



**University of Alberta
Faculty of Medicine & Dentistry**

**Medical Sciences Graduate
Program – Shantou**

**Graduate Program Manual
2017-18**



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PROGRAM REQUIREMENTS

The UAlberta–Shantou Steering Committee has approved the following program requirements for the Medical Sciences Shantou programs. These requirements exceed the minimum requirements of the Faculty of Graduate Studies and Research in order to ensure that the best candidates are accepted into the Medical Sciences – Shantou program and that the excellence of the program is maintained.

Pre-selection criteria

Each year, usually by the end of Spring, SUMC will pre-select a number of outstanding potential candidates for participation in the Joint PhD Program starting fall term of the same year.

Applicants to the MSGP-Shantou are pre-selected by members of the UAlberta-Shantou Steering Committee at Shantou University Medical College. Every year, this committee will invite faculty members to sponsor candidates they consider best suited for the MSGP-Shantou. Pre-selection by SUMC of potential candidates will be based on a stringent assessment of their:

1. previous academic background (completion of a 5-year bachelor program in medicine or biology-related discipline) and academic performance,
2. research interest and competency (preferably M.Sc. or better),
3. command of written and spoken English, communication skills,
4. attitude and motivation.

The committee will favor applicants with publications in a SCI journal in English. Pre-selected trainees will then identify a pair of co-supervisors from UAlberta and SUMC with an established collaboration.

Admission

The following minimum requirements must be met in order for a graduate student to be accepted into the PhD program in Medical Sciences-Shantou:

1. The Student must have completed an MSc program in a Medical Sciences field. The student should have maintained a minimum grade average of 80% or equivalent during his/her graduate studies.
2. The Student must take **one** of the following English Language Proficiency tests and receive a score that meets or exceeds that set by the University of Alberta. Those are:
 - TOEFL paper-based score of 580
 - TOEFL internet-based score equivalent of 90, with at least 20 on each of the individual skill areas
 - IELTS minimum score of 6.5 with at least 5 on each band
 - Results from other tests (i.e. MELAB, CAEL, PTE) will be considered upon request
 - Alternatively, the student may take and pass ESL 550 administered by the UAlberta Extension Faculty.

Length of Program and Course Requirements

The minimum residency requirement for students in this program is set at 1 year on the UAlberta campus. All Shantou-stream students will register in **THESIS 988** when working on the SUMC campus. Students should request help with this registration from the graduate administrator well in advance of registration deadlines. The total minimum course weight including thesis registration and **THESIS 988** will be 36 credits per year.

The MSGPC-Shantou requires a minimum course requirement of 9 course weights of graded graduate courses taken either at SUMC or UAlberta. Course selection will be determined by the student's Supervisory Committee in consultation with the student. All SUMC students will register in a minimum of 6 credits of approved courses in their first 2 year of study at SUMC. All Shantou students will register in **THES 90X** when studying on the UAlberta campus. Whenever possible the student should participate in one graded seminar course offered by the UAlberta host department. As per university regulation, registration will be required for the last term in which students plan to graduate or defend their thesis.

Transfer of Credit for SUMC Courses

The formal agreement between UAlberta and SUMC stipulates that the minimum 9 course weights of graded graduate courses can be taken at either UAlberta or SUMC. For this reason, MSGP-Shantou students are not subject to the limit of six units of course weight for thesis-based programs.

We recommend that students arrange for an official letter from SUMC which states which courses have not been applied to other degrees and are eligible for transfer credit. Students should also provide official course outlines in English since transfers usually require this information.

Details about the credit transfer process can be found in section 6.3 of Grad Program Manual, with the exception that greater than 6 credits of coursework can be transferred. Remember that credit for SUMC courses can be requested by the department provided that the courses have not been counted toward a previous degree or program and were not used to satisfy admission requirements of the FGSR. The host department should initiate transfer credit as soon as possible after the student's move to the UAlberta Edmonton campus.

Ethics Training and Approval

Ethics and academic integrity training is mandatory for all UAlberta graduate students who started their program on or after September 1, 2004. Shantou-stream students are expected to meet those requirements by participating (1) in the web-based GET offered by FGSR during the first year of their program, and (2) an ESI day offered by the FoMD during their year on the UAlberta campus. Students are expected to complete the GET program **during the first year** of their program. ESI day events are normally offered twice a year and all students should make every effort to register in a timely manner once they move to Edmonton. The trainees are also expected to abide by the Code of Student Behavior and relevant rules on plagiarism throughout their entire graduate program.

No animal or human research work proposed in the project can be initiated at UAlberta or SUMC without prior approval from the appropriate UAlberta ethics review committee/board. Moreover, students involved in the work must receive relevant training. All work involving the use of human samples or research participants will require pre-approval by a Research Ethics Board (REB). This is the case whether the work is performed at UAlberta or SUMC.

The MSGP Committee prepared a checklist to ensure that all students are aware of key UAlberta Regulations. The form is found in Appendix A. All students should read this form and get acquainted with the relevant University Regulations. Once all signatures have been obtained, students should ensure that the completed form is returned to the graduate administrator or graduate coordinator of their graduate program at UAlberta. The form should normally be completed ***within the first 6 months*** of the program.

For additional information, students should consult section 20.7 of the University Regulations and Information for Students on the Office of the Registrar and Student Awards web site at: <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/General-U-Policies/20.7.html>

Stipend and Tuition

Full-time graduate students working on the UAlberta campus will receive a scholarship that provides a monthly living allowance guaranteed to be not less than a minimum determined yearly by the UAlberta-Shantou Steering Committee. The minimum value for the 2017-2018 academic year is \$25,000/year. This scholarship is guaranteed for one year and may be extended for extra years to a maximum total period of support of 3 years. Extension of funding is contingent on demonstration of progress.

