Checklist – MSc, Collaborative Graduate Program in Biostatistics

The following checklist itemizes the tasks normally completed during the first and second years of the MSc program. This list is not presented in any set order, and the program is not limited to the items on this list.

ACTIVITIES:	RESPONSIBILITY OF:
Year One	
Course registration: GSR 960.0, GSR 961.0 (if research involves human subjects) GSR 962.0 (if research involves animal subjects). Minimum of 15 credit units coursework, 9 credit units of required courses: CHEP 800.3, STAT 850.3, PUBH 842.3, BIOS 990, BIOS 994 and 6 credit units of elective courses appropriate to student's research	Student (with guidance from the Supervisor. Chair of the Collaborative Biostatistics Program may provide general guidance to the program requirements, etc.)
Select members for Thesis Advisory Committee	Supervisor with student
Select research topic and develop thesis proposal	Student with supervisor
Advisory committee meeting: approval of proposal	Meeting is called by the Chair of the Collaborative Biostatistics Program at the request of the supervisor or student. Students are required to make an oral presentation about the proposed research to the Advisory Committee. The thesis proposal must be approved by the Thesis Advisory Committee.
Receipt of ethical approval or exemption to conduct research; refer to the Ethics website: www.usask.ca/research/ethics_review/faqs.php	Student, prior to conducting the research. The ethics application form must be signed by the student and the supervisor, and the Department Head or designate.
Complete Master's Program of Studies Form, GSR 208	Graduate Secretary or designate
Complete Graduate Student Progress Report, GSR 210	Graduate Secretary or designate
Year Two and Three	
Course registration: BIOS 990, BIOS 994	Student
Data collection and analysis	Student in consultation with Supervisor and Thesis Advisory Committee
Complete Graduate Student Progress Report, GSR 210	Graduate Secretary or designate
Thesis Submission (multiple copies, a minimum of 3 weeks prior to the Defence date)	Student (to Advisory Committee)
Thesis Defence	Student; Each student is required to undergo an oral examination of his/her thesis research. The Examination Committee will be appointed by the CGSR, upon written nomination by the Chair of the Program Committee. The examination is chaired by the Program Chair or designate. The Graduate Secretary or designate will provide support with the administration and filing of the paper work.
Final Copies of Thesis to CGSR	Student

Checklist – PhD, Collaborative Graduate Program in Biostatistics

The following checklist itemizes the tasks normally completed during the first, second, and upper years of the Doctor of Philosophy program. This list is not presented in any set order, and the program is not limited to the items on this list.

ACTIVITIES:	RESPONSIBILITY OF:
Year One	
Course registration: GSR 960.0, GSR 961.0 (if research involves human subjects) GSR 962.0 (if research involves animal subjects). a minimum of 15 credit units of coursework, of which 12 credit units are required: CHEP 806.3, CHEP 810.3 or STAT 834.3, STAT 841.3, STAT 848.3, 3 credit units elective course appropriate to student's thesis research, BIOS 990.0, BIOS 996.0	Student (with guidance from the Supervisor. Chair of the Collaborative Biostatistics Program may provide general guidance to the program requirements, etc.)
Select members for Thesis Advisory Committee	Supervisor with student
Receipt of ethical approval or exemption to conduct research; refer to the ethics website: www.usask.ca/research/ethics_review/faqs.php	Student, prior to conducting the research. The ethics application form must be signed by the student and the supervisor, and the Department Head or designate.
Complete PhD's Program of Studies Form, GSR 207	Supervisor and/or Chair with support from Graduate Secretary or designate
Complete Student Progress Report, GSR 210	Graduate Secretary or designate
Qualifying examination (after course work is completed)	Examination questions must be filed by the Examining Committee. The Examining Committee shall be appointed by the Program Committee in consultation with the CGSR Dean. Graduate secretary or designate to record minutes. The results of the examination must be reported to the CGSR in writing with a copy in student file.
Years Two – Four	
Course registration: BIOS 990.0, BIOS 996.0	Student
Data Collection and Analysis	Student in consultation with Supervisor and Thesis Advisory Committee
Complete Student Progress Report, GSR 210	Graduate Secretary or designate
Comprehensive Examination	Student in consultation with the supervisor; The Examining Committee shall be appointed by the Program Committee in consultation with the CGSR Dean.
Thesis Submission (multiple copies, a minimum of 3 weeks prior to the Defence date)	Student (to Thesis Advisory Committee)
Thesis Defence	Student; Each student is required to undergo an Oral examination of his/her thesis research. The Examination Committee will be appointed by the CGSR, upon written nomination by the Chair of the Program Committee. The Examination is chaired by the CGSR Dean or designate.
Final Copies of Thesis to CGSR	Student