	6
<b>MSc Program Overview</b> .....	7
<b>MSc Program Contacts</b> .....	7
<b>MSc Program Organization and Structure</b> .....	7
Academic Advisors.....	8
<b>MSc Degree Requirements</b> .....	8
Electives Offered by the Department.....	9
Electives Offered Outside the Department.....	9
<b>Thesis Outline</b> .....	9
<b>Thesis Proposal</b> .....	10
Anatomy of a Thesis Proposal.....	10
Proposal Review.....	10
Proposal Presentation.....	11
Ethics Certificate.....	11
<b>Thesis Document and Defence</b> .....	11
Departmental Standards for the Manuscript Style.....	12
Thesis Defence.....	14
<b>Mini-Master’s</b> .....	14
Procedure for Application and Approval.....	15
Procedure for Examination of the Research Proposal.....	16
<b>Academic Policies</b> .....	17
Appeal of an Assigned Grade in a Graduate Course.....	17
Course Failure.....	17
Accommodation of Graduate Students with Disabilities.....	17
Conflict of Interest.....	18
<b>Opportunities for Student Involvement in the Department</b> .....	19
<b>Workplace, Equipment, and Facilities</b> .....	19

<b>Professional Skills Development for Graduate Students</b> .....	21
Expanding Horizons.....	21
Career Services.....	21
Centre for Teaching and Learning.....	21
Dissertation Boot Camp.....	21
Three-Minute Thesis (3MT).....	21
Student Academic Success Services.....	21
Tips and Resources Webpage.....	21
Queen’s University International Centre (QUIC).....	21
Queen’s Libraries.....	22
Handbook for International Students.....	22
<b>Student Wellness Services</b> .....	22
Health Services.....	22
Counselling Services.....	22
School Graduate Studies On-Site Counsellor.....	23
Accessibility Services.....	23
Peer Advising (Society for Graduate and Professional Students, SGPS).....	24
Academic Counselling, Confidential Advising.....	24
<b>Athletics and Recreation Centre</b> .....	24
<b>Appendix</b> .....	24
MSc Thesis Defence Scheduling Form.....	25

## Departmental Overview

Established in 1968, the Department of Public Health Sciences (formerly Community Health and Epidemiology) was created to study the incidence of diseases in Canadian communities and to find ways to help reduce public health risk. Since then, the fields of community health and epidemiology have broadened considerably. Department members now conduct research and teach in areas as diverse as health economics, mental health, program evaluation, and biostatistics. The Departmental offices are in Carruthers Hall at the center of the Queen's campus.



*Carruthers Hall, Queen's University*

The mission of the department is to advance scientific knowledge relevant to research in epidemiology, public health and biostatistics, and to participate in the dissemination and application of scientific knowledge to address health, health care, and health system issues.

To achieve this mission, the department is home to several graduate programs:

- **PhD Public Health Sciences** - a four-year program with an option to specialize in Epidemiology or Biostatistics.
- **MSc Public Health Sciences, Field of Study Epidemiology** - a two-year, thesis-based Master of Science program
- **MSc Public Health Sciences, Specializing in Biostatistics** – a one-year course-based Master of Science program with a research practicum, offered collaboratively with the Department of Mathematics and Statistics.

- **Master of Public Health** – a 16-month course-based Master’s program with a practicum, and a 12-month option for experienced health professionals.

## MSc Program Overview

The MSc program in the Department of Public Health Sciences at Queen’s University has been in existence since 1968. The MSc Public Health Sciences (Field of Study Epidemiology) program is 24 consecutive months in duration.

The goal of the MSc in Epidemiology program is to provide a common methodological foundation from which to conduct research in human populations across diverse health - related areas. The scope of the field of epidemiology is broad; it includes a range of content areas and methodologies.

Through a combination of coursework and independent research, students will gain skills to communicate scientifically, describe trends and patterns of disease incidence and prevalence, critically review scientific literature related to epidemiology; apply epidemiological and analytic methods in the design of research; collect, analyze and interpret health data; conduct a study; and write and defend a thesis.

At Queen's our established strengths are in the areas of cancer, injury, obesity, disability, and mental health epidemiology as well as research in various health services contexts including public health, primary care, cancer care and critical care. We also have some emerging strengths in the areas of Northern health, Aboriginal health and global health studies.