Students should initiate the process by submitting a completed Request for Funding Extension form to their Graduate Coordinator. Such application will be accompanied by:

- a summary of the student's progress to date
- the timetable for completion approved by the supervisor and/or supervisory committee
- an explanatory letter from the supervisor that will include comment on approval of timetable
- an explanatory letter from the student with the expected date of completion

These requests should be submitted at least 6 weeks prior to end of the first year of complete funding. All applications will be promptly reviewed by the Chair of the UA-Shantou Steering Committee (Graduate Programs). The request should be submitted to:

MSGPC-Shantou, Office of Research
Faculty of Medicine and Dentistry
2-13 Heritage Medical Research Centre
(780) 492-9721
fmdgrd@ualberta.ca

Students are strongly encouraged to travel to the UAlberta campus for a short visit (\leq four months) in the first year of the program; in this case, they will receive the approved stipend for the duration of their stay (\leq four months). This funding period will count towards the maximum 3-year funding available through MSGP-Shantou and the Li Ka Shing Sino-Canadian Exchange Program. Note that registration on the UAlberta campus will be required when students work in Edmonton.

Tuition and fees will be paid directly through the MSGP-Shantou office.

The university will waive the graduate international differential fee (IDF) for the students funded under the Li Ka Shing Sino-Canadian Exchange program. This waiver should apply to the entire

length of the student's graduate program with the expectation that students complete their doctoral programs within 4 years on the UAlberta campus.

The supervisor will pay the stipend at a rate of at least \$25k per year for years beyond 3 on the UAlberta campus, if needed. Students will be responsible to cover their tuition and fees from that stipend.

External funding

Students are encouraged to seek alternate sources of funding through competitive scholarships/awards from the university and granting agencies. Students should contact the department offering their program of interest to find out how graduate students are supported. Additional information can be obtained from the web site of the Faculty of Graduate Studies and Research (<http://www.gradstudies.ualberta.ca/awardsfunding/>).

Students that receive an award >\$10,000 will receive an incentive supplement of \$3000. However, in such cases the value of stipend paid by the Li Ka Shing Sino-Canadian Exchange Program will be reduced in direct proportion to the value of the award received. The \$3000 annual supplement will be added to the combined stipend award and paid monthly to trainees in good standing for the duration of their external award.

Note that some external funders offer an incentive supplement rather than full payment of scholarship. In such cases, the Li Ka Shing Sino-Canadian Exchange Program will not provide an incentive and the value of the stipend award will not be adjusted, as long as the supplement remains below the \$10,000 limit for external funds.

Supplement for trainees with dependent children

The UA-Shantou Steering Committee (Graduate Programs) approved starting May 2013 a supplement for trainees with dependent children, <18 yr old and living in the full time care of the trainee in Canada. Such supplement will be provided upon application and submission of proof. The \$3000 annual supplement will be added to the stipend award and paid monthly to trainees in good standing for the duration of their award while the dependent child lives with them in Edmonton. It is the responsibility of the trainee to inform the UA-Shantou Steering Committee (Graduate Programs) if the child no longer resides in Edmonton. Failure to do so may result in termination of the award.

An application form can be obtained upon request from the graduate program advisor in the office of research of the Faculty of Medicine & Dentistry (2-13 Heritage Medical Research Centre; (780) 492-9721; fmdgrd@ualberta.ca).

Payment at the end of the program

In the event that the graduate program is completed prior to the maximum length of funding, scholarships will be terminated when the trainee has successfully completed the requirements of his or her program; the award will be terminated on the last day of the month in which the thesis approval / program completion form has been submitted to the Faculty of Graduate Studies and Research.

The Li Ka Shing Sino-Canadian Exchange Program reserves the right to terminate the scholarship if the terms and conditions of the award are not met, or if there is evidence of unsatisfactory progress.

Notification Responsibilities

The trainee and their primary research supervisor are required to inform the Li Ka Shing Sino-Canadian Exchange Program in writing for any significant changes in the research program such as leaves or program completion. Notice should be sent to the graduate program advisor in the Office of Research of the Faculty of Medicine & Dentistry (2-13 Heritage Medical Research Centre; (780) 492-9721; fmdgrd@ualberta.ca).

Travel reimbursement

Travel of the student to join the research team in Edmonton will be covered by SUMC. UAlberta collaborators are guaranteed a travel award in both Year 1 and Year 2 of the graduate program if their trainee works in Shantou at that time. The maximum value of the travel award is set at \$2500/trip and is limited to incidentals and the cost of a round trip economy class plane ticket between Shantou and Edmonton. Accommodation and other living costs while in Shantou will be borne by Shantou University Medical College.

LEAVES OF ABSENCE

Medical leave of absence

Awardees may receive up to six months of unpaid maternity leave.

The support of the supervisor and the department is required. Each request will be considered on a case by case basis by the UA-Shantou Steering Committee.

Awardees who take a maternity leave during the tenure of their award must notify the UA-Shantou Steering Committee (Graduate Programs) at least 3 months **PRIOR** to the commencement of the leave period.

Following the maternity leave, the term of the award will be extended by an amount of time equal to the duration of the leave. Time added to the award is a maximum of 6 months. The UA-Shantou Steering Committee (Graduate Programs) reserves the right to terminate the award should the student not return to work after the approved leave of absence.

Compassionate Leaves of Absence

Unpaid leaves of absence of up to six months may be granted following a formal request to the UA-Shantou Steering Committee (Graduate Programs) outlining the purpose of the leave. The support of the supervisor and the department is required. Each request will be considered on a case by case basis by the UA-Shantou Steering Committee (Graduate Programs).

The UA-Shantou Steering Committee (Graduate Programs) reserves the right to terminate the award should the student leave the program without approval, or fail to return following an approved leave.

Upon the trainee's return, the UA-Shantou Steering Committee (Graduate Programs) will extend the award by the duration of the approved leave. Time added to the award is a maximum 6 months.

