

**Department of Health Policy, Management and Evaluation
University of Toronto**

**HPME Graduate Students' Union
MSc/PhD Student Handbook
2005/2006**

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HPME Department Contact Information

Inquiries

Welcome to HPME!

For general inquiries about the department or graduate programs, select the following link: <http://www.utoronto.ca/hpme/contactus.htm>

The list of faculty members and their research interests is available on this site: <http://www.utoronto.ca/hpme/faculty.htm>

Department

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HPME Graduate Students' Union

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University of Toronto
McMurrich Building, 2nd Floor
12 Queen's Park Crescent West
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gsu.hpme@utoronto.ca

Web: <http://hpme.sa.utoronto.ca>

Note that the HPME Department will soon be moving into its new “across-the-street” home. Please make note of the mailing address changes at that point.

Courses and Registration

Streams and Concentrations

MSc and PhD students are in the “research stream” of the HPME department. MHSoc students are in the “professional stream”. The HPME GSU represents students in both research and professional streams, and members of the HPME GSU Executive sit on department academic committees for both streams.

The research stream is further divided into five concentrations:

- Health Services Organization and Management
- Health Policy
- Health Services Outcomes and Evaluation
- Clinical Epidemiology
- eHealth Innovation and Information Management

In addition, a number of students participate in collaborative degree programs:

- Aging and the Life Course
- Bioethics
- Cardiovascular Sciences
- Health Care, Technology and Place
- Health Services and Policy Research
- International Relations
- Women’s Studies

Information on collaborative degree programs is available on the HPME Department website, at <http://www.utoronto.ca/hpme/collaborative/collab.htm>.

Registration

All students must register themselves for courses through ROSI, the web repository of student information. **Students who fail to register will not be given credit for their courses.** Tuition fees must be paid or the appropriate deferrals completed before registration is allowed: <http://www.fees.utoronto.ca>.

Please consult the **School of Graduate Studies (SGS)** website for further information on registration and tuition fees: <http://www.sgs.utoronto.ca/current/index.asp>.

The SGS website is an important source of administrative information for all graduate students, and we encourage you to fully explore the site. The HPME GSU has provided links to some of the top SGS sites on our HPME GSU website.

Courses and Registration (continued)

Course Requirements

Specific course requirements for each of the streams as well as course descriptions are available on the HPME Department website.

- Course requirements are found under the Educational Programs tab on the home page, which leads you to <http://www.utoronto.ca/hpme/programsoffered.htm>. Course requirements are listed by degree and concentration.
- Course descriptions and timetables by term (semester) are provided under the Student Info tab on the home page, http://www.utoronto.ca/hpme/student_info.htm. The Student Info page also provides useful academic and administrative information such as sample thesis topics and funding policies.

A number of HPME courses are compulsory, based on your particular degree and concentration. Other courses both inside and outside of the department may be taken as electives. A number of University faculties and departments provide courses that may be of interest to HPME students – please check their department websites for further information. We've listed a few of the most relevant below:

- Public Health Sciences (PHS), <http://www.phs.utoronto.ca/>
- Faculty of Nursing, <http://www.nursing.utoronto.ca/>
- Political Science, <http://www.chass.utoronto.ca/polsci/>
- Ontario Institute for Studies in Education (OISE), <http://www.oise.utoronto.ca/>
- Rotman School of Management, <http://www.rotman.utoronto.ca/>

Permission of the instructor and instructor's department is usually necessary, and a course addition form must be completed and submitted to Christina Lopez, Graduate Assistant in HPME, for department approval.

Grading Policy

Information about the University of Toronto's grading policy can be found at the Graduate Grading and Evaluation Practices Policy website:

<http://www.utoronto.ca/govcncl/pap/policies/grgrade.html>

Research Tools and Ethics Review

Graduate Student Research Guide

http://www.research.utoronto.ca/gs/gs_intro.html

The University of Toronto's Research Services (UTRS) is the university's main research office. It provides faculty members, students and academic administrators with: 1) information about funding sources and free access to web based funding databases; 2) advice on university and sponsor policies and procedures, including ethical concerns; 3) assistance in the negotiation of research grants, contracts and intellectual property agreements; and 4) establishment of successful awards.

International Research

Website: <http://www.rir.utoronto.ca>

The Research & Associate Provost (RAP) portfolio at University of Toronto works to support and enhance international partnerships so that researchers can continue to produce innovative new ideas and technologies that will benefit the university and its students, its partners and Canadians.

