PhD in Population Health

Student Handbook

2016/2017

Faculties of Health Sciences, Law (Common Law Section), Medicine, Social Sciences and Telfer School of Management
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Welcome to the PhD in Population Health program. This handbook will provide you with some useful information before the start of the academic year to guide you throughout your program. Please read the handbook carefully. It is also available on the program’s website. This information is current as of September 2016. The program website is available at http://health.uottawa.ca/interdisciplinary/doctorate-phd-population-health.

PROGRAM REQUIREMENTS

All students must complete a minimum of six sessions of full-time registration at the beginning of the program. Students must successfully complete 18 credits of coursework, a comprehensive examination, a thesis proposal and a thesis.

Year 1: compulsory, co-requisite and elective courses
Year 2: comprehensive examination and thesis proposal
Years 3 and 4: thesis.

Compulsory courses
POP 8910 Scientific Paradigms in Population Health will be offered in the fall
POP 8920 Investigative Methods in Population Health will be offered in the fall
POP 8930 Population Health Interventions will be offered in the winter

The passing grade for all graduate courses is C+. A student who fails a course at the graduate level must either repeat it or take another course specified by the academic unit. A student who fails two courses while in a doctoral program will be withdrawn from the program. Supplemental exams are not permitted at the graduate level. This regulation does not apply to the comprehensive examination, which is governed by separate regulations.

MONTHLY SEMINAR

A non-credit seminar series is held in the fall and winter semesters. These seminars are open to students in all years of the Population Health PhD program and students are strongly encouraged to attend. Each seminar will be co-led by a faculty member affiliated with the Population Health PhD program and student registered in the program. The seminar series includes a mandatory seminar on preparing for comprehensive exams for first-year students, and a mandatory seminar on writing a thesis proposal for second-year students, which will be offered in the fall.

POP ELECTIVE COURSES

The program offers two elective courses at any given time, namely the POP8900 Directed Studies in Population Health and POP8940 Population Health Policy Practicum. The guidelines are published on the program website.

POP 8900 Directed Studies in Population Health (3 cr.)
Directed studies may not be substituted for required and existing courses within the program.

POP 8940 Population Health Policy Practicum (3 cr.)
Three-month practicums, which provide opportunities for interaction and discussions with policy makers in a policy setting, may be organized by the student in consultation with a faculty mentor. A policy practicum requires co-mentors, one being a university-based researcher, the other a policy maker. Students completing a
policy practicum should have completed a theoretical health policy course before embarking on the policy practicum. Students are advised to take API6314 Health Policy taught by Patrick Fafard. This course is offered in the fall on Tuesday mornings from 8:30 to 11:30.

**POP 9998 COMPREHENSIVE EXAMINATION**

The comprehensive examination will be held in the fall in the second year. **You should not plan any events or travel during the fall session.** The guidelines are available on the program website.

**POP 9997 THESIS PROPOSAL**

In the second year, during the winter and summer sessions, you should be defending your thesis proposal. The objective of the thesis proposal defense is to assist the student in planning the most appropriate thesis proposal and to ensure standards of excellence. The student should demonstrate satisfactory mastery of the topic and methodology, and should demonstrate ownership of the thesis proposal.

The thesis proposal committee is made up of:
1) The student;
2) The supervisor(s);
3) Two members from two different faculties, each representing different disciplinary strengths;
4) One extra examiner (the extra examiner must have not participated as a thesis committee member or attended any meeting of the thesis proposal committee).

The thesis proposal committee members:
- provide support and guidance to the student in planning the thesis proposal;
- approve the thesis proposal as ready for the defense;
- remain available for occasional consultation throughout the research process; and
- attend the oral defense of the proposal.

The thesis proposal committee can be the same as your thesis committee, provided that each faculty member is also a member of the FGPS. Please refer to the thesis proposal guidelines regarding forms that need to be completed. These are available on the program website.

**Open to the public**
Thesis proposal defenses are open to the public. Students in all years of the program are strongly encouraged to attend, and should regularly check the program website for announcements about upcoming thesis proposal defenses.