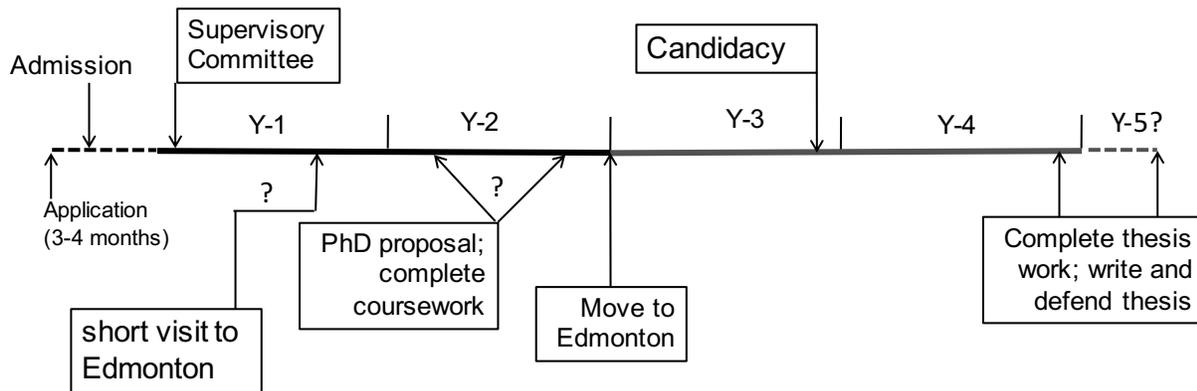
MONITORING OF PROGRESS

Monitoring of progress through the graduate program

To ensure success, progress through the graduate program is monitored through several mechanisms that include:

1. Regular meetings of a Supervisory Committee
throughout the program; usually 2-3 per year
2. Submission of a PhD proposal
at the end of Year 2
3. Candidacy examination
before the end of Year 3
4. Final doctoral examination
following submission of thesis in Year 4 or 5

Example of a standard timeline



Candidacy should be taken after the move to Edmonton, before the end of year 3. A short-term visit in year 1 is encouraged to facilitate development of the PhD proposal.

Note that in addition to the major events listed above, students are expected to participate in regular meetings of their Supervisory committee as well as complete appropriate course work (Y1-3) and Ethics training (Y1 and Y3).

The following sections provide additional information on this process. Details on committee composition, responsibilities and approximate timeline can be found in Appendix B and Appendix C.

Meetings of the Supervisory Committee

The Supervisory Committee's role is to advise and guide the student regarding required courses, thesis project and other issues related to successful completion of the graduate program.

The Supervisory Committee normally consists of 4 members: 2 each from the University of Alberta and Shantou University Medical College. These include the co-supervisors from UAlberta and SUMC as well as one additional member each from UAlberta and SUMC that are familiar with the research project

To ensure close supervision and facilitate efficient completion of the research program, this Committee should meet regularly. The committee should preferably meet three times but no less than twice a year. These meetings may involve the use of tele- or video-conference (i.e. skype) when participants are in different locations. UAlberta co-supervisors are expected to travel to Shantou in Year 1, especially if the student does not travel to Edmonton during that period. The Supervisor must inform the MSGPC-Shantou secretary of these meetings. The Chair of the MSGPC-Shantou will attend as observer.

The first meeting of this committee in Year 1 will allow the student and committee members to get acquainted with each other and the project. For all subsequent meetings, the student should prepare a brief written progress report (maximum 10 pages, double-spaced) and provide a copy to committee members one week in advance of the meeting.

The main purpose of such frequent meetings is to practice writing and speaking skills and to identify solutions to problems that arise in the course of research. The high frequency of such meetings will ensure that the student receive sufficient feedback to complete their doctoral program in a timely fashion.

PhD Proposal

All students are expected to submit a PhD proposal in English by the end of their second year in the MSGP-Shantou. To ensure the quality of a Student's program, MSGPC-Shantou assesses the following two key attributes of a successful graduate program:

1. The Student's background and readiness
2. The scope, rigor and quality of the research project

These attributes are addressed in the PhD proposal package that the Student submits to MSGPC-Shantou.

An expert Subcommittee reviews the Student's PhD proposal, and assesses the quality, scope and its potential contribution to the advancement of knowledge in that area of research. This Subcommittee will consist of a member of the MSGPC-Shantou and at least one external member with appropriate expertise.

If the Committee approves the proposal, the Graduate Coordinator, co-Supervisor and Student are notified in writing and the Student is then eligible to proceed with the candidacy examination. If the Committee has concerns about any aspect of the proposal package, further clarification will be requested.

Submission of PhD proposal packages

Proposals submitted must be accompanied by a **list of 2 potential reviewers**. Suggested reviewers should come at arm's length from the student's research program, from either UAlberta or SUMC.

Further details concerning the preparation of the PhD proposal can be found in Appendix D.

Submit the original or preferably electronic files of the complete PhD Proposal Package including CV to:

MSGPC-Shantou, Office of Research
Faculty of Medicine and Dentistry
2J2.11 WMC
(780) 492-9721
fmdgrd@ualberta.ca

Candidacy Examination

MSGP-Shantou students must sit a PhD Candidacy Examination within 36 months after commencement of doctoral studies. The purpose of this exam is to establish that the student has an adequate knowledge of the discipline and the ability to pursue and complete original research at an advanced level. The candidacy usually takes place after the student moves to Edmonton. The Shantou supervisor may wish to travel to Edmonton to attend the examination in person.

The examination will have written and oral components. The student will submit an old-style Canadian Institutes of Health Research (CIHR) 11 page operating grant application (1 summary page + 10 pages of background and experimental details) **outlining his/her doctoral research project**. The student's committee will conduct an oral exam based on the written proposal, evaluate both the proposal and the exam performance, and come to a decision with respect to the student's advancement to PhD Candidacy.

FGSR rules state that candidacy examination committee should include the Supervisory Committee as well as 2 additional individuals at arm's length. Both additional members will be UAlberta faculty members.

Further details concerning the preparation and defense of the candidacy proposal can be found in Appendix E.

Final Doctoral Examination

The students shall write and defend their doctoral thesis in English. The thesis shall meet the standards of the University of Alberta. Preparation of the doctoral thesis shall follow guidelines of the host graduate program. Those guidelines can be obtained from your graduate coordinator prior to writing of the thesis.

To meet FGSR regulations, the Final Examining Committee will include the 4-member Supervisory committee, as well as two new arm's length members, one from UAlberta and another from a University other than UAlberta or SUMC. The graduate coordinator will be responsible to seek approval from the Faculty of Medicine and Dentistry for the external examiner and to invite the examiner once approval has been secured.

Responsibilities

The Medical Sciences Graduate Program (MSGP) – Shantou strives for excellence in graduate studies, where students are highly motivated to make original contributions in science, and to complete their PhD program with peer-reviewed publications.

