

**Welcome to all new graduate students  
in  
the Faculty of Medicine**

Dr. Frans A. van der Hoorn  
Associate Dean (Graduate Science Education)

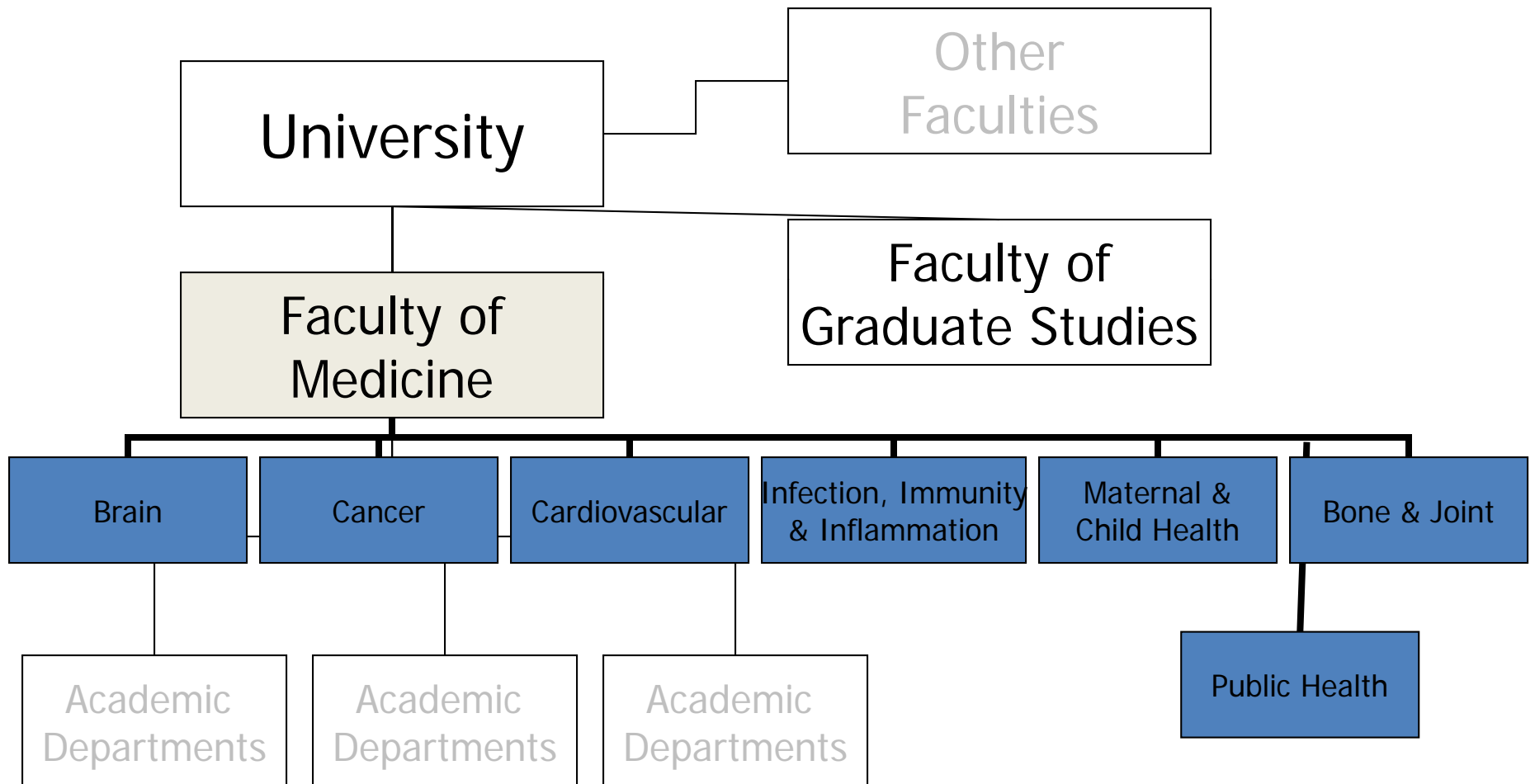


# today's agenda

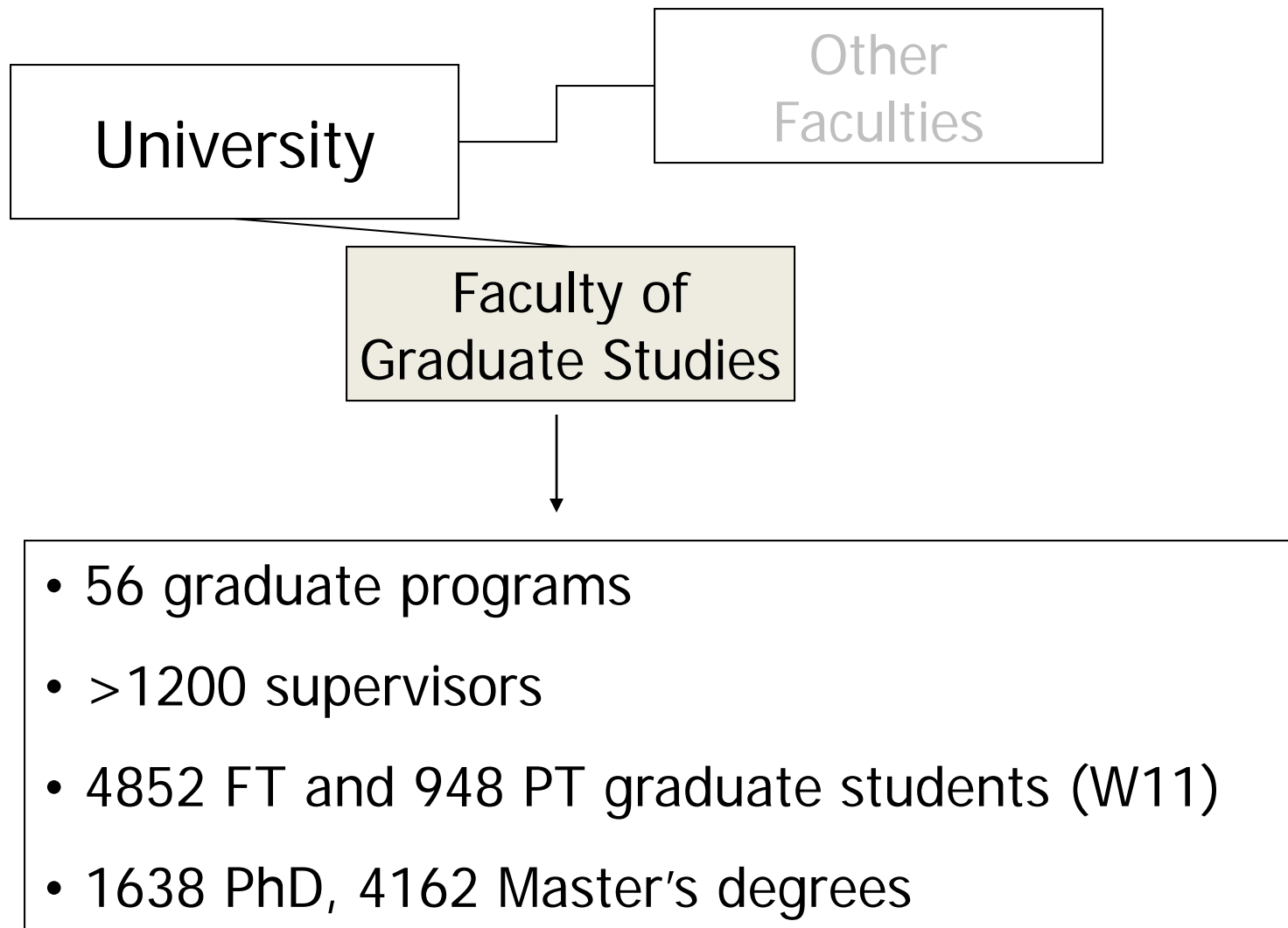
- 9:00 am - Frans van der Hoorn - Graduate Studies Introduction
- 9:35 am - Tara Beattie - Career Development Program
- 9:45 am - Graduate Student Association
- 10:00 am - Chris Rider/Lauren Killip – Department Graduate Associations
- 10:15 am - Helen Lee Robertson - Medical Library: intro to e-resources
- 10:45 am - Morley Hollenberg - Leaders in Medicine MD/MSc an MD/PhD
- 11:00 am - Q&A



