



# FACULTY OF GRADUATE STUDIES

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NEW STUDENT ORIENTATION



# WELCOME TO GRADUATE STUDIES



Welcome to the Faculty of Graduate Studies at Dalhousie. We are home to over 3500 graduate students studying and researching in a wide variety of fields.

Dalhousie's graduate programs are diverse, each designed to enhance the professional and personal development of its students while producing global citizens equipped to handle the challenges of the future. Our students come from over 100 countries and represent a wide swath of experience and ideas. Whether in a research or professional program, graduate students at Dalhousie are trained to think critically, collaborate frequently, and act boldly. As a new student in a graduate program at Dalhousie, you will soon be a part of this tradition of excellence.

We have created this handbook as a resource for you. It contains helpful information regarding some of the many services offered at Dalhousie, as well as some community resources. We hope that you find it a useful tool as you adjust to life at Dalhousie.

Graduate school is the next step in your academic career, one that presents a challenge but also an opportunity. We sincerely hope that you find your Dalhousie experience to be a rewarding one.

Please don't hesitate to contact our office if you have questions or concerns throughout your degree. We are glad to help.

***Marty Leonard,***

Dean, Graduate Studies

# ABOUT US

## WHERE IS FGS?

The Faculty of Graduate Studies is located in room 314 of the Henry Hicks Building (that's the clocktower building on Studley Campus).

## HOW CAN I GET IN TOUCH?

Have a question or concern about your program or Dalhousie in general? That's what we're here for! You can also find a list of the services that we offer on the next page.

- Email us at [graduate.studies@dal.ca](mailto:graduate.studies@dal.ca)
- Call us at (902) 494-2485
- Drop into the office Monday to Friday, 9:00am-4:00pm
- Find us on Facebook—[facebook.com/dalgradstudies](https://facebook.com/dalgradstudies)
- Tweet us @DalGradStudies



# GRADUATE STUDIES SERVICES

- ◆ Admissions (Admissions Officers)  
*Processing and reviewing applications, providing advice to prospective applicants*
- ◆ Program (Program Officer)  
*Facilitating general program administration, such as changes to program of choice, program updates, leaves of absence, annual progress reports, etc*
- ◆ Scholarships (Scholarship Officer & Funding Clerk)  
*Organizes scholarship competitions for Tri-Council awards, Killams, and more; facilitates funding disbursements to award recipients. Maintains external scholarship database*
- ◆ Emergency Bursaries (Information Clerk & Scholarship Officer)  
*Distributes emergency bursaries for students with unexpected financial need*
- ◆ Travel Grants (Financial Clerk)  
*Distributes grants for students travelling to present their research at academic conferences*
- ◆ Thesis Submissions (Thesis Clerk & Communication Clerk)  
*Facilitates thesis format checking and submission process for all graduate students*
- ◆ PhD defenses (Thesis Clerk)  
*Organizes defenses for PhD students*
- ◆ Convocation (Convocation Officer)  
*Audits all students' degree requirements as approved in GSIS prior to degree conferrals by Senate*
- ◆ Professional development  
*Organizes professional development opportunities for graduate students in collaboration with other departments*
- ◆ Graduate Student Information System  
*See and accept your degree requirements using your DalOnline*

# DSU HEALTH PLAN

**The DSU Health and Dental Plan:** All students starting their academic year in May are required to opt-in to the DSU Health and Dental Plan. Opt-ins can be done in office or online ([www.studentvip.ca/dsu](http://www.studentvip.ca/dsu)) from April 15th to May 24th 2019. This provides students with extended health and dental coverage from May 01, 2019 until August 31, 2019.

The DSU Health and Dental Plan provides coverage for prescriptions, dental, vision, accident and travel. More information can be found online through [www.studentvip.ca/dsu](http://www.studentvip.ca/dsu). This is an extended plan provided to all students, for services and expenses not covered under a provincial health plan or comparable plan (DSU International Health Plan).

**DSU International Plan:** If you are an international student, you will be automatically billed through your student account and enrolled into the DSU International Health Plan. The DSU International Plan provides coverage for doctor visits, lab tests, and emergency hospitalization. Contact the DSU Health Plan Office if you have private coverage and are looking to opt-out. Please visit [www.internationalhealth.ca/dsu](http://www.internationalhealth.ca/dsu) for more information and to get your health card. If you have private coverage which meets Dalhousie's opt-out requirements, you must visit the DSU Health Plan Office by May 24th 2019.

**Family Coverage:** Spouses & children can be added to the DSU Health Plans as long as they carry active MSI coverage, other provincial health care or have coverage under the DSU International Plan. An application must be completed in office or online by the above deadlines and an additional payment is required. The cost is available by contacting the DSU Health Office. Please note coverage is not automatic for families and family applications must be completed each year.

**Opting Out:** International Students looking to opt-out of the DSU International Student Health Plan are required visit the DSU Health Plan Office located on the 3<sup>rd</sup> floor of the Student Union Building (SUB) with proof of private insurance coverage in English by the May 24th 2019 deadline.

**Opt-In and out ends May 24, 2019**