## MSc Program Contacts

MSc Program Director: Dr. Will King, PhD [kingw@queensu.ca](mailto:kingw@queensu.ca)

MSc Program Administrator: Sue Preston [epid@queensu.ca](mailto:epid@queensu.ca)

Department of Public Health Sciences: <https://phs.queensu.ca/>

## MSc Program Organization and Structure

The Department of Public Health Sciences and all of its graduate programs fall under the School of Medicine in the Faculty of Health Sciences. MSc students work with a Faculty supervisor (or co-supervisors); at least one of these supervisors must have a faculty appointment in the Department. A full list of core, cross-appointed, and adjunct faculty members, as well as information about their research interests, is available on the Public Health Sciences website: <https://phs.queensu.ca/faculty-staff>

The Department of Public Health Sciences is regulated by The School of Graduate Studies. The Master of Public Health Sciences, Field of Study Epidemiology, program is under the direction of Dr. Kristan Aronson.

The School of Graduate Studies’ Guide to [Graduate Supervision](#) - offers graduate students, faculty, and other departmental members the guidelines needed to foster productive working relationships between supervisors and graduate students.

## **Academic Advisors**

If students have not already acquired a supervisor at the time of initial registration into the program, they will be assigned to a faculty member who will function as their academic advisor.

The first job of the academic advisor/supervisor is to assist students in developing a plan of study to meet their learning objectives. It is expected that students will meet with their academic advisors/supervisors on a regular basis (Minimum 2-3 times per term) to discuss their progress, and identify or resolve problems.

The second job of the academic advisor is to help the student select an appropriate thesis supervisor who will oversee their thesis work. Once a thesis supervisor is chosen, the academic advisor's job is complete and the thesis supervisor takes over this role. Thesis supervisors may be chosen at any time, but must be in place before the close of the first academic term. Often an academic advisor will become the student's thesis supervisor.

A co-supervision model (with a primary faculty member) is preferred for cross-appointed faculty supervising MSc students. Cross-appointed faculty are permitted to be a sole supervisor after being a co-supervisor for two completed MSc theses.

Students are encouraged to take the initiative when setting up meetings with their academic advisors, since they are the best judges of when they require advice and support.

## **MSc Degree Requirements**

Through a combination of coursework and independent research, students will gain skills to communicate scientifically, describe trends and patterns of disease incidence and prevalence, critically review scientific literature related to epidemiology; apply epidemiological and analytic methods in the design of research; collect, analyze and interpret health data; conduct a study; and write and defend a thesis. To fulfill the requirements of the program, students must complete:

### **First Year**

#### **Fall**

- Introduction to Epidemiology (EPID 801)
- Introductory Biostatistics (EPID 821)
- One elective course
- Choose a thesis supervisor

#### **Winter**

- Intermediate Epidemiology (EPID 804)
- Applied Regression Analysis (EPID 822)
- One elective course
- Submit Thesis Outline – last business day in February

#### **Spring/Summer**

- Submit Thesis Proposal – last business day in June
- Present Master's Thesis Proposal – July

## Second Year

### Fall/Winter

- Master's Thesis research
- Supplementary electives (optional)

### Spring/Summer

- Completion of Master's Thesis Research
- Thesis Defense (EPID 899) – June/August

\* Complete a Human Research Ethics (CORE) online tutorial before starting work on thesis. This online course is a mandatory requirement for all graduate students conducting research involving human subjects.

### Electives Offered in the Department

EPID 802 Foundations in Public Health  
EPID 803 Public Health System in Canada  
EPID 805 Leading Evidence-Informed Action  
EPID 806 Applied Research Methods for Program Planning and Evaluation  
EPID 807 Health Economics  
EPID 810 Controlled Clinical Trials  
EPID 815 Independent Study  
EPID 817 Foundations of Cancer Control  
EPID 819 Clinical Epidemiology  
EPID 828 Infectious Diseases  
EPID 829 Foundations in Global Health  
EPID 831 Chronic Disease Epidemiology  
EPID 832 Mental Health/Critical Inquiry  
EPID 835 Environmental Public Health  
EPID 837 Health Services Research

### Electives Offered Outside the Department

Any electives taken within other departments require approval from the MSc Program Director.

## Thesis Outline

Students are required to submit a two-page single-spaced outline of their thesis project signed by the Primary Supervisor and other members of the Supervisory Committee (if applicable) **no later than February 28** of their first year. The submission is to be via email to [epid@queensu.ca](mailto:epid@queensu.ca). At the time of submission, the supervisor and student are to submit three names of faculty members for the review at the proposal stage.

The outline is intended to provide an overview of the intended project with respect to the following:

1. Title
2. Purpose (~ ¼ page)
3. Background and Rationale (~ ¼ page)
4. Empirical Objectives (~ ¼ page)

5. Study Design and Methods (~ ¾ page)
  - a. Data management and analysis strategy
6. Ethical Considerations (~ ¼ page)
7. Feasibility Issues (e.g. access to the required data) (~ ¼ page)
8. Timeline for Proposal development and Project Completion noting key dates (additional ½ page)
9. References (additional ¼ page)
10. Name(s) and Signature(s) of Supervisor/Committee Members & Date (additional ¼ page)

## Thesis Proposal

Students are required to submit a written proposal no later than the end of June of first year for full-time Students; as per the Plan of Study for part-time students. Proposals should be submitted to [epid@queensu.ca](mailto:epid@queensu.ca) and copied to the supervisor(s).