**POP 9999 THESIS**

There are three types of supervision: **sole supervision, co-supervision** and **cotutelle**. Sole supervision involves having a single supervisor of your thesis. Co-supervision involves having two professors from the University of Ottawa who jointly guide the student’s thesis. **Cotutelle** is joint supervision involving a professor at the University of Ottawa and a professor at another university. The student under cotutelle would obtain a degree from both institutions. The thesis evaluation and defence process follows the procedures of the student’s home university, but the student spends a minimum of one year of study at the partner university.
In each model of thesis supervision, thesis committee members also play an active role, providing input throughout the students’ thesis development, implementation and write-up phases. This involvement is critical when preparing a thesis that is transdisciplinary in its orientation. Further details are provided below.

Professors who are members of the Faculty of Graduate and Postdoctoral Studies and affiliates of the Population Health PhD Program are authorized to supervise theses. These professors are identified on the Program’s current members page. You will find details of a professor’s research interests on the websites of most academic units, many of which host individual pages for professors with a list of their recent publications. Some professors also have their own websites.

**Regular meetings between student and supervisor**
The student and the supervisor should plan to meet regularly, whether or not the student has any finished work to show the supervisor. Students should prepare an agenda for each meeting and are advised to keep notes of significant points of discussion. If the meeting is to discuss text that has already been written, the student must send the draft in advance of the meeting, providing the supervisor (and committee members) with adequate time to review materials beforehand. After the meeting, the student prepares a brief summary of significant points of discussion and decisions. This summary is then shared with the supervisor. These meetings are critical to student progress.

**Thesis Examining Committee**
A doctoral thesis committee shall consist of no fewer than four, and no more than seven, members. The thesis supervisor shall not count as one of the minimum number and shall not have the right to vote. The internal examiners for the defense of the thesis proposal and thesis may be members of the thesis project committee, provided that they are members of the FGPS.

If you wish to nominate a person who is not a member of the FGPS, you must provide a letter of support from the thesis supervisor and co-supervisor (if applicable) that includes:

- the reason for this nomination;
- confirmation that the person will participate at the defense in person and that expenses will not be covered by the program, the FGPS, the thesis supervisor, co-supervisor (if applicable), since this would be considered a conflict of interest; and
- a resume.

**What you can expect, and what the program expects, from your thesis supervisor:**
- Provides input on potential thesis committee members and may help with recruitment or provide suggestions on recruiting thesis committee members.
- Ensures that the student is following guidelines for thesis proposal and thesis requirements
- Provides ongoing guidance and support on preparation for the thesis proposal, ethics submission and thesis.
- Approves the thesis proposal and final thesis as ready for defense (along with thesis committee members)
- Advises student on when thesis meetings should include thesis committee members and provides input on how student can maximize the interdisciplinary expertise of thesis committee members in their thesis preparation and write-up.
- Advises Program Director, in writing, of any changes in committee member composition when these changes are proposed.

**The Thesis Supervisor**
The student-supervisor relationship should be viewed as a partnership. The thesis supervisor’s role is a complex one. His or her main responsibilities are to:
• Assist in the search for a pertinent research topic;
• Provide direction regarding research techniques and methodologies;
• Provide insight and constructive criticism concerning theses or publications;
• Give guidance in preparing scholarship applications;
• Play a mentorship role and assist in career development.

Thesis supervisors must also:
• Treat all students working with them fairly and equitably;
• Set up clear standards and expectations;
• Meet with their students regularly;
• Provide, in a timely fashion, feedback on drafts submitted by their students.

What you can expect from thesis committee members:
• Provide support and input on your thesis proposal and thesis, with particular emphasis on their specific area of expertise
• Approve the thesis proposal and thesis as ready for defense
• Remain available for consultation throughout the research process, joining occasional thesis committee meetings and providing one-on-one consultation as required;
• Selected members participate in the oral defense of the thesis proposal and thesis.

