

DEPARTMENT OF STATISTICS
UNIVERSITY OF TORONTO

GRADUATE STUDENT HANDBOOK

This handbook outlines the basic rules, regulations and procedures for graduate students in the Department of Statistics, University of Toronto. Please note, however, that general regulations (degree regulations, details regarding fees, etc.) of the School of Graduate Studies also apply to this Department. The School of Graduate Studies Calendar takes precedence over this Handbook. Graduate students of the Department are expected to familiarize themselves with both sets of regulations.

Please note that the dates of all deadlines for enrolment, submission of scholarship and fellowship applications, and dates for the completion of all academic work are to be adhered to by all graduate students. Departmental policies are subject to change according to guidelines established by the School of Graduate Studies.

Please visit the Department's website as well as the School of Graduate Studies website for more details about the program and courses offered as well as policies and procedures offered by the Department of Statistics and School of Graduate Studies.

Department of Statistics Website

<http://www.utstat.utoronto.ca>

School of Graduate Studies Website

<http://www.sgs.utoronto.ca>

KEY DEPARTMENTAL CONTACTS

James Stafford
Professor & Chair
Office: SS 6020
416-978-5709
chair@utstat.utoronto.ca

Augustin Vukov
Senior Lecturer & Teaching
Assistant Coordinator
Office: SS 6024A
416-978-4722
vukov@utstat.utoronto.ca

Andrea Carter
Undergraduate & Graduate
Administrator
Office: SS 6022
416-978-5136
carter@utstat.utoronto.ca

Dermot Whelan
System Administrator
Office: SS 6017
416-978-5166
wheland@utstat.utoronto.ca

Radu Craiu
Associate Professor & Associate
Chair for Graduate Studies
Office: SS 6010
416-946-7590
grad-chair@utstat.utoronto.ca

Ram Mohabir
Department Manager
Office: SS 6020
416-978-4449
mohabir@utstat.utoronto.ca

Sarah Johns
Assistant to the Chair & Office
Administrator
Office: SS 6018
416-978-3452
sjohns@utstat.utoronto.ca

Laurel Duquette
Coordinator, Statistical Consulting
Service
Office: SS 6026C
416-978-4455
consult@utstat.utoronto.ca

ADMINISTRATIVE POLICIES AND PROCEDURES

1. PROGRAM & COURSES

Master's Program

The full-time Master's program takes 2 academic sessions (from September to April) and students take **8 half-year courses, or an equivalent combination of full and half-year courses**. There is no thesis to be written, but students may replace a course with a research project.

Master's program students are **required** to take four courses from our core curriculum, which consists of the following:

- STA2101H Methods of Applied Statistics I
- STA2111H Graduate Probability I
- STA2112H Mathematical Statistics I
- STA2201H Methods of Applied Statistics II
- STA2211H Graduate Probability II
- STA2212H Mathematical Statistics II
- STA3000Y* Advanced Theory of Statistics

*Students with a particularly strong background may, in consultation with the Associate Chair for Graduate Studies, be advised to take STA3000Y. (STA3000Y counts as two courses since it is a year-long course.)

The remaining four courses may be selected from:

- The core curriculum, listed above
- Other graduate courses offered by the Department of Statistics (which may include an approved Supervised Reading/Research Project course)
- Graduate courses offered by other departments at U of T (with approval of the Associate Chair for Graduate Studies)

Note:

Students should not take courses that almost entirely duplicate material studied for a previous degree; however, it is fine to take courses that cover similar material at a substantially higher level. Also, the Associate Chair of Graduate Studies meets with all students (full-time and part-time) before final course choices are made to ensure that the courses chosen provide the best preparation for the student's future plans.

PhD Program

The PhD program consists of courses, comprehensive exams and a thesis.

PhD students are **required** to take the following **five courses** that account to the equivalent of six half-credits:

- STA2111H Probability Theory I
- STA2211H Probability Theory II
- STA2101H Methods of Applied Statistics I
- STA2201H Methods of Applied Statistics II
- STA3000Y Advanced Theory of Statistics

PhD students are also **required** to pass the written **comprehensive examinations**. These examinations are offered in May of each year and consist of three separate parts:

1. Theoretical Statistics: based on material from
 - STA3000Y Advance Theory of Statistics
 - STA2112H Mathematical Statistics I
 - STA2212H Mathematical Statistics II
2. Probability Theory: based on material from
 - STA2111H Probability Theory I
 - STA2211H Probability Theory II
3. Applied Statistics: based on material from

STA2101H Methods of Applied Statistics I
 STA2201H Methods of Applied Statistics II

Enrolled PhD students are required to attempt all parts of the comprehensive exams at the end of their first academic year and they are required to have passed all parts of the comprehensive exams by the end of their second year. Students will be given at most two opportunities to pass each of the three parts; they will be required to rewrite only those parts that they fail in their second year. Students who fail all three parts of the comprehensive exam on their first attempt, or who fail both attempts at passing any part of the exam, will be asked to leave the PhD program.

In order to continue further in the PhD program, students will have to meet all the requirements listed above to fulfill the recommendation for PhD Candidacy before starting their **thesis**.