The proposal should mirror what is expected by most granting agencies and as such should be 12 to 15 pages excluding references and appendices. It should be in 11 or 12 size font and 1.5 or double-spaced.

### Anatomy of a Thesis Proposal

- Title Page with Document Date and Name(s) and Signature(s) of Supervisor/Committee Members (1 page not included in count)
- Purpose (~1/4 page)
- Background and Rationale (~6 to 8 pages)
  - Literature Review
- Empirical Objectives (~1/4 page)
- Study Design and Methods (~5 to 6 pages)
  - List of data sources and variables
  - Data management and analysis strategy
  - Strengths and Limitations
- Ethical Considerations (~1/4 page)
- Feasibility Issues (e.g. access to the required data) (~1/4 page)
- Timeline for Project Completion including key dates (1 page)
- References (as needed; not included in count)
- Appendices (as needed; not included in count)

### Proposal Review

The proposals will be reviewed by two of the faculty members suggested at the outline stage. The purpose of the review is to provide useful feedback to the student and Supervisor/Committee prior to embarking on the full-scale thesis, and to render an assessment of whether the project, as outlined, is thesis-worthy.

More specifically, the review panel will be asked to comment on whether:

1. the project is likely to be manageable within the timeframe and expectations of the two-year MSc program,
2. the project, if completed as outlined, is adequate and appropriate for an MSc thesis,
3. there are any methodological or other issues that could pose a problem for a successful proposal defence.

The supervisor and student set up a meeting with the reviewers and advise the graduate assistant of the date and time. It is recommended that the student prepare a very brief (no more than 10 minutes) PowerPoint presentation. The reviewers must be in possession of the proposal for 10 full business days prior to the date of the meeting.

### **Proposal Presentation**

Students will present their submitted proposals to faculty and students during a 10-minute formal presentation. The purpose of the presentation is to provide students with a formal opportunity to communicate their thesis to a wide audience and answer questions.

### **Ethics Certificate**

Students are required to obtain an ethics certificate for their thesis projects from the Queen's University Health Sciences Research Ethics Board no later than October 31st of second year for full-time Students; as per plan of study for Part-time Students. Applications for Ethics clearance is through an online system called ROMEO. The Research Ethics Board meets most months to review submissions. See <https://www.queensu.ca/traq/> for submission and meeting dates.

### **Thesis Document and Defence**

Students are required to submit a written thesis no later than August 31st of second year for full-time Students; as per plan of study for part-time Students. They are also required to defend the thesis at an oral presentation to the Department.

A thesis supervisor's main responsibility is to ensure the thesis is written according to Departmental standards. Students are encouraged to take advantage of other Queen's resources such as the Writing Centre and the School of Graduate Studies' Dissertation boot camp as well as other online resources:

<https://www.queensu.ca/exph/academic-development/writing-support>

<https://www.queensu.ca/sgs/thesis-formatting-other-resources>

<https://www.queensu.ca/sgs/preparing-your-oral-examination>

<https://www.queensu.ca/sgs/final-submission>

All graduate theses or dissertations MUST conform to the Minimum style and form requirements as detailed in the [General Forms of Theses](#). Two types of thesis documents are permitted:

- 1) traditional thesis
- 2) manuscript-based thesis.

### **Departmental Standards for the Manuscript Style**

Theses presented in the manuscript format must include at least one manuscript that is a full (as opposed to "brief" or "short") original research article. Manuscripts included as chapters may be review, methodological or empirical (quantitative/ qualitative) papers. The number of manuscripts included in this thesis format and their length/breadth is left to the discretion of the candidate and their committee.

It is not necessary for the candidate to have published the manuscript(s) prior to the thesis defence, or even have submitted the manuscript(s) for publication at that time. Additional/supplementary Methods and Results that are not covered in the manuscripts, but are important to the overall thesis presentation, may be (optionally) added in a separate chapter. Alternately, these may be added in an Appendix.

1. **Choice of Manuscript Style:** Candidates wishing to adopt the manuscript style should indicate their intentions at the outline and/or proposal stages of their thesis project. This requirement will assist the Department in providing the best possible advice to the candidate at an early stage of the thesis project.

Students (in consultation with their supervisors) are free to change the format of their thesis to either of the approved options (general or manuscript formats) at any stage of thesis development, irrespective of what was initially planned or proposed.