There are several important members within the MSGP - Shantou team, each with key responsibilities. The team is comprised of the following:

1. Student;
2. Supervisors;
3. Supervisory Committee;
4. Graduate Coordinator;
5. Medical Sciences Graduate Program Committee - Shantou (MSGPC - Shantou);
6. UAlberta-Shantou Steering Committee;
7. Faculty of Graduate Studies and Research (FGSR).

This section is designed to help you understand the roles of the team players and the responsibilities of each. A brief outline on committee composition is provided in Appendix B.

1. THE GRADUATE STUDENT

Is aware of the contents of the graduate portions of the Calendar and **takes responsibility for his/her own program as set out in the Calendar**. Specifically, will complete a form to promise he/she will abide by University Regulations on the use in research of computers, animals and human subjects (see Appendix A).

1. Ensures that his/her registration is accurate and does not lapse.
2. Submits appropriate forms to the Graduate Coordinator for signature and processing.
3. Prepares a PhD proposal package within the two years of the program and submits associated documents to co-Supervisors.
4. Ensures that all travel and visa requirements are organized in a timely fashion so that arrival occurs no later than August at the end of year 2.
5. Maintains open communication with his/her co-Supervisor and Graduate Coordinator concerning any problems, either real or perceived.
6. Informs his/her co-Supervisors regularly about progress and provides his/her co-Supervisors with an annual report for distribution to the supervisory committee.
7. Makes research results accessible (beyond their appearance in a thesis) to an appropriate audience. This usually will take the form of two publishable units, at least one of which will be in press or published by the time the thesis is submitted.
8. Follows and meets the regulations and requirements of the FGSR and the MSGPC-Shantou.

2. THE SUPERVISORS

Evaluate the Student's previous academic experience, and recommend courses that should be taken to ensure a solid and appropriate academic background is in place for the research to be undertaken.

1. Communicate with the graduate coordinator during the admission process.
2. Provide an environment for the Student that is conducive to research and the Student's intellectual growth.

3. Ensure that appropriate financial support for the Student's stipend is in place, or that sources of funding are available for the Student to apply for where applicable.
4. Ensure that all necessary approvals have been obtained for the use of biohazards, animals or human subjects prior to commencement of the work.
5. Ensure that there are sufficient financial resources and materials for the research program of each Student being supervised. UAlberta Supervisor will be responsible for providing resources while on the UAlberta campus while the Shantou Supervisor will be responsible while the trainee is on the SUMC campus.
6. Ensure that the Student is aware of his/her responsibilities (as listed previously) and, when necessary, assist the Student in meeting them.
7. Provide appropriate guidance to the Student on the nature of the research and on the standards expected.
8. Be accessible to give direction, advice and constructive criticism.
9. With the Student, establish a realistic timeline for completion of various phases of the program.
10. Establish, with input from the Student, a Supervisory Committee within one month of the Student commencing the graduate program.
11. Ensure that the Committee maintains contact with the Student and formally meets with him/her preferably three times a year and no less than twice. This could occur through video- or tele-conference.
12. Inform the Graduate Coordinator, Student, and Supervisory Committee members of all meetings, examinations, and any circumstances that arise with regard to the Student's graduate program.
13. Consult with the Student, and with the Student's full knowledge, set up Committee meetings and examinations.
14. Complete all relevant forms, including signatures, and submits them to the Graduate Coordinator.
15. If going on leave or absent for an extended period, advises the Graduate Coordinator and MSGPC-Shantou which member of the Supervisory Committee will be the Acting Supervisor.
16. Ensure, in consultation with the Graduate Coordinator and the Chair of the MSGPC-Shantou as required, that the subject matter of the Student's PhD proposal falls within the broad context of Medical Sciences and the Li Ka Shing Sino-Canadian Exchange Program science mandate.
17. Receive, review and approve the Student's PhD proposal prior to the package being sent to the Graduate Coordinator. Also ensure that the proposal is submitted, normally by the end of the second year of the PhD Program.
18. Ensure that all members of the Supervisory Committee have signed off and approved the PhD research proposal. Once approved, initiate process to verify student's eligibility to proceed with the candidacy examination. If a proposal is not submitted within this time frame, a written explanation and timeline for submission should be forwarded to the Graduate Coordinator and the Chair of the MSGPC-Shantou.
19. Proposals submitted should be accompanied by a list of 2 potential reviewers. Suggested reviewers should come at arm's length from the student's research program, from either UAlberta or SUMC.
20. Ensure that all members of the Supervisory Committee have signed a statement approving the suitability of the thesis for examination prior to submission of the final oral examination.

3. THE SUPERVISORY COMMITTEE

1. Is accessible to the Student for consultation.
2. At its first meeting, committee prepares a revised outline of the project with clear objectives for work performed at SUMC and UAlberta.
3. Provides guidance and advice to the Student based on area of expertise.
4. Participates in regular Committee meetings, at least twice a year. This could occur through video- or tele-conference.
5. Provides guidance on the choice of the graded course to be taken at UAlberta.
6. Approves the Student's research proposal before submission to the Graduate Coordinator.
7. Signs a statement approving the suitability of the thesis for examination prior to submission of the final oral examination.
8. Participates in candidacy and final oral examinations.