# UCalgary



# Faculty of Graduate Studies



# You are joining a complex educational system: trainee enrolment in the Faculty of Medicine

- 521 medical students (UME)
- 376 Bachelor of Health Sciences
- 163 Bachelor of Community Rehabilitation
- 467 graduate students (GSE)
- 839 residents (PGME)
- > 190 postdoctoral fellows (post-PhD)



Faculty of Medicine graduate science web site:

<http://medicine.ucalgary.ca/grad>



The screenshot shows the website for the Faculty of Medicine graduate science programs. The header includes the UofC logo and navigation links for Prospective Students, Current Students, Alumni, Community, Faculty & Staff, IT, MY U OF C, and CONTACTS. The main banner features a laboratory scene with the text "Faculty of Medicine". Below the banner is a navigation menu with links for HOME, ABOUT, UNDERGRAD, GRADUATE, POSTGRAD, RESEARCH, and ALUMNI. The sidebar on the left contains a menu with links for Programs, Admissions, Contacts, Notices, Funding, and News & Recognition. The main content area is titled "Graduate Science Education in the Faculty of Medicine" and highlights that the University of Calgary ranks among the top seven research-intensive universities in Canada. It mentions the strength of the graduate student population, high quality laboratories, and interdisciplinary academic and research excellence.

- Program information
- Contact information
- News
- Latest versions of Policies and Procedures