What the Population Health PhD Program expects from you, the student:
• In Year 1 of the program, initiate meetings with your supervisor. Monthly meetings are encouraged but a minimum of one meeting per semester must be held.
• When preparing your thesis proposal and thesis, initiate regular meetings with your supervisor and thesis committee members and keep them informed of any key issues that are arising.
• Complete an annual progress report as well as a Learning Plan starting in Year 2. Permission to continue to register in the program will depend on a satisfactory report.
• Notify your supervisor if you plan to be away.
• If you are planning to suspend work on the thesis for a session or more, due to serious illness, financial difficulties or occupational/family obligations, you need to apply for, and receive approval for, a leave of absence.

Open to the public
Thesis proposal defenses are open to the public. Students in all years of the program are strongly encouraged to attend them and to regularly check the program website for announcements about upcoming thesis proposal defenses.

FAST TRACK OPTION

From a master’s program to PhD in Population Health
A fast track option is only available to master’s students in programs at the University of Ottawa that have received approval for this option. These are the designated “eligible” masters’ programs. The following Population Health PhD program regulations apply. Outstanding students enrolled in an eligible master’s program may be allowed to transfer to the Population Health PhD Program without being required to write a master’s thesis, provided they meet the following criteria:

• Successful completion of all courses required for the master’s program with a grade of A- or better in every course.
• All admission requirements for the Pop Health PhD Program (with the exception of the master’s thesis and degree) must also be met.
• Written recommendation from the master’s program supervisor.
• Demonstrated research experience during or prior to the master's program (i.e., publications, empirical data analyses, etc.).
• PhD supervisor identified (may or may not be the same supervisor as for master’s, and may or may not be in same department, school or faculty).
• Enrolment is within 14 months following initial registration for the master’s degree (may be longer in the case of a student registered part-time for a master's program). The transfer must take place at the beginning of the fall session for the Population Health PhD Program.
• Application for fast-track option will be in May or June for admission in September.

WHAT ARE THE CORE COMPETENCIES?

<table>
<thead>
<tr>
<th>Depth and breadth of knowledge</th>
<th>Critically evaluate a range of theories used to explain health concepts, patterns, inequalities and inequities</th>
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<tr>
<td></td>
<td>Integrate interdisciplinary thinking into population health activities</td>
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<td>Analyze policies, regulations and health systems and their mechanisms</td>
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<td>Understand and describe contemporary debates in population health using a range of illustrative substantive health issues</td>
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<tr>
<th>Research and scholarship</th>
<th>Identify and use the best theoretical approaches to analyze population health inequities and interventions</th>
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<td>Evaluate the contribution of different disciplines to population health, and integrate different approaches and practices in population health</td>
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<td>Produce original research of quality to satisfy peer review and/or publications by applying one or more qualitative and/or quantitative research methods drawn from different disciplines</td>
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<td>Contribute to the understanding of health inequalities/inequities and their determinants, of the methodology to study these, and of the interventions applied to mitigate these</td>
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<td>Compare and analyze the role of different agencies in addressing population health issues (NGOs; community groups; disease interest groups; governments; intergovernmental organizations, international agencies; etc.)</td>
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<tr>
<th>Level of application of knowledge</th>
<th>Describe, critique and debate theories and a range of conceptual approaches to analyzing the health of populations (covering the major causes of death and illness in Canada and elsewhere, inequalities/inequities in health, notions of well-being, mental health, community health, and of human development etc.).</th>
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<td>Contribute to the development of novel approaches to the understanding of population health, and related research methods and interventions</td>
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Professional capacity/autonomy

- Act on population health by proposing interdisciplinary interventions that are efficient and complementary
- Propose interventions based on ethical considerations specific to population health
- Plan health interventions in accordance with the specific needs of the targeted population groups

Level of communication skills

- Synthesize information and present cogent explanations for health status (covering inequalities, inequities, vulnerability, determinants of health, social justice, etc.)
- Communicate adequately the research results and adapt the communication to different audiences (researchers, policy makers, mass media, different population groups)
- Develop the ability to inform, influence and heighten different audiences’ awareness to population health issues (lobbying, advocacy, information)

Awareness of opportunities and limits of methodologies and methods

- Using an interdisciplinary framework, acknowledge the disciplinary limits and the input of different disciplines in terms of knowledge, research methods and interventions

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REGISTRATION

Before registering for your first session

Some of you will have some conditions to meet before your first registration. Please refer to the terms and conditions of your offer of admission under “Condition(s) to be met before the first registration”. Please see the program coordinator to complete this step with the required documents to satisfy these conditions. You will not be permitted to register until these conditions are met.