4. THE GRADUATE COORDINATOR

1. Acts as the official graduate program representative of the Department to the MSGPC-Shantou and the FGSR.
2. Communicates relevant information from the MSGPC-Shantou and the FGSR to students and faculty members in the Department.
3. Coordinates the admission of students.
4. Ensures the appointment of Supervisors, supervisory committees and examining committees.
5. Is accessible for consultation with Students and faculty members in the Department.
6. Ensures that Students in the Department receive proper supervision and that the regulations and requirements of the FGSR and the MSGP-Shantou are met.
7. Ensures that applications for graduate studies are complete, and that the applicants meet the admission criteria before forwarding the applications to FGSR.
8. Approves¹ the appointment of Supervisors, Supervisory Committees and Examining Committees before submission to the FGSR
9. Ensures that Supervisors and a supervisory committee are set up within one month of the student starting the graduate program.
10. Ensures that the Supervisor has arranged appropriate financial support for the Student's stipend and research project where applicable.
11. Ensures, in consultation with the Supervisors and Chair of the MSGPC-Shantou as required, that the subject matter of the student's PhD proposal falls within the broad context of Li Ka Shing Sino-Canadian Exchange Program science mandate.
12. Reviews and approves the Student's PhD proposal prior to the package being sent to the MSGPC-Shantou. The Graduate Coordinator also ensures that the proposal is submitted, normally by the end of the second year of the PhD Program. If the proposal is not submitted within this time frame, the Graduate Coordinator ensures that a written explanation and timeline for submission is received from the co-Supervisors and forwarded to the Chair of the MSGPC-Shantou.
13. Confirms to the MSGPC-Shantou that the Supervisors and members of the Supervisory Committee:
 - o have the appropriate background and experience to guide the Student;
 - o have the expertise, time and ability to adequately supervise the Student;
 - o demonstrate continuing scholarly or creative activity² of an original nature;
 - o hold a continuing faculty appointment in a department relevant to the field;³
 - o hold a PhD or degree equivalent.³
14. Informs the MSGPC-Shantou of changes in Student status, courses or program.

15. Chairs the candidacy and final oral examinations or delegates the responsibility as necessary. The Chair of these examinations cannot be either Supervisors.
16. At meetings of the MSGPC-Shantou, summarizes proposal packages from all students in the Department.

Notes

¹ The Graduate coordinator approves initial appointments and changes of the Supervisors and Supervisory Committee. However, the MSGPC-Shantou, on assessment of the PhD proposal package, may recommend changes.

² Scholarly or creative activity is characterized by publication of research papers in refereed journals relevant to the discipline; publication of relevant books and/or monographs; invitations to speak at conferences or at other institutions; editorial or refereeing responsibilities for journals; invitations to serve as external examiner for other students; invitations to review grant proposals or manuscripts.

³ The MSGPC-Shantou and FGSR will consider supervisory committee members not meeting these criteria on provision of appropriate justification. The FGSR has approved eligibility criteria for service on supervisory committees by clinical appointees, adjunct professors, retired professors, and others. Details are in the Graduate Program Manual.

5. THE MEDICAL SCIENCES GRADUATE PROGRAM COMMITTEE -SHANTOU

The Medical Sciences Graduate Program Committee (MSGPC) –Shantou is chaired by the Chair of the UA-Shantou Steering Committee. In addition, it comprises the 3 UAlberta members of the UAlberta-Shantou Steering committee as well as the graduate coordinators of participating departments.

1. Acts as the official MSGP-Shantou representative for member departments to the FGSR.
2. Sets policy for the MSGP-Shantou.
3. Assesses the quality and appropriateness of the Students' graduate programs.
4. Ensures that the minimum admission requirements, course requirements, residency requirements, and length of program requirements are met.
5. Maximizes the opportunity for the Students to succeed.
6. Assesses⁴ PhD program packages with one of the following outcomes: approval; approval with conditions; resubmission after revision or presentation to the MSGPC-Shantou stream; rejection.
7. Recommends termination of a student's program to FGSR, for any of the reasons listed in Section 7 of the FGSR Graduate Program Manual.
8. The Chair of the MSGPC-Shantou
 - o is accessible for consultation with Students, Supervisors and Graduate Coordinators;
 - o is a member of the FGSR Council;
 - o communicates relevant information from the FGSR to Committee Members;
 - o approves applications for graduate studies before forwarding to the FGSR;
 - o may attend candidacy and final oral examinations as an observer;
 - o informs the Associate Dean (Research) on the status of the MSGP-Shantou, and on issues related to graduate studies.

⁴ The criteria used for assessment are listed in the section "Program Requirements".

6. THE UA-SHANTOU STEERING COMMITTEE (GRADUATE PROGRAMS)

The UAlberta-Shantou Steering Committee comprises members from both the UAlberta-FoMD and SUMC selected by their respective Deans. UAlberta members will typically include the

Chair of the UAlberta-Shantou Steering Committee, plus 3 members at large. UAlberta members of the Steering committee also sit on the MSGPC-Shantou.

1. Pre-approving UAlberta-Shantou collaborative projects
2. Pre-selection of students for admission to the MSGP-Shantou.
3. The setting of admission requirements.
4. Establishes and updates strategic plans for continued improvement of the MSGP - Shantou.
5. Approving all extensions to students' programs.
6. Approving all leaves of absence from the Li Ka Shing Sino-Canadian Exchange Program

7. FACULTY OF GRADUATE STUDIES AND RESEARCH

The Faculty of Graduate Studies and Research (FGSR) is responsible for the general administration of graduate programs, from the admission and registration of graduate students through to convocation.

The FGSR is ultimately responsible for:

1. The setting of minimum entrance requirements and minimum academic standing requirements, and for ensuring that these are met.
2. Processing all changes to students' programs.
3. Submitting changes affecting policy, general and degree regulations, and so on for approval of the Council of the Faculty of Graduate Studies and Research.
4. Dealing with all matters related to students' academic standing, including termination of their program.

The FGSR is the final authority on all matters related to graduate education.

Appendix A - COMPLIANCE WITH UNIVERSITY OF ALBERTA REGULATIONS

Medical Sciences Graduate Program - Shantou COMPLIANCE WITH UNIVERSITY OF ALBERTA REGULATIONS

Use of Animals and Human Participants in Research

The University of Alberta Calendar describes a uniform policy for the ethical treatment of human research participants. This [policy](#) applies to all research that involves human participants.

The use of animals in research must similarly follow an Animal Ethics Policy outlined on the web site of the [Research Ethics Office](#).

We hereby confirm that we have read and understood the University Standards for the Protection of Human Research Participants and promise to abide by its regulations.

Name of trainee (print)

Signature

Date

Name of SUMC supervisor
(print)

Signature

Date

Name of UAlberta supervisor
(print)

Signature

Date

Use of computers in Research

The office of Academic Information and Communication Technologies has developed rules for the use of computers and computing identities. These can be found [here](#).

I hereby confirm that I have read and understood the University of Alberta Campus Computing Conditions of Use and promise to abide by its regulations.

