This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the Graduate Calendar should be referenced for complete information regarding your academics, regulations, requirements and general information, available on the SGS website.

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This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the School of Graduate Studies Calendar should be referenced for complete information regarding your academics.

**Please note:** If there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail. Thank you.
WELCOME FROM THE PROGRAM

On behalf of the members of the Health Policy PhD Program, we wish you a very warm welcome -- or welcome back for returning students.

September 2017 marks the 10th year of the interdisciplinary PhD in Health Policy. Our goal is to help you to have a successful experience in the program. We hope you will be engaged and challenged as you progress.

Our learning environment is enriched by the diverse backgrounds of the students and faculty members. The Program partners with CHEPA, and Faculties across campus, to allow students to experience an array of relevant fields and discourses. You are encouraged to explore everything McMaster has to offer during the course of your studies.

We look forward to seeing you flourish in this exciting PhD Program.

Sincerely,

Lisa Schwartz
Program Director

Lydia Garland
Program Coordinator

Terry Martens
Administrative Assistant
A MESSAGE FROM CHEPA’S DIRECTOR

Your Program and the Centre for Health Economics and Policy Analysis (CHEPA) share the same space in the Communications Research Laboratory (CRL), mostly the 2nd floor, but also some of the basement. This is not by chance: CHEPA and the Health Policy PhD have much in common and support each other in many ways. CHEPA is an interdisciplinary Centre that fosters excellence in acquiring, producing and communicating relevant knowledge in the fields of health economics and health policy analysis. Please visit our faculty and research pages on our website (www.chepa.org). You will interact with CHEPA faculty in class (as many of them teach in the PhD), and at seminars and Polinomics, and we, at CHEPA welcome these interactions with students and value the diversity of the student body.

Feel free to contact CHEPA faculty who do research that is of interest to you, and do not miss any opportunity to discuss your research with them. Our staff is dedicated to providing you with information, advice, and support that will assist in your initial transition and continued stay at CHEPA. Do not hesitate to knock on my door (or send me an email) if you want to discuss ideas that might be of interest to you, the Centre, and the Program.

On behalf of our faculty and staff, “A Very Warm Welcome to CHEPA” and we hope you have a successful, academically stimulating and gratifying year.

For any administrative queries or concerns please feel free to contact Terry Martens marten@mcmaster.ca ext. 22879 or Lydia Garland garlndl@mcmaster.ca ext. 22952.

Jean-Eric Tarride, PhD
CHEPA Director
KEY CONTACTS

Health Policy PhD Program General Information
Lydia Garland, Program Coordinator   garlndl@mcmaster.ca ext. 22952
Terry Martens, Administrative Assistant   marten@mcmaster.ca ext. 22879

Program Executive Committee
Lisa Schwartz, Director   schwar@mcmaster.ca, ext. 22879
Julia Abelson, Comprehensive Exam Chair   abelsonj@mcmaster.ca, ext. 22122
Lydia Kapiriri, Field Leader, Social Organization   kapirir@mcmaster.ca, ext. 23832
Jean-Eric Tarride, Ex-Officio, CHEPA Director   tarride@mcmaster.ca, 905-522-1155 ext. 37021
Paul Contoyannis, Field Leader, Health Economics   contoy@mcmaster.ca, ext. 26582
John Lavis, Field Leader, Political Studies   lavisj@mcmaster.ca, ext. 22907
Glen Randall, School of Business representative   randalg@mcmaster.ca, ext. 26191

Student Representatives
Sarah Newell   newells@mcmaster.ca
Ashleigh Miatello   miatelam@mcmaster.ca

School of Graduate Studies General Inquiries
Communications Team Member:   askgrad@mcmaster.ca ext. 23679
https://graduate.mcmaster.ca/contacts

Scholarships/Awards
Antonella Masciantonio, Scholarship Liaison Officer,   masciana@mcmaster.ca ext. 28067
Diane Potvin, Scholarship Liaison Officer   potvind@mcmaster.ca ext. 24234
Lorna Thomas, Scholarship Liaison Payment Officer,   lthomas@mcmaster.ca ext. 24258

Where To Go For Help
Your Supervisor is the first person to approach with academic queries or concerns. She or he will help guide you regarding all aspects of your degree work.

If your Supervisor is either unavailable or is unable to help, the Program Coordinator is the next person to approach with problems or for clarification concerning administrative matters.

If the Program Coordinator is unable to provide the guidance you require, the Director of the Program may also be contacted for any item, as listed above. Please arrange an appointment through Terry Martens marten@mcmaster.ca.

For in-course student matters and admissions procedures (e.g. course registration, fees, comprehensive examinations,) please contact Lydia Garland or Terry Martens.
Problems of a personal nature can also be discussed with the Student Success Centre or Student Wellness, (see page 22 for more information).

**Ombuds Office**
A confidential service designed to assist students, faculty and staff in the just, fair and equitable resolution of University related complaints and concerns.
- Located in the McMaster University Student Centre (MUSC), Room 210
- Tel: (905) 525-9140 ext. 24151
- Web: [http://www.mcmaster.ca/ombuds/](http://www.mcmaster.ca/ombuds/) Email: ombuds@mcmaster.ca

**Equity and Inclusion Office**
Provides services to all students, staff and faculty members within the McMaster community. They are a confidential intake office, responsible for the University’s concerns relating to Discrimination, Harassment, and Sexual Harassment: Prevention and Response.
- Located in the McMaster University Student Centre Room (MUSC), Room 212
- Tel: (905) 525-9140 ext. 27581 or Email: hres@mcmaster.ca
- Web: [http://www.mcmaster.ca/hres/index.html](http://www.mcmaster.ca/hres/index.html)

*Please print a copy of the current SGS contacts for your records at [https://graduate.mcmaster.ca/contacts](https://graduate.mcmaster.ca/contacts)*

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**8 THINGS TO DO PRIOR TO YOUR ARRIVAL**

1. **Meet with Your Supervisor**
   Course selection must be made in consultation with your faculty Supervisor. Therefore, schedule a meeting, Skype or phone call with your supervisor to organize your course rubric (shown on page 40, 41 & 42) so you’re able to register for courses during the summer months.

2. **Mandatory Courses and Course Waivers**
   Coursework is normally completed during the first and second years of full-time study. Between 5-10 half courses are required. Courses are chosen from the list of recommended courses for each curriculum area.

   **Required courses include:**
   - 2 terms (half-courses) of the Doctoral Seminar in Health Policy (HLTH POL 711);
   - 2-3 specialty field courses in a single field (health economics, political studies, or social organization);
   - 0-2 breadth field courses outside the student’s specialty field, one in each of the two fields other than the chosen specialty; and,
   - 0-3 methodology courses, including both quantitative and qualitative, plus a methods elective.

   Students without prior graduate training in a given area are required to take the maximum number of required courses for that area. Students who have completed relevant graduate courses prior to admission may have selected course requirements waived at the time of admission to the Health Policy PhD Program. A minimum of 4 half-courses (2 doctoral seminar courses, 2 specialty field courses) may not be waived and must be taken while the student is enrolled in the Health Policy PhD Program.
Waivership will be determined on the graduate level, year completed, minimum of a B+ grade, and course content, (through evaluation of the syllabus which must include the readings). Waivers are granted at the discretion of the Program Executive Members. No more that 50% of coursework may be waived in accordance with University academic regulations.

