

PhD CHECKLIST

PERSONAL INFORMATION

Surname	First Name	Student Number	NSID

Date of Enrollment: _____

Note: The PhD program must be completed within 6 years unless an extension is granted by the College of Graduate & Postdoctoral Studies (CGPS).

COURSEWORK

- PhD students must be enrolled in TOX 996 – PhD Research for the duration of their program. This is a non-credit course that represents the student's thesis research.
- A minimum of 6 credit units of 800 level core toxicology courses are required for the PhD degree if a previous MSc in toxicology was acquired. Students with an MSc in a non-toxicology program require 9 credit units of 800 level core toxicology courses.
- Students entering the toxicology graduate program with no prior coursework in toxicology must have 3 credit units of toxicology undergraduate courses and 12 credit units of 800 level core toxicology courses. TOX 300 – General Principles of Toxicology is highly recommended.
- TOX 990 - Seminar – PhD students must attend the TOX 990 seminars for 6 semesters. Once this requirement is complete, students need to continue to register in TOX 990 for the duration of their program. Students that transferred to a PhD without completing their MSc will be required to attend 990 seminars for a total of 8 semesters during their graduate program.
- PhD students must also present at least two TOX 990 seminars.
- Completion of GPS 960 – Introduction to Ethics and Integrity is required for all PhD students. GPS 962 – Ethics and Integrity in Animal Research is also required when the student's research includes animals or GPS 961 – Ethics and Integrity in Human Research when research involves human subjects.
- Completion of appropriate safety training through Safety Resources is required for all students working in laboratory or field work settings. These courses may include: Laboratory Safety, Biosafety, WHMIS, Biowaste, etc. Consult your supervisor about the required training prior to starting any laboratory or field work.

Courses	Year	Grade
GPS 960 - Introduction to Ethics and Integrity		
GPS 961 - Ethics and Integrity in Human Research		
GPS 962 - Ethics and Integrity in Animal Research		
TOX 990 - Seminar		
TOX 996 - PhD Research		

ADVISORY COMMITTEE

All students registered in a PhD thesis program will require an advisory committee. The advisory committee will be established in consultation with the supervisor(s). The advisory committee will consist of the committee chair, the student's supervisor(s), the cognate, and at least two additional members.

_____ (Research Supervisor)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Research Supervisor)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Cognate)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Additional Members)	_____ (Department/Unit)	_____ (Date appointed)
_____ (Committee Chair)	_____ (Department/Unit)	_____ (Date appointed)

Note: The full advisory committee must be set within one month of formal student admission. If changes are made to the student's advisory committee, changes should be communicated with the graduate administrator.

- * *The graduate chair is the formal chair for the Toxicology Graduate Program. The committee chair represents and reports back to the Academic Policy Committee on all matters that concern each student's program of studies.*

PROGRAM PROGRESS

Students are responsible for arranging to have a minimum of once yearly advisory committee meetings, or more often if input from the committee is desired regarding revisions to what was proposed or difficulties with experiments. When needed, they should reach out to the graduate administrator to coordinate scheduling. A document summarizing the purpose and content of the upcoming meeting (proposal, progress report or permission to write document) must be provided to the committee a minimum of one week in advance of the meeting. The document could be a word document or the PowerPoint file to be presented at the meeting. Providing an inadequate document or failing to provide it sufficiently in advance of the meeting could result in the committee postponing the meeting.

Note: Copies of all written documentation must be submitted to the graduate administrator for inclusion in the student's file. All additions to the progress report must be signed as accepted by the student's advisory committee.

YEAR 1

➤ Student-Supervisor Agreement

All students enrolled in thesis-based programs must complete a Student-Supervisor Agreement in partnership with their supervisor(s). The agreement must be filled out within the first month of the students' program and will be treated as a non-course requirement. A completed form should be submitted to the Graduate Administrator for submission to CGPS.

Received by Graduate Administrator

Date: _____

➤ Program of Study Meeting

Within one month after the arrival of the student, prior to registration in any graduate courses excluding TOX 990 and TOX 996, the student in consultation with their advisory committee, must determine a tentative Program of Study.