Registration procedure

Registration will begin on June 22. If you are unable to register through Rabaska, you can register in person at the program office or by email. Rabaska is the tool students use to manage course registration. You must first log into uoZone. If you are not familiar with Rabaska, we encourage you to take a tutorial. Please note that for various reasons, you may not be able to register or make changes to your registration using Rabaska. If you decide to register by email, please download and complete either the Graduate registration form for the initial registration for a given session, or the Modification form to make changes, and send the form to pop@uottawa.ca. A digital signature is required.

EPI elective courses

For those who choose elective courses in epidemiology (EPI), you can register with Rabaska since some spaces are reserved for those in the program. If there is no more spaces, please let the program coordinator know as she may be able to negotiate additional spaces.

Registration for other electives and co-requisite courses

For all other elective courses, you must obtain permission from the professor who teaches the course (via email). Once you have obtained permission, please forward the email to the program coordinator, since you will not be able to register with Rabaska until you have done so. However, sometimes, certain departments provide access to their courses. Therefore, before requesting permission, try to register for the course. If this is not possible, request permission from the professor. For your information, the program website lists the
approved courses and their areas of knowledge for those of you who must complete a co-requisite course. Note that you can select courses that are not on this list. We advise students to discuss their electives with their supervisor.

Course search timetable
To find a course, use the search tool for available courses. If you know the course code, use the tab “Basic search”, fill in the Session and Course code. If you want a list of courses offered by department, use the “Advanced Search” tab, fill in the Session, Year of Study (graduate level) and Subject (select the department in question).

Intensive courses
Some students will be required to take one or two non-credit intensive courses in "Introduction to Epidemiology" and/or "Introduction to Biostatistics". If these courses are required, this will be stipulated in your letter of admission. These courses are offered towards the end of August by the School of Epidemiology, Public Health and Preventive Medicine. You can register for the Summer Institutes as an affiliated student. Additional fees apply to these summer courses. Students who choose to complete an intensive course at another university must provide evidence of successful completion before they can register.

ANNUAL RESEARCH PROGRESS REPORT

During the second year of the program, and once a year thereafter, the FGPS will be informed of progress made during the previous year. The student will complete a progress report and submit it to the thesis supervisor. The thesis supervisor will then review the student's progress and, if it is deemed unsatisfactory, will make appropriate recommendations. Students should append their learning plan to the progress report to show details of projected milestones to complete the program.

LEARNING PLAN

All students who entered the program in 2015 or later are required to complete a learning plan. For students already enrolled in the program, plans must be submitted along with annual progress reports and/or no later than fall 2016. Learning plans must outline how the student expects to apply for external fellowships, and the progress report must provide an update on fellowships applied for and received.

PROGRAM DIRECTOR

Professor Jeffrey Jutai is Acting Director, which will be announced in July. He is Full Professor, Director and Associate Dean of the Interdisciplinary School of Health Sciences, will take on the role of Acting Director of the PhD in Population Health Program until the position is filled.

PROGRAM COORDINATOR

Roseline Savage, 125 University Private, Montpetit Hall, room 232, Ottawa, ON K1N 7K4, 613-562-5691, pop@uottawa.ca. Office hours: September to May, 8:15 a.m. to 4:30 p.m., and from June to August 8:15 a.m. to e3:30 p.m., closed between noon and 1 p.m.