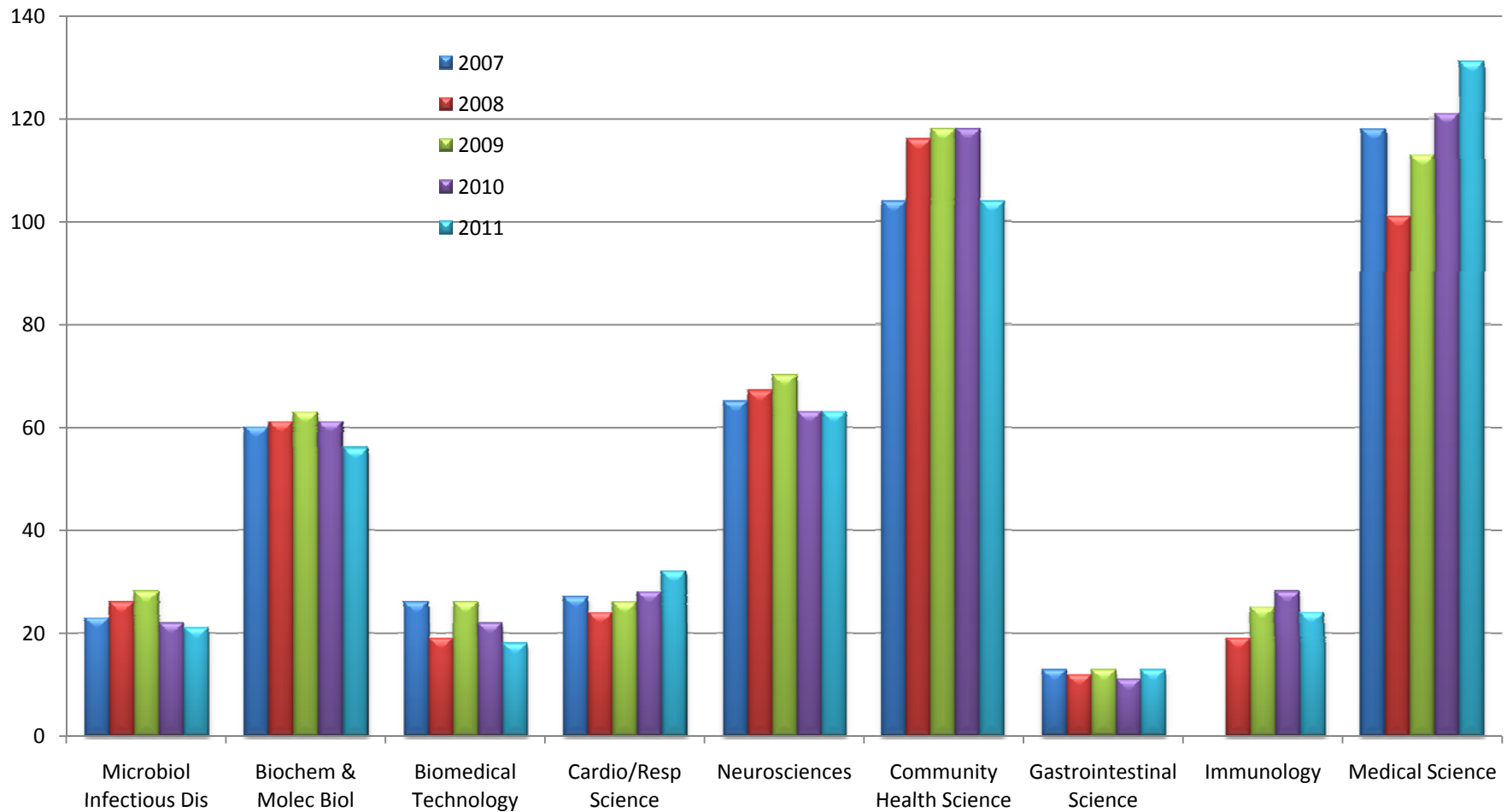
# graduate programs in Medicine

- Biochemistry & Molecular Biology
- Biomedical Technology
- Cardiovascular/Respiratory Sciences
- Community Health Sciences
- Gastrointestinal Sciences
- Immunology
- Medical Science with specializations in:
  - Cancer Biology
  - Critical Care Medicine
  - Joint Injury & Arthritis
  - Molecular & Medical Genetics
  - Mountain Medicine and High Altitude Medicine
  - Medical Education
- Microbiology & Infectious Diseases
- Neuroscience



# enrolment in Medicine graduate programs

number of students/program



# Graduate Science Education Office

- Associate Dean – van der Hoorn
- Assistant dean – Dr. Tara Beattie
- Graduate Program Administrators
- UC Postdoctoral Coordinator – Dr. M. Mooibroek

Others:

- Graduate Program Directors



# You'll be working with:

- supervisor
- then after some time, a supervisory committee and
- graduate program director
- graduate program administrator
- your departmental graduate association
  
- fellow students, staff, assistants



# Your supervisor

- teacher and mentor
- provide feedback/supervision
- help keep you focused
- keep an eye on progress
- involved in transfer from MSc to PhD
- help you adhere to policies & procedures
- help preparing for candidacy and thesis exams
- Will introduce you to running a lab



# Your supervisor<sub>-continued</sub>

complete the Student-Supervisor MOU

continue to discuss each others expectations

examples of expectations by the supervisor:

- s/he says: “you must do your candidacy exam”
- s/he means: “be pro-active, seek help, start early, etc”
  
- s/he says: “I trust you will be productive in the lab”
- s/he means: “I expect you get at least x papers”



# Your supervisor<sub>-continued</sub>

Supervisors are under significant stress:

- need to secure external salary awards
- need to secure operating grants to keep the research going and be able to pay your stipend
- other duties in dept, institute, faculty, UC



# Your supervisory committee:

(choose members carefully!)

- bring experience/expertise to your project
- help focus or re-focus the project
- evaluate progress annually
- must approve transfer from MSc to PhD
- they have a scientific network
- sit on your examinations

Make sure you have regular meetings, or drop by (they have an open door policy)



# Graduate program directors

- Biochemistry & Molecular Biology
  - Biomedical Technology
  - Cardiovascular/Respiratory Sciences
  - Community Health Sciences
  - Gastrointestinal Sciences
  - Immunology
  - Medical Science
  - Microbiology & Infectious Diseases
  - Neuroscience
- Julie Deans  
Paul Schnetkamp  
Don Welsh  
Marilynne Hebert  
Derek McKay  
Dan Muruve  
Mark Giembycz/Jan Braun  
Kris Chadee  
Sarah McFarlane/Cam Teskey