2. **Co-authorship:** The statement of co-authorship is mandatory. Its purpose is simply to provide the reader with a clear description of the candidate's contribution to each manuscript contained in the thesis. In situations where multiple authors are involved in the preparation of the manuscript(s), the role that each author took in the development/ writing of the manuscript(s) must be described. This statement should be endorsed by the candidate and their supervising committee.

The primary author on at least one manuscript must be the candidate. Manuscripts on which the supervisor or another person is first author may be included in the thesis (to accommodate collaborative research settings). However, the candidate is expected to have made a substantial contribution to each manuscript included. This contribution must be outlined in the "Co-authorship" statement. All co-authors will be required to have signed the PERMISSION OF CO-AUTHORS FORM before the defence.

3. **Standards for Examination:** Upon examination, the overall thesis document will be subject to the traditional standards of the department. This will include assessment of whether the thesis document is a coherent piece of work, and that the same breadth of information as is required for the traditional format is conveyed. Theses written in the manuscript form will be subject to the policies of the Graduate School upon examination. Three outcome categories for theses are available: passed, referred, or failed.

The manuscripts contained in the thesis will not be examined based upon a peer-review standard. This means that each manuscript does not have to be of publishable quality in order for the thesis to obtain a pass rating. The outcome of the thesis defence will not be influenced by a journal's decision to accept or reject the manuscript(s) for publication.

4. **Structure of Thesis:** The thesis must be structured according to the following outline.

**NOTE: The same style of referencing must be used throughout. This may require that a manuscript written for a particular journal be modified for inclusion in the thesis.**

Page numbers provided are only a guide section/chapter length will vary across projects.

**Title (as per SGS directions)**

**Co-Authorship**

**Acknowledgements**

List of Tables

List of Figures

**Chapter 1 - Introduction**

Overall scope, objectives, relevance, structure of thesis

**Chapter 2 - Literature Review**

Scope of literature review.

Methods

Methodological issues

Summary of evidence and gaps

Rationale for your study

Note: The SGS requirement is that a Literature Review be "critical", and not just a narrative description.

**Chapter 3 - Manuscript**

Abstract

Introduction

Methods

*subsections as needed*

Results with relevant tables and figures

*subsections as needed*

Discussion

Conclusions

References

Note: Sometimes an extra chapter (or appendix) is added with "Additional Results".

## Chapter 4 - Discussion

Summary of Findings

Strengths and limitations

*subsections as needed*

Discussion of epidemiologic principles in relation to thesis methods and results

Critical comparison to other studies

Implications

References

Appendices

*Appendix A: Ethics Certificate*

*Appendix B: Student CV*

## Thesis Defence

When the student is ready to defend, he/she must submit a completed and signed Thesis Defence Scheduling Form to the Graduate Assistant (a **minimum of four weeks prior** to the proposed defence) to allow time for scheduling of the examining committee.

Supervisors will make suggestions on possible internal and external examiners. The Program Director will review the list and the Graduate Assistant will contact potential examiners to determine their availability. Students are responsible for distributing thesis copies to the examining committee (one for each supervisor, one for the Department Head, one for the internal examiner, one for the external examiner and one for the Chair).

## Mini-Master's: Department of Public Health Sciences

(Adapted from the FHSGC Manual 2015)

May 2017

### Eligibility:

Students registered in a Master's program at Queen's University, with first-class standing, and who show exceptional promise in their research may be considered for promotion to a doctoral program, without completion of the Master's degree. Promotion to a doctoral program requires the recommendation of the Program, the approval of Council and the approval of the SGS. Students admitted to a doctoral program by the mini-master's route may not revert to the master's program within the same Program. In exceptional circumstances, the student may, after withdrawal from the doctoral program, seek readmission to the master's program in the same Program, or make application for admission to a master's program in another Program, through the normal application procedures.

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 have completed at least two graduate courses, or equivalent.

2. Must complete all course requirements for both the Master's and Doctoral degree prior to 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. Must meet Program criteria for demonstrating promise and ability at research. This may take the form of oral or written presentation as well as letters of support from faculty familiar with the student's progress.
6. Must apply to Council following one term of enrolment (4 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.

### **1. Procedure for Application and Approval:**

The student will meet with the supervisor, the supervisory committee and the Graduate Coordinator or delegate to agree upon whether he or she should apply to the Ph.D. program without completing the Master's thesis. During this meeting the ramifications of the transfer to the doctoral program are to be clearly defined for the student.

The following documents are required for submission to the SGS:

- Updated transcript (internal transcript acceptable)
- A brief justification outlining the student's qualifications for admission (to be completed by the Graduate Coordinator or delegate)
- Letter of support from the supervisor
- Outline of student's current and proposed research.
  