GOVERNANCE

The doctoral program in population health is offered through a collaboration of five faculties: Health Sciences, Medicine, Law (Common Law Section), Social Sciences and the Telfer School of Management. The program is
administratively hosted by the Faculty of Health Sciences and governed by the general regulations of the Faculty of Graduate and Postdoctoral Studies (FGPS).

**ORIENTATION**

An orientation session for students and supervisors will be held in September. The date will be confirmed during the summer. An orientation week for entering students will be organized by the FGPS/SASS/GSAED in the first week of September. Visit the websites to see the events.

**KEY CONTACTS**

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Acting Director</td>
<td>Jeffrey Jutai</td>
<td>613-562-5800 x5254 <a href="mailto:jjutai@uOttawa.ca">jjutai@uOttawa.ca</a></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>Roseline Savage</td>
<td>613-562-5691 <a href="mailto:pop@uottawa.ca">pop@uottawa.ca</a></td>
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</table>

**COLLABORATING FACULTIES**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Dean</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Health Sciences</td>
<td>Hélène Perrault</td>
<td>613-562-5800 x5432 <a href="mailto:Dean.health@uottawa.ca">Dean.health@uottawa.ca</a></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Marcel Mérette</td>
<td>613-562-5903 <a href="mailto:doyenssdean@uottawa.ca">doyenssdean@uottawa.ca</a></td>
</tr>
<tr>
<td>Law (Common law section)</td>
<td>Nathalie Des Rosiers</td>
<td><a href="mailto:clawgen@uottawa.ca">clawgen@uottawa.ca</a> 613-562-5794</td>
</tr>
<tr>
<td>Medicine</td>
<td>Jacques Bradwejn</td>
<td>613-562-5800 <a href="mailto:x8113Jacques.bradwejn@uottawa.ca">x8113Jacques.bradwejn@uottawa.ca</a></td>
</tr>
<tr>
<td>Telfer School of Management</td>
<td>Francois Julien</td>
<td>613-562-5800 <a href="mailto:x5815Julien@telfer.uottawa.ca">x5815Julien@telfer.uottawa.ca</a></td>
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**INSTITUTES AND CENTRES**

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<thead>
<tr>
<th>Name</th>
<th>Director</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Centre for Health Law, Policy and Ethics</td>
<td>Colleen Flood</td>
<td>613-562-5800 x8781 <a href="mailto:Colleen.Flood@uOttawa.ca">Colleen.Flood@uOttawa.ca</a></td>
</tr>
<tr>
<td>Nursing Best Practice Research Centre</td>
<td>Barbara Davies</td>
<td>613-562-5800 x8436 <a href="mailto:bdavies@uottawa.ca">bdavies@uottawa.ca</a></td>
</tr>
<tr>
<td>Centre on Governance</td>
<td>Caroline Andrew</td>
<td>613-562-5800 x2755 <a href="mailto:Ceg-cog@uottawa.ca">Ceg-cog@uottawa.ca</a></td>
</tr>
<tr>
<td>Institute for Science, Society and Policy</td>
<td>Monica Gattinger</td>
<td>613-562-5800 x3911 <a href="mailto:issp@uottawa.ca">issp@uottawa.ca</a></td>
</tr>
<tr>
<td>Institute of Environment</td>
<td>Stewart Elgie</td>
<td>613-562-5800 x5874 <a href="mailto:ieuo@uottawa.ca">ieuo@uottawa.ca</a></td>
</tr>
<tr>
<td>R. Samuel McLaughlin Centre for Population Health Risk Assessment</td>
<td>Daniel Krewski</td>
<td>613-562-5381 <a href="mailto:cphra@uottawa.ca">cphra@uottawa.ca</a></td>
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**OFFICE OF THE OMBUDSPERSON**

<table>
<thead>
<tr>
<th>Name</th>
<th>Ombudsperson</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Lucie Allaire</td>
<td>Ombudsperson</td>
<td>613-562-5342 <a href="mailto:ombudsperson@uOttawa.ca">ombudsperson@uOttawa.ca</a></td>
</tr>
<tr>
<td>Marie Boglari</td>
<td>Assistant Ombudsperson</td>
<td>613-562-5342 <a href="mailto:ombudsperson@uOttawa.ca">ombudsperson@uOttawa.ca</a></td>
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POPULATION HEALTH GRADUATE STUDENTS’ ASSOCIATION

