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Handbook

NOSM University Graduate Studies Student Handbook

Note: This handbook applies to:

- Master of Medical Studies

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Administration and Oversight of the Graduate Program

NOSM University (NOSM U) provides medical studies to Northern Ontario and has campuses in Sudbury and Thunder Bay. At NOSM U, academic and administrative support for graduate student's is provided through the Graduate Studies Office (GSO) under the direction of the Vice President, Research and Graduate Studies. Overall responsibility for all graduate studies programs at NOSM U lies with the Assistant Dean, Graduate Studies.

The GSO is responsible for the day-to-day management of graduate studies including but not limited to enquiries, funding, awards, information distribution, course listings, thesis submission and arrangements for thesis defence and comprehensive examination.

Assistant Dean, Graduate Studies

The Assistant Dean, Graduate Studies, represents NOSM U in all academic matters concerning graduate studies. All recommendations to NOSM U Graduate Programs (such as admission, course changes, thesis examiners, awarding of the degree, etc.) are made on behalf of NOSM U by the Assistant Dean, Graduate Studies. The Assistant Dean, Graduate Studies can be reached at ad.graduatelstudies@nosm.ca.

Graduate Studies Coordinator

Each graduate program is supported by the Graduate Studies Coordinator (GSC). The GSC acts as the point of contact for prospective students, NOSM U graduate students, Alumni, Faculty, and related stakeholders. The GSC assists with the day-to-day administration of the program (i.e., applications, record keeping, communications, event planning, etc.) and supports the graduate studies committees. The GSC liaises with the Research Coordinators, who facilitate graduate student applications for funding, awards, and program awards. The GSC can be reached at graduatestudies@nosm.ca.

NOSM University Senate

The NOSM U Senate is responsible for oversight of NOSM U's academic programs. The Assistant Dean, Graduate Studies is a member of the Senate. The NOSM U Senate oversees the curriculum, approves regular course offerings for all NOSM U graduate programs, and approves all new programs of study. There are several NOSM U Senate sub-committees that deal with various academic matters of the school, such as Senate Appeals Committee.

NOSM University Registrar

The NOSM U Registrar is responsible for student registration, tuition payments, and course enrollment. Students will be contacted by the Registrar each semester for course registration and for tuition payments. Graduate students will use the [Self-Service tool](#) on the NOSM U website to view their course enrollment and student account. Graduate student's can learn more about the Registrar's office by visiting their [website](#).

Graduate Studies Committee

The Graduate Studies Committee will review, consider, and recommend matters for overall academic development of policies and practices pertaining to the graduate programs offered by NOSM U. The Graduate Studies Committee oversees NOSM U's graduate programs and reviews all proposed course

offerings to ensure they encompass the University's vision, mission, values, and key academic principles as well as meeting the requirements of the Senate. The Graduate Studies Committee oversees all program committees for each graduate studies program at NOSM U.

Program Committee

Each graduate program has a program committee that is a subcommittee of the Graduate Studies Committee. Program committees make recommendations about the program requirements, course offerings, and curriculum. Program committees also review and consider applications for admission to the program and review and consider faculty applications for Supervisory status in the program.

Graduate Supervisors

Each NOSM U graduate student must have a supervisor(s) at the time of acceptance into the thesis-based program. Supervisory status can be held by NOSM U faculty members wishing to mentor a NOSM U graduate student, so long as they complete the application process, and the relevant program committee recommends Supervisory status be given. A current list of NOSM U faculty with Supervisory status can be found on our [website](#).

Policies, Procedures, and Forms

All policies, procedures, and forms related to the graduate program can be found on the Graduate Studies Intranet ([Sharepoint](#)). These may be numbered (GS-001, MMS-001, etc.) and these numbers may be referenced in this handbook and other documents. These documents are reviewed and updated regularly by the appropriate governing committee hence it is important to use the most recent version of documents in Sharepoint. A search function is available and is useful when searching for a particular document. If you encounter difficulties accessing documents or have questions about any policies, procedures, and forms, contact the GSO.

Many of the policies and forms have been linked in this document. It is the graduate students' responsibility to be familiar with their program's policies, procedures, and forms.