Intellectual Property Guidelines

Website: <http://www.sgs.utoronto.ca/oldlinks/intellectualpropertyguidelines.asp>

The Intellectual Property Guidelines are prepared by the School of Graduate Studies in order to be distributed widely to graduate students throughout the University of Toronto. They are intended to address issues which arise in the most varied of circumstances, across all divisions of the University of Toronto.

Ethics Review

Website: http://www.research.utoronto.ca/ethics_home.html

All research conducted at the University of Toronto must be approved by the Ethics Review Board. Their website provides information to faculty and students conducting research with human or animal subjects, or using biohazards. Their policies on ethical conduct in research and conflict of interest will be helpful to all University of Toronto researchers.

Graduate Funding

HPME Department Funding Policy

- *The minimum stipend for all new and continuing full time graduate students (with the exception of students in the MSc program) is \$12,000 plus tuition per annum, effective September 1, 2001.*
- *Students who receive an external, competitively reviewed award valued at or over \$15,000/annum (CIHR, NHRDP, OGS) will be awarded a bonus of \$2,500 per year.*
- *Full funding will be guaranteed for a minimum of 1 year for students in the MSc program and 4 years for students in the PhD program.*
- *Students who are engaged in employment who are earning at least \$12,000 plus tuition per annum will NOT be eligible for graduate funding. Licensed MDs who are involved in clinical training or duties on a full time basis are NOT eligible for graduate funding.*

Reasons to Apply for External Funding

- **Stable income and more money:** the most prestigious awards range from \$21,000 to \$50,000 annually, and are renewable. Master's students planning to take 2 years need to find another source of funds for year two.
- **Academic freedom** to pursue your research interests with fewer 'strings'.
- **For those planning academic careers:** you must establish a record of success in receiving external grants during your graduate years to secure academic positions in future.
- **Practice makes perfect:** your chances of success increase with subsequent submissions.
- **SGS and HPME expectations:** Both the university and the department strongly recommend students apply for external funding to offset the financial risk they each incur by accepting you as a student.
- Helping ensure that the **student funding policy remains in effect** to benefit future generations of graduate students.

Graduate Funding (continued)

Which External Funding?

- CIHR (and/or SSHRC, NSERC), <http://www.cihr-irsc.gc.ca>
- Ontario Graduate Scholarship (OGS), http://osap.gov.on.ca/eng/not_secure/OGS.htm
- Collaborative Programs: Ontario Training Centre (OTC) in health services and policy research; Health Care, Technology and Place (HCTP); Aging and the Life Course; Bioethics
- Other external, peer-reviewed competitions: Hospital for Sick Children, disease specific foundations
- Non-peer reviewed sources, such as foundations, university bursaries: <http://www.cos.com>; http://www.research.utoronto.ca/foundations/funding_foundations_links.html

CIHR Extra Tips

Why start your CIHR application ASAP:

- **Personal identification number** – 24 to 48 hours to receive a number
- **Common CV module** – detailed document generated from drop-down menus of everything you have accomplished since undergrad – including publications, jobs, academic degrees undertaken, research undertaken, etc.
- **Training Module** – developed in consultation with your supervisor
- **Three sponsors' reports** (supervisor plus two others)
- **Official sealed transcripts** – better to include sealed transcript in your package
- **For health professionals** – proof of licensure

For all CIHR Training and Salary Support Programs:

- **Only one of CIHR, SSHRC, NSERC:** Applicants may submit only **one application per year** to the Natural Sciences and Engineering Research Council of Canada (NSERC) **or** to the Canadian Institutes of Health Research (CIHR) (September to August) **or** to the Social Sciences and Humanities Research Council of Canada (SSHRC).
- Applicants must choose the most appropriate CIHR research training award program for which they are eligible and may only submit an application to **one of these programs in the same year** (September to August).

NOTE: Most funding agencies will fund only full-time students.