3. **Set up the following items (blue coloured titles are hyperlinked):**

**Mac ID**
New students will need to activate their MAC ID to provide you ongoing access to MOSAIC (the student portal), email, and Internet access on campus, among other things. You will need your student #, barcode # and date of birth. Follow the prompts to complete your MAC ID set up, and choose a password that you will use whenever accessing your MOSAIC account. Course registration via MOSAIC can be done at a later date, following consultation with your supervisor. Once the above steps have been completed you are fully registered. If you have any difficulty with your set-up, contact UTS or your Program Coordinator who will endeavor to identify the problem. UTS is located at BSB-245 ext. 24357 or uts@mcmaster.ca

**Mosaic Information for Students**
Once you have received your MAC ID and successfully set-up your McMaster email address through Mosaic please forward your email to Lydia, garndl@mcmaster.ca and Terry, marten@mcmaster.ca

**Anti Virus**
Software for your computer – this is available for free to all active students.

**LibAccess**
Permits access to restricted sites from the library catalogue (Journal Subscriptions, e-books, etc.)

**MacSecure**
Public area wireless access (this includes the Graduate Student Resource room and Graduate Student Office).

**MacVote**
McMaster’s online voting system.

**Mosaic**
This site allows you to view and change your personal information, view grades, use the MOSAIC course registration system, etc. Contact UTS Help Desk if you run into any difficulties with your set up or with accessing other McMaster e-resources. For further information please review http://registrar.mcmaster.ca/enrol/steps/overview/

**Student Technology Services Computer Labs**
Labs are available across campus and include a fee-for-service basis print service.

4. **Health and Safety Training**
The Occupational Health and Safety Act requires that students be informed of the real and possible hazards at the university. Please go to the links in the URL’s below which entails the mandatory requirements by McMaster University. Watch the video contained in the URL’s, then complete the applicable test record following each video. Any in-class sessions require registration through Mosaic.

The intent of this record is to prove one’s review of specific training materials. Once the forms are completed please forward the original or a copy to the EOHSS office, FHS Safety Office in HSC 1J11, or email Cheryl Gemmell, gemmelm@mcmaster.ca.
Asbestos Awareness  http://cll.mcmaster.ca/eohss/asbestos.htm
Awareness  http://cll.mcmaster.ca/eohss/healthsafety.htm
Ergonomics  http://cll.mcmaster.ca/eohss/ergonomics.htm
Fire Safety training  http://cll.mcmaster.ca/eohss/firesafety.htm
Office WHMIS  http://cll.mcmaster.ca/eohss/officeWHMIS.htm
Slips, Trips and Falls  http://cll.mcmaster.ca/eohss/slips.htm
Violence and Harassment  http://cll.mcmaster.ca/eohss/violence.htm

You should also check with your supervisor about any additional requirements for health and safety training.

For any additional assistance or information about Health and Safety please contact:
   Cheryl Gemmell, Faculty of Health Sciences, Safety Office ext. 24956
   HSC 1J11 (purple section to the left of the elevator lobby)

5. Academic Integrity
As a student of McMaster University, it is essential that you are familiar with the Academic Integrity Policy found at this link: http://mcmaster.ca/academicintegrity/index.html
You must also be familiar with the Research Integrity policy found at this link: http://www.mcmaster.ca/policy/faculty/Research/Research Integrity Policy.pdf
You will also find valuable information at the Academic Integrity website which outlines how to avoid plagiarism, submitting work through Turnitin.com and what to do if you or students you are TA for are accused of academic dishonesty.

6. Mandatory Online Courses for all Graduate Students
All graduate students, including part-time students, must complete the following courses within the first twelve months after their admission to graduate studies at McMaster. A graduate student may not obtain a graduate degree at McMaster or register for subsequent years of their program without having completed these courses.

• SGS 101* Academic Research Integrity and Ethics (Register through Avenue to Learn *)
• SGS 201# Accessibility for Ontarians with Disabilities Act (AODA) (Register on MOSAIC*)

How to Register for SGS 101* and 201#
• This course is designated as SGS 201# – you do need to sign up for the course through MOSAIC. Subject code is SGS, and course code is 201#. Register for this course as D (Doctorate). The course content is offered by Accessibility at McMaster through EOHSS http://www.mcmaster.ca/accessibility. They maintain the course content and a record of all McMaster students/staff etc. who have taken the course.
• If you have already taken the course, you do not need to take it again. You will need to provide verification (record of completion) that you have taken the course.
• All graduate students are required to pass these 2 courses to be "clear to graduate" or to continue into a subsequent academic session and we urge all students to register for and complete this course prior to the start of the fall term. Please refer to the 2016 School of Graduate Studies Calendar section
2.6.5 for further details, which can be found at http://academiccalendars.romcmaster.ca/content.php?catoid=4&navoid=191

Any problems can be reported to our Program Administrator and/or Owen Ore, oreo@mcmaster.ca with a copy sent to Marsha Duncan, duncanm@mcmaster.ca

If you encounter difficulties, please remember to include your student number, full name and program/department in any email inquiry.

7. Update your agenda with the following

**IMPORTANT SESSIONAL DATES 2017-2018**

*Please print a copy of the current web page for your records*

The university will be closed and no classes will be running during the following dates:

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Monday, September 4</td>
<td>Labour Day</td>
</tr>
<tr>
<td></td>
<td>Monday, October 9</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td></td>
<td>Monday, October 9 to Sunday, October 15</td>
<td>Mid Term Recess</td>
</tr>
<tr>
<td></td>
<td>Monday, December 25</td>
<td>Christmas Day</td>
</tr>
<tr>
<td></td>
<td>Tuesday, December 26</td>
<td>Boxing Day</td>
</tr>
<tr>
<td></td>
<td>Wednesday, December 27</td>
<td>Floater</td>
</tr>
<tr>
<td></td>
<td>Thursday, December 28</td>
<td>Floater</td>
</tr>
<tr>
<td></td>
<td>Friday, December 29</td>
<td>Floater</td>
</tr>
<tr>
<td>2018</td>
<td>Sunday, January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td></td>
<td>Monday, February 19</td>
<td>Family Day</td>
</tr>
<tr>
<td></td>
<td>Monday, February 19 to Sunday, February 26</td>
<td>Mid Term Recess</td>
</tr>
<tr>
<td></td>
<td>Friday, March 30</td>
<td>Good Friday</td>
</tr>
<tr>
<td></td>
<td>Monday, May 21</td>
<td>Victoria Day</td>
</tr>
<tr>
<td></td>
<td>Saturday, July 2</td>
<td>Canada Day</td>
</tr>
<tr>
<td></td>
<td>Monday, August 6</td>
<td>Civic Holiday</td>
</tr>
</tbody>
</table>


**FHS Graduate Programs Orientation Day and BBQ:**

In August, you will receive an email invitation (along with the day's schedule of events) for the FHS Graduate Programs Orientation Day and BBQ, typically held at the beginning of September. The event will give you an opportunity to acquire new information, meet other grads on campus and take in some great entertainment. The day begins with a series of workshops organized by McMaster Institute for Innovation & Excellence in Teaching & Learning. These workshops are aimed at helping new and experienced TAs develop their teaching skills. The School of Graduate Studies hosts a Student Welcome Event. Departments across campus hold their own orientation sessions. The day closes out with a Welcome Dinnertime meal,
hosted by the Graduate Student Association.