Roles and Responsibilities

Graduate Student Responsibilities

This section is intended to give guidance to all graduate students. The primary responsibility of graduate students is to devote the time and energy necessary to meet the academic requirements on their degree program in a manner consistent with their registration status.

Graduate students in a thesis-based program are responsible for producing a thesis which is the student's own work, meets the standards for academic quality of the graduate program and university. The list provided below is not meant to be exhaustive.

Responsibilities of all Students

- Understand and meet all [policies, procedures and regulations](#) associated with the graduate program;

- Understand the expectations of progress in the program, including formal requirements and deadlines.

Responsibilities of all Students Enrolled in a Thesis-based Program

- With the supervisor(s), co-supervisor(s) and/or the supervisory committee, develop a work plan with timelines to assist in meeting all program requirements;
- With the supervisor(s), co-supervisor(s) and/or the supervisory committee, ensure that approval for research involving biohazards, human and non-human subjects is obtained from the appropriate Biosafety Committee, Research Ethics Board or University Animal Care Committee (see [Research and Laboratory Support Services for application forms and processes](#)), before the research begins;
- Graduate students must complete appropriate courses and training on the use of animals or humans in research, if applicable.
- Become trained in the appropriate Health and Safety policies to complete research;
- Be accessible and communicate regularly with the supervisor(s), co-supervisor(s) and/or the supervisory committee to review progress. Meet with supervisor(s), co-supervisor(s) and/or the supervisory committee more than once per term. Accessibility includes scheduled meetings, phone calls, emails returned in a timely manner, and adequate meeting time for discussion. The frequency and timing of meetings will depend on the nature of the research being undertaken and the stage of the graduate student's program.
- The graduate student should assist the supervisor(s), co-supervisor(s) and/or the supervisory committee in preparing the [Annual Supervisory Committee Meeting Form](#) (FRM-001) to evaluate the graduate student's progress;
- Ensure that all necessary documentation has been completed and submitted regarding graduation and final submission of the thesis;
- Attend all formal presentations required by the program;
- Present a thesis of their own work that reflects a capacity for independent scholarship and research in their field that meets generally accepted standards of quality;
- A thesis must reveal the graduate student's ability to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis;
- Give serious and considered attention to advice and direction and respond to advice and criticism provided by the supervisor(s), co-supervisor(s) and/or the supervisory committee in a timely manner;
- If aspects of the program need to be discussed or renegotiated, graduate students should do so with their supervisor(s) and/or co-supervisor(s) as soon as possible. Unresolved details can be brought to the attention of the supervisory committee. The graduate student should proceed without fear of retribution;
- In cases where a dispute between the supervisor(s), co-supervisor(s) and/or the supervisory committee, and graduate student remains unresolved, it is the responsibility of both parties to approach the Assistant Dean, Graduate Studies so that discussion aimed at solving the problem can be initiated;
- Inform the supervisor(s) and/or co-supervisor(s) of any extended period of absence or the potential of such absence;

- Acknowledge assistance, materials and/or data provided by other scholars, including the supervisor(s), co-supervisor(s), supervisory committee, fellow student's, industry partners, and/or technicians;
- Endeavour to publish the research results according to the standards in the field.

Supervisor and Co-Supervisor Responsibilities for Thesis based Programs

This section is intended to give guidance on supervision of graduate students, their thesis, and projects. Supervisor(s) and co-supervisor(s) are expected to assume responsibilities and commitments that will ensure a successful relationship of mutual respect, professional integrity, and ethics. The list provided is not meant to be exhaustive.