Date of Meeting: _____

➤ Research Proposal

Initial Research Outline

Submit to the supervisor(s) within four months after formal admission. The outline should be approximately 2-3 pages in length.

Received by Supervisor(s)

Date: _____

Research Proposal

Submit within eight months after formal admission, and at least one week prior to the advisory committee meeting. To be approved by the supervisor(s) ahead of circulation to the advisory committee.

Received by Advisory Committee

Date: _____

Meeting with the Advisory Committee

The student must meet with their advisory committee within eight months after formal student admission to approve the student's research proposal. The student is required to present and discuss their proposal at this meeting.

Research Proposal

☐ Approved ☐ Approved with modification * ☐ Not Approved * **Revised Proposal*

Date: _____

Note: If the research proposal is not approved, or if there is a significant change in the scope or direction of the research project, a revised proposal must be submitted and approved.

☐ Approved ☐ Approved with modification * ☐ Not Approved **Revised Proposal*

Date: _____

YEAR 2

➤ **TOX 990 Seminar**

PhD students are required to present two TOX 990 seminars as part of their degree requirements. Seminars delivered by graduate students in the TOX 990 seminar series are conference-style presentations with an expected duration of approximately 15 to 20 minutes. Students need not provide an overview of their entire thesis project in the seminar (since that will occur at the thesis defense) but can instead focus on a particular research chapter. For PhD students, the first of two seminars can largely be an introduction to the research project but are encouraged to show preliminary data if available.

Presentation Title: _____

Date: _____

➤ PhD Candidacy Assessment

A candidacy assessment is required for all PhD students registered in the Toxicology Graduate Program at the University of Saskatchewan. As per CGPS rules, all PhD students will be required to complete the assessment within the first 24 months of their PhD program.

NSERC Discovery Grant – Notice of Intent

Students will select a topic in consultation with the supervisor(s) and prepare a 1-page Notice of Intent (NOI) for approval by the advisory committee.

Received by Advisory Committee

Date: _____

NSERC Discovery Grant – Full Proposal

Students will have 2 months to write the proposal, and a meeting will follow normally within two weeks after completion of the written proposal, and no later than one month.

Received by Advisory Committee

Date: _____

Meeting with the Advisory Committee

Students will meet with their Advisory Committee for the oral portion of the candidacy assessment. The oral portion will focus on clarification and/or expansion of the proposed ideas. A presentation is not required at this meeting but may be added at the student and/or advisory committee's discretion.

☐ Approved ☐ Not Approved

Date: _____

Note: If candidacy is not approved, the written and/or oral component of the assessment will need to be repeated at the decision of the Advisory Committee. A student failing the assessment a second time will be required to withdraw from the PhD program or transfer to an MSc program.

☐ Approved ☐ Not Approved

Date: _____

YEAR 3

➤ **TOX 990 Seminar**

The second TOX 990 seminar should be presented in the third year of the program. This seminar should focus on a particular research chapter from the thesis work.

Presentation Title: _____

Date: _____

➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: _____

➤ **Advisory Committee Meeting**

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: _____

Note: An annual progress meeting is not required if the student is requesting a permission to write meeting in Year 3.

YEAR 4

➤ **Permission to Write**

Upon completion of all data collection, including experiments, field collections, and/or laboratory analyses, a permission to write meeting shall be organized. This meeting should take place between 3 and 6 months prior to an anticipated defense date. At least one week prior to the meeting, the student will provide the committee with a permission to write document. An outline of this document's requirements can be found in the Toxicology Graduate Student Handbook.

Received by Advisory Committee

Date: _____

At the permission to write meeting, the student will present a summary of research findings, a tentative table of contents, tentative sample figures and tables, a timeline for completion, and a list of tentative publications. Possible university and external examiners will be discussed at this meeting.

Permission to write

☐ Granted ☐ Not Granted

Date: _____

➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: _____

➤ **Advisory Committee Meeting**

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: _____

Note: An annual progress meeting is not required if the student is requesting a permission to write meeting in Year 4.