Graduate Funding (continued)

Funding Award	Value	Deadline	Restrictions (selected)
CIHR Fellowships 2005 success ratio: Oct: 82/469 Feb: Not yet available	< 2 yrs experience: \$40,000 per year >= 2 yrs: \$50,000 Annual stipend: \$5,000 to max of 4 or 5 years depending on proposed degree	Oct 1, 2005 or Feb 1, 2006 (may apply only to one)	<ul style="list-style-type: none"> For those with a PhD degree (or equivalent), or a PhD and health professional degree, the maximum period of support is three years, and candidates will only be eligible for support until the end of their fifth year of post-PhD training. Candidates with more than three years of postdoctoral (post-PhD) research training by the competition deadline are not eligible to apply for this award. Any interruption in a candidate's post-PhD research training will be taken into account in determining eligibility. Restricted to health professionals and PhD holders. Cannot apply to DRA same year. Other restrictions specific to post-docs found on website.
CIHR Doctoral Research Awards (DRA) and Canada Graduate Scholarships (automatically considered for CGS with DRA application) 2005 success ratio: DRA: 86/800 CGS: 83/800	DRA: \$21,000 per year for max of 3 years plus \$1,000 annual stipend CGS: \$30,000 annually plus \$5,000 annual stipend (top ranked receive CGS)	Oct 15, 2005	<ul style="list-style-type: none"> Only those students engaged in full-time research training in a graduate school are eligible for support. At the time of application, all candidates must have completed at least 12 months of graduate study at the Masters or PhD level. Applicants holding a Master's degree cannot have been registered for more than 14 months as a full-time student in a doctoral program; or Applicants who have transferred directly from a Bachelor's degree to a PhD program cannot have been registered for more than 26 months as a full-time student in a doctoral program. Awards will take effect only after the recipient has registered in a full-time PhD program. See SSHRC/NSERC restrictions
CIHR CGS Master's Awards 2005 success ratio: Not yet available	\$17,500 for 1 yr	Feb 1, 2006	<ul style="list-style-type: none"> Cannot be registered in Master's program for more than 10 months
Ontario Graduate Scholarships (OGS) 2000 awarded per year	\$15,000 per yr Hold up to 4 years, must reapply every year	Nov 15, 2005	<ul style="list-style-type: none"> Cannot hold CIHR/ SSHRC/ NSERC award simultaneously Require A- average Restrictions on other funding held Student loan restrictions

Other Academic Endeavours

Seminars, Courses, Colloquia

The University of Toronto is a fantastic place for graduate students wanting more than coursework and thesis research. The University and its affiliated departments and student service organizations host a plethora of world-renowned guest speakers, seminar series, non-credit courses, and conferences, all open to students, and, for the most part, free of charge!

A number of the offerings that are most useful for HPME students are listed on the HPME GSU website, under News-Events, <http://hpme.sa.utoronto.ca/news-events.htm>, and News-Conferences and Seminars, <http://hpme.sa.utoronto.ca/news-conferences.htm>.

Teaching Assistants' Training Programme (TATP)

Website: <http://www.utoronto.ca/tatp>

The TATP is a peer training programme for graduate students who will be working as teaching assistants for University of Toronto courses. Staffed by current University of Toronto graduate students who have worked as teaching assistants themselves, the office seeks to prepare graduate students for the realities and demands of teaching in academe. It is also a professional development programme for University of Toronto graduate students who are looking to better prepare themselves as future members of the professoriate.

Technical Tools

Student Card

Website: <http://www.utoronto.ca/tcard/>

Your permanent University of Toronto Student Card or TCard is a photo ID smartcard which provides student identification for academic purposes, student activities and services, facility access including athletic centres, and is also a Library Card. The TCard also provides users the option to carry cash value in the computer chip, allowing the card to be used to purchase photocopies, computer printing, laundry services, and vending services at most U of T libraries (photocopies and printing) and other select locations on campus.

TCards are issued at the TCard Office, Room 2054A, Robarts Library, 130 St. George Street.

In order for the Card office to issue you a TCard you will require the following:

1. **One** of the following:
 - a. Current University of Toronto Fees Invoice for the current or upcoming session
 - b. University of Toronto offer of admission for the current or upcoming session

AND

2. **One** of the following pieces of personal ID:
 - a. Passport
 - b. Provincial Drivers License
 - c. Provincial Health Card with photograph
 - d. Citizenship card
 - e. Proof of age card (B.Y.I.D.)
 - f. Photo ID card from another University

OR

3. **Two** of the following pieces of personal ID:
 - a. Birth Certificate
 - b. Social Insurance or Social Security Card
 - c. Valid Credit card with your name and signature on the card
 - d. Provincial Health Card without photograph

Technical Tools (continued)

Student Web Service

Website: <http://www.rosi.utoronto.ca/>

ROSI (Repository of Student Information) is the Student Web Service. You can view your academic history, account information, change mailing and email addresses, phone numbers and order transcripts via ROSI. You can also enrol in/drop courses using ROSI, for most HPME courses. Each time you access ROSI via the web, your student number and a PIN code are required. (The first time you access ROSI, use your date of birth (YYMMDD), then change the PIN to a unique one for subsequent use. The PIN and student number together constitute your "electronic signature").