Meet & Greet:
You will also be receiving an invitation to the New Student lead Meet and Greet, held in early September. This casual social event will give you an opportunity to meet fellow students, faculty and staff from the Centre and Program and for us to meet you.

8. Apply for the Ontario Health Insurance Plan (OHIP)
For Canadian residents, if you haven’t already done so, update or apply for your OHIP. International students will need to do this upon your arrival.

The closet office is located at:
Health Care Services
119 King Street West, 10th Floor
Hamilton, Ontario L8P 4Y7
(Ellen Fairclough Building, across from Jackson Square shopping mall)
(905) 521-7100
Hours of service: Monday to Friday from 8:30 a.m. to 5:00 p.m.

SETTLING IN – GETTING ORIENTED AND THINGS TO DO UPON ARRIVAL
CHEPA and the HP PhD Program are located in the Communications Research Laboratory (CRL) – Building 43 on the campus map (page 19 below). Our facility offers a variety of resources for your use and convenience:

CRL
CRL is a secure building with two entrances:
• The main entrance (on the SW corner of the building) is unlocked from 8:00 a.m. to 4:30 p.m. The back entrance on the NE corner of the building remains locked 24/7
If you require access to CRL during the evening, or on weekends a key FOB can be issued through Security. Please submit your request to Lydia, who will make the necessary arrangements, on your behalf.

Space
There are a variety of rooms you will use frequently and are available for your use:
• HP PhD student room and the attached 3 quiet study offices (CRL 220) are available to all students 24 hours per day, 7 days per week unless otherwise posted (e.g. Comp Exams)*
• CHEPA Seminar Room (CRL B119)**
• CHEPA meeting room (CRL 230)**
• 2nd floor kitchenette with fridge and microwave
* Garbage is removed from the student room once every two weeks. To prevent unpleasant odors and pests, please place any food or garbage in the kitchen garbage bin across from the reception area.
** Reservations are required for both the seminar room and meeting room through Lydia Garland, Gioia Buckley or Terry Martens. The door code can be provided, upon request. For safekeeping, please relock the door, once your meeting has concluded.
The common rooms are provided as a courtesy to students. Students are expected to share in the responsibility of maintaining and keeping them clean after use. In order to keep our environment pleasant, accessible to fellow students and facilities staff, please pick up and tidy up after yourself. Thank you.

**Lockers**

Lockers are available for program students in the HP PhD student room, CRL-220. If you would like a locker, choose any one of the lockers with an available sticker on it. Give Lydia the locker number and she can provide you with the corresponding key. When you have completed your degree please return this key.

**Desk Space**

Presently, desk space is available on a first come first serve basis, in the CRL building (1st & 2nd floor) and in CE&B’s 2C area. Students are welcome to use any unassigned desk, daily. Personal belongings may not be left in a desk area, but can be stored in your locker.

**Computers**

There are 3 computers available for your use in the HP PhD student room:

- CHEPA PC #76, iMac OSX 10.8.4 - PW: cheparocks
- CHEPA PC #75, Windows 7 - PW: hookedonchepa
- CHPEA PC #64, Windows Vista - PW: chepa_spare

**Scanning, Copying and Printing**

A Sharp Multifunctional unit is available for your use through the HP PhD Program. We encourage you to use the scan feature as much as possible to reduce the amount of impressions, but understand that there will be times you need to make hard copies. For the time being, printing and copying are paid for by the Program and offered to students free of charge. We ask you to please treat this privilege with respect, and limit your printing to a reasonable amount. Your printing is reserved to Program based uses only. If you are working on a research project with your faculty supervisor you will be provided a separate printing code,
therefore please keep these printing jobs separate for cost allocations. Consider more environmental digital options whenever possible.

The scan feature allows you to scan to your email or USB drive. You can print from one of the above-mentioned computers or copy directly from the unit.

**Mail**

Each graduate student will have a shared mailbox located in the 204A. If you have mail sent to you, please use the following address:

Your full name  
c/o CHEPA  
CRL 201, McMaster University  
1280 Main St West  
Hamilton, Ontario, Canada  
L8S 4K1

Mail Services has free, interdepartmental delivery across campus and also offers a free Inter-University Transit System (IUTS) to a number of local universities and related organizations. All outgoing mail must be placed in the folders beside the mail slots. Any mail other than IUTS or inter-departmental delivery must have a stamp placed on it or it will be returned to the student.

**Social Media**


We use it as an internal tool to keep in touch with students and post updates to keep you informed of what is going on in the Centre, on campus and around Hamilton.

The Health Policy Program and CHEPA use Twitter to broadcast events and our involvement in them, such as conferences, the monthly CHEPA Seminar announcements and recordings. You can find us at [https://twitter.com/MacHPPHD](https://twitter.com/MacHPPHD) and [https://twitter.com/CHEPAMcMaster](https://twitter.com/CHEPAMcMaster)

**Inclement Weather and Emergency Closure**

[McMaster Daily News](http://www.mcmaster.ca/campusnews) will announce when the University will be closed due to severe weather conditions. Alerts are also available on the [McMaster University Safety](http://www.mcmaster.ca/safety) application for your Smartphone or Tablet.

**Bus Service, Campus Access and Community Perks**

The Hamilton Street Railway (HSR) is public transportation bus system available to current, full-time students, through your supplementary fees. Cards are obtained at the campus bookstore during the start of the academic year. Your student ID card provides you access to University resources, such as the 4 campus libraries; a Titles bookstore account; the David Braley Athletic Centre; the Pulse Fitness Centre. A number of local restaurants offer current students a discounted rate when meals are purchased at their establishment.
Apply for your Social Insurance Number (SIN) if you don’t already have one

The Social Insurance Number (SIN) is a nine-digit number that is needed to work in Canada or to have access to government programs and benefits. If you don’t have a Social Insurance Number (SIN) apply immediately.

To obtain your SIN an original (primary document) is required:
- Visa Study/Employment Contract Authorization
- Letter of Offer received from the School of Graduate Studies on behalf of the HP PhD Program
- Proof of your Ontario address (lease, letter from landlord, bank statement, other mail, etc.)

Application available online at: [SIN Application Form]

Social Insurance Number Main Offices: Monday to Friday from 8:30 a.m. to 4:00 p.m.

Hamilton Service Canada Centre, Hamilton East Satellite Office
1550 Upper James Street, Floor 1 (at Rymal Road)
or
2255 Barton Street East (at Nash Road)
Hamilton, Ontario
1-800-662-6232

Outreach Centres available at:

Old Town Hall (Tuesday only: 9:30 a.m. to 3:30 p.m.)
60 Main Street, Main Floor (close to Hatt Street)
[Link to Service Canada - Old Town Hall]
Dundas, ON L9H 5E7

Hamilton City Hall (Friday only: 9:30 a.m. to 3:30 p.m.)
71 Main Street West, 1st Floor (between Bay Street and MacNab Street)
[Link to Hamilton City Hall]
Hamilton, ON L8P 4Y5
Centre for Health Economics and Policy Analysis

1280 Main Street West, CRL 2nd Floor
Hamilton, Ontario, Canada
L8S 4K1

Phone: 905.525.9140 Ext. 22122
Fax: 905.546.5211
Email: chepa@mcmaster.ca
www.chepa.org
ARRIVAL AND REGISTRATION
The letter of admission from the Dean of Graduate Studies specifies that students should arrive on campus before undergraduate classes begin (normally on the first Thursday following Labour Day. Students holding teaching assistantships are expected to arrive the day after Labour Day.