- 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 application will be forwarded to the Chair of Council. The Chair will either approve the application, thereby accepting the student into the Ph.D. program pending successful completion of the mini-master's examination, or, in the case where he/she queries the qualifications of the student, have the application forwarded to Council for discussion. Both the Graduate Coordinator (or delegate) in the student's Program, and the supervisor must attend the Council meeting when the application is discussed.

No later than 40 working days after the approval to proceed via the mini-master's route has been confirmed in writing by the SGS, the mini-master's candidate will defend a written research report and proposal in an oral examination to an examining committee.

## **2. Procedure for Examination of the Research Proposal of the candidate for the Mini-Masters:**

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 development of the research into a doctoral thesis. This report will be submitted to an examining committee composed of the following members:

- Chairperson (Head Delegate: MSc or PhD Program Director)
- Two faculty reviewers (1 internal department member and 1 internal/external faculty member; cross-appointee or adjuncts)

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

An oral examination will be held normally no later than 2 weeks (10 working days) after submission of the written report to the members of the examining committee. At the examination, the candidate will present a 15-25 minute talk on his/her research report and proposal. This talk will be followed by an oral examination. Questioning or comments of the examining committee will primarily relate to the background of the project, what the student has accomplished, and the basis for expanding the project.

- In the event that the Mini-Master's Oral Examination takes place in the candidate's third semester of the program, prior to the conduct of any research, the student's understanding of basic and intermediate concepts in epidemiology and biostatistics will also be evaluated in the form of open-ended questions by the examiners.
- In the event that the Mini-Master's Oral Examination takes place in the candidate's fifth semester of the program, and the student will be presenting preliminary research results, the primary questioning will be around the student's understanding of the epidemiologic and statistical methods used to conduct the research and the basis for expanding the project.

The examination should normally last no longer than 1.5 hours. The primary examiners will be the two assigned faculty reviewers and the Chairperson. The Supervisors may also ask questions, but it is not an expectation. The order of questioning will be: 1) internal/external reviewer (~20 minutes), 2) internal reviewer (~15 minutes), chairperson (~15 minutes), Supervisor(s) maximum of 5 minutes each (but not mandatory).

At the end of the examination, the candidate will be asked to leave the room while the examining committee members discuss the performance of the candidate. The examining committee will decide if the student will be recommended for promotion to the Ph.D. program or not. Two or more negative votes by the examining committee will result in failure of the mini-masters examination. The decision of the examining committee shall be forwarded to the SGS.

Students who pass their mini-master's examination will be allowed to transfer to the doctoral program in the following September, January or May. Council members will be informed at the next Council meeting of the promotion. Students who do not pass the mini-masters examination will be allowed to complete the M.Sc. thesis, according to SGS regulations

## Academic Policies

**Students are expected to be aware of and adhere to Queen' academic integrity policy:**

<https://www.queensu.ca/sgs/graduate-calendar/academic-integrity-policy>

See for further information on academic policies:

<https://www.queensu.ca/sgs/graduate-calendar/general-regulations>

### **Appeal of an Assigned Grade in a Graduate Course**

Any student wishing clarification about, or who is dissatisfied with, an assigned grade in a graduate course should first discuss the matter with the course instructor, who will review the work in question. This discussion should take place within 14 days of the grades being available. If the instructor agrees to change a grade, a change of grade form shall be processed in the usual way.

If the instructor confirms the original grade, and if the student is still dissatisfied, then the student should appeal to the Department Head or Graduate Coordinator in the department, stating clearly the grounds on which the grade should be raised. If the Head or Graduate Coordinator believes the grounds to be reasonable, then the Head or Graduate Coordinator should initiate a review of the grade.

If the Head or Graduate Coordinator does not agree to a review of the grade, then the student has the right to formally request a review of the grade through the Dean of the School of Graduate Studies. The Dean will forward the request to the Head or Graduate Coordinator in the department, who will conduct a review of the grade.

The grade determined by means of the review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade. The Head or Graduate Coordinator will inform all parties, including the Dean of the School of Graduate Studies, of the result of the review.

Further appeal of an assigned grade can be made only on the basis of a specific procedural error or errors made in the departmental grade review procedures. This would be done through convening the Academic Appeal Board of the School of Graduate Studies.

### **Course Failure**

If a student fails a required course, Queen's University states that the Head of the Department recommend one of the following:

1. Repeat the examination within one year after the original examination
2. Repeat the course
3. Take a substitute course
4. Withdraw from the program

Other School of Graduate Studies policies can be found at: <https://www.queensu.ca/sgs/graduate-calendar/general-regulations> and at: <https://www.queensu.ca/sgs/graduate-calendar>

### **Accommodation of Graduate Students with Disabilities**

Queen's University is committed to providing accommodation for graduate students with disabilities. University administrators, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the program's

academic standards and adhere to the principles of academic integrity. For the policy click the following link: <https://www.queensu.ca/sgs/graduate-calendar/admission-and-registration>

### **Conflict of Interest**

If a member of the faculty has a close relationship with a student (family or close friendship) and is required to teach that student, the faculty member will provide detailed answer keys/instructions for all tests and assignments to another faculty member so that they may mark that student's work. Said faculty member will also recuse themselves from membership on the comprehensive exam committee for that student.