Name of trainee (print)

Signature

Date

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the purpose of ensuring compliance with University of Alberta regulations. Direct any questions about this collection to: UAlberta-Shantou Steering Committee, graduate program advisor, 780-492-9721.

Graduate Student Declaration on Academic Integrity

All Graduate Students are expected to adhere to the standards of academic integrity as practiced at the University of Alberta. These standards are prescribed in the University's Code of Student Behaviour (hereafter referred to as the Code), which can be accessed through the University Governance's web site <http://www.governance.ualberta.ca/>. Additional information can be obtained by reading "A Guide to Academic Integrity for graduate students" which can be accessed [here](#) through the [Office of Student Conduct and Accountability](#).

In recognition of the above, I make the following declaration:

1. It is my responsibility to read the Code and to understand what constitutes the academic offences of plagiarism, cheating, misrepresentation of facts and participation in an offence.
2. It is my responsibility to understand and use proper citation practices and rules in all written work and presentations.
3. I understand that the submission of the words, ideas, images or data of another person as my own, through deliberate deceit or through lack of proper citation, in any academic writing, essay, thesis, project, assignment, presentation or poster constitutes an academic offence under the Code.
4. I understand that all assignment solutions, reports, or any other material submitted in the course of my academic program must be my original work.
5. I understand that submitting the work of another student or source as my own, without proper citation, constitutes plagiarism.
6. I understand that I cannot submit work that has been or is being submitted for credit in another course or program of study, at the University of Alberta or elsewhere, without prior written approval from the instructor.
7. I understand that I must not participate in an offence by providing information to other students, which may be used in violation of the Code.
8. I understand that a violation of the Code will result in a sanction, which will have a significant and negative impact on my academic career.
9. I understand that excuses for violating the Code such as claiming not to understand proper citation practices or maintaining that certain practices are acceptable in other jurisdictions will not be considered in determining whether a violation has occurred or in determining the sanction to be imposed.

If you have questions concerning what is acceptable or not acceptable in a specific situation, consult with your supervisor or graduate coordinator.

Department: _____

Name (Print): _____

Student ID: _____

Student Signature: _____

Date: _____

Witness Signature _____

(Research Supervisor or Associate Chair)

RETURN TO GRADUATE ADMINISTRATOR IN THE DEPARTMENT OFFICE

Appendix B - OVERVIEW OF COMMITTEE COMPOSITION AND FUNCTION

Supervisory Committee

- Supervisory Committees consist of 2 UAlberta and 2 SUMC faculty members *supervisor from UAlberta and SUMC + members from UAlberta and SUMC familiar with research project*
- Committee meets regularly (2-3 times/year) through videoconference to ensure efficient progress
- Students prepare written progress report and provide copy to committee members one week in advance
Purpose is to practice writing skills and identify solutions to problems that arise in the course of research.

MSGP Committee –Shantou

- MSGPC-Shantou consists of UAlberta-Shantou steering committees and graduate coordinators from participating departments (*e.g. Biomedical Engineering*)
- Reviews progress of each student in program
- Responsible for making suggestions to UAlberta-Shantou Steering committee for modifications to MSGP-Shantou
- Reviews PhD proposal package to ensure it meets program standards
4 page document that describes in detail the research project written by student

Candidacy Examination Committee

- Committee formed as per FGSR policies by adding two arm's length UAlberta members to Supervisory Committee.
- Most committees will consist of 6 members.
- Examination should take place at latest in year 3 of the program
- Students must present research proposal one week prior to examination.
- Research proposal based on research project. Must be written by student.
- Examination confirms student's ability to develop a research program and interpret scientific data.

Final Examination Committee

- Committee formed as per FGSR policies by adding two arm's length members to Supervisory Committee.
- Will usually consists of 6 members, and must include one arm's length member from UAlberta and one from another University.
- FoMD is responsible for approving the external examiner, while the department invites the external examiner
- Thesis must be submitted to external examiner four weeks before examination.
- Examination consists of public seminar followed by a closed door examination.

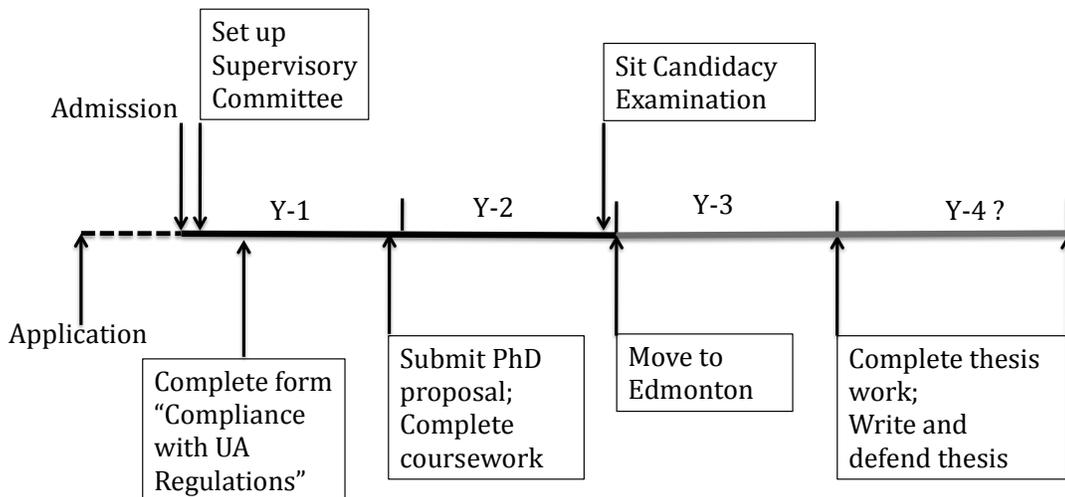
Appendix C - TIMELINE

Specific committees ensure progress through each stage of the doctoral program

- **Supervisory Committee**
Regular reports (2-3 per year, each year of the program)
- **MSGP Committee**
PhD proposal package (in year 1 or 2)
- **Candidacy examination Committee**
Candidacy research proposal based on PhD project (in year 3)
- **Final Examination committee**
Thesis (at end of program in either year 4 or year 5)

Timeline

- Co-supervisors establish Supervisory Committee within a month of entering program and plan frequent meetings
- Students complete the form “Compliance with University of Alberta Regulations”
- Students submit PhD proposal package in year 1 or year 2
- Students defend candidacy research proposal based on their PhD project after their move to Edmonton, in year 3
- Extension for one or two extra years in Edmonton possible upon request to Steering committee
- Final examination takes place at UAlberta in Edmonton



Note that in addition to the major events listed above, students are expected to participate in regular meetings of their Supervisory committee as well as complete appropriate course work (Y1-3) and Ethics training (Y-1 and Y-3).