An email regarding Graduate Student Welcome Week was sent earlier, which is organized through Graduate Studies and the Student Success Centre. We encourage you to avail yourself to these events. Note: as part of the orientation program; all teaching assistants must be available to participate.

Much of the communication with students both by the Program and the University takes place via e-mail. Be sure to use your McMaster email account as soon as your login ID and password are assigned. Once you have your email account set up, it is REQUIRED that you inform the HP PhD office. This email address will be used by the Program and University to communicate with you, and for you to communicate with students if you have a TAship.

Travel/Transportation

By Car
By Bus

FUNDING AND EMPLOYMENT
A detail of your funding support is outlined in your Letter of Offer, which you received, by email from the SGS Admissions Office. N.B. Please schedule a meeting with Lydia Garland to review your approximate monthly pay deposits and deductions. You are wise to note any inconsistencies throughout the year, which will be essential for your budget planning. See related information under the heading ‘Employment’.

Scholarships
All internal and external scholarship information is available on the School of Graduate Studies Website at Graduate Scholarships. The main scholarships that would apply to HP PhD students are CIHR, Vanier, the Trudeau Foundation, and OGS. Please avail yourself, on a regular basis, to the details regarding application deadlines, eligibility criteria, the award value, and distribution schedule.

Travel/Conference Funding
Limited funding is available for travel for research and conferences through a competitive process. Please consult the School of Graduate Studies Calendar under “Scholarships, Bursaries and Other Awards” for details to determine eligibility for Travel Assistance, Bursaries and other grants.

Employment
Graduate students who are working as either a teaching assistants or research assistants will be paid on a twice per month. All other funding will be deposited on the last Thursday of each month. The exception is
December when you will be paid earlier due to the holiday break. Tuition fees, miscellaneous fees, union dues, dental and health plan dues (if applicable), Employment Insurance and Canada Pension Plan premiums will be deducted from your monthly pay.

Your tuition fees will be deducted from your funding support (tuition is paid in a lump sum at the beginning of the academic year), but your TAship will be paid during the term you hold the TAship. Your remaining scholarship and support income will be paid during the fall, winter and summer terms. Please note: your summer net income tends to be a lesser amount than your September-April income. *Please budget accordingly.* Feel free to see the Program Coordinator to discuss the payments you will be receiving each month. Your work as a TA is governed by a collective agreement, which you can view at: [http://cupe3906.org](http://cupe3906.org).

The collective agreement has important information on sick days, religious holidays, hours of work, and benefits.

It is mandatory that all pay be directly deposited into your bank account. You will receive a direct deposit form in your welcome package, please return it with a void cheque to the SGS office during your first week.

### Additional Employment (Off- and On-campus employment)

Off-campus employment is not directly monitored by the School of Graduate Studies. However there are regulations set out in the Graduate Calendar to ensure that students do not work beyond 10 hours per week, totaling 505 hours per academic year for employment within the University.

Faculty who are employing students beyond the 10 hour limit must seek permission from the School of Graduate Studies, as follows:

a) If the student’s supervisor is not the hiring faculty, make certain you first seek permission from your primary supervisor to work extra hours. Your supervisor will then provide a statement on the [Current Student Forms](http://www.workingatmcmaster.ca/hris/forms/)

b) Submit the signed form to the Program Coordinator who will obtain the Program Director’s signature, and then it will be hand-deliver for approval by the Associate Dean of Graduate Studies. If approved, payroll personnel will process the form, which should then reflect in your next pay deposit.

### Forms Required for Payroll/ Payroll Set Up

- Employee Contact & Deposit Information Form.
  - Application available online at: [http://www.workingatmcmaster.ca/hris/forms/](http://www.workingatmcmaster.ca/hris/forms/)
- TD1* Completed Federal Tax Form Application available online at: [http://www.workingatmcmaster.ca/hris/employee/TD1/](http://www.workingatmcmaster.ca/hris/employee/TD1/)
- TD1ON* Completed Provincial Tax Form Application available online at: [http://www.workingatmcmaster.ca/hris/employee/TD1/](http://www.workingatmcmaster.ca/hris/employee/TD1/)
- Apply for Social Insurance Number (SIN) (if needed). See page 17 of this handbook
- Complete the Employee Contact and Deposit Information Form from the hiring faculty member.
- International Students are to bring the original Visa study permit, issued from your home country, which is attached in your passport to the School of Graduate Studies front desk in Gilmour Hall 212. A photocopy will be taken for the School of Graduate Studies office records.
*TD1 for persons who live in Canada (Federal) and TD1ON for all persons employed in Ontario (Provincial) forms are used by McMaster University to determine the amount of federal and provincial or territorial tax to be deducted from the employment income.

**Direct Deposit**
Monthly student payroll is made through Direct Bank Deposit. A Direct Deposit application form must be completed and a voided cheque is required to be attached. Please return the direct deposit application to the School of Graduate Studies (Gilmour Hall, Room 212). A "Statement of Earnings", showing details of your payment, will be placed in your student mailbox.

**Health and Dental Benefits**
The McMaster Graduate Students Association (GSA) represents McMaster Graduate Students. Log into www.ihaveaplan.ca using ‘McMaster University (GSA)’ (McMaster GSA Health and Dental Plan 20639) for comprehensive coverage.

CUPE 3906 represents teaching assistants, demonstrators, tutors and super tutors, markers, and research assistants who receive a research assistantship in lieu of teaching assistantship.
* If students already have coverage via another plan, they must opt-out of both GSA and CUPE plans before early September.

**Ontario Health Insurance Plan (OHIP) Offices**
If you haven’t already done so, update or apply for your OHIP. The closest office is located at:
- Health Care Services
  119 King Street West, 10th Floor
  Hamilton, Ontario L8P 4Y7
  (Ellen Fairclough Building, across from Jackson Square)
  (905) 521-7100
- Hours of service: Monday to Friday from 8:30 a.m. to 5:00 p.m.

**INFORMATION FOR INTERNATIONAL STUDENTS**

New International Students who register in September must provide the School of Graduate Studies with photocopies of their Student and/or Employment Authorizations early in September. New and returning International Students who have recently renewed their visa documents must submit copies to the front desk of the School of Graduate Studies, Gilmour Hall (Room 212) as soon as possible to avoid the extensive lineups if delayed. Student number and Program name (Health Policy PhD Program) should be included on all copies. It is the responsibility of every International Student to make sure the School of Graduate Studies has a copy of his/her most recent visa documents. If these documents are not provided on time, it will be necessary to withhold student pay deposit until they are received.

**University Health Insurance Plan (UHIP) for International Students**
It is essential that all international students have proper medical insurance coverage while in Canada. Please read this section carefully. Full details are available from the International Students’ Services (ISS) webpage, available at: https://iss.mcmaster.ca/
The University Health Insurance Plan (UHIP) is a comprehensive plan that is for international students only. The plan provides doctors' services, hospital ward accommodation, all maternity claims (even if pregnancy began before you arrived to Ontario), and coverage for medical care outside of Ontario or Canada. The plan is compulsory and students will not be permitted to register unless they purchase UHIP. Students may purchase additional coverage under UHIP if they intend to stay in Canada after completion of their studies or would like to travel outside of Canada. (Please note that UHIP does not cover the cost of prescription drugs and dental work. These expenses are covered by the GSA and CUPE insurance plans.)