### **Guidelines to Intellectual Property**

These guidelines are intended to support your study and research at Queen's and to provide you with a general overview of what intellectual property is, what you should know, and how to find out more. You will find practical guidance about issues associated with intellectual property (IP) including patents, copyright and ownership of IP on the School of Graduate Studies website: <http://www.queensu.ca/sgs>

## Opportunities for Student Involvement in the Department

Students play an important role in the administrative life of the Department and are represented on key Departmental Committees. Each year students choose representatives for:

- Public Health Sciences Student Association (PHSSA)

The PHSSA fosters experiences that support students on their path to becoming successful researchers and practitioners. PHSSA members organize activities that build student community and connect students to alumni and professional associations:

<https://www.facebook.com/queensphssa/>

- Departmental Committee

This Committee provides a broad forum for communication and discussion for all members of the department. One student from each cohort will be elected by their peers to bring forward questions, comments, concerns and suggestions of the class at monthly departmental meetings.

- Graduate Education Committee

The Graduate Education Committee (GEC) advises the Graduate Coordinator on matters pertaining to the administration of Graduate Programs, ranging from participation in admissions, assessment of scholarship and funding applications, review of student progress, strategic planning, participation in internal and external program reviews, and development of program policies and procedures. Elected program student representatives sit on this committee. Students participate in all discussions, except those on individual student progress.

- Sub-Committees, Special Committees and Task-Forces

From time to time students will be asked to sit on sub-committees, special committees and task forces struck in response to specific policy or procedural issues.

- Student Business Meetings

Student representatives will arrange regular meetings of the student body to provide a forum for general communication and discuss matters of departmental business. All full-time and part-time students are encouraged to attend.

## Workspace, Equipment and Facilities

Full-time, funded students are expected to work on campus on a full-time basis. It is the responsibility of the primary supervisor to request and/or allocate each full-time student his or her own work-space and computer. These are usually located in the research environment of the supervisor. Students have access to a variety of software applications either through Queen's software licenses or through the supervisor's purchased software (SAS, SPSS, STATA, NVivo, Endnote, Epi-Info etc.). Many licenses for the most common data management and analysis software are provide for Queen's students or can be purchased at reduced student costs.

Students are provided with a computing account that affords them access to Queen's server and network for e-mail, internet, library, and archival resources. Some of the department's affiliated research groups are linked to the Queen's network through Kingston General Hospital or other computing networks.

Queen's Information Technology Services maintains a number of computing sites on campus. Students can use computers in these sites for e-mail, internet, or to run certain site-licensed software. The Department provides computer lab sessions on SAS programming corresponding to biostatistics teaching in one of these

computing labs located at Jeffrey Hall. Students working on geographic analyses also have access to the Geographic Information Systems computing laboratory through the Department of Geography.

Bracken Library also has a Centre for Health Education Electronic Resources (CHEER) which provides students with access to over 100 workstations.

The Graduate Student Helen Howard Reading Room is located in Stauffer Library (north east corner on the 3rd floor).

The main offices for the Department of Public Health Sciences are located at Carruthers Hall at 62 Fifth Field Company Lane.



The following equipment and facilities are available for student use in Carruthers Hall:

- **Kitchen:** A small kitchen, equipped with a microwave and sink, is available for student use.
- **Desk Space:** Shared areas are available to all students on the 3<sup>rd</sup> floor of Carruthers Hall.
- **Computers:** Students are required to have their own computers. In order to facilitate group work and allow for students to access desk space in the common rooms, laptops are ideal. Two communal computers are available for use, one in the classroom and one in the lounge. These computers are equipped with internet access, word processing, SAS and SPSS software.
- **Email:** All Public Health Sciences students are required to obtain a Queen's student e-mail account. The computer help desk phone number is: 613-533-6666
- **Wireless internet:** Carruthers Hall is equipped for wireless communication so that students may check their emails and work on the web from their workstations, classroom, and common room.
- **Photocopier:** A photocopier machine is located in the student common room. All students will be provided with a photocopier code which is required in order to use the machine.
- **Keys:** Keys for Carruthers Hall and student rooms are available from the Graduate Assistant. A \$20 cash deposit is required, to be returned when keys are handed in.
- **Fax:** Students may fax material using the photocopier located in the student common room in Carruthers Hall on the 3<sup>rd</sup> floor.