U of T Email Account

Website: <https://www.utorid.utoronto.ca/>

U of T uses a common electronic account system for all web/email services called UTORid. Your UTORid (with password) is your key to a number of services, including the U of T institutional email accounts (UTORmail or Webmail) and news/announcements service (MyUtoronto). You can also use your UTORid to apply for web space for personal use through the UTORweb system. You will also need your UTORid to access computers on campus in campus libraries. Go to the UTORid webpage for detailed subscription information (complete online).

ListServes

HPME has 2 listservs (email subscription lists for groups) for MSc-PhD students: MSC-PHDHA-L@LISTSERV.UTORONTO.CA and HPME-L@LISTSERV.UTORONTO.CA.

Subscribing to the listservs allows you to receive HPME news, student news, event announcements, and job and funding announcements.

In order to subscribe, do the following:

- Send an email addressed to: listserv@listserv.utoronto.ca
- You don't need to type anything in the subject line.
- In the message text, type:
 - Sub(space)MSC-PHDHA-L(space)FirstName(space)LastName
 - Sub(space)HPME-L(space)FirstName(space)LastName
- You will receive an email telling you your subscription effort was successful.

Technical Tools (continued)

Blackboard

Website: <http://forum.med.utoronto.ca>

Blackboard Student Support Site:

<http://icarus.med.utoronto.ca/bbsupport/student/index.html>

Blackboard is an online learning forum used by the Faculty of Medicine. Blackboard is a course management system with a variety of tools to deliver web-based teaching resources and build online learning communities.

Several HPME MSc/PhD courses use Blackboard to communicate with students, including distribution of assignments, reference posting, returning assignment grades, and hosting student discussion groups. In order to gain access to Blackboard, you will need to be registered by Zita McWhinnie, Website/IT Support staff for HPME, through your course instructor. For further information, visit the Blackboard Student Support Site.

Remote Library Access

Website: <http://www.library.utoronto.ca/services/myaccess/>

All U of T students can access the extensive library electronic offerings remotely, off-campus. You can do this through any off-campus computer – worldwide! – with web access, through the my.access service.

It's easy to do: just access the desired library service – an electronic database or on-line journal, for example – as usual through the library website. You'll be asked to log in using your library barcode number (keep your TCard handy – it's the actual 16-digit number under the barcode strip, not your student ID number) and PIN (the last 4 digits of your student ID number), the first time during each web session that you use a licensed resource. No browser configuration is required, and there will be no conflict with firewalls, etc.

Technical Tools (continued)

Refworks

RefWorks Information Site:

<http://www.library.utoronto.ca/gerstein/subjectguides/refworks.html>

RefWorks Site: <http://refworks.scholarsportal.info/>

RefWorks is a web-based bibliography and database manager that allows you to: create your own collection of bibliographical references by importing them from online databases and library catalogues or by inputting them manually; organize your references in folders for later use; and use the stored citations in your own papers and essays (Write-and-Cite) to create a bibliography and in-text citations in a wide variety of established styles.

RefWorks is easy to use, intuitively designed, and well-organized. It easily matches other standard reference software such as Reference Manager, although it does depend on a good, fast internet connection for optimum use. You can export/import references to/from the other programs.

All U of T students can set up a free RefWorks individual account by doing the following:

1. Go to <http://refworks.scholarsportal.info/Refworks/newuser.asp> and enter your name, a login name, a password and your email address to complete the registration.
2. Registered users can access RefWorks at <http://refworks.scholarsportal.info/>
3. RefWorks from home: use the group code **RWToronto** when you login.

Library Courses

The Libraries are a great source for courses and workshops on effective teaching, learning and research strategies, technology, stats, and more! Courses are provided through Fall-Winter and Spring-Summer sessions; see the websites for listings.