The (PHGSA) is a non-profit, student association that functions as a sub-group of the Graduate Students’ Association (GSAED) at the University of Ottawa. The PHGSA was created for the purpose of supporting and representing population health students in matters dealing with the program directorate and the GSAED council. The primary activities for which the PHGSA is responsible include, but are not limited to: advocating for the interests of its members; organizing orientation and other social events; offering opportunities for mentorship; and furthering professional and academic development. Membership is open to graduate students enrolled in the Population Health PhD program at the University of Ottawa, and is automatic upon registration. Getting involved in the PHGSA is a good way to enrich your student experience, expand your network, improve your leadership skills, better understand university administration, and have a significant impact on the improvement of the doctoral program. If you have ideas for the coming academic year, the Association would love to welcome you on board. If you are interested in joining the executive, send an email to the Association at phgsa.aedsp@uottawa.ca. Association website: http://phgsa.ca/contact-us, social media: facebook.com/groups/PHGSA.AEDSP/.

THE 10-HOUR RULE

The FGPS considers that a full-time graduate student should not work more than 10 hours per week (cumulative hours of work inside and outside the university). This is in agreement with the Ontario Council on Graduate Studies official policy on employment for full-time graduate students. This applies to paid work that is not related to the thesis. No student will be permitted to work beyond the 10 hour limit without the express written permission of the Dean of the FGPS. However, the 10 hour rule does not apply to soft funded scholarships or soft funded research bursaries (see Policy 110a). If you wish to request an exception, please follow the procedure published on the FGPS website at http://www.uottawa.ca/graduate-studies/students/forms/request-exception.

UNIVERSITY EMAIL POLICY

All email correspondence from the University of Ottawa is sent to a student’s official university email address (@uOttawa.ca). It is the student’s responsibility to check this university email account on a regular basis.

PRINTING POLICY

Throughout your program, you will be required to fill out FGPS forms, such as the annual research progress report. Please note that all forms requiring the signature of the program director must be submitted to the program office in paper format. Please do not send such forms by email; the program is not responsible for printing student documents.

STUDENT SERVICES AND RESOURCES

Student Academic Success Service – SASS
SASS is a free network of services and programs designed to give you the tools and information you need to succeed from your first day on campus until you receive your diploma and go out into the world to pursue your dreams. Delivered by professionals and fellow students who care about your success and wellbeing, the
programs and services of SASS complement your classroom learning and support you in achieving your academic and professional goals.

**Counselling and Coaching Service**
The University of Ottawa is committed to the wellbeing of its students and to ensuring that every student maintains good mental health so that they can complete their work and participate fully in university life. The Service features a network of specialists who work together to provide information and their insights to the University community on mental health issues, breaking down prejudices and developing strategies to promote mental health. They also offer training and provide support to students experiencing mental health problems or who may be feeling distressed, and can help you overcome your difficulties and reach your full potential.

If you are feeling lost, are facing a problem you don’t know how to handle, or would just like to talk to someone in a safe place, please contact the Counselling and Coaching Service. Their team is there to help. They can provide same-day service in an emergency, or if they cannot meet with you, they will provide you with the contact details of an emergency service. **To book an appointment:** call or leave a message at 613-562-5200 or go in person to 100 Marie-Curie, 4th floor.

**Aboriginal Resource Centre**
The Aboriginal Resource Centre (ARC) works closely with all university faculties and services to develop initiatives that support and benefit First Nations, Inuit and Métis students. They provide services that support your classroom, career and personal needs in a manner consistent with Aboriginal cultures and values. They also promote strong working relationships with government agencies, as well as with Aboriginal communities and organizations, to enrich students’ experiences.