## **Professional Skills Development for Graduate Students**

### **Expanding Horizons**

The School of Graduate Studies, in partnership with student service providers at Queen's, offers Expanding Horizons - a series of workshops and seminars to support the academic, personal, and professional success of graduate students. Graduate students are encouraged to participate according to their needs and interests, and may attend as many workshops/seminars as desired. <http://www.queensu.ca/sgs>

### **Career Services**

Career Services provides career education and employment support services at Queen's for undergraduate and graduate students in all disciplines. A comprehensive range of services are offered including drop-in career advising, supporting graduate students in making informed decisions about career options, job search strategies, and CVs/resumes. For a full description of services see: <http://careers.queensu.ca/>

### **Centre for Teaching and Learning**

The Queen's Centre for Teaching and Learning (CTL) offers a wide array of programs and services that are designed to meet the teaching and learning needs of students, post-doctoral fellows, staff, and faculty members. For a full description of programs, services and supports, see: <http://www.queensu.ca/ctl/>

### **Dissertation Boot Camp**

The School of Graduate studies hosts two Dissertation Boot Camp events throughout the year. The primary aim of the 5-day Boot Camp is to write and to make substantial headway on your thesis. Advice and tips about writing, one-on-one consultation and snacks and lunch are provided. For details and how to register go to: <http://www.queensu.ca/sgs/dissertation-bootcamp>

### **Three Minute Thesis (3MT)**

The 3MT is a university wide competition for Master's students (thesis or research project) and doctoral students in which participants present their research and its wider impact in 3 minutes or less to a panel of non-specialist judges. This is an excellent opportunity to develop strong communication skills and convey the significance of your research work. <http://www.queensu.ca/3mt/home>

### **Student Academic Success Services**

These services include thesis writing support in small groups covering topics of interest to the participants, learning strategies for graduate students, and through the writing centre graduate students can get assistance with academic writing and one-on-one consultations. SASS works with students in all disciplines and provide specialized support for English language learners: <http://sass.queensu.ca/>

### **Tips & Resources Webpage**

Queen's School of Graduate Studies have many valuable resources and events in place to assist you in progressing toward degree completion. Take advantage of the many services available to you during your time at Queen's. <http://www.queensu.ca/sgs/>

### **Queen's University International Centre (QUIC)**

QUIC is a support service for all members of the Queen's Community and through its activities promotes an internally informed and cross-culturally sensitive learning environment. The centre offers support for international students in finding housing, it provides a relaxing and welcoming space for conversation, and provides information about study permits, visas, health insurance coverage, taxes and living in Kingston. Visit: <http://quic.queensu.ca/>

## **Queen's Libraries**

Students can access library materials on-site or via the internet with a Queen's NetID. In addition, students can book study and meeting space, borrow materials from other libraries, seek advice on searching for the information you need, and access information about copyright, open access and scholarly communications. On the third floor of Stauffer Library, the Helen Howard Reading Room is a dedicated space for graduate students. It holds two breakout rooms equipped with televisions, and a lounge area in the front.

<https://library.queensu.ca/help-services/services-graduate-students>

## **Handbook for International Students**

This handbook provides valuable information and resources that will help students find what they need upon arrival and throughout their stay in Kingston. Sections include student services, academic life, housing, money matter, cross-cultural transition, and community and recreation.

<https://www.queensu.ca/sgs/prospective-students/international-students>

## **Student Wellness Services**

Student Wellness Services provides a welcoming, confidential and integrated service that is responsive to the needs of students be it health services, counselling services, disability services or advice on maintaining or improving your overall well-being. For a full listing of services visit:

<http://www.queensu.ca/studentwellness/home> and <https://www.queensu.ca/sgs/sgs-habitat/staying-well>

## **Health Services**

Student Health Service provides Queen's students with quality, comprehensive health care in a convenient campus location. Student Health Service provides confidential, student-centered health care, including comprehensive medical care, travel medicine and education, immunization and referrals for specialized treatment. The multidisciplinary health team includes family physicians, psychiatrists, registered nurses and support staff. Appointments are available for students, provided they have not opted out of the health coverage provided by the university.

Appointments can be scheduled by calling 613-533-2506 and are available at the following times:

Monday - 9:00 am to 4:30 pm

Tuesday - 9:00 am to 7:30 pm

Wednesday - 9:00 am to 4:30 pm

Thursday - 9:00 am to 7:30 pm

Friday - 9:00 am to 3:00 pm

## **Counselling Services**

Counselling Services supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to student needs. Some reasons why students seek counseling:

- Abuse and assault issues
- Academic engagement or direction
- Substance use
- Anxiety and mood problems
- Coping with grief or loss
- Relationships
- Eating/body image difficulties
- Self-harm

- Homesickness/Loneliness
- Self-confidence and self-esteem issues
- Sexuality and sexual orientation
- Stress
- Transition to university
- Social functioning
- Dealing with racism

Students are urged to seek guidance and assistance before the issue escalates and becomes more difficult to handle.