For more information about applying for UHIP, fees, and obtaining your UHIP card, visit [ISS UHIP information](https://iss.mcmaster.ca/)

**The Ontario Health Insurance Plan (OHIP)**

The closest office is located at (Ellen Fairclough Building, across from Jackson Square):

Health Care Services
119 King Street West, 10th Floor
Hamilton, Ontario L8P 4Y7
(905) 521-7100

Hours of service: Monday to Friday from 8:30 a.m. to 5:00 p.m.

**International Student Services (ISS)**

Gilmour Hall, Room 110
Tel: (905) 525-9140 ext. 24254
Web: [https://iss.mcmaster.ca/](https://iss.mcmaster.ca/) Email: iss@mcmaster.ca

ISS offers information and services for International Students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study abroad, and more.

The International Student Services [https://iss.mcmaster.ca/](https://iss.mcmaster.ca/) provide avenues to support the international student’s concerns and needs.

**HANDY CAMPUS RESOURCES**

**Libraries**

1. Health Sciences Library – Faculty of Health Sciences, 2nd floor
2. Mills – Humanities and Social Sciences
3. Innis – DeGroote School of Business
4. Thode – Science & Engineering
5. Mohawk College Library – Institute of Applied Health Sciences (IAHS), 1st Floor

To borrow materials through the Health Sciences Library, log onto: [http://hsl.mcmaster.ca/materials/borrowing/](http://hsl.mcmaster.ca/materials/borrowing/)
For audiovisual equipment, log onto: [http://hsl.mcmaster.ca/services/computers/index.html](http://hsl.mcmaster.ca/services/computers/index.html)
As a McMaster Graduate student, you can also get a “Reciprocal Borrower” card at university libraries across Canada: https://library.mcmaster.ca/borrow/reciprocal

**Housing**

Off Campus Housing

**McMaster Institute for Innovation & Excellence in Teaching & Learning (MIEETL)**

McMaster Institute for Innovation & Excellence in Teaching & Learning is a resource for everyone who teaches at McMaster University. Their services include workshops, seminars, symposia, peer consulting, learning technology and resources for teaching (Avenue to Learn support). The MIEETL sponsors Graduate Student Day and coordinates the TA Network.

- Located in Mills Library L-504
- For general inquiries contact:
  - Tel: (905) 525-9140, ext. 24540
  - Email: mi@mcmaster.ca
- Web: MIEETL

**Student Success Centre**

The Student Success Centre strives to be a hub of excellence that inspires all McMaster students to know themselves, explore their potential and contribute to the prosperity of their community. No appointment is necessary, although you will be required to sign-in when you arrive to reserve your spot. The internal relationships are based on a foundation of trust, respect and open communication where each person exemplifies our team values.

- Located in Gilmour Hall, Room B110
- Tel: (905) 525-9140 ext. 24254
- Web: http://studentsuccess.mcmaster.ca/ Email: studentsuccess@mcmaster.ca

**Student Accessibility Services**

SAS assists with academic and disability-related needs. This support is available to students who have been diagnosed with a disability or disorder, such as a learning disability, ADHD, mental health diagnosis, chronic medical condition, sensory, neurological or mobility limitation. Student Accessibility Services is committed to ensuring that all students are treated with respect, dignity and without prejudice, while making a positive difference in one’s life. Personal growth and academic success of students, regardless of their background, stage of life, or abilities is the fundamental objective of SAS.

- Learning Strategies
- Assistive Technologies
- Accommodations for Courses
- Test & Exam Administration
- Notetaking
- SAS Lounge and Events
- Transition Program
Located in Gilmour Hall, Room B110
Tel: (905) 525-9140 ext. 28652
Web: http://sas.mcmaster.ca/ Email: sas@mcmaster.ca

**Student Wellness**
The Student Wellness Centre offers various services to support personal, psychological, and academic growth. Staffed by highly qualified service providers, (family physicians; personal counselors; registered nurses; psychologists; psychiatrists and wellness educators) with a special interest in university students, they provide student-centered, accessible, confidential, and caring services for you. Students who require sustained psychological support can be referred to community resources through the Student Wellness Centre. For more information, visit them at:
  
  Located in the McMaster University Student Centre (MUSC) B101
  Web: http://wellness.mcmaster.ca

**International Student Services (ISS)**
ISS offers information and services for International Students in a variety of areas, including immigration matters, University Health Insurance Plan (UHIP), work/study MacAbroad, and more.
  
  Located in Gilmour Hall, Room 104
  Tel: (905) 525-9140 ext. 24748
  Web: https://iss.mcmaster.ca/ Email: iss@mcmaster.ca

**The Canadian Union of Public Employees Local 3906 (CUPE)**
Contact the GSA concerning your health benefits, travel and other funding, and graduate student organizations. The GSA represents the members (all graduate students) before the authorities of McMaster University, and promotes communication and participation in all matters of common interest of the members of the Association, both at McMaster and in other educational institutions. The GSA owns and operates the Phoenix restaurant and bar.
  
  Located in Kenneth Taylor Hall B111
  Tel: (905) 525-9140, ext. 24003
  Web: http://cupe3906.org/ E-mail: staff@cupe3906.org
  CUPE represents Teaching Assistants, Research Assistants, Sessional Lecturers, and hourly-rated Music Instructors.

**The Graduate Students’ Association (GSA)**
Located in Refectory Rathskeller Building East Tower, 2nd Floor
Tel: (905) 525-9140, ext. 22043 Web: https://gsamcmaster.org  E-mail: macgsa@mcmaster.ca

**School of Graduate Studies (SGS)**
Contact Grad Studies for issues concerning payroll, scholarships, and registration.
  
  Located in Gilmour Hall, Room 212
  Tel: (905) 525-9140 ext. 23679 or Fax: (905) 521-0689
  Web: http://www.mcmaster.ca/graduate/ Email: askgrad@mcmaster.ca
Security and Parking
For emergencies, dial 88 on any campus phone.

The security and parking services provide a safe and protected environment to staff, students, and visitors. In addition, it offers a well structured parking arrangement. McMaster University also offers various options for transportation, such as GO transit, carpool parking, biking, and the HSR city bus.

Located in the ET Clarke Centre
Web: http://parking.mcmaster.ca
The Health Policy PhD Program integrates intellectual resources for education, research, and policy service across McMaster University. The educational program features:

- Quality supervision and mentorship by internationally distinguished faculty members, with active programs in health policy research and engagement with policy making and evaluation;
- Diverse, interdisciplinary students who share a common focus on health policy, with plenty of opportunities for interaction, mutual learning, and network building; and,
- A special intellectual home in the Centre for Health Economics and Policy Analysis (CHEPA), which provides seminars, workshops, student funding support, and many other resources for collaboration and learning.
Requirements consist of three components: I – courses (10 half-courses unless some are waived); II – comprehensive exams (three); and III – the dissertation.
I – Courses are oriented around three aspects of the field of health policy:

**Theory and conceptual frameworks** (2-5 half courses)
- Social Organization
- Political Studies
- Health Economics

**Methods** (0-3 half courses):
- Qualitative
- Quantitative
- Mixed

**Synthesis and application** (2 half courses):
- Current & classic health policy topics
- Engagement with policy makers, policy problems, interdisciplinary colleagues

II – The program includes three comprehensive examinations. These must be completed within the first 24 months of the program. Please check with the Program Coordinator for dates.
- Breadth Comprehensive Exam: demonstrate basic understanding of each of the core fields of
political studies, social organization and health economics.