## what can graduate program directors do for you?

- approvals for extensions, exam committee membership, external examiners
- review your annual progress report
- they can help solve problems
- provide advice in graduate matters



# graduate program administrators

- Biochemistry & Molecular Biology Ashleigh Ford
- Biomedical Technology Ashleigh Ford
- Cardiovascular/Respiratory Sciences Ashleigh Ford
- Community Health Sciences Crystal Elliott, Sabrina Anderson
- Gastrointestinal Sciences Michelle Selman
- Immunology Michelle Selman
- Medical Science Kiran Pandher
- Microbiology & Infectious Diseases Kasia Judycki
- Neuroscience Kasia Judycki



# milestones during your training

The Policies and Procedures (on web) describe when certain milestones need to be reached. Examples:

- supervisory committee: when
- research proposal: when
- annual progress reports: forms, when
- course work: which courses, when
- candidacy exam: what is it, prepare how, when
- transfer from MSc to PhD: how, when



# FGS program requirements:

<http://grad.ucalgary.ca/policies/handbooks>

UOEC • THIS IS NOW

Prospective Students • Current Students • Alumni • Community IT • MY U OF C • CONTACTS Go

# Graduate Studies

UNIVERSITY OF CALGARY

Home Prospective Students Current Students Faculty & Staff Awards Contact Us

## Handbooks

### Handbooks of Supervision and Examination

- [Doctoral Program](#)
- [Master's Program: Thesis-based](#)
- [Master's Program: Course-based](#)
- [Policy Governing the Relationship Between Supervisor and Student](#)

Home  
About Us +  
Admissions  
Graduate Calendar +  
Undergraduate Calendar  
Fees  
Forms +  
Important Deadlines  
International Requirements for Admission  
Policies and Procedures -



# graduate program requirements

Make sure you know about:

- how many required and elective courses for MSc
- how many required and elective courses for PhD
- you must take the [research ethics integrity day](#) before MSc thesis defense or before doctoral candidacy examination



# The graduate science office :

- **all forms must go through our office** (not directly to the Faculty of Graduate Studies)
- **keep graduate program administrators informed** of any changes in email and/or home addresses
- **get a [UofC email account](#)**: it is the only way by which we will communicate official UC business to you (e.g. GSE/grad program information)
- **know the rules and procedures**: we will help wherever we can
- all info is on **web** (FGS, Calendar, Your program web site, GSE) as well as in handbooks



# Awards/funding sources (see our web site)

**you are strongly encouraged to apply for studentship funding**

- external awards (e.g. CIHR, NSERC, AI-HS, other agencies)
- FGS Scholarships (FGS web site)
- Graduate Assistantship-(Teaching)
- know the [deadlines](#) (published on the web by agencies, institutions, FGS, us)
- applications for scholarships/fellowships/awards are processed by the GSE office



# FGS Scholarships:

[https://pr1web.ucalgary.ca/UofC\\_FGSA/public/publichome.aspx](https://pr1web.ucalgary.ca/UofC_FGSA/public/publichome.aspx)