**Academic Writing Help Centre**
The Centre offers individual writing appointments, classroom presentations and workshops, and online writing resources. You can book an appointment online: [https://sass.uottawa.ca/en/writing](https://sass.uottawa.ca/en/writing). Before booking your first appointment, you must activate your student profile in person at the AWHC. Once your profile has been activated, you can book all your appointments online.

**Altitude**
The Altitude program was designed to enhance the learning experience of graduate students and post-doctoral fellows, preparing them for the workforce and the professional academic world. Altitude hosts a variety of events and workshops to help hone particular skill sets, such as communication, teaching, and writing. These free workshops allow students to not only improve their academic success, but also gain an extensive understanding of the job market. Altitude takes learning beyond the classroom, bringing the graduate experience to greater heights.

Visit [http://altitude.uottawa.ca/en](http://altitude.uottawa.ca/en) to view a list of workshops offered throughout the year.

**Mentoring**
There are 18 student mentoring centres across campus. These services offer students a welcoming and positive peer help environment focused on academic success.

**Plagiarism**
"Academic integrity means being responsible for the quality of your work, preparing it honestly and respecting the intellectual community you are part of as a student. It is a core value in all scholarly work.” ([Academic Integrity: Student’s Guide](#)).

**International Office**
The [International Office](#) offers advice and support to students, faculty and staff, from uOttawa and international institutions, on all aspects of international engagement, including coordinating student
mobility, establishing exchange agreements, building international partnerships, and hosting international delegations. The Office also facilitates the development of strategies necessary to meet the University’s academic goals with regard to internationalization.

Student card and U-Pass
Once your registration is complete, please go to InfoService, located at 75 Laurier Avenue, to pick up your student card and to the University Centre to get your U-Pass.

Preparation for University Teaching
The Faculty of Graduate and Postdoctoral Studies, in cooperation with the Centre for University Teaching, provides graduate students and postdoctoral fellows with an opportunity for formal training in university teaching through a course and practicum (ESG 5300 and ESG 8300). Please contact the program office to register.

Information Technology
If you need technical help with IT problems, such as accounts and passwords, wireless access, software downloading, or printing on campus, please contact Information Technology at 613-562-5800, extension 6555. Click on Request Help.

Study Rooms
You have access to two study rooms at 1 Stewart Street, namely rooms 223 and 201. The code to access Room 223 is 1-4-5. The room is equipped with a computer, for which the password is pophealth. To reserve this room, please use the calendar that is posted on the door. The door code for Room 201 is 1739 followed by #. No reservation is required. Space is available on a first-come, first-served basis. The code to access the second floor is 1-4-3. The Interdisciplinary School of Health Sciences also offers students a workstation in the Thompson Residence. Please see Stéphanie Breau-Godwin at 25 University, Room 140, or contact her by email at Grad.EISS@uottawa.ca, or by telephone at 613-562-5800 extension 7934.

Teach Abroad Program for PhDs (TAPP)
This program allows participants to teach abroad and gain experience outside of the traditional campus TA-ships. It offers professional internships that enhance the experience of future professors and researchers, as participants do the work of a guest lecturer or teaching assistant in another country. This program offers no academic credit. The structure and content of the assigned courses is jointly determined by the selected PhD student professors and the partner institution. PhD students can be paid up to $3,000 by the partner institution and/or have their housing and/or travel paid by the partner institution. For the annual deadline and how to apply, check the International Office website.

CONFERENCES

Canadian Public Health Association Annual Conference
Any student who is interested in improving the health and well-being of the entire population should consider attending this conference. Visit www.cpha.ca/en/conferences for upcoming abstract submission guidelines and conference dates.