- Act in the best interest of the graduate student to facilitate a successful intellectual experience;
- Advise the Assistant Dean, Graduate Studies if unable to fulfill responsibilities as supervisor;
- Assist the graduate student as they navigate the program and help them meet all program requirements in a timely manner;
- Set clear expectations of progress in the program and communicate them to the graduate student;
- Ensure that approval for research involving biohazards, human and non-human subjects is obtained from the appropriate Biosafety Committee, Research Ethics Board or University Animal Care Committee (see [Research and Laboratory Support Services for application forms and processes](#)), before the research begins;
- Ensure that the graduate student receives appropriate Health and Safety training in order to carry out their research;
- Be accessible and communicate regularly with the graduate student to review progress; meet with the graduate student more than once per term. Accessibility includes scheduled meetings, phone calls, emails returned in a timely manner, adequate meeting time for discussion, and reasonable turnaround time for comments on the graduate student's written work. The frequency and timing of meetings will depend on the nature of the research being undertaken and the stage of the graduate student's program;
- Examine thoroughly all written material relevant to the thesis, research project by the graduate student and provide constructive suggestions, preferably in writing, for improving the work;
- With the graduate student and the Supervisory Committee, evaluate the graduate student's progress annually and report the progress to the GSO by filling out the [Annual Supervisory Committee Meeting Form](#) (FRM-001) The graduate student should assist in preparing the Annual Supervisor Committee Meeting Form;
- Attend all formal presentations or other events required of the graduate student by the program;
- Ensure that suitable arrangements are in place in a timely manner regarding the internal and external examination of a thesis;
- Ensure that all necessary documentation has been completed and submitted regarding graduation and final submission of the thesis;
- Encourage publication of the graduate student's research results according to the standards in their field.

Program of Study

The GSO maintains a confidential file on each graduate student. The file contains all forms and correspondence received by the GSO during the graduate student's program and tracks a graduate student's progress and completion of the program milestones.

Each graduate program at NOSM U will have specific details concerning the length of time permitted to complete a program. Graduate students should consult their program specific "Program Completion Policy" for details on time allowed in program and rules for Leave of Absence (LOA) and Time Extensions.

Full-time students enrolled in a thesis-based or course-based graduate program are expected to complete their studies in two (2) years.

Change within Program of Study

Any proposed change from the program as detailed in the letter of admission must have the prior approval of the Assistant Dean, Graduate Studies.

Change in Registration Status (Full-time vs Part-time)

If a student switches from full-time to part-time studies, or vice versa, their time in program will be calculated as follows: one (1) full-time semester is equivalent to three (3) part-time semesters.

Graduate students can apply for a status change from full-time to part-time, or vice versa. Change to the program of study will only take effect at the beginning of the Fall term. It is therefore important that all requests be submitted by completing the [Graduate Studies Request for Enrolment Status Change Form](#) a minimum of 20 business days prior to the each Fall term. Questions related to OSAP, scholarships, fees, academic standing etc. related to the program change should be sent to the Registrar.

Change in Program (Thesis-based vs Course-based)

Students can switch from the thesis-based stream to course-based stream by completing the [Graduate Student Program Change Request Form](#) (FRM-016).

Time Extensions

Extensions will be granted on a case-by-case basis and will require support from the graduate student's supervisor(s) if enrolled in a thesis-based program.

Extensions will only be granted on a term-by-term basis, for up to three (3) terms [one (1) full year] for full-time students. Graduate students may request extensions to their programs by completing the [Time Extension Request Form](#) (FRM-010).

Part-time students have a maximum of eighteen (18) terms [six (6) years] to complete the program without the possibility of extension.

Leaves of Absence

Graduate students can apply for a leave of absence (LOA) for a maximum of three (3) terms [one (1) full year] during their program of study with possibility of extension under exceptional circumstances.

Graduate students may apply for a LOA from their studies using the [Leave of Absence Request Form](#) (FRM-006).

Program Withdrawal

Graduate students wishing to withdraw from the program must complete the [Graduate Request for Program Withdrawal Form](#) (FRM-004).

Please refer to the Program of Study section in the [Program Completion Policy \(GS-007\)](#), for further information on Changes in Registration Status, Change in Program, Time Extension, Leave of Absence and Program Withdrawal.

Program Information

Courses

The course requirements for each graduate program are listed on the [program's website](#). Some courses are offered annually, while other courses are offered every second year. Please visit your program's website to view the course descriptions.

Graduate students should be aware of which courses are required versus elective. Each program has a specific number of required and elective courses that must be completed. Consult the [program's website](#) for a list of required and elective courses and number of credits required to complete the program requirement.