Note:

Students should not take courses that almost entirely duplicate material studied for a previous degree; however, it is fine to take courses that cover similar material at a substantially higher level. Also, the Associate Chair of Graduate Studies meets with all students before final course choices are made to ensure that the courses chosen provide the best preparation for the student's future plans.

2. APPEALS

All students have the right to appeal academic and/or procedural matters. All appeals must be directed in writing to the Undergraduate and Graduate Administrator. Matters not resolved at this level will be referred to the Department Chair and Associate Chair of Graduate Studies of the Department. Appeals rejected by the Department Chair and Associate Chair may be taken to the Associate Dean of the School of Graduate Studies. *See the SGS Calendar for further information.*

3. REGISTRATION

All graduate students must register with the Department at the beginning of each year for the duration of their programs.

4. BUILDING ACCESS & OFFICE KEYS

Building Access & Office Hours

The Department of Statistics is located on the 6th floor of Sidney Smith Hall at 100 St. George Street. The Departmental Office is open from Monday to Friday as follows:

September to June	9:00 am to 5:00 pm
July to August	9:00 am to 4:30 pm

Sidney Smith Hall operating hours are as follows:

Monday to Thursday	7:00 am to 10:30 pm
Friday	7:00 am to 6:00 pm
Saturday	10:00 am to 6:00 pm
Sunday	12:00 pm to 6:00 pm

For after-hours access to Sidney Smith Hall a building/tower key is required. Building/tower keys will only be provided to PhD students.

Office Keys

You will be provided with the following keys:

PhD Students	Master's Students
PhD key*	Master's key*
Building/Tower key	
Carrel key(s)	

*Master's and PhD keys open their respective Study and Resource Spaces as well as the:

- Mailroom (SS 6021)

- Delury Lounge (SS 6028A)
- Stats Aid Centre (SS 2133)

Note: You will be required to pay a deposit of \$20.00 per key issued by the department.

Study & Resource Space

The Department has arranged for Study and Resource Space for both Master's and PhD students within the building of Sidney Smith Hall as follows:

Master's Study & Resource Space

The Master's Study & Resource Space is located on the Ground Floor of Sidney Smith Hall in Room 623B. Master's students also have access to a computer lab located in Room 623D.

PhD Study & Resource Space

The PhD Study and Resource Space for PhD students are assigned by the department; upon registration you will be assigned to a carrel in one of four offices located in Sidney Smith Hall: 6027, 6028, 6004 or 623C (on the ground floor).

5. FINANCIAL SUPPORT

All students in the Department's full-time Master's program and in the PhD program (years 1-4) receive the University's guaranteed minimum financial support package. For students admitted directly into the PhD program from a Bachelor's degree, funding is also provided for the fifth year of the program. This support consists of \$15,500 per 12 month academic year plus tuition fees and, for international students, includes the fees for the University Health Insurance Program (UHIP).

The sources of this funding can include University of Toronto Fellowships, Teaching Assistant employment, Research Assistantships (stipends or employment), Internships (Accelerate Canada Internships) and major internal and external awards, such as Connaught admission scholarships, Ontario Graduate Scholarships, NSERC Postgraduate awards, FCAR (for applicants from Quebec), etc. All new full-time graduate students are automatically considered for the internal awards (e.g. Connaught admission scholarships). All graduate students are expected to search out and apply for external awards as part of the University's funding policy. External awards are also of benefit for the individual student as it strengthens her/his Curriculum Vitae.

6. E-MAIL ACCOUNT AND COMPUTER LOGIN

All graduate students will be provided with an email account and computer login. All correspondence from the department will be sent to this email account. Once you have completed your studies in the Graduate Program your e-mail account will be deactivated.

7. MAILROOM

All Graduate Students will be provided with a mailbox. The mailroom is located on the 6th floor of Sidney Smith Hall in Room 6021. The mailroom should be kept closed on weekends and after 5:00 pm when not in use.

8. PHOTOCOPIER

You will be provided with a photocopy code for the photocopier upon registration. The photocopier is located in Room 6021 (the mailroom). The Department's policy for the use of the photocopier is as follows:

- All graduate students are allotted 100 free copies.

- Any copies made over the 100 free copies will be charged back to the student at the end of the term at 3 cents per copy.

- For graduate students hired as Teaching Assistants, photocopies of course materials are free of charge.

- TAs are required to log all course material photocopies in the blue log binder. Any photocopies not logged will be charged to the student at the end of the term at 3 cents per copy.

9. STATISTICAL COMPUTING

Computing resources that are available for graduate student research include: Splus and R (data analysis and graphics language), SAS, Mathematica and Maple (software for symbolic manipulation), and mathematical typesetting software including TeX and LaTeX. The University also maintains high-speed links to the Internet, which provides electronic mail, news, and web access to other research sites throughout the world.

10. SEMINARS

The Departmental Seminar Series is held every Thursday from 3:30 pm to 4:30 pm in Sidney Smith Hall. The seminars provide an opportunity for all department members to learn about recent developments in statistics throughout the world. Graduate students are expected to attend the seminars and are encouraged to use the opportunities presented to broaden their educational base.