Appendix D - PREPARATION OF PHD PROPOSAL PACKAGE

As a general guideline, the proposal will contain:

1. a review of the pertinent literature
2. the research hypothesis
3. the specific objectives of the research
4. a review of the relevant work done previously by the student or the research group on the subject
5. a detailed presentation of the planned experimental approach, and the significance of the anticipated results.

MSGPC-Shantou requests the proposal package consist of the information below, in the following order:

1. Student's academic record, both U of A transcripts and other institutions if applicable.
2. The [proposal form](#)  must be completed stating:
 - Supervisory Committee Members.
 - Project Title.
 - Student's completed and proposed coursework.
 - Project's source of funding, including the name, duration and amount.
 - Supervisor's source of funding, including the name, duration and amount.
 - Student's Abstracts and Publications.
 - Student's Honours and Awards.
 - Timeline of the PhD program, indicating supervisory committee meetings, proposed month of the candidacy examination and final oral examination.
3. A statement (maximum 200 words), written by the co-Supervisors, outlining the potential contribution to science of the student's PhD project.
4. A proposal outlining the scope of the proposed research, using the following guidelines and including:
 - A written proposal which does not exceed four (4) pages (not including appendices), single spaced, size 12 Times New Roman font, and 1" or 2.5 cm margins. The proposal,
 - Must be written independently by the student
 - Must clearly and precisely illustrate the student's role in the proposed research
 - Appendices should be restricted to figures, legends, references, questionnaires and tables
 - A sign-off page with the Co-Supervisors, Supervisory Committee members and Departmental Graduate Coordinators' signatures approving the proposal

Please Note: Anything exceeding these guidelines will be returned to the student and not be included for review.

**Medical Sciences Graduate Program - Shantou
PhD Proposal Form**

(Please insert additional rows if required – ‘place cursor in row, choose table – insert – row’)

Student: _____			Date of Submission: _____		
Department: _____					
Title of Proposal: _____					
Supervisors:					
Name:		Position:		Department:	
Supervisory Committee Members:					
Name:		Position		Department:	
I. Student's Completed Graduate Coursework (please include grades and # of Credits)					
<u>Course</u>	<u>Year/Term</u>	<u>Grade/Credits</u>	<u>Course</u>	<u>Year/Term</u>	<u>Grade/Credits</u>
II. Student's Proposed Coursework					
<u>Course</u>	<u>Year/Term</u>	<u>Grade/Credits</u>	<u>Course</u>	<u>Year/Term</u>	<u>Grade/Credits</u>
III. Student's Source of Funding					
<u>Source</u>		<u>Duration</u>		<u>Amount</u>	

IV. Source of Funding for Project			
<u>Source</u>	<u>P.I.</u>	<u>Duration</u>	<u>Amount</u>
V. Student's Publications (submitted, in press or published)			
VI. Student's Abstracts and Presentations			
VII. Student's Honours and Awards			
VII. PhD Program Timeline: Indicate expected dates for:			
➤ Graduate Program Start Date (month/year):			
➤ Supervisory Committee Meeting(s):			
➤ Candidacy Exam:			
➤			
➤ Final Oral Exam:			
➤			

Appendix E – Candidacy Examination

Shantou-stream students must sit a PhD Candidacy Examination within 36 months after commencement of doctoral studies. The purpose of this exam is to establish that the student has an adequate knowledge of the discipline and the ability to pursue and complete original research at an advanced level.

The examination will have written and oral components. The student will submit a CIHR-style operating grant application outlining his/her doctoral research project. The student's committee will conduct an oral exam based on the written proposal, evaluate both the proposal and the exam performance, and come to a decision with respect to the student's advancement to PhD Candidacy.

FGSR rules state that Candidacy Examination Committee should include the Supervisory Committee as well as 2 additional individual at arm's length that come new to the examination. Both additional members will be UAlberta faculty members. It will be the co-Supervisor's responsibility to make the necessary arrangements for the candidacy exam.

Timeline

Once a date for the Candidacy Exam is set, the Student will be allowed 4 weeks preparation time and the Examination Committee 1 week for review.

The Student Program Administrator must be informed of the exam date to allow a minimum of 3 weeks notification to FGSR. The Program Administrator will send a Notice and Approval of Doctoral Candidacy Examining Committee form.

After the exam has been completed a Report of Completion of Candidacy or Final Oral Examination must be sent to FGSR, through the Student Program Administrator.

Assistance with Preparation of Proposal

The Supervisors, or any other member of the Examining Committee, is explicitly excluded from providing assistance in the preparation of the proposal. Conversely, students are encouraged to discuss aspects of the proposal with their peers. This assistance should neither involve the provision of written material for inclusion in the proposal nor provide ideas or other intellectual input to such an extent that it could appear to compromise the student's status as the sole author of the proposal. Obtaining this advice may be particularly valuable in cases where proposed experiments involve techniques with which the student has no direct experience. Students are also encouraged to obtain feedback on the organization and clarity of their written proposal. However, under no circumstances should colleagues take part in the writing of the proposal. Students may also wish to obtain, from their Supervisors or other faculty members, copies of actual grant proposals to use as examples to help them organize their own proposal. Note that proposals dealing with subject matter related to the student's proposal must not be obtained or read by the student. Supervisors will be responsible for ensuring that the student's proposal is original and not copied from grants from either supervisors.

Originality and creativity

Creative interpretations of the published literature, original hypotheses, novel applications of existing methods, and creative general goals will all contribute to a high rating of a proposal.