Graduate students who fail to register by the deadline and have not applied for a Leave of Absence (LOA) will be registered in a university placeholder course and will be assessed appropriate fees. Please refer to the [NOSM University's Financial Regulations](#) site for more information.

Please refer to the [Program Completion Policy \(GS-007\)](#), Required and Elective Courses section for further information.

Course Overload

A course overload is when a graduate student registers for an extra course beyond the program requirements. Graduate students can take additional courses per semester using the [Course Overload Request Form \(FRM-018\)](#). The form must be completed and submitted two (2) weeks prior to that [semester's course registration deadline](#). Students cannot request a course overload during their first semester.

Please refer to the [Program Completion Policy \(GS-007\)](#), Course Overload section for further information.

Minimum Satisfactory Academic Standing

To successfully complete a graduate program, a graduate student must maintain a 70% (Letter grade of B) overall average. Students are only allowed one course with a grade between 60-69% (letter grade of C). If a student has a second final grade between 60-69% they must repeat (required course) or repeat or replace (elective course) the course.

Students must not have any final course grade lower than 60% (letter grade of D). Graduate Students must repeat (required) or, repeat or replace (elective) a failed course to improve their mark.

Grades of 49% and below are unacceptable in a graduate program and will result in a graduate Student being removed from their graduate program.

Please refer to the [Program Completion Policy \(GS-007\)](#), Minimum Satisfactory Academic Standing section for further information.

Appeals

If a graduate student feels they did not receive a fair treatment in any way, they should first discuss their concerns with the faculty delivering the course, their supervisor(s) or the Assistant Dean, Graduate Studies. If the dispute cannot be resolved, the graduate student can follow the [Graduate Studies Academic Appeals Procedure \(GS-003\)](#) for next steps.

Program With a Thesis Requirement

General Thesis Degree Requirements

The thesis-based program requires the completion of course work, research, a written thesis and oral defence of the thesis. Some programs require graduate students to attend and present at an annual workshop or conference. Please refer to your [program's completion policy](#) and [Program Requirement](#).

Supervisory Committee

Each graduate student enrolled in a program with a thesis-requirement must have a supervisory committee.

It is the responsibility of the supervisor(s), together with the graduate student, to identify members of the Supervisory Committee. The Supervisory Committee will consist of the supervisor(s), and at least one (1) additional NOSM U Faculty member who holds [supervisory privileges in the graduate program](#).

For more information related to Supervisory Committee and their Function, refer to the [Program Completion Policy \(GS-007\)](#)

Change in Supervisory Committee

Graduate students can change members of their supervisory committee by consulting their supervisor(s). For more information related to changing Supervisory Committee, refer to the [Program Completion Policy \(GS-007\)](#)

Change in Supervisor

Graduate students seeking to change their supervisor(s) must contact GSO who will help navigate this process.

For more information related to changing Supervisor, refer to the [Program Completion Policy \(GS-007\)](#)

Annual Supervisory Committee Meeting and Report

Graduate students are required to have, at minimum, one (1) supervisory committee meeting annually. This meeting must occur no later than April every year.

At the end of the meeting, any requirements are to be noted on the [Annual Supervisory Committee Meeting Form](#) (FRM-001). The form is to be signed and dated by all present and submitted to the GSO. The form is then reviewed and signed by the Assistant Dean, Graduate Studies and added to the graduate student's file.

For more information related to Annual Supervisory Committee Meeting and Report, refer to the [Program Completion Policy \(GS-007\)](#)

Biosafety, Research Ethics, Animal Care Committee and Radioisotope Use Approval

Graduate students, if necessary and with guidance from their supervisor(s), must receive Biosafety, Research Ethics, Animal Care Committee and Radioisotope Use approval(s).

The [Annual Supervisory Committee Meeting Form](#) (FRM-001) requires confirmation of these approvals before research begins and then annually until the program is complete.