- Master's students and PhD students in their first year are expected to attend at least 60% of all weekly seminars

- PhD students in their second-year and higher are expected to attend at least 85% of all weekly seminars

11. DELURY LOUNGE

The Delury Lounge is a bright, naturally lit space featuring comfortable seating and wireless internet. It is located in Room 6028A on the 6th floor of Sidney Smith Hall. The Delury Lounge is a place where graduate students can relax, eat, meet friends and socialize with members of the department. Students are responsible for keeping the lounge clean. The Delury Lounge should be kept closed on weekends and after 5:00 pm when not in use.

12. STATS AID CENTRE AND TA MARKING ROOM

The Stats Aid Centre and TA marking room are for graduate students hired as Teaching Assistants who need to hold office hours or need space for marking assignments and tests.

Stats Aid Centre

The Stats Aid Centre is located on the 2nd Floor of Sidney Smith Hall in Room 2133. Teaching Assistants may use this room to hold office hours.

TA Marking Room

The TA Marking Room is located on the ground floor of Sidney Smith Hall in Room 623. Teaching Assistants may use this space for marking assignments.

13. CONSULTING SERVICE

The Department has an active consulting service that provides statistical assistance to clients from hospitals, other departments within the University, and a wide range of industries. The Department offers a graduate course that is coordinated with the activities of the

Statistical Consulting Service. The Statistical Consulting course enables graduate students to have direct involvement with researchers in a variety of disciplines and offers students an opportunity to participate in the design and analysis of projects by applying theory learned in other classes as well as gain familiarity with statistical software packages.

14. MATHEMATICS AND STATISTICS LIBRARY

The Mathematics and Statistics Library is located in the Bahen Centre for Information Technology at 40 St. George Street, Room 6141. The library maintains an extensive collection of all major journals and research monographs.

15. TEACHING ASSISTANTSHIPS (TA)

A limited number of teaching assistantships are available. Full-time students will normally be assigned TA work as part of their funding packages. TA assignments are usually from September to April, but may include May to August for PhD students. Application forms are available on the departmental website under Employment Opportunities, and should be submitted as early as possible, and definitely by the given deadline.

All Teaching Assistants will be provided with a copy of the department's Teaching Assistant handbook and TAs are expected to comply with the policies and procedures listed in it.

16. DEPARTMENTAL AWARDS

Statistics Doctoral Award

The Department of Statistics Doctoral Award is presented annually to a PhD student in the department who has demonstrated excellence in an area of statistics, probability theory or actuarial science. No application is required. All PhD students are considered.

The award is made by the Associate Chair of Graduate Studies upon the advice of the department faculty. The award includes a certificate and a monetary prize from the Doctoral Award endowment fund.

Andrews Academic Achievement Award

This award is named in honour of Professor David F. Andrews of the Department of Statistics. An Andrews Academic Achievement Award will be awarded to any particularly outstanding student(s) who receive a M.Sc. degree from the department. Students are judged on criteria such as: level of difficulty of courses chosen; impression made on professors; course grades earned; any special work such as research projects, statistical consulting, etc.; as well as contributions made to other students and the department. No application is required. All graduating M.Sc. students are considered. Certificates are awarded by the Associate Chair of Graduate Studies upon the advice of the department faculty.

Student Travel Award

The Department of Statistics Student Travel Award is available to all enrolled graduate students. This award is intended to enable students to present their work, papers & publications and/or participate in a poster session at a conference and/or workshop. Funding and details of how to apply will be announced by the Associate Chair of Graduate Studies.

USEFUL CONTACTS & LINKS

Academic Success Centre 978-7970
<http://www.asc.utoronto.ca/>

Awards for PhD Students
<http://www.sgs.utoronto.ca/informationfor/students/money/awards/doctoral.htm>

Awards for MSc Students
<http://www.sgs.utoronto.ca/informationfor/students/money/awards/master.htm>

Bookstore (U of T) 978-7900
<http://www.uoftbookstore.com>

Campus Police (Emergency: 978-2222) 978-2323
<http://www.campuspolice.utoronto.ca>

Community Safety Office 978-1485
<http://www.communitysafety.utoronto.ca>

Counseling and Psychological Services (CAPS) 978-8070
<http://www.caps.utoronto.ca>

Accessibility Services 978-8060
<http://studentlife.utoronto.ca/accessibility>

Gerstein Science Information Centre 978-2280
<http://www.library.utoronto.ca/gerstein>

Graduate Students Union 978-2391
<http://www.utgsu.ca>

Health Service 978-8030
<http://www.healthservice.utoronto.ca>

International Student Centre 978-2564
<http://www.isc.utoronto.ca/>

Lost and Found (St. George Campus) 978-6252
<http://www.fs.utoronto.ca/caretaking/lost.htm>

Mathematics & Statistics Library (BA 6141) 978-8624
<http://www.library.utoronto.ca/math/>

MITACS – Accelerate Award
<http://www.mitacs.ca>