- Methods Comprehensive Exam: demonstrate basic understanding of both qualitative and quantitative methods.
- Specialty Comprehensive Exam: demonstrate in-depth knowledge of chosen field of study.

III – Dissertation (classic or sandwich)

**Fields:** Students must specialize in one field, taking the equivalent of 3 half-courses in the field, a breadth comprehensive exam, and a specialty field comprehensive exam. Students must also achieve breadth knowledge in the other two fields, taking the equivalent of one half-course in each. The breadth comprehensive exam covers all fields and dimensions of synthesis. The three fields are defined as follows:

- **Health Economics:** Economic analysis of health policies, health systems, and responses to policy change. Relevant disciplinary perspectives include: economics, business, and psychology.

- **Political Studies:** Political aspects of health policy - strategic influences of institutions, actors, values, ideas. Relevant disciplinary perspectives include: political science, public administration, public policy, law, and philosophy.

- **Social Organization:** Social science perspectives on institutions, organizations, culture, and society that form the social fabric of health systems. Relevant disciplinary perspectives include: sociology, geography, anthropology, business administration, management, and political science.

**Methods:** Methodologies for researching and analyzing health policy span from qualitative to quantitative; and, from theoretical to applied methods. They are not discipline-specific, and a variety of methods may be used for research within any of the various theoretical frameworks offered by the specialty fields. Students are required to take the equivalent of 3 empirical methodology half-courses: 2 in either a qualitative or quantitative focus of their choice, 1 in the methodological tradition (qualitative or quantitative) outside their focus, and 1 elective in mixed, general or other methods. They also take a comprehensive examination on methodology, which addresses competence across the spectrum of methodologies relevant to health policies, as well as the ability to design empirical studies to address current health policy problems.

Interdisciplinary synthesis: Students draw their theoretical and methodological training from across a variety of sources (courses in departments across McMaster, as well as coursework from graduate training prior to entering the Health Policy PhD). An important feature of the Health Policy PhD curriculum is education for integrating and applying this knowledge to health policy problems in an interdisciplinary, collaborative environment. All students are required to take 2 consecutive half-courses of HLTH POL 711 Doctoral Seminar in Health Policy, which brings the students together for a common focus on current health policy research issues, policy engagement, and dissertation research development. Interdisciplinary concepts are also featured in the breadth field and methodology comprehensive examinations, where students are asked to relate or integrate material from more than one field or methodology for some of the exam content.

5 **Requirements for the Completion of the Degree**

1) Advanced coursework in the theoretical frameworks and empirical methods in three interdisciplinary areas: Health Economics, Political Studies, and Social Organization;

2) Comprehensive examinations to ensure mastery of key concepts, content, and methods in health policy after coursework is completed; and,
3) A dissertation that constitutes a new contribution to knowledge, based on the student’s original research. Students have an opportunity to draw on faculty supervisors’ funded research projects, as well as special data resources at McMaster University.

4) Students and prospective applicants should consult the Graduate Calendar for a complete description of regulations concerning the PhD degree, degree requirements, and graduate studies at McMaster University.

5) A list of Program approved courses can be found here. Other courses can be approved by special permission by the Program, but it is the responsibility of the student to seek approval to enroll in the courses.
## Program Requirements – A Model Timeline for Completing Requirements – ver. 10July2015

Reading lists are typically released 7 to 8 months in advance.

### Health Policy PhD Program - A Model Timeline for Completing Requirements

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### Notes:

- This model is based on a student with no waived courses. Students with waived requirements will have more openings for, e.g., elective courses beyond the required curriculum, or an early start on dissertation research.
- Comp exam re-take dates are offered approximately 1-2 months after the original exam, on a case-by-case basis.
- A graduate level statistics course is an admission requirement, and does not appear in this timeline. Students entering without this requirement should take statistics in their first year.
- Relevant courses (coloured, above) normally should be taken before each comp appearing in the same colour, above. Comps may be taken out of normal order with permission of the student’s supervisory committee and the Program.
- The School of Graduate Studies requires that all comp exams and courses must be completed within the student’s first 24 months in the PhD program.
**Health Policy PhD Yearly Comprehensive Exam Schedule**

<table>
<thead>
<tr>
<th>Due</th>
<th>Reading lists &amp; marks to students</th>
<th>Exams &amp; exam questions</th>
<th>Exam questions &amp; marking</th>
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<td>Sept</td>
<td>Approximate start of academic year</td>
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<td>Oct</td>
<td>5</td>
<td>Distribute methods readings for next May</td>
<td>Methods exam given</td>
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<td>10-15</td>
<td>Distribute breadth readings for next May</td>
<td>Breadth exam given</td>
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<td>Dec</td>
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<td>Approximate last day of fall term</td>
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<td>15-20</td>
<td>Final course papers due</td>
<td>Final questions settled for June specialty field</td>
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<td>Apr</td>
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<td>Approximate last day of winter term</td>
<td>Spec. field exam given (no later)</td>
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<td>15-20</td>
<td>Final course papers due</td>
<td>(Methods re-takes)</td>
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<td>May</td>
<td>5-10</td>
<td>Notification of methods marks</td>
<td>(Breadth exam re-takes)</td>
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<td>25-30</td>
<td>Notification of breadth marks</td>
<td>Specialty field mark re-takes</td>
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<td>June</td>
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<td>Notification of breadth marks</td>
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<td>July</td>
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**Yearly Comprehensive Exam Cycle**

The curriculum provides theory and empirical methods for framing, investigating, and answering crucial questions about health policy. Students receive general training across three field areas, and specialize in one of:

- Health Economics
- Political Studies
- Social Organization

**CHECKLIST OF BASIC PROGRESS MILESTONES**

This is a summary of basic milestones for completing the PhD degree while enrolled full time. Students and their supervisory committees should address each of these aspects of progress. This checklist is for convenient reference only, and should not be substituted for a detailed written PhD
Supervisory Committee Meeting Report. Please see the Supervision Guide below for further guidance and details.