For more information related to Biosafety, Research Ethics, Animal Care Committee and Radioisotope Use Approval, refer to the [Program Completion Policy \(GS-007\)](#)

Annual Program Workshop

The Research and Graduate Studies Office (RGSO) hosts an annual program workshop. Students are required to attend this workshop and supervisor(s) are strongly encouraged to attend. Each graduate student enrolled in a graduate program will be required to provide a verbal report on their thesis design/proposal or on their data collection and thesis progress. Graduate students will be asked to provide a title and a short abstract of their presentation a few weeks before the presentation date. It is expected that the first annual presentation will consist of a thesis proposal, which should include a brief review of literature in the chosen field of research and a description of the research plan. Subsequent reports will present updates on the data obtained and the status of the research project. Presentations will be limited to 10 minutes, followed by a 5-minute question period.

This is a collegial setting where students can present their thesis proposal or initial data collection and receive feedback from peers and Supervisors. The graduate student is not graded on this presentation, but it is a requirement of some programs that the graduate student participate.

When possible, the workshop will be held in conjunction with the [Northern Health Research Conference](#) (NHRC). Students can choose to submit an abstract to present at NHRC. If the abstract is accepted the NHRC conference presentation will count as their workshop presentation.

Conference Requirements

All graduate students are encouraged to attend academic conferences. NOSM U hosts two annual conferences: the [Northern Health Research Conference](#) and [Northern Constellations](#). The RGSO recommends that graduate students attend external conferences if/when possible. Provincial, national,

and international conferences provide excellent opportunities for graduate students to present their work and receive feedback from an audience with varied and specific expertise. The RGSO is not responsible for covering the cost of attending the conference. Where possible graduate students should seek funding to help subsidize the cost of attending.

Thesis Components and Formatting Requirements

When writing the thesis, graduate students should consult the [Program Completion Policy \(GS-007\)](#) and [Thesis Components and Formatting Requirements \(GS-010\)](#). This document outlines the components of a thesis, how it should be formatted, the thesis presentation and defence, and how to submit the thesis.

It is possible that a thesis will be rejected if the student does not follow the components and formatting requirements outlined in this document.

The [NOSM Health Sciences Library](#) can provide graduate students with access to citation management support to build their thesis reference sections.

Graduate students must defend their thesis, which consists of a public oral defence of their thesis and a closed question period with their Thesis Examination Committee. Both the thesis and oral defence are evaluated by the Thesis Examination Committee, who ensure that the thesis meets the appropriate level of graduate studies in the chosen field of study.

Thesis Examination Committee

The Assistant Dean, Graduate Studies, on the recommendation of the supervisor(s), co-supervisor(s) and/or the supervisory committee, will appoint thesis examiners. In addition to the supervisor(s), the thesis examination committee will consist of one internal and one external examiner (external to NOSM U).

The Thesis [Examination Committee Approval Form](#) (FRM-002) must be submitted to the GSO a minimum of 4 weeks prior to the submission of the thesis for examination.

For more information related to Thesis Examination Committee and External Examiner, refer to the [Program Completion Policy \(GS-007\)](#)

Thesis Submission and Defence Regulations

Graduate student's should consult the [Graduate Studies Defence Guideline Form \(OTH-003\)](#) to understand the timeline and process to set up a thesis defence and complete all the pre- and post-defence actions.

All program requirements must be completed at the time the thesis is submitted to the GSO. The GSC can provide information about a student's program completion status.

Please refer to the [Program Completion Policy \(GS-007\)](#) for information on thesis preparation, submission, thesis examination committee, external examiners, scheduling and coordinating a thesis defence, and the defence procedure.

Thesis Non-Exclusive License and Thesis Embargo

Completed theses will be made publicly available by being deposited into the institutional repository and into the Library and Archives Canada (LAC) Theses Canada database. A non-exclusive license needs to be signed by the author of the thesis.

A thesis embargo is a restriction placed on a thesis or dissertation for a limited period (typically 1-3 years) where the contents of the thesis are kept hidden, only the title, abstract, and citation information is released.