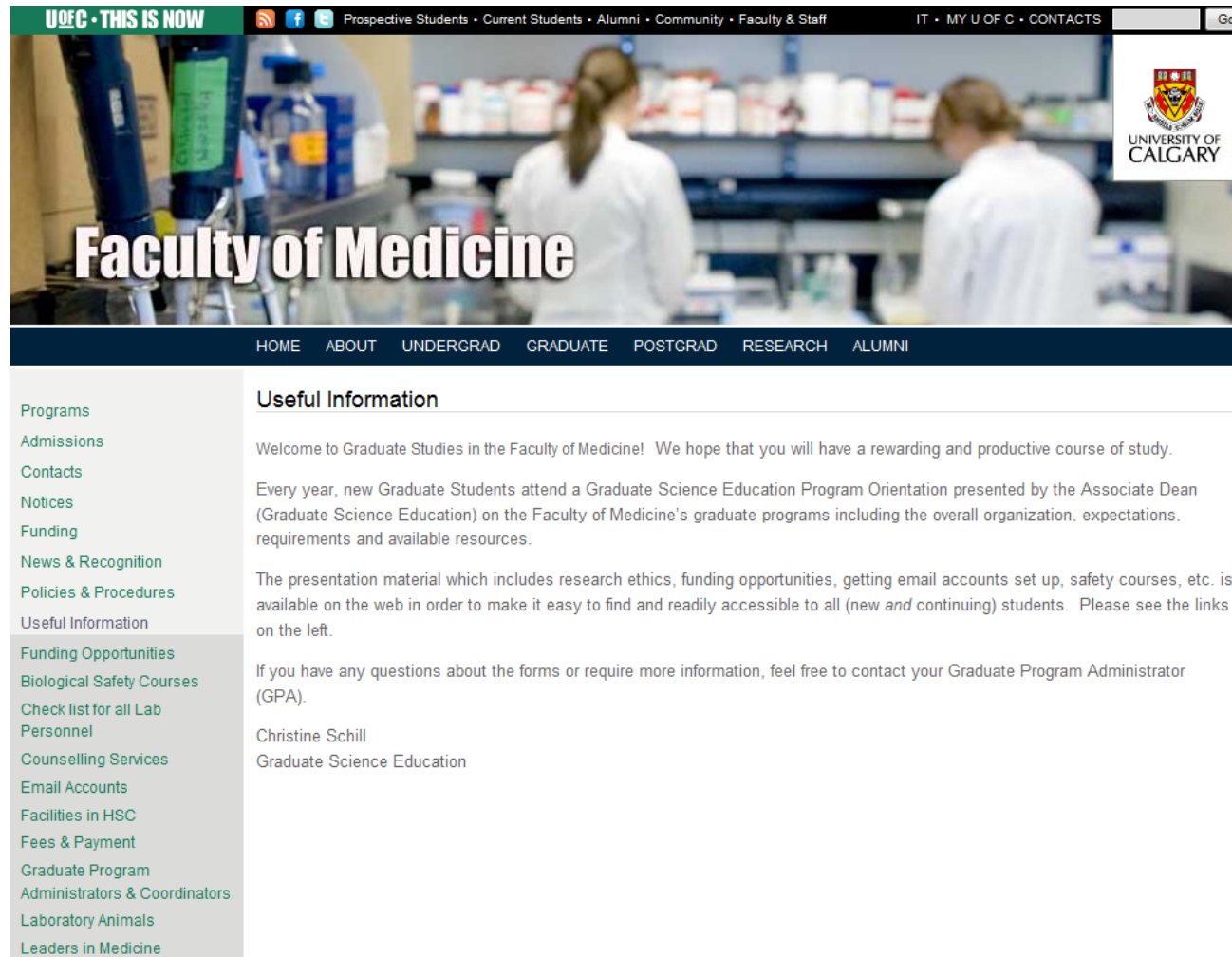


## Online Scholarship Database Search Engine (Note: Scholarship values may not remain at the level currently posted)

<b>Source</b>	<input checked="" type="radio"/> University of Calgary <input type="radio"/> External Funding
<b>Award Name</b>	<input type="text"/>
<b>Program</b> <small>(Use "Add" / "Remove" button to select programs as your search criteria from the program list)</small>	<div style="display: flex; align-items: flex-start;"><div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Anthropology Applied Psychology Archaeology Art Biological Sciences</div><div style="margin-right: 5px;"><input type="button" value="Add +"/> <input type="button" value="Remove -"/></div><div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">Biochemistry and Molecular Biology</div></div>
<b>Category</b>	All Categories ▾
<b>Degree</b>	<input type="checkbox"/> Master's:Course-based <input type="checkbox"/> Master's:Thesis-based <input checked="" type="checkbox"/> Doctoral <input type="checkbox"/> Post-Doctoral
<b>Registration Status</b>	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time <input type="radio"/> Unrestricted
<b>Citizenship</b>	<input checked="" type="checkbox"/> Canadian Citizen <input checked="" type="checkbox"/> Permanent Resident <input checked="" type="checkbox"/> International
<b>Donor</b>	<input type="text"/>
<b>Keywords</b>	<input type="text"/>
<b>Competition</b>	All ▾
<input type="button" value="Search"/>	