Canadian Conference on Global Health hosted by CSIH
The CCGH is the only annual conference in Canada that focuses primarily on global health and health in development, and the only Canadian peer review forum for knowledge building and program development related to global health and development. It is the primary space for Canadians working in global health to connect annually with each other and our partners in developing countries. Visit http://www.csih.org/en/events/ for upcoming conference dates.
Congress of the Humanities and Social Sciences
This congress brings together academics, researchers, policy-makers, and practitioners to share findings, refine ideas, and build partnerships that will help shape the Canada of tomorrow. Typically spanning seven days in late May and early June, and attracting an average of 8,000 attendees, this congress is organized by the Federation for the Humanities and Social Sciences and hosted by a different Canadian university each year. The Federation, host university, scholarly associations and partners develop a full week of presentations, workshops, panels, public lectures, cultural events and receptions. It also features Canada’s largest academic trade show. Luminaries, researchers, practitioners, policy-makers and students from across Canada and abroad meet, share ideas and engage in discussions that have a direct impact on Canada and the lives of Canadians. Visit http://www.ideas-idees.ca/events/congress for upcoming abstract submission guidelines and conference dates.

Annual Student Symposium
This symposium is held once a year at the University of Ottawa by population health students. Visit the student association website for the date and theme of the 2017 conference.

FINANCIAL RESOURCES

FGPS Conference Travel Grant
The Faculty of Graduate and Postdoctoral Studies (FGPS) recognizes the importance of sharing the research findings of doctoral and fast-track students with the broader scientific community. To this end, the FGPS awards travel grants to these individuals so that they can present the results of their research at major conferences. Apply before the conference.

PhD in Population Health Travel Grant
The program conference travel grant is intended to cover the cost of transportation (train, plane, bus, or other), and at the most economical rate possible, conference fees, accommodation and meals. The guidelines are available from the program website.

FGPS Research Travel Grant
The Faculty of Graduate and Postdoctoral Studies (FGPS) recognizes that travel by PhD students in the pursuit of research for their theses is important. For this purpose, the FGPS offers grants for travel outside the city when circumstances require it.

Admission Scholarship for Canadian and Permanent Residents
The University of Ottawa will provide financial assistance of at least $72,000, i.e. a minimum of $18,000/yr over a period of four years. The admission scholarship will be given automatically to any student whose admission average is 8.0 / 10 or more and who registers full-time without interruption for the duration of the scholarship (12 consecutive sessions). This financial support includes: $9,000 paid by the Faculty of Graduate and Postdoctoral Studies per year. A matching component is offered by the academic unit in form of assistantships or soft-funded scholarships worth at least $9,000 per year. Many programs offer more than the minimum in funding.

External Awards
Check the list of external awards and deadline dates published on the website: http://www.uottawa.ca/graduate-studies/students/awards.

Student Assistantships (uOttawa)
All students must apply for student assistantships (teaching and research). The available positions are published on the Human Resources website. Students should apply for positions offered within their affiliated program.

**Canadian Union of Public Employees, Local 2626 – How to Affiliate to a Unit**

The PhD in Population Health program is a self-standing interdisciplinary program and it is very important that you review Article 18.6.4 of the Collective Agreement 2013-2016 for students enrolled in a self-standing interdisciplinary program. All students shall join a unit (any academic unit, including but not limited to departments, schools, research centres, institutes, faculties without departments of the University of Ottawa in which employees may be employed) and this for the duration of the program. To confirm your affiliation to a unit, you must complete Appendix D. The form is available on page 115 of the collective agreement as well as from the program website. Once completed, please send the form to the program office by email at pop@uottawa.ca no later than Friday, July 29. To appropriately identify a unit, please refer to section:

*If registered in a self-standing Interdisciplinary program, please indicate the unit that you are choosing under Article 18.6.4 of the collective agreement. Please note that this choice will remain for the duration of your program of study: _(write your unit here)_________.*

Please discuss your choice with your thesis supervisor. Normally, students join the same unit as their supervisor. The program will then contact the unit in question to inform them of the regulation and ensure that you have the same priority as other students in the program you have identified. Please note that such affiliation is for the purposes of teaching and research positions only.

**Tuition fees**

Invoices are available in uoZone. There are several ways to pay your tuition fees. For scholarship holders, the tuition fees will be credited to your account 24 hours after your first enrollment in a session.

**IMPORTANT DATES AND DEADLINES**

Please check the calendar to keep track of important dates, such as the deadline to change a course, change your classification, pay tuition fees, the beginning and end of courses and the examination period.