The following is a brief list of acceptable reasons for requesting a thesis embargo:

- a) Data not yet published – more time is needed to submit a manuscript or public distribution of the thesis would invalidate a publication contract.
- b) Thesis has a patentable idea or product – more time is needed to submit a patent application or public distribution the thesis would invalidate a patent application.
- c) Other:
 - i) Approved intellectual property contract between a research sponsor and NOSM University that specifies a period of confidentiality.
 - ii) The thesis contains an idea of considerable monetary potential. Delaying the public distribution of thesis would provide time to the author to develop the idea further.
 - iii) The research was funded by a company that has contractually requested a delay in publication.
 - iv) Public distribution of the thesis would present a risk to the personal safety of the author.
 - v) The thesis describes a potentially dangerous product or process, and additional testing is needed before public distribution of the thesis.

If a graduate student would like to place an embargo on their thesis they should speak with their supervisor and complete a [Request for a Delay of Publication \(Embargo\) on a Thesis or Dissertation Form](#) (FRM-015).

NOSM University Thesis Submission

The graduate student should work with the NOSM University Library for submission of their thesis. The librarians can help with this process.

The PDF-A file name should be: lastname_firstname_middleinitial(s)_submissionyearmonth_degree.pdf (e.g., Smith_John_S_202204_MMS.pdf). If the graduate student does not have a middle initial, then the file name should be: lastname_firstname_submissionyearmonth_degree.pdf.

[Final Submission of Thesis Form \(FRM 003\)](#) must be completed and submitted to the GSO, prior to, or at the same time the thesis is submitted.

Financial Information

It is the graduate student's responsibility to familiarize themselves with the [NOSM University Fees, Refund Schedules and Policies, and Academic Fee Schedule](#). The policies are governed by the Registrar.

The Registrar's office, in the [Tuition and Ancillary Fees Section](#), has outlined when tuition is due each semester. Please note that the Academic and Financial dates are different.

Academic Fees

Fees are payable at the time of registration through Self-service on the NOSM U website. All graduate student's pursuing a thesis-based program must be registered in their program's Research Thesis course in each of the three semesters of the academic year throughout the period of their program until all academic requirements are met and they have been deemed eligible to graduate.

There is a minimum fee for all graduate degrees, and this will depend on the semester fees in effect at the time of first registration. Please review the sections in the [NOSM University Student Accounts](#) and familiarize yourself to the Tuitions & Fees, Payment Due Dates, Financial Regulations etc. Semester fees are subject to review.

Graduate students must pay a minimum of two (2) years full time tuition for the program. Graduate students must register and pay tuition per term, until graduation. If a student completes their thesis requirements (oral defence and all revisions) prior to the last day to add a course in the current semester, they are not required to register for that term. Consult the [Registrar](#) for further information about program completions and registering for your last semester.

Financial Aid

Graduate students are encouraged to apply for scholarships and awards. A list of these are available [here](#). [Research Coordinators](#) can assist in the preparation and submission of scholarship and award applications. Graduate students in need of financial aid can contact NOSM U's [Financial Aid Officer](#). OSAP may be available to graduate students in financial need.

Refund Schedule Policy

Please refer to the graduate studies refund schedule under the [Refund Policy](#), for detailed information on refund schedule. Additionally, this policy outline what happens when a graduate student withdraws from a course.

Graduation/Convocation

Once a graduate student has completed all their program requirements, they can apply to Graduate following the instructions sent out by the Registrar. Application to graduate is required regardless of intent to attend convocation. Consult the Registrar's website to learn the [convocation dates](#).

Only graduate students who have completed all the requirements of their programs of study will be permitted to graduate. The GSC can confirm a graduate student's program status in a thesis-based program. The Registrar can confirm a graduate student's program status in a course-based program.

If the graduate student does not meet the requirements, the Assistant Dean, Graduate Studies will follow up with the graduate student and/or their supervisor(s) where applicable.

Professionalism

Traits graduate students should develop include accountability, compassion, cultural awareness, effective communication, and respect. Graduate students should maintain a high standard of ethical and professional behaviour during their program of study and when conducting research. This includes but is not limited to a commitment to:

- Manage conflicts of interest;
- Exercise honesty with colleagues and third parties;
- Ensure research is carried out in an ethical and scientifically sound manner with appropriate consents acquired, and ensure integrity in data collection and reporting;
- Avoid all forms of scientific misconduct and disclose all known instances of such behaviour to the Assistant Dean, Graduate Studies.