# Orientation package

[http://medicine.ucalgary.ca/grad/useful\\_info](http://medicine.ucalgary.ca/grad/useful_info)



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**UofC • THIS IS NOW** [RSS](#) [f](#) [t](#) [c](#) [Prospective Students](#) • [Current Students](#) • [Alumni](#) • [Community](#) • [Faculty & Staff](#) [IT](#) • [MY U OF C](#) • [CONTACTS](#) [Go](#)

**Faculty of Medicine**

[HOME](#) [ABOUT](#) [UNDERGRAD](#) [GRADUATE](#) [POSTGRAD](#) [RESEARCH](#) [ALUMNI](#)

[Programs](#)  
[Admissions](#)  
[Contacts](#)  
[Notices](#)  
[Funding](#)  
[News & Recognition](#)  
[Policies & Procedures](#)  
[Useful Information](#)  
[Funding Opportunities](#)  
[Biological Safety Courses](#)  
[Check list for all Lab Personnel](#)  
[Counselling Services](#)  
[Email Accounts](#)  
[Facilities in HSC](#)  
[Fees & Payment](#)  
[Graduate Program Administrators & Coordinators](#)  
[Laboratory Animals](#)  
[Leaders in Medicine](#)

### Useful Information

Welcome to Graduate Studies in the Faculty of Medicine! We hope that you will have a rewarding and productive course of study.

Every year, new Graduate Students attend a Graduate Science Education Program Orientation presented by the Associate Dean (Graduate Science Education) on the Faculty of Medicine's graduate programs including the overall organization, expectations, requirements and available resources.

The presentation material which includes research ethics, funding opportunities, getting email accounts set up, safety courses, etc. is available on the web in order to make it easy to find and readily accessible to all (new *and* continuing) students. Please see the links on the left.

If you have any questions about the forms or require more information, feel free to contact your Graduate Program Administrator (GPA).

Christine Schill  
Graduate Science Education



# If you run into a conflict with your supervisor, fellow students, or others:

- try to resolve at “low level”:  
work first with your supervisor
- follow procedures closely: Calendar and FGS web site
- contact your graduate program director
- contact Assistant Dean - Graduate Science Education
- contact Associate Dean - Graduate Science Education



# If you need help but feel uncomfortable contacting the Associate Dean's Office:

- UC Counseling services- Foothills Campus, Friday afternoons, Jan Crook or any time at Wellness Centre, Mac Hall, Main Campus (<http://www.ucalgary.ca/counselling/>)
- Associate Dean – Equity and Teacher/Learner Relations  
Dr. Janet de Groot, 7<sup>th</sup> Floor, TRW  
([http://medicine.ucalgary.ca/equity\\_teacher-learner](http://medicine.ucalgary.ca/equity_teacher-learner))



# Appeals

- appeal course grades to Dean, Faculty of Medicine:
  - [Science Student Appeals Committee](#) – Medicine
- appeal graduate program decisions to Dean, Faculty of Graduate Studies
  - [FGS appeals](#)



# Academic misconduct

- [Plagiarism](#)  
submitting or presenting work as if it were the student's own work when it is not. Any ideas or materials taken from another source written, electronic, or oral must be fully and formally acknowledged.
- **Cheating**  
Cheating at tests or examinations
- **Other academic misconduct**  
example: tampering or attempts to tamper with examination scripts, class work, grades and/or class records



# A word about fees/tuition payments

- Fees for the Fall 2011 term are due Sept 30
- If you are unable to pay the fees you have the possibility to set up a fee payment plan :