Gerstein Library Instruction Services:

<http://www.library.utoronto.ca/gerstein/instruction.html>

Robarts Library and Internet Services: <http://www.library.utoronto.ca/services/ilu/>

Resource Centre for Academic Technology: <http://www.utoronto.ca/cat/>

Student Tools

The University libraries and student service organizations are great sources of help, for both academics and student life. Beyond the formal lectures and seminars described above, many organizations provide workshops and one-to-one support on matters as diverse as family care, health services, academic writing, reference management, and technology support. In addition, students can obtain discounted statistical software (Resource Centre for Academic Technology), use RefWorks – a web-based, free citation manager, and much more.

A number of the most useful centres are listed below:

University Libraries

Website: <http://www.library.utoronto.ca/index.html>

SGS English Language and Writing Support

Courses and Workshops: <http://www.sgs.utoronto.ca/english/>

Writing Centre: <http://www.utoronto.ca/writing/>

Student Services

Website: <https://www.studentservices.utoronto.ca/index.asp>

Services include: Career Centre - Counselling and Learning Skills Services - Family Care Office - First Nations House - Health Services - International Student Centre - Psychiatric Service - Student Housing Service

Family Care Office

Website: <http://www.library.utoronto.ca/equity/familycare/fmcmain.htm>

Career Centre

Website: <http://www.careers.utoronto.ca/>

Student Tools (continued)

Counselling and Learning Skills Services

Website: <http://www.calss.utoronto.ca/>

International Student Centre

Website: <http://www.isc.utoronto.ca/>

Student Health Service

Website: <http://www.utoronto.ca/health/>

Student Housing

Website: <http://link.library.utoronto.ca/StudentHousing/>

Student Affairs

Website: <http://www.sa.utoronto.ca/>

Services include: Student Life - Campus Organizations - Student Handbook - Crisis Response - LGBTQ Resources - Accessibility Services)

Graduate Student Initiative Program

Website: <http://www.studentservices.utoronto.ca/gsi/>

International Student Exchange Office

Website: <http://www.utoronto.ca/student.exchange/>

Benefits of Being a Graduate Student

There are many benefits available to graduate students, most sponsored through the main University of Toronto **Graduate Students' Union (GSU)**, and funded by your hard-working tuition dollars. So take advantage of the athletics and recreation facilities, student discounts, arts and cultural events, and health services. You paid for them!

Among these great benefits:

Supplementary Health Insurance

<http://www.gsu.utoronto.ca/insurance/index.html>

Hart House

<http://www.harthouse.utoronto.ca/>

Athletic Centre

http://www.utoronto.ca/physical/Athletics_and_Recreation/Index.html

Toronto Transit (TTC) Discounts

<http://www.gsu.utoronto.ca/newsevents.html>

International Student Identity Card (ISIC) and Travel Cuts Discount Travel

<http://www.gsu.utoronto.ca/services.html>

Grad Escapes

<http://www.gsu.utoronto.ca/escape/index.html>

Sylvester's Café

<http://www.gsu.utoronto.ca/pubcafe.html#cafe>

Bookstore (including computer and software discounts)

<http://www.uoftbookstore.com/online/>

UHIP

<http://www.uhip.mercer.ca>

For more information, see the main U of T GSU website: <http://www.gsu.utoronto.ca>

How Do I Get Further Information?

In Person

Ask us! Get to know your fellow students and the faculty. Join the HPME GSU Executive! Help to build your academic community.

A great place for networking is the annual **HPME Research Day and Student Research Conference**, held each May (although we hope you won't wait until then to meet your colleagues.) The Research Conference is a student-run morning conference including opportunities for student oral presentations and a guest expert panel. Check out the HPME GSU website for details of our 2005 Conference, *From Silos to Integration: Can We Reform Primary Care in Ontario?*. In the afternoon, the HPME faculty sponsors its annual Research Day, including student research poster presentations, departmental prizes, and a keynote speaker. We look forward to your participation on the day!

Paper

You have a Mailbox! It is in actual fact a mail folder, in the filing cabinet next to the main administration office on the 2nd floor of the McMurrich Building.

Web

Most of the relevant links provided below are available on the HPME Department website, <http://www.utoronto.ca/hpme/>, and/or the HPME Graduate Student Union (HPME GSU) website, <http://hpme.sa.utoronto.ca/index.html>. Please take some time to update your browser with these sites, and the many sites we've listed above.

Email

For further information on academic matters, please direct your email to your program director through the appropriate graduate assistant.

For further information on non-academic student matters, please direct your email to the HPME GSU at gsu.hpme@utoronto.ca.