Alleged or admitted violations of these principles will lead to an investigation by the Assistant Dean, Graduate Studies. Corrective action may be taken in accordance with the [NOSM U Academic Integrity Policy](#) and [Academic Integrity Policy and Procedure \(GS-001\)](#).

Some thesis projects may occur in a clinical context, therefore graduate students should be familiar with the [CMA Code of Ethics and Professionalism](#) and [CPSO Professional Responsibilities in Postgraduate Medical Education](#) policies.

Any involvement of a graduate student in teaching activities at NOSM U should also be in accordance with the [NOSM Policy for Professionalism for Clinical Faculty](#).

Academic Integrity

All academic activities must be in accordance with the [NOSM U Academic Integrity Policy](#) and [Academic Integrity Policy and Procedure \(GS-001\)](#).

Research Integrity

Research and scholarly activity in a graduate program at NOSM U will be conducted in a manner that is consistent with the highest standards of ethical and scientific practice. Graduate students are responsible for conducting their research and scholarly activity in accordance with the highest standards of research integrity as set out in the Tri-Agency Framework: [Responsible Conduct of Research](#). Graduate students shall strive to follow the best research practices honestly, accountably, and fairly in the search for, and in the dissemination of new knowledge.

Additionally, students should familiarize themselves with the NOSM U's [Academic Freedom and Integrity of Research](#) policy and [Responsible Conduct of Research](#) policy.

Intellectual Property

Administrators, Faculty, Graduate students, and support staff must understand and respect the guidelines for ownership and authorship of Intellectual Property (IP). Any type of IP created and/or developed, or believed to be created and/or developed in whole or in part by an individual listed above in the course of that individual's duties or activities at NOSM U or through any use of NOSM U's Facilities is to be attributed to all those, and only those, who have made a substantial scholarly contribution to, and share responsibility for, the contents of the created and/or developed content. Authorship is not attributable to individuals who only provide encouragement, physical facilities, financial support, critiques, or editorial contributions.

The supervisor(s) and graduate students must abide by the specific guidelines and rules for copyright and IP at the NOSM University.

- Where research data is produced or developed, both the student and supervisor(s) must have access to the data at all time.
- Both student and supervisor(s) understand that the provisions of the University's IP Policy pertaining to work done while a graduate student, as well as guidelines around publication and access to research data, remain in place even after the student is no longer attending the university.
- Questions or concerns relating to the IP that cannot be addressed at the program level should be referred to the Vice President, Research and Graduate Studies.

Accommodations

Graduate students needing accommodations are encouraged to reach out to the [NOSM U Learner Support Services](#). They can assist with assessments of learning disabilities, barriers to course content delivery, timed exams, etc.

Health and Wellness Resources

NOSM U graduate students are members of NOSM University Student Council. As members, graduate students have access to health care coverage. Graduate students can learn more by visiting their website [here](#).

NOSM University Well App

This app is the official safety app for NOSM University. The app features emergency contacts, crisis alerts, location services features, and more. We suggest students download the app, especially if they plan to be on campus.

I Need Help

[I need help](#) is an online platform to help students in distress. There are resources if you are in immediate danger, have experienced learner mistreatment, are experiencing a personal crisis, and stress, among other resources.

Additional Resources

NOSM University Health Sciences Library

The [Health Sciences Library](#) offers resources and services to support graduate students.

To access any of the licensed resources from off-campus, a NOSM U username and password is required. Contact askthelibrary@nosm.ca with any library-related questions.

Research Consultations are available to graduate students seeking library support for their research project. During a research consultation Librarians can:

- Assist with search strategies;
- Advise on search terminology (e.g., MeSH and other subject headings);
- Give guidance and/or instruction on appropriate databases (e.g., Medline, CINAHL, etc.);
- Provide support with citation management tools (e.g., Zotero);
- Provide information about other library services or resources available in support of research (e.g. interlibrary loan).

To request research consultation, complete the "[Book a Librarian](#)" request form.

Newsletters

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