FGS web site: <http://grad.ucalgary.ca/fees>

and

How to do this: <http://www.ucalgary.ca/registrar/graduatepayment>

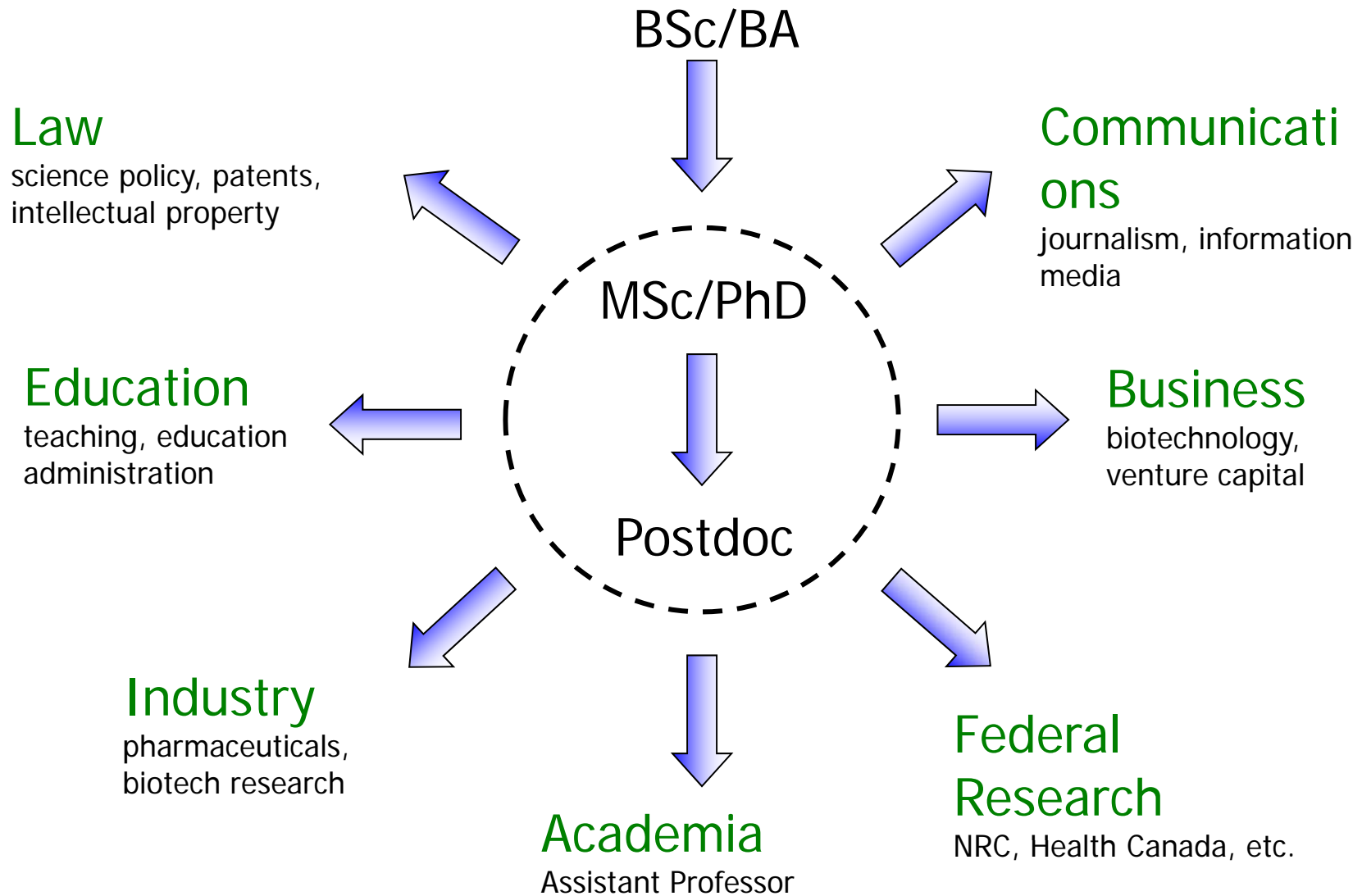
and

The form:

[http://wcmprod2.ucalgary.ca/grad/files/grad/Fall2011Payment\\_Plan\\_Application.pdf](http://wcmprod2.ucalgary.ca/grad/files/grad/Fall2011Payment_Plan_Application.pdf)



# Potential career paths



Source:  
CIHR Research Capacity Development Programs  
May 1, 2008