YEAR 5 (if necessary)

➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: _____

➤ **Advisory Committee Meeting**

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: _____

Note: An annual progress meeting is not required if the student is requesting a permission to write meeting in Year 5.

YEAR 6 (if necessary)

➤ **Annual Progress Report**

The student must submit written summary of research progress, completed courses (grades) and academic achievements to the advisory committee at least one week prior to the annual advisory committee meeting.

Date: _____

➤ **Advisory Committee Meeting**

In coordination with the graduate administrator, an annual advisory committee meeting is scheduled. The student will prepare a presentation demonstrating their progress in their academic program and thesis research. The advisory committee chair will circulate meeting minutes to the advisory committee that will be submitted to CGPS.

Date: _____

PhD programs extending beyond year 6 must receive approval from CGPS. The student must make a formal application with approval of their advisory committee. The application must include reasons for the extension and a detailed timetable for completion.

Date Submitted: _____

Date Approved: _____

Extension Period: _____ to _____

PhD THESIS DEFENSE CHECKLIST

Prior to the Defense

All students should consult the CGPS guidelines for preparing a thesis prior to commencing the writing process (<https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/thesis-roadmap/drafting.php>). Particular attention should be paid to formatting requirements, as the library will not accept theses that do not conform.

➤ **Obtain Permission from Advisory Committee to Defend the Thesis**

The student will submit a completed thesis draft to their supervisor(s) and complete any necessary edits. Once the draft is approved by the supervisor(s), the student will submit their thesis to their advisory committee for approval. The advisory committee may request a revised draft thesis prior to approval.

Submission of thesis to advisory committee

Date: _____

Completed thesis reviewed for approval to submit to the defense examiners

Date: _____

☐ Approved ☐ Approved with modification* ☐ Not Approved* *Revised thesis reviewed

➤ **Memo to Schedule Thesis Defense**

The final defense thesis will be submitted to graduate administrator who will then submit a memo to CGPS for approval to schedule the defense.

Date: _____

➤ **Thesis Defense**

Once approval for the defense is received from CGPS, the graduate administrator will arrange the time and place of the defense after consultation with the student, their advisory committee and the defense examiners.

Scheduled Date of Defense: _____

Location of Defense: _____

Note: The final defense thesis needs to be submitted to the graduate administrator at least five weeks prior to the anticipated defense date for circulation to the defense examiners. Defense scheduling will only proceed after approval of the defense examiners by CGPS.

At the defense, the student will give 20-minute overview of their thesis research. This presentation is open to the public, and the audience will be given an opportunity to ask questions of the candidate. After the presentation and questions, the general audience may stay as observers if they commit to attending for the duration of the defense, and the defense begins with the student and the examining committee.

After the Defense

Once the student has successfully defended their thesis, there are several forms that the supervisor(s), advisory committee members, and defense examiners must complete, sign, and submit to CGPS. Please communicate with your supervisor or graduate program administrator to ensure that these forms have been submitted.

Complete:

- 1) Members of the advisory committee may request revisions to complete revisions for the final thesis. The student will complete the revisions in consultation with their supervisor(s). Once approved, the supervisor(s) will sign the GPS 404 – Final Thesis Confirmation Form. The student will submit the final thesis and the signed form to the ETD website.

Note: Do not withdraw from the current term if program completion requirements are met after the add/drop deadline.

- 2) If the student is eligible to receive a pro-rated tuition rebate, a graduate programs advisor will initiate this process *only* once confirmation that all degree requirements have been satisfied, and the final ETD corrections have been approved by CGPS. After a refund is processed, it will be credited to the student account. Once this credit is received, in order to receive all money refunded, fill out the 'Request for Refund Form' found here:
<https://students.usask.ca/money/tuition-fees/refunds.php>

- 3) Application to Graduate – online
Applying to graduate is necessary to receive a degree parchment. The application steps must be completed even if the student does not attend the ceremony.

Deadlines: March 31 for Spring Convocation / August 31 for Fall Convocation

- 4) Toxicology Graduate Program Exit Survey (Online) – Graduate administrator will email link to the survey.