First year milestones

- A 3-member supervisory committee is selected and preferably in place by the 6th month
- All required courses are scheduled for completion by 24th month (end of 2nd year)
- All comprehensive exams must be complete by 24th month (end of 2nd year) allowing time for retakes
- A “course planning rubric” has been completed and filed with the Program
- Student is enrolled in a full course load (until required courses completed)
- If a graduate statistics course is required, it is scheduled for completion in Year 1
- All final course marks are B or higher; no “incompletes” outstanding; no failed courses
- Student has applied for all financial awards for which he/she is eligible to apply
- Professional activities are pursued appropriately and do not impede academic progress
- A promising dissertation topic and questions/objectives have been identified

Second year milestones

- Courses are being completed and passed on schedule
- All required courses to be completed & passed by the 24th month (end of this year)
- Student is enrolled in a full course load (until required courses completed)
- A “course planning rubric” has been updated and filed with the Program
- Comprehensive exams are being scheduled, written and passed on schedule
- All comprehensive exams to be completed & passed by 24th month (end of this year)
- All final course marks are B or higher; no “incompletes” outstanding; no failed courses
- Student has applied for all financial awards for which he/she is eligible to apply
- Professional activities are pursued appropriately and do not impede academic progress
- A final dissertation topic and questions/objectives are committed to, and approved
- Design and methods for dissertation research are developed and a draft protocol written

Third year milestones

- All final course courses & comps were completed & passed by 24th month
- All final course marks were B or higher; no “incompletes” outstanding; no failed courses
- A final, fully completed “course planning rubric” is filed with the Program
- Dissertation proposal is formally defended in Fall of Year 3
- Final dissertation plans are detailed, and judged acceptable and viable by faculty
- All resources necessary for completing dissertation research are secured
- All approvals (e.g., REB) necessary for completing dissertation research are secured
- Student has applied for all financial awards for which he/she is eligible to apply
- Student has submitted a realistic and acceptable timeline for completing dissertation
- Student and faculty have agreed on a process for reviewing work in progress
- Substantial progress is being made on the dissertation research
- Professional activities are pursued appropriately and do not impede academic progress
Fourth year milestones

- Substantial progress is being made on the dissertation research and writing
- Timeline for completion is kept up to date and is followed
- Student is completing draft chapters on a routine and non-urgent basis
- Faculty are receiving and reviewing draft chapters on a routine and non-urgent basis
- Student is completing revisions and final chapters on a routine and non-urgent basis
- Faculty are receiving and approving final chapters on a routine and non-urgent basis
- Professional activities are pursued appropriately and do not impede academic progress
- Post-graduate career strategies and opportunities are being discussed and pursued
- If 4th year completion becomes unlikely, timely plans are made for late completion, including arrangements for extended supervision and financial support

SUPERVISION GUIDE

Introduction and Resources

The Health Policy PhD Program provides this guide to help our faculty and students plan and assess student progress toward the PhD degree.

All students and supervisory committee members should be familiar with applicable University-wide policies. The following relevant documents are available from the School of Graduate Studies:

- Graduate Calendar – see especially Section 4, “Regulations for the Degree Doctor of Philosophy”, and the section entitled “Health Policy”
- PhD Supervisory Committee Meeting Report – a fillable form completed regularly by the student, supervisor, and supervisory committee
- Guide for the Preparation of Theses

The Supervisor

Supervisors are assigned to students upon their admission to the Program. Students should work closely with their supervisors to plan their supervisory committee’s membership, financial support, courses, comprehensive exams, dissertation, and employment or appointments post-doctorate. Students should keep their supervisor informed of their academic professional activities and achievements, and advise them immediately of any academic problems or issues that may delay progress.

The student and supervisor should have a mutually agreeable plan for regular meetings. A recommended meeting frequency is at least monthly, if possible face-to-face. Students are primarily responsible for initiating these regular check-in meetings. They may also be initiated at the discretion of the supervisor. Supervisors may ask students to submit a written agenda, or summary of work in progress, ahead of scheduled meetings. Students may wish to submit a summary of the meeting afterward.

For detailed information review Sections 2.7 and 2.7.1 of the Graduate Calendar.

Log onto: Getting the Supervisory Relationship off to a Good Start template, which addresses expectations for Graduate Studies and their Supervisors.
The Supervisory Committee

The Graduate Calendar describes regulations for the constitution and role of the doctoral supervisory committee. Please read and follow these carefully. Note that a full, 3-member committee should be in place by the student’s 6th month in the Program, and at least 2 of these committee members must be Health Policy Program faculty members.

The supervisory committee keeps abreast of the student’s academic and research activities and progress, and advises on these regularly. The committee approves: courses, research plans, the timing of comprehensive exams, the dissertation proposal, dissertation drafts in progress, and the final dissertation. The committee members serve as the internal examiners, and part of the examination committee, for the final oral defense of the dissertation. The committee periodically assesses and reports on the student’s progress to the Program and the School of Graduate Studies. In the case of unsatisfactory progress, the supervisory committee initiates appropriate action (including possible recommendation to withdraw).

Supervisory Committee Meetings

Supervisory committees should meet regularly. Once the supervisory committee is in place (by the 6th month in the Program), the School of Graduate Studies expects students to hold at least one full supervisory committee meetings each academic year. The Program requires two full supervisory committee meetings, first between July 1 – December 15, and the second between January 1 and June 15. At least 3 months should elapse between the 2 required meetings. It is the student’s responsibility to schedule these meetings and book the room and equipment well in advance, taking into consideration the committee members’ busy schedule. The PhD Supervisory Committee Meeting Report must be completed and circulated to the committee prior to each meeting. Signed and initialed forms must be submitted to Lydia following each committee meeting.

Students will require more frequent supervisory committee meetings if they work more than 10 hours per week in paid employment while enrolled as a full-time graduate student or if their progress was assessed as “marginal” or “poor” by any supervisory committee member in the most recent supervisory committee meeting. Additional supervisory committee meetings (including meetings at shorter intervals) for other reasons may also be initiated by the student or by committee members, or required by the Program.

Students have primary responsibility for scheduling supervisory committee meetings. Students should schedule these meetings at least 1-2 months in advance, as it is not always easy to coordinate faculty schedules on shorter notice. The Program Administrator can provide guidance on room bookings, presentation equipment, etc. Meetings should be scheduled for 1 ½ to 2 hours. They may be adjourned early if discussions and tasks are completed.

Students should distribute to supervisory committee members at least 2 weeks ahead of the meeting, the following materials:

- An SGS PhD Supervisory Committee Meeting Report form with student and supervisor sections completed,
- An up-to-date course planning rubric (until all courses and comps are completed)
- A current CV
- Additional materials (e.g., dissertation proposal, publication reprints) may also be distributed.

Presentation slides should be distributed electronically at least 2 days ahead of the meeting, and hard copies brought to the meeting.
Supervisory committee meetings begin with an oral presentation by the student on their progress and plans. General discussion follows. In closing, committee members formally assess the student’s progress. Committee members each assess independently, and need not agree. Ratings should accurately reflect progress (for example, “E” ratings should not be given by default, or to encourage rather than to assess the student).

The HP PhD Program recommends that the ratings options in the *PhD Supervisory Committee Meeting Report* be interpreted as follows:

- **E** (Excellent) = Indicates the student is meeting all milestones and clearly excelling in some areas. There are no apparent problems with progress, or major concerns to address.

- **G** (Good) = Indicates the student is meeting all milestones satisfactorily. There are no apparent problems with progress, or major concerns to address.

- **M** (Marginal) = Indicates apparently remediable problems or concerns about progress, in one or very few areas (see list of specific “red flags” provided under separate cover). Attached to the supervisory committee report must be “a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.” (SGS language)

- **P** (Poor) = Indicates more serious problems or concerns about progress, in one or more important areas (see list of specific “red flags” provided under separate cover). There may be doubt that a serious problem is remediable. Attached to the supervisory committee report must be “a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.” (SGS language)

All supervisory committee meetings must be documented on the *PhD Supervisory Committee Meeting Report* form, and submitted to the Health Policy PhD Program (which forwards the report to SGS). Within two days after the meeting, the student should submit their completed, signed supervisory committee meeting report form, as well as an up-to-date “course planning rubric” to the Program Coordinator. The report will be signed by the Program Director, and a copy filed with SGS.