Sometimes the most creative ideas are not included in submitted documents because the principal investigator fears that the proposal will be judged as too speculative for funding. We encourage students to include their most original and creative ideas in their proposals.

Research proposal

The written portion of the candidacy examination shall follow the format of an old-style Canadian Institutes of Health Research (CIHR) Operating Grant proposal and will consist of a one page Summary of Research Proposal and a Proposed Research section (limited to 11 pages).

Reviewers of actual CIHR proposals must read many proposals and can devote only a limited amount of time to each one. Therefore, clarity and effectiveness of presentation are important for obtaining funding and will be criteria for evaluating student proposals. Readers should be able to grasp the important points during a single reading without undue study and re-reading. An effective summary is particularly important in this regard. The summary is an integral part of the proposal and it is unnecessary to repeat it in the proposal itself.

A good general plan for the research proposal is to set out the goals of the project and present the necessary background in a way that focuses on these goals in the first 3 to 4 pages. Students are strongly encouraged to include diagrams that integrate this information and illustrate the relationships between the various cellular components investigated in the proposal. In the remaining pages, the proposed experiments should be organized as several specific aims or subprojects. Each specific aim should be self-contained with a brief introduction. It should include clear statements of the hypothesis, methods, experimental design, possible pitfalls, expected outcomes, and significance of the proposed experiments. The working hypotheses and proposed experiments should be based on published results. Students are expected to employ methodologies that will actually work if the experiments were to be undertaken. Techniques and instrumentation must be relevant to what is proposed. The student can assume that s/he will have access to any existing, published reagents, constructs, antibodies, etc., and these must be properly referenced; the grant shall include a description of the generation of any other materials required for the proposed experiments.

The proposal is expected to meet the same scholarly standards that apply to published research papers. The sources supporting all statements in the proposal concerning facts, reagents or ideas obtained from the literature must be referenced with primary research papers or review articles; the references, with full authorship and title, must provide direct and accurate support. The use of "in press" and/or "personal communication" will not be permitted. Database sources and accession numbers must also be included for nucleotide and protein sequences. Any text copied from another source must be set off in quotation marks, and the source must be referenced. The student is expected to have read and understood that part of the content of all references that is relevant to their proposal.

Formatting Guidelines

Additional guidelines for production of the written research proposal include:

Use 8.5" x 11" paper and print on one side only. Use single-spaced type, no smaller than 12 point font. Condensed type or spacing is not acceptable. A margin of at least one inch around the page is required.

The final submitted written document includes: (1) a cover page with the title of the proposal, the student's name, and the date, time, and location of the examination; (2) a one-page research

summary; (3) the research proposal of no longer than 11 pages, not including References, Tables and Figures. Figures if present must have succinct legends.

Oral Defence

An oral defence of the proposal by the student will be held one week after the submission of the written document. The Graduate Coordinator of the Department, or his/her designate will chair the defence of the proposal. Unless also an examiner, this representative will not vote on the outcome of the examination. The examination will begin with a brief discussion among the examining committee members and chair without the student present. The student will then give a short (approximately 20 minutes) presentation providing an overview of his/her proposal, with particular emphasis on the working hypotheses and proposed experiments. Following this presentation, each examiner will be given approximately 20 minutes to ask questions, usually starting with members furthest removed from the student's academic program and progressing to the member most closely associated with the student. Generally, examiners will be allowed to interject questions of a related nature. After a brief recess, a second round of questions (maximum of 5 minutes per examiner) may be undertaken to address additional points.

Questions from the examiners will be restricted to the proposal, but can include queries on basic knowledge related to the scientific basis and rationale for the experimental strategies outlined in the proposal. The student will be expected to understand the strength and limitations, as well as potential sources of error, of the proposed methods and strategies. The standards used by the examining committee will take into consideration the relationship of the proposed work to the student's training and background.

Outcomes

Following the examination, the chair will poll the committee members for a preliminary outcome. Following discussion, the final outcome will be determined by vote. If the Examining Committee fails to reach a decision, the department will refer the matter to the Dean, FGSR, who will determine an appropriate course of action

The Examining Committee may recommend one of the following possible outcomes:

Adjourned - The candidacy examination should be adjourned in the event of compelling, extraordinary circumstances such as a sudden medical emergency taking place during the examination or possible offences under the Code of Student Behaviour after the examination has started. A majority of examiners must agree to an outcome of Adjourned.

Pass - Performance was exemplary/good. Student becomes a PhD candidate. All or all but one of the examiners must agree to an outcome of Pass.

Conditional Pass - Performance was acceptable but weak. Specific conditions need to be met for the student to continue with his/her program. Conditions may include extensive rewriting of the proposal or sitting a second meeting focused on areas of identified deficiency. Those conditions and the time frame under which they are to be met will be described in detail in a letter addressed to the Dean, FGSR within 5 working days and copied to the graduate coordinator and the student. A majority of examiners must agree to an outcome of Conditional Pass. The letter should mention the approval mechanism for meeting the conditions, as well as available supervision and assistance to be received from committee members.

Fail - Performance was inadequate. The Committee must then choose one of two outcomes: (1) Repeat the Candidacy Exam; or (2) Terminate the Doctoral Program.

If the student's candidacy exam performance was inadequate, but the student's performance and work completed to date indicate that the student has the potential to perform at the doctoral level, the Examining Committee may recommend repeat of the candidacy exam.

If the recommendation of a repeat candidacy is formulated by the Examining Committee, and approved by FGSR, the Chair of the Examining Committee must notify the student in writing of his/her exam deficiencies. The second candidacy exam is to be scheduled no later than three months from the date of the first candidacy. The student will again be required to submit two brief outlines of projects suitable for the proposal but may not include the original examined projects. In the event that the student fails the second candidacy, the Examining Committee shall recommend termination of the student's program.

If the student's performance was inadequate, and the work completed during the program is considered inadequate, the Examining Committee should recommend termination of the student's program.

For failed candidacy examinations, the Associate Dean of FGSR normally arranges to meet with the candidate and Department representatives before acting upon any Department recommendation. A decision of the FGSR which affects a student's academic standing (i.e., required to withdraw or transfer to a Master's program) is open to appeal.