To make a counseling appointment, call 613-533-6000 ext. 78264. Appointment times fall within 9:00 am – 4:30 pm Monday through Friday. The School of Graduate Studies has two embedded counsellors (see below). More information on counselling services, including urgent help, are here:

<http://www.queensu.ca/studentwellness/counselling-services>

### **School of Graduate Studies on-site Counsellor**

As part of Student Wellness Services, the School of Graduate Studies has an on-site Counsellor who provides an additional access point for graduate students to counselling services. Located in the School of Graduate Studies, graduate students have access to individual counselling services, group programs and various health and wellness events. Strict standards of confidentiality are upheld. Visit:

<https://www.queensu.ca/sgs/sgs-habitat/staying-well>

### **Accessibility Services**

With other members of the Queen's community, Accessibility Services works to ensure the university and its programs are accessible to students with disabilities. Supports and services include:

- Transition programming specially designed for students with disabilities
- Initial assessments to determine eligibility for services and academic accommodations
- Individualized accommodation planning
- Referrals to on and off-campus services and supports
- Coaching in self-advocacy to promote autonomy and independence
- Counseling support related to one's disability, self-concept, disclosure, and self-advocacy
- Advice to students, faculty, and staff on disability, accessibility, and accommodation matters
- Education and awareness training to the Queen's community

Students seeking academic accommodations for reasons of a disability or health condition at Queen's University are required to provide documentation from a qualified health care or other professional verifying the presence their disability or health condition. Individual accommodation plans may include:

- Special examination arrangements
- Use of computers for exams and an adaptive technology lab and equipment loan
- Special classroom arrangements
- Alternate formats for course material

The following link has helpful information for students about how to register with the Accessibility Services office, required documentation, consent and confidentiality policies etc:

<http://www.queensu.ca/studentwellness/accessibility-services/students>. Accessibility Services can be reached by email at [accessibility.services@queensu.ca](mailto:accessibility.services@queensu.ca), by phone at 613-533-6467.

### **Peer Advising (Society for Graduate and Professional Students, SGPS)**

The Student Advisor program provides advocacy and support for graduate and professional students. The program's primary goal is to assist SGPS members negotiate their many roles as students, researchers, teachers, employees and colleagues. Services are strictly confidential. <https://sgps.ca/>

### **Academic Counselling, Confidential Advising**

The Associate Deans in the School of Graduate Studies are available to graduate students who wish to talk about any academic issue they have. The Associate Deans will offer advice and lay out options to manage the specific issues. These meetings are in confidence and actions are only taken with the student's consent. To make an appointment please contact the Administrative Assistant at: [sgsasst@queensu.ca](mailto:sgsasst@queensu.ca)

### **Athletics and Recreation Centre**

The Athletic and Recreation Centre – also known as “The ARC” - is a hub of activity on campus. This facility offers a number of opportunities for students to contribute to and enhance or maintain their health. The ARC provides students, faculty, staff and community members with a selection of eating establishments, a student run café, a small market stocked with fresh produce and meat and a prescription dispensing, fully supplied pharmacy. All of these amenities are situated alongside the 24,500 square feet of cardiovascular and strength-training space, pool, racquet courts, gymnasiums, exercise, dance and spin studios and combative rooms. More information on facility options, programming, and hours of operation can be found at: <https://rec.gogaelsgo.com/index.aspx>

## **Appendix**

1. Thesis Defense Scheduling Form

**DEPARTMENT OF PUBLIC HEALTH SCIENCES**

**MSc Thesis Defence Scheduling Form**

Student Name	
Thesis Title	
Student Number	
Supervisors	
Thesis Submission Date	
Date (Suggestion #1)	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Date (Suggestion #2)	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Date (Suggestion #3)	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
External Examiner (Suggestion #1)	
External Examiner (Suggestion #2)	
External Examiner (Suggestion #3)	
Internal Examiner (Suggestion #1)	
Internal Examiner (Suggestion #2)	
Internal Examiner (Suggestion #3)	

**MSc Thesis Examination Committee - Conflict of Interest Guideline**

Examiners should be arm’s length from the research that is the basis for the thesis. They should not be co-investigators on an underlying grant for the research, not be co-authors on papers resulting from the thesis, and not have been in an advisory position on the thesis committee. Examiners may have collaborated with the supervisor in the past with respect to co-authorship on publications and grants.

Primary Supervisor Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Program Director Signature \_\_\_\_\_