**Assessing Progress**

The aforementioned are basic milestones of progress in the Health Policy PhD Program. Supervisory committees should address all relevant milestones in every supervisory committee meeting. The written committee meeting report should document all achievements or problems (“red flags”) in relation to these milestones. Specific consequences for not reaching these milestones vary; please consult the Graduate Calendar, the Program Coordinator, or the Director of the Health Policy PhD Program for guidance on specific concerns. If formal, special considerations (approved and documented by SGS or Student Accessibility Service (SAS)) exist, these should be taken into account with expectations modified accordingly for the student.

**Course Grading**

Grades in HP PhD graduate courses are reported as letter grades as listed below:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GPA</th>
<th>PERCENTAGE</th>
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<tbody>
<tr>
<td>A+</td>
<td>12</td>
<td>90 - 100%</td>
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<tr>
<td>A</td>
<td>11</td>
<td>85 - 89%</td>
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<tr>
<td>A-</td>
<td>10</td>
<td>80 - 84%</td>
</tr>
<tr>
<td>B+</td>
<td>9</td>
<td>77 - 79%</td>
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</tbody>
</table>
B 8 = 73 - 76%
B- 7 = 70 - 72%
C+ 6 = 67 - 69%
C 5 = 63 - 66%
C- 4 = 60 - 62%
D+ 3 = 57 - 59%
D 2 = 53 - 56%
D- 1 = 50 - 52%
F 0 = 0
INC - = Incomplete Assignment

Passing grades for Doctorial degree courses is B- and above. If a grade of less than B- is obtained, the student must retake the course, or one of equivalent content, which has been approved by the Program’s Executive Committee. Students should check with the specific funding agencies for their minimum grade requirements as outlined in the Graduate Calendar.

Course Failure
A student who fails to obtain at least a B- grade in a Graduate Course (Masters or Doctoral) is normally asked to withdraw from the Graduate Program. In some cases, the student’s Supervisory Committee may advise the Associate Dean of Graduate Studies (currently Health Sciences) that, because of certain circumstances, the student should: a) take an alternative course, or b) repeat the course. Such a recommendation should be made in writing by the Supervisor and Program Coordinator to the FHS Associate Dean of Graduate Studies within one month of the student’s grade being announced, outlining the possible reasons for the failure. The Associate Dean of Graduate Studies (FHS) will consider this request and recommend a course of action for consideration by the Faculty’s Graduate Admissions and Study Committee.

Leave of Absence, Maternity/Parental Leave, Vacation
See section 2.5.7 of the Graduate Calendar

Ethics Review
Students whose work involves human subjects, including interviews and chart-review, will need to seek approval through the Research Ethics Board (REB). Given the short timeline for completion, it is imperative to initiate the process of application early, in consultation with supervisors. Check the Hamilton Integrated Research Ethics Board HIREB (for Health Sciences based research) or the McMaster Research Ethics Board MREB (for Social Science, Humanities, Engineering, Sciences or Business based research). Review the website reo.mcmaster.ca for dates of drop-in consultations and seminars on the application process. If you are in doubt about whether your project will require an ethics review, please consult with your supervisor and/or the Program Director, who may encourage you to consult with the appropriate REB directly.
**Health Economics Field, Health Policy PhD – Course Planning Rubric** (ver. 01 July 2016)

Student’s name:  
Date (Day, Month, and Year):  
“Prior” courses marked

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<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Waived?</th>
<th>Term Taken</th>
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<td>Graduate-level statistics (admission requirement, completed prior to entry)</td>
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<tr>
<td>SGS 101 - Academic Research Integrity &amp; Ethics</td>
<td>SGS 101 and SGS 201 (must be completed online within first 12 months)</td>
<td>N/A</td>
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<tr>
<td>SGS 201 - Accessibility for Ontarians with Disabilities Act</td>
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<tr>
<td>HLTH POL 711 – Doctoral Seminar in Health Policy</td>
<td>HLTH POL 711 – required Fall year 1</td>
<td>N/A</td>
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<tr>
<td>HLTH POL 711 – Doctoral Seminar in Health Policy</td>
<td>HLTH POL 711 – required Winter year 1</td>
<td>N/A</td>
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<tr>
<td>Political Studies – breadth course</td>
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<td>Social Organization – breadth course</td>
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<td>Health Economics – specialty course</td>
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### Political Studies Field, Health Policy PhD – Course Planning Rubric (ver. 01 July 2016)

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**Date (Day, Month, and Year):**

“Prior” courses marked

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**Social Organization Field, Health Policy PhD – Course Planning Rubric** (ver. July 01 2016)

Student’s name:  
Date (Day, Month, and Year):  
“Prior” courses marked

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SGS 201 - Accessibility for Ontarians with Disabilities Act | SGS 101 and SGS 201 (must be completed online within first 12 months) | N/A     |            |      |
| HLTH POL 711 – Doctoral Seminar in Health Policy | HLTH POL 711 – required Fall year 1 | N/A     |            |      |
| HLTH POL 711 – Doctoral Seminar in Health Policy | HLTH POL 711 – required Winter year 1 | N/A     |            |      |
| Political Studies – breadth course |                                             |         |            |      |
| Health Economics – breadth course |                                             |         |            |      |
| Social Organization – specialty course |                                             |         |            |      |
| Social Organization – specialty course |                                             |         |            |      |
| Social Organization – specialty course |                                             |         |            |      |
| Quantitative methods |                                             |         |            |      |
| Qualitative methods |                                             |         |            |      |
| Methods elective |                                             |         |            |      |
OTHER USEFUL LINKS AND INFORMATION

Sessional Dates – Graduate Studies

Graduate Course Selection

Student Financial Dates and Deadlines

Graduate Students Payroll Information

School of Graduate Studies Guide for the Preparation of Theses

School of Graduate Studies Final Thesis Submission Sheet

School of Graduate Studies Forms

HEI Teaching and Mentoring Excellence Awards - Nomination

10 Mistakes Graduate Students Should Avoid

This guide contains general information for individuals entering the Health Policy PhD Program, though is not all-inclusive. The current, official publication of the School of Graduate Studies Calendar should be referenced for complete information regarding your academics.

Please note: If there is any discrepancy between a department or program handbook and the School of Graduate Studies Calendar, then the School of Graduate Studies Calendar shall prevail. Thank you.
FROM YOUR FELLOW STUDENTS

Get your teeth cleaned before TA benefits run out
Use your heavy burden week wisely

Check out Grit Lit, Hamilton's Literary Festival gritlit.ca

Get a student membership to the Hamilton Art Gallery.

IDEAS

TIPS

Buy a bike or rollerblades for getting around Hamilton

Be creative and challenge your assumptions.

Take advantage of the Institute's invited speakers and other events.

Check out the Ontario Public Interest Research Group (OPIRG) office (MUSC-229) and the Sky Dragon Centre (27 King William Street).

Go to weekly coffees with each other, start socializing early!

Sleep at least 5 hours/night

Get to know your professors.

Go waterfalling (waterfalls.hamilton.ca). Hamilton is the waterfall capital of the world with over 120 waterfalls.

Check out The Casbah for the best live music in Hamilton.

Appreciate the intellect of your colleagues and use it!